

## Secure Lock Boxes



Schools should consider installing a secure lock box in a safe location away from the building, such as near the driveway entrance, that allows the school to store critical access information and tools for predetermined, rapid response to school incidents.

### Why?

- During emergencies, swift and coordinated response of emergency workers is critical.
- Creating a standardized, statewide school safety protocol helps communities develop their own pre-determined responses to critical incidents using a customizable approach for providing critical, building-specific information to first responders arriving at a scene.
- Allows first responders to quickly and efficiently determine the best way to meet operational objectives, like entering the building, treating victims, or neutralizing a threat.

### Suggested Lock Box Items

- Entrance Keys
- Access Cards
- Critical Documents such as:
  - Blueprints
  - Floor plans
  - Pre-fire plans
  - Evacuation procedures
  - Shut-off valve locations
  - Disclosures of hazardous materials
  - Other locally determined items

### Important!

Access to the lock box should be made available to **both** the police and fire departments.

# Secure Lock Box Implementation



The State Fire Code / NFPA 1 provides provisions for access to structures and areas (NFPA 118.2.2). Recognizing that every school and community is unique, we do not recommend a specific brand or type of secure lock box. Each should be handled in accordance with local needs and resources.

## Operational Considerations

- Fire and Police Departments should consider installing a remote access box, a kind of lock box, in a location outside the warm and hot zones.
- Many of the critical documents could be kept on a Mobile Data Terminal (MDT).



## Governance

### RSA 153:1

VI-a. "New Hampshire fire code" or "state fire code" means the adoption by reference of the Life Safety Code 2018 edition and the Uniform Fire Code NFPA 1, 2018 edition, as published by the National Fire Protection Association and as amended by the state board of fire control and ratified by the general court pursuant to RSA 153:5. The provisions of any other national code, model code, or standard referred to within a code listed in this definition shall be included in the state fire code unless amended in accordance with RSA 153:5 and Saf-FMO 300.

### Uniform Fire Code NFPA 1 (2018 edition)

#### 18.2.2.1 Access Box(es).

#### 18.2.2 \* Access to Structures or Areas.

The Authority Having Jurisdiction (AHJ) shall have the authority to require an access box(es) to be installed in an accessible location where access to or within a structure or area is difficult because of security. The access box(es) shall be of an approved type listed in accordance with UL 1037.

#### A.18.2.2

Access control devices take many forms such as remote opening devices, card keys, key codes, keys, and so forth.

September 2022



For more information about this recommendation, please contact:

NH State Fire Marshal's Office | [fmo@dos.nh.gov](mailto:fmo@dos.nh.gov) | 603-223-4289