



# Rapid Entry Access

## *GUIDELINES FOR THE INSTALLATION OF KEY BOXES*

To provide an efficient system for building access in emergency situations, the Jeffersontown Fire Protection District requires a Rapid Entry Key Box for new, remodeled and existing buildings and properties, with the exception of one- and two-family dwellings. The approved manufacturer is SupraSafe by GE.

### **GENERAL**

- All key boxes are required to be installed at five feet (5') above finished grade.
- A SupraSafe 1 key box is required at any remote riser room exterior door.
- All new construction shall install a SupraSafe Model 2HSR key box.
- All remodeled and existing properties shall install SupraSafe 2HS key box.
- Applications for SupraSafe are available at our website or maybe obtained from the Fire Prevention Division at 502.267.7300.
- Key box purchase and installation are the responsibility of the property owner.

### **GUIDELINES**

- Key box locations should be approved by the Fire Department **PRIOR** to installation.
  - Key boxes should be mounted adjacent to the entry door most suitable for emergency access. Consideration should be given to the location of Fire Department access roads and other fire protection systems.
  - Key boxes should not be visually or physically obstructed by landscaping or architectural elements.
  - It is recommended that all key boxes be electronically supervised.
  - The property owner shall be responsible for ensuring the keys are updated whenever locks are changed.
- The key box shall contain a master key and/or a coded card to open doors or other access means at the following locations:
  - The main entrance.
  - Individual tenant spaces.
  - Rooms containing control valves for automatic fire protection systems.
  - Rooms containing fire alarm system control panels.
  - Rooms containing elevator operating equipment.
  - Rooms or areas containing hazardous storage.
  - Rooms containing main electrical service panel.
  - Rooms or other areas the Fire Chief, or designee, determines immediate access is necessary.

# Rapid Entry System

Instant fire department access without damaging the door or building

The GE Security Rapid Entry System is designed to help fire departments and businesses work together to preserve lives and property. It eliminates the need for fire department officials to maintain and carry cumbersome key rings with hundreds of building keys.

## Here's how the GE Rapid Entry System works:

1. The building owner purchases the Lock Box of his choice and mounts it securely near the entrance. Fire department officials lock the building keys in the Lock Box.
2. To ensure system security, GE Security has developed a flexible program for shipping Lock Boxes directly to building owners. Special security keys are supplied only to authorized fire department officials.
3. When a fire alarm sounds at night or on the weekend, the fire department has instant access to the building. Access is fast, easy and safe without the need for the building owner or tenant to drive to the site after hours.

## GE Security – a name you can trust:

**Safe and secure.** Keys that open the Lock Boxes are provided exclusively by GE Security. Our SupraSafe 2 High Security units are UL certified antitheft devices. All SupraSafes are steel construction with locking systems designed to withstand attack. Optional tamper switches can be integrated with a building's alarm system.

**The SupraSafe line** offers a variety of sizes, styles and features. Building owners can custom-tailor a Rapid Entry System to meet their needs.

**Toll-free product support.** You have the resources of the world's largest lock box manufacturer and the backing of GE Security.

**Help for the fire department.** Protect property and reduce injuries; avoid the expense of replacing a costly door or window due to unnecessary forced entry.



Costly damage of forcible entry is eliminated when building keys are stored securely near entrances.

**For more information call 800-545-7402**

For pricing and availability in Canada 800-267-6317



imagination at work



# Jeffersontown Fire Protection District

## Fire Prevention Division

10540 Watterson Trail  
Jeffersontown, KY 40299  
Bus. Phone: (502) 267-7300  
Fax #: (502) 267-5217  
Website: [www.jeffersontownfire.com](http://www.jeffersontownfire.com)

### EMERGENCY CONTACT SURVEY

<b>Business Name:</b>	
<b>Address:</b>	
<b>Business Phone:</b>	<b>Fax Number:</b>
<b>Website:</b>	
<b>Email Address:</b>	
<b>Business Type:</b>	<input type="checkbox"/> Retail <input type="checkbox"/> Service <input type="checkbox"/> Manufacturing <input type="checkbox"/> Other

### Building Questions

<b>Do you own the building?</b>	
<input type="checkbox"/> Yes <input type="checkbox"/> No – If “no,” please list the building owner below.	
<b>Building Owner:</b>	
<b>Address:</b>	
<b>Phone 1:</b>	<b>Phone 2:</b>
<b>Alarms Present:</b>	<input type="checkbox"/> Fire <input type="checkbox"/> Burglary <input type="checkbox"/> Other
<b>Alarm Panel Location:</b>	
<b>Alarm Company Name:</b>	<b>Phone:</b>

