

Number: Title:

Page 1 of 2

A-13 SECURITY BOXES/KEY SAFES

Central Zone utilizes a two-key access system. One key provides access into building security lock boxes, and is referred to as the security key. The other key is utilized for access gates and systems and is referred to as the access key.

SECURITY LOCK BOXES

Lock boxes are provided on exterior of buildings to facilitate emergency access and reduce forcible entry. The only Central Zone approved lock box is the (Knox box).

The following procedures apply for installation, use and security of lock boxes:

1. The Fire Marshal or his designated representative from the Fire Department will approve the location of the lock box prior to installation.
2. Persons desiring to order and / or install a lock box will coordinate their request with the Fire Prevention Bureau.
3. Once the lock box is installed, the owner / manager will notify the Fire Prevention Bureau, who will arrange to have Fire Department personnel respond to the building and secure the lock box. The owner / manager will label all keys and cards. These, along with elevator operating instructions (if applicable) will be placed inside the lock box.
4. Central Zone coded lock boxes will not be installed for the purpose of providing a means for unlocking access gates or opening electrically controlled gates.
5. A separate Central Zone access key is utilized for controlled access to gates, chains, doors, etc....All controlled access ways in the Central Zone utilize the same key code.
6. Central Zone fire station Knox boxes will be keyed with the Access "A" key.

KEY SAFES

Knox keys are in sole custody of the Central Zone and will open lock boxes in our jurisdiction only. A Central Zone security key will be kept inside a combination lock box installed in all Central Zone apparatus and vehicles. A Central Zone access master key is also kept inside this lock box. Keys are to be returned to that location immediately after each use. Fire Department personnel will verify that keys are in place after each use and during daily check of the apparatus or vehicle. At no time will the Knox master keys be placed on a key ring or carried on any person.

Knox keys are to be carried in the combination box whenever one is provided. Knox keys will be issued at the discretion of the Fire Chief.

Knox keys shall be given top priority by all personnel. Lost keys shall be reported immediately to the Duty Chief followed by a written report within 24 hours to the Fire Chief. The Fire Chief then shall notify all other Zone Fire Chiefs. A thorough investigation shall be conducted of each incident of a lost key.

Number: Title:

Page 2 of 2

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All keys shall be stamped or engraved with an identification number by first in district suppression companies in the following manner:

Each key identification number will be preceded by a letter designator.

S – will be utilized on security box keys

A – will be utilized on access keys.

The letter designator will be followed by a numbering system that identifies the department and unit to which the key is assigned.