

## Access Box Keys

<b>Policy Title</b>	<b>Policy on Access Box Keys</b>
<b>Policy #</b>	02.109.1
<b>Policy Owner</b>	Coordinator, Alarm Services
<b>Contact Information</b>	Questions regarding this policy should be directed to the Coordinator, Alarm Services at (401) 874-2010
<b>Approved By</b>	Senior Leadership Team
<b>Effective Date</b>	July 23, 2018
<b>Next Review Date</b>	No later than June 30, 2020
<b>Who Needs to Know About this Policy</b>	All University staff who control keys, including but not limited to staff in Alarm Services, Office of Housing and Residential Life, Fraternity Managers Association, Office of Capital Projects, Facilities Operations, and the Kingston Fire Department.
<b>Definitions</b>	<b>Access Box.</b> An approved secure box, accessible by the authority having jurisdiction's master key or control, containing entrance keys or other devices to gain access to a structure or area.
<b>Statutes, Regulations, and Policies Governing or Necessitating This Policy</b>	State of Rhode Island Fire Safety Code
<b>Reason for Policy/Purpose</b>	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 Alarm Services and Fire & Life Safety staff.
<b>Forms Related to this Policy</b>	None

## Policy Statement

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 Procedures established for that purpose.

**Implementation**

The Coordinator of Alarm Services 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 other appropriate departments/agencies to ensure campus-wide compliance with this Policy.

**Exceptions**

None

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