

**FREERPORT FIRE & EMS DEPARTMENT  
OFFICE OF THE FIRE MARSHAL**

# **ACCESS CONTROLLED GATES INSTALLATION AND OPERATION**

These guidelines are to be followed when a building, facility, residential subdivision, or apartment complex is provided with an entry and exit access control/security gate for vehicular traffic that crosses a fire lane, access drive(s) into a subdivision or other approved vehicular access drive.

## **SUBMITTAL REQUIREMENTS**

1. The gate must be sized so as not to obstruct any portion of the drive or fire lane, in any manner, when the gate is fully opened.
2. Electric gate operators shall be UL 325 listed and comply with ASTM F 2200.
3. A secondary/emergency power source must be available and brought online automatically upon loss of primary power to the access gates. The secondary/emergency power source shall automatically open the gates.
4. Electrically controlled access gates must be openable with the Fire Department access key (Knox KS-3502 key switch with dust cover) while the gate is utilizing either primary or secondary power. The gate must stay open until the key switch is returned to normal operation.
5. All gates obstructing fire department access, whether in the open or closed position, must be equipped with a means to move the gate to a full open position manually.
6. Gates in which operation is by manual means only, shall be acceptable. A manual means to open the gates shall be provided. If a lock is provided, a Knox padlock shall be provided and double-locked.

## **OPERATIONAL REQUIREMENTS**

8. Gates shall remain open a minimum of 90 seconds when operation is initiated by the Knox key switch.
9. Gates shall clear the entire width of the drive or fire lane when open, not just the direction of vehicular travel.

To expedite the plan review and inspection processes, please refer to the information listed

## **below. PERMITTING REQUIREMENTS**

10. Provide a written description of the operation of the access control/security gates in normal, emergency, and manual modes.
11. Site plan drawings of the installation location and layout, including primary and emergency power hookups.
12. Equipment location drawings of the actual configuration of the access gate(s).
13. A full equipment listing.
14. Manufacturer documentation for all parts and materials used in the project.
15. Drawings shall be submitted for review and approval, PRIOR to installation.
16. Drawings shall be generated by the installing company specific to the installation. Drawings shall show plan view and other pertinent information.
17. Submittal package must identify and include all the above requirements to be accepted for review.

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18. No gates or equipment shall be installed on the site until a Permit has been issued. Any work performed prior to the issuance of this permit may result in a citation being issued for violation of Section 113.3 of the 2015 International Fire Code.

## GENERAL SUBMITTAL REQUIREMENTS

19. Each submittal shall have a completed Freeport Fire & EMS Department Plan Review Permit Application.
20. Plans approved by the Office of the Fire Marshal give authorization for installation. Final approvals are subject to field verification. Any approval issued by the Office of the Fire Marshal does not release the contractor or property owner from the responsibility of full compliance with all applicable codes and ordinances.
21. All fire department inspection forms and permits shall be kept on the job site until final inspection.
22. All installations shall comply with the approved plans. Any deviation from the approved plans requires a re-submittal to the Office of the Fire Marshal.

All access control criteria for the purposes of this guideline and any other guidelines or requirements of the Fire & EMS Department shall conform to the 2015 International Fire Code, as adopted and amended by City of Freeport

This guide does not replace, nor supersede any codes and/or ordinances adopted by the City of Freeport or determinations and positions of the Fire Chief or Fire Marshal.