

HAMILTON FIRE DEPARTMENT STANDARD OPERATING GUIDE

PROCEDURE:	OPERATIONS	POLICY
TITLE:	Knox-Box Rapid Entry System	O-15

PURPOSE: The purpose of this guide is to establish the procedure for utilization of the Knox-Box Rapid Entry System. Knox-Box is a registered trademark of the Knox Company, 1601 West Deer Valley Road, Phoenix, AZ 85027.

GENERAL: A Knox-Box is a secured lock-box that is mounted permanently at or near a property entrance. Specific keys (for that building) and other pertinent information for emergency fire service use shall be kept in the box. The Hamilton Fire Department will maintain master keys that will allow access to all Knox-boxes located within the response area. The Chief of the department is responsible for issuing master keys as well as insuring that they are kept secure.

ALARM: When the fire department responds to any alarm at a building equipped with a Knox-Box, the box will be accessed using a fire department master key. Keys and information will be removed from the Knox-box and used for access as deemed appropriate by the OIC (Officer in Charge).

The OIC will determine if a response by the building owner or other responsible party is necessary. If no response is needed, the fire department will re-secure any doors that were unlocked, and all keys will be replaced back into the Knox-box. The OIC shall confirm that the building is left in the same condition it was found. If appropriate, the OIC shall notify the building owner or responsible party that entry was made as well as the reason for the fire department response.

NON-EMERGENCY ACCESS: The Fire Chief (or designee) is the only one authorized to access a Knox-box for non-emergency purposes. Acceptable non-emergency access shall occur to allow the building owner to mount the box or change / update keys and information stored within the box. The Knox-box will not be accessed for service calls, building lock-outs, police responses, etc. **Fire Department personnel will not use the Knox-box system at any building unless a response has occurred and a potential emergency exists!**

BUILDING OWNER: The property owner is responsible for purchasing and installing the Knox-box. The Fire Department shall be provided with current and accurate contact information for a responsible party who can respond if needed during an alarm. This information will be kept in a folder in the radio room at the fire station. The Fire Department shall also be notified if keys / locks are changed to ensure that the Knox-box contents remain current and usable.

APPROVED BY:	Ross Hoham	EFFECTIVE DATE:	07/25/07
TITLE:	Fire Chief	LAST REVISION:	2/25/08