

	<h1>Town of Cochrane Policy</h1>
Policy No.: Policy Title: Approval Date: Revision Date: Department:	1401-01 Fire Department Lock Box Program January 22, 1996 September 24, 2007 Community and Protective Services – Fire/EMS

Policy Statement:

The Town of Cochrane's emergency personnel use the Fire Department Lock Box Program during emergencies.

1. Reason for Policy

- 1.1 The Alberta Fire Code specifies that properties meeting certain criteria must be equipped with lock boxes so emergency personnel can access the property.
 - 1.1.1 The Alberta Fire Code specifies that it is the responsibility of the building owner or primary occupant to provide the appropriate lock box and current keys.

2. Related Information

- 2.1 The Alberta Fire Code (see procedures).
- 2.2 Standard Operating Guideline 5.03 (see procedures).

3. Definitions

- 3.1 Lock Box means a department approved locked box installed on the exterior of a premise, accessible only by the approved master key. The lock box must contain the key or keys that will facilitate entry to the premise and secured areas within the premise.
- 3.2 Participant means the owner, leasee or primary occupant who is entitled to exclusive use of a premise.

4. Responsibilities

- 4.1 Town Council to
 - 4.1.1 Approve by resolution this policy and any amendments.

4.1.2 Consider the allocation of resources for successful implementation of this policy in the annual budget process.

4.2 Chief Administrative Officer to:

4.2.1 Implement this policy and approve procedures.

4.2.2 Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.

4.3 Director of the Department to:

4.3.1 Ensure implementation of this policy and procedures.

4.3.2 Inform Supervisors of procedures to allow the successful implementation of this policy.

4.3.3 Ensure that this policy is reviewed every three years.

4.3.4 Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.

4.3.5 Prepare the Lock Box Program Agreement for properties within the corporate limits of the Town of Cochrane. Lock Boxes will be installed by the agent or agents selected by the Fire Department.

4.4 Supervisor to:

4.4.1 Ensure compliance with the policy and the procedures outlined in S.O.G. 5.03 (Lock Box usage and maintenance).

4.5 All Employees to:

4.5.1 Understand and adhere to this policy.

4.5.2 Comply with the procedures outlined in S.O.G. 5.03.

5. Exclusions

5.1 Properties not identified by the Alberta Fire Code will not be required to have lock boxes.

6. End of Policy



Town of Cochrane Procedure

Policy No.:	1401-01
Policy Title:	Fire Department Lock Box Program
Department:	Community and Protective Services – Fire/EMS

1. Fire Department Lockbox Program

- 1.1 The Alberta Fire Code specifies certain properties must be equipped with lock boxes so emergency personnel can access the property.
- 1.2 The Town of Cochrane's Fire and Ambulance Services' Standard Operational Guidelines (S.O.G.) 5.03 provides clear direction on the usage of the Fire Department Lock Box Program.

2. Appendix

- 2.1 Appendix A - Alberta Fire Code Excerpt
- 2.2 Appendix B - Standard Operational Guidelines (S.O.G.) 5.03.

3. End of Procedure

Approval

Julian deCocq, C.A.O.

January 10 2008
Date

1. STANDARD OPERATIONAL GUIDELINES

{PRIVATE] TOWN OF COCHRANE FIRE AND AMBULANCE SERVICE

TITLE: Lock Box Usage and Maintenance

- PURPOSE:** To provide clear direction on proper usage of fire department lock box keys.
- SCOPE:** All Town of Cochrane Fire/EMS personnel engaged in emergency or non emergency situations.
- GUIDELINE:** The contents of the lock boxes are to be maintained by the Fire Safety Codes Office only. All noted deficiencies are to be noted and given to the Fire Safety Codes Office in writing for remediation.

THESE KEYS ARE REQUIRED BY ALBERTA STATUTE TO BE KEPT ON SCENE IN CASE OF EMERGENCY, BUT THEY ARE THE PRIVATE PROPERTY OF THE BUILDING OWNER AND TO BE TREATED WITH RESPECT.

