



COALINGA FIRE DEPARTMENT

GREG DUPUIS, FIRE CHIEF

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CITY OF COALINGA FIRE DEPARTMENT		
FIRE PREVENTION STANDARD		
STANDARD TITLE:	LOCK BOXES	
STANDARD NUMBER: 403.006	EFFECTIVE DATE: March 15, 2022	REVISION DATE: March 15, 2022

PURPOSE

This policy has been established to provide direction for the required installation locations and contents for lock boxes within the City of Coalinga.

APPLICATION

This policy applies to occupancies where gaining the required emergency access be provided through gates and other locked access points by means of installation of a Fire Department Lock Box.

OPERATIONAL POLICY

Fire department access issues exist in many of the buildings served by the Coalinga Fire Department (CFD or Department). Department personnel often have difficulty gaining entrance to buildings and, once inside, find doors that are locked, elevator control keys that are not available, and roof access doors that are padlocked. These issues have been successfully mitigated by installing a lock box containing the necessary keys in a location readily accessible by the Department. Fire department lock boxes are only to be used for access into and within buildings. Access for pedestrian and vehicle gates is provided by a Fire/Police padlock or keyway. (See: Fire Prevention Manual, Section 403.004, Police/Fire Bypass Locks for Secured Access Development.)

OPERATIONAL GUIDELINE

REQUIREMENTS

One (1) or more lock boxes are to be provided for buildings where any of the following conditions exist:

1. High-rise building
2. Interior elevator(s)



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3. Fire sprinkler systems with interior riser(s)
4. Fire pump rooms
5. Fire alarm system
6. Unduly difficult access
7. Where required by the Fire Marshal, or designee

LOCK BOX SPECIFICATIONS

1. Each lock box is to be located at an approved location on the ground floor as specified by the Department. When located on the interior of the building, lock boxes are to be placed on a wall in a position approved by the Department. These types of lock boxes are to be installed so they may be accessed without a ground ladder. Theft-resistant lock boxes are available for exterior installations. The maximum mounting height for an exterior installation is six (6) feet to the top of the box.
2. Keys (and other items) required by the Fire Marshal, or designee, to be installed and identified inside the box may include:
 - a. Locked points of ingress, whether on the interior or exterior of buildings
 - b. Locked mechanical equipment rooms
 - c. Locked electrical panel rooms
 - d. Elevators, elevator control rooms, and equipment rooms
 - e. Fire alarm system annunciator panels and fire alarm control panels
 - f. Interior/enclosed fire sprinkler risers



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- g. Other areas, as required by the Fire Marshal, or designee
 - h. Written instructions on equipment shutdown, as required by the Fire Marshal, or designee
3. The lock box is to be purchased and installed by the property owner or authorized representative.
 4. The Department requires all lock boxes to be keyed alike.
 5. The lock box system currently approved for use in the City of Coalinga and contract areas, is as follows:
 - a. Knox Box - This is a proprietary keyway and box system manufactured by the Knox Box Company. Knox boxes may be ordered online at <https://www.knoxbox.com/>
 6. The box is delivered open, without a key. After the box is installed, contact the Department to arrange for a staff member to lock the keys in the box. All keys must have tags identifying their use. Provide waterproof tags for exterior installations or place keys in a sealed plastic bag.
 7. Anytime building locks are rekeyed, the property owner is to provide new tagged keys to be placed in the lock box(es). The Department is to be contacted to have the obsolete keys removed and the new keys tested and placed in the lock box(es).

PROCESS

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INFORMATION

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DEFINITIONS

1. Knox Box: This is a proprietary keyway and box system manufactured by the Knox Box Company. Knox boxes may be ordered on line at <https://www.knoxbox.com/>



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