

Access Box Keys

Policy Title	Policy on Access Box Keys
Policy #	02.109.2
Policy Owner	Director of Public Safety
Contact Information	Questions regarding this policy should be directed to the Director of Public Safety at (401) 874-4910
Approved By	Administrative Policy Committee
Effective Date	June 6, 2023
Next Review Date	No later than June 30, 2028
Who Needs to Know About this Policy	All University of Rhode Island staff who control keys, including but not limited to staff in Alarm Services, Office of Housing and Residential Life, Fraternity Managers Association, the Facilities Group, and the Kingston Fire Department.
Definitions	<p>Access Box. 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.</p> <p>Authority Having Jurisdiction. The Rhode Island State Fire Marshal's office and/or entities to whom authority is delegated for administration and enforcement of the state fire code as permitted by Section 1.7.5 of the Rhode Island State Fire Safety Code.</p>
Statutes, Regulations, and Policies Governing or Necessitating This Policy	State of Rhode Island Fire Safety Code
Reason for Policy/Purpose	The purpose of this policy is to ensure that all areas of buildings at the University of Rhode Island (see Exceptions) are accessible to firefighters and other emergency response personnel.
Forms Related to this Policy	None

Policy Statement

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 of Rhode Island's public safety personnel, including Alarm Services and Fire & Life Safety staff.

Every University of Rhode Island 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 building shall be charged with ensuring that the Access Box keys are kept up to date.

Implementation

The Coordinator of Alarm Services will work with the Office of Housing and Residential Life, the Fraternity Managers Association, the Facilities Group, Kingston Fire Department, and other appropriate departments/agencies to ensure campus-wide compliance with this policy.

Exceptions

This policy does not apply to buildings leased by the University of Rhode Island, though these buildings may be subject to applicable local fire code requirements.

Policy Review and Revisions

(Versions earlier than the first policy number may be paper only)

Policy #	Effective Date	Reason for Change	Changes to Policy
02.109.1	July 23, 2018	n/a	n/a
02.109.2	June 6, 2023	Scheduled Review	Policy owner changed to Dir. Public Safety; Changes to text for clarity