

GUIDELINES AND REQUIREMENTS FOR ACCESS CONTROL / DELAYED EGRESS

Anna Fire Marshal's Office

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These guidelines are to be followed when a building or facility within the City of Anna is equipped with an approved, entry and exit access controlled or delayed egress door(s) for pedestrian traffic.

All access control criteria for the purposes of these guidelines and any other guidelines or requirements of the Anna Fire Marshal's Office (Fire Prevention Division) shall conform to the 2015 International Fire Code, as adopted and amended by the City of Anna and/or North Central Texas Council of Governments. These guidelines do not replace or supersede any codes and/or ordinances adopted by the City of Anna, or determinations and positions of the Anna Fire Marshal's Office.

Access-Controlled Egress Doors

- 1) The entrance doors in a means of egress in buildings with an occupancy in Group A, B, E, I-2, M, R-1 or R-2 and entrance doors to tenant spaces in occupancies in Groups A, B, E, I-2, M, R-1 and R-2 are permitted to be equipped with an approved entrance and egress access control system which shall be installed in accordance with all of the following criteria:
 - a) A sensor shall be provided on the egress side arranged to detect an occupant approaching the doors. The doors shall be arranged to unlock by a signal from or loss of power to the sensor.
 - b) Loss of power to that part of the access control system which locks the doors shall automatically unlock the doors.
 - c) The doors shall be arranged to unlock from a manual unlocking device located 40 inches to 48 inches (1016 mm to 1219 mm) vertically above the floor and within 5 feet (1524 mm) of the secured doors. Ready access shall be provided to the manual unlocking device and the device shall be clearly identified by a sign that reads "PUSH TO EXIT." When operated, the manual unlocking device shall result in direct interruption of power to the lock-independent of the access control system electronics-and the doors shall remain unlocked for a minimum of 30 seconds.
 - d) Activation of the building fire alarm system, if provided, shall automatically unlock the doors, and the doors shall remain unlocked until the fire alarm system has been reset.
 - e) Activation of the building automatic sprinkler or fire detection system, if provided, shall automatically unlock the doors. The doors shall remain unlocked until the fire alarm system has been reset.
 - f) Entrance doors in buildings with occupancy in Group A, B, E or M shall not be secured from the egress side during periods that the building is open to the public.

Special Locking Arrangements in Groups I-1 & I-2

- 2) Approved electric locking systems shall be permitted to be locked in Groups I-1 & I-2 occupancies where the clinical needs of persons receiving care require such locking. Electric locking systems shall be permitted in such occupancies where the building is equipped throughout with an automatic sprinkler system or an approved automatic smoke or heat detection system, provided that the doors are installed and operate in accordance with Items (a) through (h) below.
 - a) The doors unlock upon actuation of the automatic sprinkler system or automatic fire detection system.
 - b) The doors unlock upon loss of power controlling the lock or lock mechanism.
 - c) The door locks shall have the capability of being unlocked by a signal from the fire command center, a nursing station or other approved location.
 - d) A building occupant shall not be required to pass through more than one door equipped with a controlled egress locking system before entering an exit.

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- e) The procedures for unlocking the doors shall be described and approved as part of the emergency planning and preparedness required by Chapter 4 of the 2015 IFC.
 - f) All clinical staff shall have the keys, codes, or other means necessary to operate the locking systems.
 - g) Emergency lighting shall be provided at the door.
 - h) The door locking system shall be listed in accordance with UL 294.

Exceptions:

- 1) Items (a) through (d) shall not apply to doors to areas where persons, because of clinical needs, require restraint or containment as part of the function of a psychiatric treatment area.
- 2) Items (a) through (d) shall not apply to doors to areas where a listed egress control system is utilized to reduce the risk of child abduction from nursery and obstetric areas of a hospital.

