



Winnipeg Fire Paramedic Service Fire Prevention Branch

Keyed Lock Box Program

The City of Winnipeg has a volunteer keyed lock box program that is administered through the Winnipeg Fire Paramedic Service, Fire Prevention Branch.

All installation and maintenance costs associated with this are the responsibility of the property owner.

Medeco lock boxes, exclusively, are used.

➤ Lock Box Installation

To have a keyed lock box installed a building owner is required to fill out a “**REQUEST FOR KEYED LOCK BOX INSTALLATION OR CHANGE OF KEYS**”. This form is available online at www.winnipeg.ca or at the Winnipeg Fire Paramedic Service, Fire Prevention Branch located on 2nd floor of 185 King Street. The completed form can be taken to a locksmith who will install a Medeco Keyed Lock Box. The locksmith completes their portion of the form and submits it to the Fire Prevention Branch after the installation is complete.

➤ What does the Lock Box System do for you?

- Provides immediate emergency entry in case of fire, medical, or other type of emergency.
- Prevents costly forced entry damage to doors or windows.
- Undamaged doors can be re-secured after the emergency.
- Allows faster Winnipeg Fire Paramedic Service entry which reduces the potential damages caused by fire.
- Allows Winnipeg Fire Paramedic Service personnel to enter if a building occupant is unable to open the door.
- Reduces firefighter injuries.
- Increases Winnipeg Fire Paramedic Service efficiency.
- At medical emergencies, personnel can respond quicker and provide medical assistance.

➤ How does the Lock Box work?

When responding to an emergency and confronted with a locked entry door, department personnel will confirm with communications staff the location of the lock box near the main entry door. Placing keys in this tamper-resistant box in a visible location near the main entry door, minimizes delays in gaining access to the building and eliminates damage that may be caused by a forcible entry. The fire personnel will gain access to the keys from the box, after using them for the purpose intended, and the Officer in charge will ensure the keys are replaced and secure.

Note: When in place, key lock boxes **will not** be used to gain non-emergency access to a building unless the building owner, manager or agent is present. Property owners do not have access to the contents of the lock box after it is installed; only Winnipeg Fire Paramedic Service personnel have keys to the lock box.

Property owners are instructed not to place master keys in the lock box.

➤ **To change the contents of an existing Medeco Keyed Lock Box**

The building owner must complete a “REQUEST FOR KEYED LOCK BOX INSTALLATION OR CHANGE OF KEYS” form. This form is available online or in person at the Winnipeg Fire Paramedic Service, Fire Prevention Branch on the 2nd floor of 185 King Street.

The completed form should be submitted to Fire Prevention and an officer will contact the requesting party to arrange a meeting to open the lock box, change the contents and complete the form. There is no cost for this service.

**Winnipeg Fire Paramedic Service
Fire Prevention Branch**

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