

ADOPTED: JANUARY 1, 2016

REVISED:

PURPOSE

To establish guidelines for the use of the Lock Box entry system.

PROCEDURE**A. Establish the need for entry**

1. Emergency
2. Nonemergency
3. Forced entry vs. Lock Box key entry

B. Locate the Lock Box

1. Pre-fire plan
2. Generally located near the main entrance

C. Operational guidelines

1. Only fire department personnel will have the master key to the Lock Box system
2. If possible, notify responsible party of fire department use of Lock Box to gain entry.
3. If possible, do not leave Lock Box key unattended in lock during fire department operations. It may be necessary to leave a firefighter at a keyed gate to keep open to allow other apparatus access.

KEY CONSIDERATIONS

- Consider other means of entry if Lock Box system unsafe
- Keyed gates may automatically close when the key is removed