



# POLICY MANUAL

## Emergency Operations - Equipment Rapid Entry Box (REB)

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Book Chapter Subject

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2.0 Purpose: Establish Rapid Entry Box (REB) Policy and Procedures.

2.01 Scope: All Fire Department Personnel.

### 2.02 POLICY

The Department has approved the vaults listed under UL1037 as the Emergency Building Rapid Entry System best suited to meet Department needs.

### 2.03 RESPONSIBILITY

This system requires a special key to unlock the REB in order to retrieve the keys necessary to gain entrance into the structure. Responsibility for security of the REB keys as well as the keys within the REB rests with the Company Officer or Chief Officer who uses the system. The Company Officer coming on duty shall check and verify that the key is on the apparatus when reporting for duty. Should it be determined that the key is missing, the officer shall contact the Battalion Chief.

### 2.04 PROCEDURE

Keys are carried on all apparatus and staff vehicles. The REB key is secured within a key safe located in the cab of each vehicle. A list of building locations with REBs is kept in the Pre-Fire Plan Books carried on each unit and in the premise history at Dispatch. REBs are generally located at entrances at least eight feet off the ground. NOTE: Some REBs are wired with a tamper switch which can set off an alarm when opened.

### 2.05 NON-EMERGENCY USE

Although the intent of this system is for fire emergencies, the Battalion Chief may authorize use of the key to assist another City Department. After using the building keys, unless authorized by the Battalion Chief, the building owner (or his duly authorized representative) shall replace the keys in the REB.

### 2.06 PRE-FIRE PLANS

When keys are placed for the first time in a REB, the Captain in charge of Pre-Fire Plans will be advised so he can update the list.