



ELGIN FIRE DEPARTMENT

HEADQUARTERS AND
FIRE PREVENTION BUREAU
550 SUMMIT STREET
ELGIN, ILLINOIS 60120-4219

David A. Schmidt *Fire Chief*
TELEPHONE 847 / 931-6175
FIRE PREVENTION BUREAU 847 / 931-6190
FAX 847 / 931-6179

Dear Building or Business Owner:

The City of Elgin passed an ordinance in 2005 *requiring* all commercial structures within the City to install and maintain a lock box for use by the Elgin Fire Department in the event of an emergency at your facility. The only authorized lock box that is allowed and accessible by the Elgin Fire Department is the **SupraSafe Rapid Entry System** offered by **Kidde Safety**. No other brands or types of lock boxes are allowed.

The lockbox will be ordered directly from Kidde by going to lockbox.shopkidde.com. The only commercial **lockboxes** acceptable are the Supra Safe 2HS/TS, Supra Safety 2HSR/TS and the SupraSafe 1. It is your responsibility to choose the appropriate model, order the device from **Kidde Safety SupraSafe**, and install it at your facility. The "TS" refers to the tamper switch models which is not available on the SupraSafe 1.

The attached 'Waiver of Liability' must be completed and returned to the Elgin Fire Department prior to your keys being locked in the safe.

Taxes are to be applied to the order form depending on which county your facility is located.

All **SupraSafe lock boxes** are keyed specifically for the Elgin Fire Department, and therefore the Elgin Fire Department maintains the only key to access the lock box. Once you have installed the lock box, you must call the Elgin Fire Prevention Bureau to have the building keys locked inside the **SupraSafe**.

SupraSafe lock boxes must be installed at the door to the Sprinkler Room for the facility. If the facility does not have a sprinkler system, then the **SupraSafe** should be installed at the door that provides the nearest access to the Fire Alarm Control Panel (FACP). For buildings that have neither a fire sprinkler system nor a fire alarm system, please have the lock box installed near the front door. We are available to answer any additional questions you may have concerning the ordering or installation of your **SupraSafe**.

In the Interest of Life and Fire Safety

David A. Schmidt

David A. Schmidt
Fire Chief