

Egg Harbor Fire Department and First Responders Standard Operating Guideline

Subject: Knox Box

SOG 811

Purpose: The purpose of a Knox Box is to provide the Egg Harbor Fire Department with rapid, non-destructive access to certain occupancies. The Town & Village of Egg Harbor requires Knox Boxes on commercial structures and multi-family residential occupancies with interior exit access. Through the enforcement of the *local ordinances*, the installation of Knox Boxes will be on-going process in existing buildings. Knox Boxes will be installed in new construction as needed.

Scope: This procedure applies to all members of the Egg Harbor Fire Department.



PROCEDURE:

1. All officers should have a working knowledge of Knox Box installations in their call area through area familiarization inspections, preplanning, and accessing preplans on alarms.
 - a. Boxes may be installed in A, B, C, or D Divisions. Check the Knox Box sheets in the engines.

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Original Issue Date: 3-2-10

Last Review Date: 3-2-10

Last Change Date: 3-2-10

2. Keys to Knox boxes are provided on E-5, E-6, L-21, and Truck-20. Any missing key shall be immediately reported to the Officer in Charge, who will report the missing key to the Chief.
3. Upon arrival at an occupancy that has a Knox Box, the box can be opened in order to:
 - a. Access master keys for multi-family residential occupancies to eliminate or minimize the need to use forcible entry in a primary / secondary search.
 - b. Access exterior door key(s) for fire suppression or alarm investigation.
4. To release the key in a Knox box you must radio the Comm. Center and request to have the key released. Give them your identification number and which vehicle you need the key released from. The Comm. Center will send a tone over the radio that will release the key. Acknowledge that the key was released.
5. Some Knox Boxes are connected to the building burglar alarm system and will activate an alarm when the box is opened.
6. The IC will be personally responsible for insuring that all keys removed from a Knox Box for an alarm are returned to the box before clearing the scene.
7. Building management will be notified as soon as practical after the alarm that their Knox Box has been accessed.
8. The Incident Report will state that the Knox Box was opened for the alarm.
9. Per Knox Box company policy, the box shall only be accessible for EHFDD operations. Law enforcement, EMS, etc. are not to be given key access to a Knox Box unless the EHFDD is part of the operation.

Box Installation:

In an effort to help homeowners and business owner to install their Knox Boxes the Fire Department will do a simple installation of the box.

Procedure :

1. Owner must notify Department of the need for installation.
2. Officer will fill out a **Knox Box Work Order** and assign the job to a firefighter.
3. The firefighter assigned the job will contact the owner and make an appointment to install the box.
4. When the box is installed the firefighter will fill out the remainder of the work order and return it to the officer in charge or the chief.