



SHREVEPORT FIRE DEPARTMENT

Fire Prevention Division

505 Travis Street, Suite 510
Shreveport, Louisiana 71101
(318) 673-6740 • FAX: (318) 673-6744



The key access system, which has been approved by the Shreveport Fire Department, is the *Knox Box* (order at www.knoxbox.com) brand key access hardware.

Fire Administration
263 N. Common Street
Shreveport, LA 71101
(318) 673-6650

Deputy Fire Chief
263 N. Common Street
Shreveport, LA 71101
(318) 673-6658

Assistant Chief
263 N. Common Street
Shreveport, LA 71101
(318) 673-6662

Communications
1144 Texas Avenue
Shreveport, LA 71101
(318) 675-2200
Fax (318) 675-2206

EMS
263 N. Common Street
Shreveport, LA 71101
(318) 673-6720
Fax (318) 673-6727

Maintenance
7300 Mansfield Road
Shreveport, LA 71109
(318) 673-6730
Fax (318) 673-6735

Prevention
505 Travis Street, Suite 510
Shreveport, LA 71101
(318) 673-6740
Fax (318) 673-6744

Training
6440 Greenwood Road
Shreveport, LA 71119
(318) 673-6766
Fax (318) 673-6769

www.shreveportfire.org

The fire department requires approved access hardware on commercial properties when areas of the property might be difficult to access during a fire incident response or an emergency medical call due to locked doors or other obstacles. Other situations when it will be required are:

1. Buildings that have automatic fire alarm systems and or automatic fire sprinkler systems.
2. Multistory buildings and buildings with large square footages where it is not practical for firefighters to go around the building and get or receive a key to access the property. This type of property may be required to have one or more Knox access hardware items installed depending upon the need for fire fighter immediate access to the property.
3. In the other situations where the need exists and the Chief of Fire Prevention deems it necessary to be required.

When possible, the boxes on the building should be mounted to the left of the main entrance within 3 to 5 feet of the door at a height of not less than 5 feet or no more than 7 feet. When multiple access boxes are required, the additional access box shall be placed near the loading dock service door using the same requirements as the front door location. In addition, a Knox Box identification label shall be placed on the upper right corner of each door nearest the access hardware mounted. Approval from the prevention office is required for any deviation of the mounting requirement.

It shall be the responsibility of the property owner to call the fire department's Assistant Chief of Operations at (318) 673-6662 to request a time that a unit can come out and lock the box. The property owner shall contact the Assistant Chief of Operations when any key or access configurations have been made that will affect the access to the building or property.

For questions or comments contact the Shreveport Fire Prevention Division at (318) 673-6740.

Sincerely,

Chris Robinson

Chris Robinson
Chief of Fire Prevention

Smoke Alarms Save Lives