Delayed Egress Locks

- 3) Approved, listed, delayed egress locks shall be permitted to be installed on doors serving any occupancy except Group A, E and H occupancies in buildings that are equipped throughout with an automatic sprinkler system in accordance with Section 903.3.1.1 or an approved automatic smoke or heat detection system installed in accordance with Section 907, provided that the doors are installed and operate in accordance with Items (a) through (h) below.
 - a) The delayed egress locking system shall deactivate upon actuation of the automatic sprinkler system or automatic fire detection system.
 - b) The delayed egress locking system shall deactivate upon loss of power controlling the lock or lock mechanism.
 - c) The delayed egress locking system shall have the capability of being deactivated by a signal from the fire command center and other approved locations.
 - d) The initiation of an irreversible process which will release the latch in not more than 15 seconds when a force of not more than 15 pounds (67 N) is applied for no more than 3 seconds to the release device. Initiation of the irreversible process shall activate an audible signal in the vicinity of the door. Once the door lock has been released by the application of force to the releasing device, relocking shall be by manual means only. **Exception:** Where approved, a delay of not more than 30 seconds is permitted.
 - e) The egress path shall not pass through more than one delayed egress locking system. **Exception:** I-2 or I-3 occupancies may have up to 2 delayed egress locking systems in a single egress pathway, with a combined delayed egress time of no more than 30 seconds.
 - f) A sign shall be provided on the door located above and within 12 inches (305 mm) of the release device reading: PUSH [PULL] UNTIL ALARM SOUNDS. DOOR CAN BE OPENED IN 15 [30] SECONDS. Exception: Group I occupancies where care recipients who, because of clinical needs, require restraint or containment as part of the function of the treatment area.
 - g) Emergency lighting shall be provided on the egress side of the door.
 - h) The delayed egress locking system units shall be listed in accordance with UL 294.

Electromagnetically Locked Egress Doors

- 4) Doors in the means of egress that are not otherwise required to have panic hardware in buildings with an occupancy in Group A, B, E, I-1, I-2, I-4, M, R-1 or R-2 and doors to tenant spaces in

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Group A, B, E, I-1, I-2, I-4, M, R-1 or R-2 shall be permitted to be electromagnetically locked if equipped with listed hardware that incorporates a built-in switch and meet the requirements below:

- a) The hardware that is affixed to the door leaf has an obvious method of operation that is readily operated under all lighting conditions.
- b) The hardware is capable of being operated with one hand.
- c) Operation of the hardware directly interrupts the power to the electromagnetic lock and unlocks the door immediately.
- d) Loss of power to the locking system automatically unlocks the door.
- e) Operation of any required panic exit hardware shall also release the electromagnetic lock.
- f) The locking system units shall be listed in accordance with UL 294.
- g) If door is part of a fire rated assembly, then doors shall remain latched upon power loss. (positive latching)

IMPORTANT: Equipment and Submittal Requirements

- 1) Access control systems that impede or may interfere with fire department entry **shall incorporate an *approved* manual override device. All systems shall utilize "Knox" Rapid Access System equipment/components and be installed at either the main entrance or inside the approved key box.** Examples include but are not limited to Knox Key Switch Model #3502 and Multi-Purpose Electrical Switches Model #3291 or Model #4471.
- 2) Plans **must provide a written description of the operation of the Access-Control/Delayed Egress System in normal mode, loss of power mode, activation of a fire protection system and manual modes.**
- 3) Drawings **must detail the installation location and layout, including all connections/integration into building systems (i.e. fire alarm) and wiring.**
- 4) Submittal **shall include the following elements:**
 - a) Full floor plan for the facility
 - b) Full equipment listing
 - c) Spec/cut sheet for sensor
 - d) Manufacturer documentation for all parts and materials used in the project
 - e) Copy of Private Security Company License and Installer's License
- 5) Submittal **must contain sufficient detail to enable the plan reviewer to accomplish a complete review.**

IMPORTANT: Field Inspection Requirements

- 1) Operational test under normal conditions. **Master keys, access cards, and/or key fobs that interface with keyless entry systems must also be provided in the approved key box.**
- 2) Back-up Power Functional Verification (where provided).
- 3) Fail Safe Verification: Loss of power, or function to that part of the access control system, which locks the doors, shall automatically unlock.
- 4) If door is part of a fire rated assembly, verify door remains latched upon loss of power to locking devices.
- 5) Connection to Fire Sprinkler/Alarm System: **Activation of the building fire alarm or automatic sprinkler system, if provided, shall automatically unlock the doors. Doors must remain unlocked until the fire alarm system is reset.**
- 6) Manual Operation: Manual operation of the access control system, independent of any automatic function, will be tested.
- 7) Egress: Electric strike or designated access doors shall be tested to verify free egress.