

Knox Box

1.0 Purpose

Provide a policy for the secure use of the Knox Box key system by department personnel.

2.0 Scope

This procedure will apply to the procurement, installation, maintaining, and use of all Knox Boxes in use in Southwest Greensburg.

3.0 Outcomes

- 3.1 Uniform building entry system
- 3.2 Security of the Knox Box Key
- 3.3 Fire Department access to buildings

4.0 Responsibilities

- 4.1 **Property Owner** – The property owner is responsible for obtaining the Knox Box for its property. The owner shall also be responsible for providing a current key to the Fire Department for storage in the Knox Box.
- 4.2 **Fire Chief** – The Fire Chief shall be the point of contact for borough property owners for the Knox Box program. The fire chief shall also ensure all available security measures are in place and reviewed to keep a safe and reliable Knox Box program in place.
- 4.3 **Member Responsibility**– All Fire Department members shall follow this SOP in its entirety to ensure program security, and to gain and maintain a mutual trust with the community.

5.0 Definitions

- 5.1 **Fire Department** – The Southwest Greensburg Volunteer Fire Department
- 5.2 **Knox Box** – A secure rapid entry system that provides non-destructive emergency access to commercial and residential properties.

6.0 References

Southwest Greensburg Borough Ordinance #2010-12-01

7.0 Procedure: Knox Box Procurement

- 7.1 Property owner orders Knox Box at their expense by one of the following methods
 - 7.1.1 Order directly online at www.knoxbox.com
 - 7.1.2 Obtain order form from the Fire Department
- 7.2 Property owner orders the proper Knox Box for their occupancy type.
 - 7.2.1 Apartment building owners shall use Model # 1650 with lift off door.
 - 7.2.2 Commercial building owners shall use Model #3200 with lift off door.
- 7.3 Knox Box ships the Knox Box directly to property owner with the lid off.
- 7.4 Property owner shall mount the Knox Box in a location approved by the Fire Department.
- 7.5 Property owner contacts the Fire Department for key installation and securing of the Knox Box unit.
- 7.6 The Fire Department has the only key to access the Knox Box; therefore a Fire Department representative must be on location to secure the Knox Box.

8.0 Procedure: Knox Box Key Location

- 8.1 The Fire Department shall have and are responsible for the only keys to access the Knox Boxes located in Southwest Greensburg.
- 8.2 The Fire Chief shall be responsible for issuing and recording the location of the Knox Box keys.

9.0 Procedure: Knox Box Access

- 9.1 Knox Box keys shall be removed from their storage location and used at emergency incidents only.
- 9.2 Keys removed from the Knox Box shall be replaced and secured in the Knox Box as soon as practical.
- 9.3 Any time access is made to a Knox Box, notation shall be made in the Fire Department incident report that the Knox Box was accessed, the member's name that made access, and the member's name that replaced the keys and secured the Knox Box.

Authorization:

Fire Chief (signature)

01/07/2013

Date

