



SHREVEPORT FIRE DEPARTMENT

Fire Prevention Division

505 Travis Street, Suite 510
Shreveport, Louisiana 71101
(318) 673-6740



The key access system, which has been approved by the Shreveport Fire Department, is the Knox Box brand key access hardware. Boxes may be ordered through www.knoxbox.com.

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 an emergency incident due to locked doors or other obstacles. Other situations when it is required are:

1. Buildings that have automatic fire alarm and/or 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 Box items installed depending upon the need for immediate firefighter access to the property.
3. In other situations where the need exists, and the Chief of Fire Prevention deems it necessary.

When possible, the boxes on the building should be mounted within 3 to 5 feet to the left of the main entrance door(s) at a height of not less than 5 feet or no more than 7 feet. When multiple access boxes are required, the additional boxes shall be placed near the location agreed upon by the owner and Fire Prevention within the same mounting parameters as the main entrance. In addition, a Knox Box identification label shall be placed on the upper right corner of each door nearest the mounted access hardware. Approval from Fire Prevention is required for any deviation of the mounting requirements.

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

For questions regarding this information contact Fire Prevention at 318-673-6740.