

EXAMPLE

Memorandum

To: EC Committee
From: Chief of Staff
Date: 6/8/22
Re: Locking doors in Healthcare occupancies due to clinical needs

1. In accordance with section 19.1.1.1.5 of The Life Safety Code (2000 edition), which reads as follows, *“It shall be recognized that, in buildings housing certain types of patients or having detention rooms or a security section, it might be necessary to lock doors and bar windows to confine and protect building inhabitants,”* this memorandum lists specific areas where doors may be locked in the direction of egress. Only doors in areas identified in paragraph 4 of this memorandum may be locked in a manner that will require a key or special knowledge for unlocking.
2. Delayed-egress locks complying with all requirements of section 7.2.1.6.1 of NFPA 101 shall also be permitted, provided that not more than one such device is located in any egress path.
3. All locks, other than those noted in paragraph 2 above, shall meet the following.
 - a. Door-locking arrangements without delayed egress shall be permitted in health care occupancies, or portions of health care occupancies, where the clinical needs of the patients require specialized security measures for their safety, provided that staff can readily unlock such doors at all times.
 - b. Adequate provisions shall be made for the rapid removal of occupants by one of the following means:
 - (1) Remote control of locks
 - (2) Keying of all locks to keys carried by staff at all times
 - (3) Key pads immediately adjacent to each locked door
 - (4) Other reliable means available to the staff at all times
 - c. Staff shall practice unlocking of doors during fire and emergency evacuation drills.
4. The following locations may have doors locked in accordance with the provisions of this memorandum.

List areas here

Recommended signature: Chief of Staff