

SPOKANE COUNTY FIRE DISTRICT 8

Standard Operating Procedures

70.06.01
**EMERGENCY ACCESS,
KEYS, AND PADLOCKS**



Adopted: 12/20/16
Reviewed: 11/18/21
Revised: 11/18/21

Approved:

A handwritten signature in black ink, appearing to read "J. J. Ralston", is written over a horizontal line.

Purpose: To assign a location, responsibility and security for the various types of security lock boxes, padlocks, and keys to commercial, residential developments, educational, and institutional properties. Emergency access keys and padlocks allow access without forced entry in response to fire alarms or other emergency conditions.

References: 2018 International Fire Code Section 506

Procedure:

1. Location.
 - a) Keys will be secured in a key retention device, glove box, or similar place on the apparatus.
2. Responsibility.
 - a) Access keys are assigned to the Fire Prevention Division Chief and designated District apparatus. The Fire Prevention Division Chief or his/her designee shall maintain a list of assigned keys and their locations.
 - b) It is the responsibility of the on-duty crew to inventory the keys daily and document status on the apparatus check forms. The on-duty crew must report a missing key to the Fire Prevention Division Chief or the Fire Chief immediately.
3. Security.
 - a) It is prohibited to remove or use an access key for other than its specified use. The use of an access key to gain access to private property for other than an authorized inspection or emergency access may result in disciplinary action. Any loss or misuse of an access key is to be reported to the Fire Prevention Division Chief or the Fire Chief immediately.