

ESCAMBIA COUNTY FIRE-RESCUE

Rules, Policies, and Guidelines

4100.065

Knox Box Key Use

Implemented: 2/14/2012

Revised:

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Daniel R. Spillman, *Fire Chief*

PURPOSE:

To gain ingress into single/multi family dwellings and commercial occupancies for but not limited to; fire alarm activations, public assists and medical emergencies.

OBJECTIVE:

To provide personnel with guidelines that give a clear understanding as to the removal and use of the Knox Box Key from the Key Secure Unit within an apparatus used to make egress to investigate and/or mitigate situations that may or may not prove to be an incident that requires fire department or emergency medical services intervention.

SCOPE:

All Escambia County Fire-Rescue Personnel (ECFR).

KNOX BOX (Per ECFR SOG 4100.040)

ECFR encourages all business to take part in this endeavor to reduce the damage to the structure. The search of the exterior portion of the structure near the main entrance must be completed by the first responding units prior to any consideration or attempt of forcible entry is made. If a Knox Box is located use this device to gain entry into the structure. Please notify the building owner as soon as possible and return the key to the box after making sure the area of the dwelling or occupancy that was investigated/entered has been re-secured.

KNOX BOX KEY

ECFR personnel are permitted to remove the Knox Box Key from the Key Secure Unit by using their personal ID Code followed by the pound (#) key. Personnel shall not allow their code to be used by any other person (regardless of their affiliation with ECFR or not. Each ID number assigned makes that individual responsible if their ID code was used to remove the key and the key is lost or stolen. A Key Secure Unit records each time a key is removed to include the length of time the key is out of the unit. This information can and will be extracted from the key secure units from time to time to ensure compliance with the following procedure:

KNOX BOX KEY SECURE PROCEDURE

1. While responding to a call ECFR personnel should determine based on pre-fire plan information if the use of a Knox Box Key will be required to gain access to the area of the incident.
2. Upon arrival and determining that the Knox Box Key will be utilized to gain entry the officer or designated crew member will remove the key and the officer will notify dispatch of the use of the key to include gate access.

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3. Upon completion of the call the officer or crew member that removed the key will ensure that it is returned to the unit and placed in the locked position. The officer will notify dispatch that the dwelling/commercial occupancy and or gate has been re-secured and the key has been returned to the key secure unit.
4. Additionally, the Knox Box Key may be removed during fire pre-planning activities to verify that the building keys provided within the Knox Box have remained current. The key may also be removed to assist the building owner in securing new or replacement building keys within the Knox-Box. **Procedure numbers 2 and 3 shall be carried out whenever the Knox Box Key has been removed from the key secure unit.**
5. The key must remain in the locked position within the Knox Box Key Secure unit mounted in the apparatus when not in use. The key shall not be removed and shall not be placed anywhere else other than as specified above. The practice of removing the key for easy access and eliminating the use of the ID code to save time is not permitted. The key will remain in the apparatus when it is sent in for repairs or maintenance.