

Elevators & Fire Service Key Policy

Northwestern State University's Environmental Health & Safety Office has provided the NSU Police Department with a locking key box which was mounted on the wall in the dispatch area, the key to unlock the box, and a full set of Fire Service Keys. These keys will service every elevator on campus. The keys are labeled to show which key accesses which elevator. The key box also has a breakable glass in front, with a tool for breaking the glass attached to the outside of the box.

In case of an emergency which calls for use of the Fire Service Keys, the Natchitoches Fire Department will contact the NSU Police department and at their discretion, ask that an officer be outside the NSUPD Facility on Caspari Street to hand the keys to the firemen as they enter campus, or that an NSU Officer meet the fire department on the scene of the emergency with the keys.

NSUPD will take responsibility for the keys being returned to the key box.

The Key/Access Control person and the Director of the Physical Plant will also have access to their own set of keys in case they are needed.

If broken, the glass in the locking key box will be replaced by the EHS Office at NSU.