I. PURPOSE

The purpose of this policy is to ensure that all areas of URI buildings are accessible to firefighters and other emergency response personnel. This policy serves to reduce the necessity of forced entry by the fire department, and the costly repairs associated with such entry. It also ensures emergency access for the University’s public safety personnel, including fire alarm technicians and fire safety inspectors.

II. POLICY

Every URI building shall be outfitted with a secure access box containing keys to all areas of the building. The Building Manager, or designated responsible party, for each facility shall be charged with ensuring that the access box keys are kept up to date, following the procedures described herein.
III. PROCEDURES

A. Any time locks are changed or added for a given facility, Access Control will add copies of any new keys to the access box and remove any old keys that have become obsolete. The designated Building Manager will ensure that this step is completed any time lock work is done in the building.

   a. When feasible, keys will be labeled, by tag or indelible marker, as to their purpose, provided that such labeling does not interfere with proper functioning of the access box.

   b. Where access cards are provided for buildings having electronic lock systems, physical keys will also be provided as a back-up in the event of system failure.

B. Should the local fire department, in the course of their normal response, find that any keys are not included in the access box, one of their officers will email the URI Assistant Director of Public Safety, who will order a replacement key and notify Access Control. (The fire department will provide the exact location of the door in question so that Access Control can identify the correct key number to cut.)

   a. All keys are ordered from Facilities Services, Access Control by opening a work order with the Facilities Control Center (mcc@etal.uri.edu). The work order should be copied to the Director of Facilities Services (sidio@mail.uri.edu) and Access Control (hiram@mail.uri.edu) to expedite the process.

   b. If the key number is not known, Access Control must be provided with the detailed location of the door in question.

   c. The Department of Public Safety will not be responsible for any costs associated with producing keys for a Knox Box.

C. The Coordinator of Fire Alarms will work with the Office of Housing and Residential Life, the Fraternity Managers Association, the Office of Capital Projects, Facilities Operations, Kingston Fire Department, and any other appropriate departments/agencies as needed to ensure campus-wide compliance with this policy.

By order of:

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Stephen N. Baker, Director of Public Safety