### Emergency Contact #1

<b>Name:</b>	<b>Phone 1:</b>
<b>Title:</b>	<b>Phone 2:</b>

### Emergency Contact # 2

<b>Name:</b>	<b>Phone 1:</b>
<b>Title:</b>	<b>Phone 2:</b>

### Emergency Contact # 3





<b>Name:</b>	<b>Phone 1:</b>
<b>Title:</b>	<b>Phone 2:</b>

# 2009 GE Rapid Entry Systems Order Form

PHONE: 800-545-7402 FAX: 503-375-9852 E-MAIL: customerservice.commercial@ge.com

**This form must be filled out completely or your order will be delayed.**

1. Orders must be prepaid with credit card.
2. Fill in your billing and shipping address.
3. Contact your fire department for their system code.
4. Fax orders to: 503-375-9852.
5. E-mail orders to: customerservice.commercial@ge.com.
6. Mail orders to: GE Rapid Entry, 4001 Fairview Industrial Drive, Salem, OR 97302.

All SupraSafes come with black polyester textured powder paint, wall anchors and bolts. Optional through-wall mounting kits are recommended for non-recessed units for higher security.		QTY.	PRICE	TOTAL
	<b>SupraSafe 2HS</b> Heavy Duty - 1/4" steel walls & door. 5"H x 4"W x 3-1/4"D	SupraSafe 2HS	\$194.00	
		SupraSafe 2HS/TS Tamper switch connects to building alarm	\$234.00	
		SupraSafe 2HS/TS through-wall mounting kit	\$19.00	
	<b>SupraSafe 2HSR</b> Heavy Duty - 1/4" steel walls & door. 5"H x 4"W x 3-1/4"D with 7"x 7" flange	SupraSafe 2HSR	\$234.00	
		SupraSafe 2HS/TS Tamper switch connects to building alarm	\$274.00	
		SupraSafe 2HS/TS recessed mounting kit (simplifies mounting in masonry or concrete)	\$69.00	
	<b>SupraSafe 1 (1 to 2 keys only)</b> 1/8" steel walls & door. Tamper switch not available on this model. 3"H x 4"W x 2"D	SupraSafe 1	\$147.00	
		SupraSafe 1 through-wall mounting kit	\$14.00	
	<b>Supra Max (for residential use only).</b> Durable zinc alloy construction 3-5/8"H x 4-5/8"W x 2-1/8"D	Supra Max with door mount hanger	\$90.00	
		Supra Max wall mount	\$79.00	
		Supra Max through-wall mounting kit	\$14.00	
<b>Accessories:</b> Additional fire alert decals (one provided free with every Lock Box)			\$2.00	

## Registered Fire Department Information

Dept. Name: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Dept. System Code: \_\_\_\_\_  
 Authorized Signature: \_\_\_\_\_  
 (May be required, check with Fire Department)

Subtotal			
Shipping & handling per Lock Box: \$20.00			
Add state & local sales tax for ship-to address			
Grand total			

Prices are subject to change.

## Credit card billing address

Company: \_\_\_\_\_  
 Physical Street Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Attention: \_\_\_\_\_ Phone: \_\_\_\_\_

## Ship to

Company: \_\_\_\_\_  
 Physical Street Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Attention: \_\_\_\_\_ Phone: \_\_\_\_\_

## Fire Dept. Rapid Entry Systems Ordering Instructions

1. All Lock Boxes are shipped without keys. Contact the fire department for information concerning keys and lockup. Mounting instructions for Lock Boxes included with your order. Allow approximately (2-3) weeks for delivery.
2. Please contact your fire department for specific instructions on where to mount the Lock Box.

### 3. Payment:

VISA  American Express  MasterCard

# \_\_\_\_\_

Expires \_\_\_\_\_ Signature \_\_\_\_\_

Amount \_\_\_\_\_



GE Security  
 4001 Fairview Industrial Dr. SE  
 Salem, OR USA 97302  
 T 800.547.0252  
 F 800.382.6119

Canada  
 2100 Thurston Dr., Unit #15  
 Ottawa, Ontario K1G 4K8  
 800.267.6317 (in Canada)  
 T 613.737.3623  
 F 613.737.5517

Orders are shipped ground from Oregon - Allow 2-3 weeks for delivery.  
 Effective March 1, 2009

Visit us online at [www.GESecurity.com](http://www.GESecurity.com)

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