PROCEDURE:

1. All facilities that require a fire department lock box under the Alberta Fire Code will have one installed as per department protocol, by a bonded/bonified security lock provider.
2. All fire department lock boxes must meet the approval of the Cochrane Fire-EMS department. The Fire Prevention Branch will be responsible for approving lock boxes.
3. All fire department lock boxes will be supplied by the building owner or occupant with all necessary keys. These keys will be documented in the building's fire department file.
4. All keys in fire department lock boxes will be tested for use at the time of the building's fire inspection by the attending fire safety codes officer.
5. Any keys no longer required or that no longer function will be returned to the owner or destroyed by the fire safety codes officer. The action will be noted in the buildings file.

APPENDIX B
SECTION 5 – Fire Prevention and Investigations 5.03

6. The keys in a fire department lock box *will only be used* by the incident command (or his designate) during an emergency call to that property or by the fire safety codes officer during inspections.
7. Any requests for key usage beyond those mentioned in procedure #6 shall be given to one of the chief officers or the fire safety codes office.
8. Whenever fire department lock box keys are used the attending fire officer or fire safety codes officer must ensure that upon completion of the incident all doors to the property are properly secured and that all keys have been returned to the lock box. *The use of these keys will be noted by the attending incident command on the incident report.*
9. Should the attending fire officer be unable to properly secure the building he must ensure the property owner or designate is on scene to take responsibility for the property prior to fire clearing the scene. *This must be noted by the attending incident command on the incident report.*
10. Should a key from the fire department lock box be misplaced or lost during a call, the attending officer is required to notify the property owner or designate. The attending officer must also leave written notification with the fire safety codes office.
11. If the fire department lock box is damaged and unable to secure the keys within, all keys in that box are to be kept by the attending fire officer and returned to the fire hall. The keys are then to be turned over to the fire safety codes office until the lock box can be repaired or replaced.

Points to Remember:

1. When using fire department lock box keys, keep them and the property secure.
2. Keep the fire safety codes office informed of any problems so they can be noted in the building's file and corrected.

REFERENCE: Town of Cochrane Fire/EMS Operational Guidelines.

- Town of Cochrane Fire Bylaw No. 29/01
- Section 158 of the Municipal Government Act, R.S.A. 1980
- Safety Codes Act of Alberta

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<p>_____</p> <p>Signature of Fire Administration:</p> <p>Date of Issue: 15 October 2007</p>	<p>This O.G. Replaces: _____</p> <p>Issued on: _____</p>
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2.5.1.3 Fire Department Key Box

- 1) A fire department key box constructed, keyed, and located in a manner acceptable to the *authority having jurisdiction* shall be provided in a *building*, and shall contain a set or sets of keys or devices required to be used in an emergency.
- 2) A fire department key box shall be installed and provided with keys and devices in conformance with Sentence (1) in a *building* equipped with
 - a) a fire alarm system where control features, including those for emergency voice communication systems, are located behind a locked panel,
 - b) a fire alarm system where manually operated devices require a key or device in order to be reset,
 - c) a fire alarm system where the electrical circuit breaker is located within a locked panel or room,
 - d) an automatic sprinkler system where the main control valve is locked in the open position,
 - e) an automatic sprinkler system where the main control valve is located within a locked room or enclosure,
 - f) fire fighting standpipe and water supply connections in a locked room or area such as on a roof,
 - g) a key operated elevator control feature that will permit exclusive use of elevators to fire fighting personnel only,
 - h) a key operated elevator control feature that will switch selected elevators to operate on emergency power,
 - i) stairway doors that have been locked on the stairway side in conformance with the Alberta Building Code, or
 - j) locked access doors to a roof provided for fire fighting purposes.
- 3) Keys or devices provided in conformance with Sentence (2) shall be affixed to a key ring or rings, and identified with tags indicating their function.
- 4) When a fire alarm system or sprinkler system is required to transmit a signal to the fire department in conformance with the Alberta Building Code, a key box shall be installed on the exterior wall of the *building* in proximity to the principal entrance.
- 5) A key box installed in conformance with Sentence (4) shall contain an entrance door key with a tag affixed to this key in conformance with Sentence (3).