



Informational Bulletin

Narcotics Safe Storage

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Approved By: Darren L. Stevens, Fire Rescue Chief

This is to inform you of the proper way to store the Narcotics pack in the Narcotics safe. This way of storing the pack will prevent the locking mechanism from becoming jammed and ultimately denying you access to the narcotics pack during an emergency.

Below is a photo of the improper storage of the pack. When the pack is stored in this configuration it is very likely that the combination lock will become entangled in the locking mechanism of the safe and will not allow for access.



Incorrect

The Solution is to store the narcotics pack with the combination lock on the bottom as pictured below. This will prevent the locking mechanism from becoming jammed until a more permanent fix can be established.



Questions regarding this bulletin can be directed to Technician Matthew Shields.