North Kingstown Fire Department

Standard Operating Guidelines		3000 Series
Effective Date:	Key Safes	Fire Operations
4/2021		3450
Revision Date:		
4/2021		Page 1 of 1

I. PURPOSE

To establish a policy and procedure for the secure use and operation of Key Safes by the North Kingstown Fire Department (Department).

II. BACKGROUND

Key Safes allows for rapid, non-destructive entry into structures without causing unnecessary damage.

III. POLICY

Key Safes shall only be used for official fire department operations. The need for security of this system cannot be overemphasized.

A. Key Safe Master Keys
   1. Key Safe Master Keys are maintained on each Department apparatus in a marked "Key Book".
   2. It shall be the company officer's responsibility to ensure Key Safe Master Keys are contained within the apparatus Key Book at the beginning of his or her shift.
   3. Key Safe Master Keys shall not be left unattended in the Key Safe locking mechanism.

B. Key Safe
   1. For multi-company responses (i.e. Commercial Box Alarms, Elevator Emergencies, Commercial Fires, etc.) the incident commander shall be responsible for the use and safeguarding of keys contained within the Key Safe.
   2. For single engine and/or EMS calls the senior fire company officer/acting officer shall be responsible for the use and safeguarding of keys contained within the Key Safe.
   3. At no time shall a Key Safe [containing keys and/or access cards] be left open and unattended.
   4. The Key Safe shall remain locked and secure following use.

In the event that Master Keys are lost, stolen, or damaged the shift commander shall be notified immediately.

In the event a Key Safe needs repair or maintenance the shift commander shall be notified of this condition as soon as practicable. Such notification should include description of the problem.

Under no circumstances shall keys be left unsecured in a damaged Key Safe.