



## KAMLOOPS FIRE RESCUE LOCK BOX AND FIRE SAFETY PLAN BOX STANDARDS POLICY

SUBJECT: *CITY OF KAMLOOPS FIRE PREVENTION AND PUBLIC SAFETY BYLAW  
NO. 10-44, 2025*

DATE: FEBRUARY 1, 2026

PAGE 1 OF 1

### **PART 1 – DEFINITIONS**

- 1.1 The words used in this Policy have the same meaning as defined in the *City of Kamloops Fire Prevention and Public Safety Bylaw* (the “Bylaw”).

### **PART 2 – LOCK BOXES**

- 2.1 The owner of any Building required by the Bylaw to install and maintain a Lock Box must ensure the Lock Box:
- (a) is a recess-mounted, hinged door Knox Box Model 3200 in the colour black or another Knox Box model approved by the Fire Chief in writing;
  - (b) is installed on an exterior wall within 1 meter of the principal entrance of the Building at a height of 1.8 meters or at another location approved by the Fire Chief in writing; and
  - (c) provides access devices or keys for the principal entrance, firefighting safety and control features, utility and elevator rooms, and elevators.

### **PART 3 – FIRE SAFETY PLAN BOXES**

- 3.1 The owner of any Building required by any Enactment to install and maintain a Fire Safety Plan Box must ensure the Fire Safety Plan Box:
- (a) is an approximately 33 cm x 33 cm x 10 cm white box labelled “Fire Safety Plan” with 2 keyed padlocks and keys or otherwise approved by the Fire Chief in writing;
  - (b) is mounted within 4 meters of the principal entrance of the Building at a height between 1.5 and 1.8 meters above the finished floor; and
  - (c) is purchased from a qualified fire safety supplier.

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