



OCEAN CITY FIRE MARSHAL'S OFFICE
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MEMORANDUM

Subject: Policy-Fire Control Room Requirements	Memo #: 1998-001
	Effective: May 28, 1998
Authority: S.E. Villani, Jr., Fire Marshal & OC Fire Commission	External

A meeting was held on April 15, 1998 with the Ocean City Fire Prevention Commission and this office. As a result of this meeting the Fire Commission has requested this office to enforce as policy the following specifications for "Fire Control Rooms":

1. All Fire Control Centers/Rooms when required by the appropriate codes and standards shall be constructed so that a minimum clearance of five feet (5') by eight feet (8') will be provided after all necessary equipment has been installed within the room.
2. A set as-built drawings shall be provided within the confines of the Fire Control Center. Drawings shall be provided for the structure, all fire protection features, such as but not limited to: sprinkler drawing(s), fire alarm plan(s), smoke control system(s), standpipe system(s) and any other drawings that you may feel necessary in assisting the Fire Department.
3. The Fire Control Center shall be a lockable enclosure, situated on the ground floor of the structure with direct excess to and from the exterior of the structure.
4. Appropriate signage must be provided on the exterior door of the Fire Control Center, sign shall read "Fire Control Center".
5. The Fire Control Center at minimum shall contain the following
 - a. Voice fire alarm system panels and controls.
 - b. Fire Department two-way telephone communications service panels and controls.
 - c. Fire detection and fire alarm system annunciation panels.
 - d. Elevator floor location and operation annunciators.
 - e. Sprinkler valve and waterflow annunciators
 - f. Emergency generator status indicators.
 - g. Fire Pump status indicators.
 - h. A telephone for Fire Department use with controlled access to the public telephone system
 - i. A standard lock-able key box.

6. The key box shall be provided with a minimum of five (5) sets of keys.
 - a. Each key shall be labeled/identified.
 - b. Keys shall be provided for:
 - i. Locked mechanical rooms
 - ii. Locked electrical rooms
 - iii. Elevator controls
 - iv. Locked points of egress whether on the interior or exterior of such building(s). Exemption: Private individual dwelling unit(s) keys shall not be needed
 - v. Access to alarm panels/controls
 - vi. Access to all fire suppression systems
 - vii. Access to all occupancies located within the structure
 - viii. Key(s) to other areas that may require Fire Department accessibility in the event of an emergency

7. A means of locking and unlocking the Fire Control Center shall be controlled in the following manner: an approved U.L. Listed Knox Box (key box) shall be provided on the exterior of the Fire Control Room Center. Said key box must contain the keys necessary for access into the Fire Control Center and the key box located within the Fire Control Center.

This policy as directed by the Fire Commission will be required on any new structure requiring a Fire Control Room, effective as of the date of this Memorandum.

NOTE: This Memorandum has been updated with new formatting 4/2/2024 and confirmed by FM Josh Bunting. 