



TEMPORARY DOOR LOCKING DEVICES WV State Fire Marshal's Office Variance Request Process

Based on Executive Order No. 4-19, the use of a device by a staff member that prevents both ingress and egress through school doors in an emergency situation, active shooter hostile event response, and similar type drills will be permitted. The West Virginia State Fire Marshal's Office (SFMO) is placing interim measures for the use of **Temporary Door Locking Devices (TDLD)** in schools under the conditions set forth in this document.

The Conditions of Use and Operational Requirements for TDLDs are outlined as follows:

Temporary door locking devices in school buildings. A temporary door locking device shall be permitted when approved by the State Fire Marshal through a review of all said devices being proposed for use in school buildings where a variance is being requested from the requirements of NFPA 101, 7.2.1.5.3:

Conditions of use. A temporary door locking device shall only be used on doors under the following conditions:

1. Proof is provided by the administrative authority of a school building that a school safety plan has been adopted and filed; and
2. The temporary door locking device shall only be used in an emergency and during active shooter drills; and
3. During any type of training event, the temporary door locking device is engaged only by a staff member of the school building; and
4. The temporary door locking device shall only be engaged for a finite period of time as determined by the administrative authority of a school building in accordance with the approved and adopted school safety plan or during an actual active shooter event until first responders instruct them to disengage the said device; and
5. Proof is provided by the administrative authority of a school building that all appropriate fire responder agencies having jurisdiction for the school building have been notified prior to the use of the temporary door locking device; and
6. In-service training on the use of the temporary door locking device is provided for school staff members and local first responders; records verifying this training shall be maintained on file and provided to the State Fire Marshal's Office upon request.
7. The temporary door locking device can be opened by school staff, school administrators, from the egress side of the door; and by appropriate personnel such as first responders from the ingress side of the door.

Operational requirements. The temporary door locking device shall be permitted to be used in accordance with the following items:

1. The temporary door locking device shall not be permanently mounted to the door.

Exception: Individual parts of the temporary door locking device assembly such as bolts, stops, brackets, pins, etc. that do not prevent normal ingress



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and egress through the door may be permanently mounted provided that when such parts are mounted on a labeled fire door assembly such installation does not appear to affect the fire rating of the fire door assembly.

- 2. The removal of the temporary door locking device, after it is engaged, shall not require more than one operation. **Exception:** Two operations may be permitted to remove a temporary door locking device, after it is engaged, if the school building is equipped throughout with an automatic sprinkler system.*

Provisions of the "Americans with Disabilities Act of 1990," 104 Stat. 327, 42 U.S.C.A. 12101, as amended, may apply to the use of the temporary door locking device but are outside the scope of this agency's regulatory authority.

If a school chooses to use TDLDs, it must submit a Variance Request with required information to the WV State Fire Marshal for review and consideration for written approval. While the scope of the project will not necessitate the preparation of detailed construction documents, the application should include information sufficient to determine satisfactory measures are being met to implement the approved school safety plan, a statement that both law enforcement and fire officials have been notified of the proposed use of TDLDs, a description of the proposed TDLD, and, if applicable, a confirmation by the owner that any bolts, stops, brackets, pins employed by the device and that are permanently mounted to doors neither affect the normal ingress and egress through the door under normal or non-emergency conditions. This document does not prescribe in what form this information or evidence of such communications shall be provided.