

University of Louisiana at Monroe (ULM)
Equipment Management Program

Elevator Fire Service Key Procedures
Last updated February 14, 2013

The University of Louisiana at Monroe (ULM) owns several buildings which have elevators. The elevators all have fire service keys so that emergency first responders / firefighters may use the elevators in the event of an emergency. The fire service keys must be available at any time for first responders to use in an emergency.

The University of Louisiana at Monroe Physical Plant has distributed elevator fire service keys to the ULM Police Department. ULM Police will be able to get fire service keys to the scene of an emergency very quickly.

Additionally, the ULM Physical Plant has distributed fire service keys to the two nearest Monroe fire department stations. These fire department stations will be the first responders from the City of Monroe.

The ULM Physical Plant maintains fire service keys and documentation of distribution of these keys to emergency response organizations. If an elevator is changed and a new key is to be used, ULM Physical Plant personnel will distribute the new key(s) to the emergency response organizations.

Documentation of the elevator fire service keys distributed is maintained in the University key control records located at the Physical Plant.