

San Mateo County Fire Service POLICIES AND STANDARDS MANUAL

Title: Key Box Usage

Policy No. 1998-11

Adopted 12/28/98

Revised 09/27/06

Purpose: The purpose of this policy is to establish a standard procedure for out of jurisdiction access into buildings.

Policy: It is the policy of the San Mateo County Fire Chiefs that all fire companies involved in joint operations follow the procedures outlined in this policy for accessing entry to buildings equipped with a key box.

Background: Fire Net /Public Safety Communications Operations
Policy/Procedure #011

Procedures: The following procedure is to be followed when an agency responds into a jurisdiction for which they do not have a Key Box key:

1. If the call is deemed by the company officer to be an emergency situation access will be attained using whatever means are necessary.
2. If there is a key box and it is not an emergency the unit will place themselves available on scene, request a response of the local jurisdiction and wait for a unit to respond with a key.