

Yakima County Fire District 12– Standard Operating Guidelines
SOG 2-9 – Key Box Use

1. General

1.1 Purpose. The purpose of this Standard Operating Guideline is to establish a procedure that, while allowing emergency access to properties within our District, provides for the security all necessary keys

1.2 Scope. This Standard Operating Guideline shall apply to all members of Yakima County Fire District 12

1.3 Enforcement. Enforcement of this standard operating guideline is the responsibility of the District's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

2. Key Box Use

2.1 Upon the arrival at any property with a key box, or at a gated community with a key switch, the company officer shall designate a company member to obtain the key box's keys, even if the structure is open for business. The keys in the key box may open interior doors and the fire alarm panel. Having the keys from the key box will eliminate the need to wait for maintenance or building representative to arrive.

2.2 It is the responsibility of the company officer to insure that the keys are returned to the key box.

2.3 Whenever possible, law enforcement should be notified whenever entry into a building is performed using a key from the key box. This is to have the law enforcement informed should the entry of fire personnel trigger a burglar or intrusion alarm.

2.5 Key box keys may be used for any emergency operation and should be checked during the annual pre-plan.

2.6 Once the member has obtained the building's keys the member shall give the keys to the company officer. The key box key should not be left in the key box. The key box key should be given to the company officer with the other keys.

2.7 Upon leaving, all building keys shall be placed back into the key box and the box relocked. The key box key shall be placed back into the key safe on the apparatus and the safe resecured.