

POLICIES AND PROCEDURES

STANDARD OPERATING PROCEDURES

Knox Box

SECTION III 5.0 – 5.1

July 1, 2011

Approved by R. Dale Horne – Fire Chief

Page 1 of 2

5.0 PURPOSE:

- a. The purpose of a Knox Box is to provide the AFD with rapid, non-destructive access to certain occupancies. The AFD requires Knox Boxes on structures that are not staffed 24/7 and have an automatic fire sprinkler system without an exterior control valve or / and multi-family residential occupancies with interior exit access. Through the enforcement of the *International Fire Code*, the installation of Knox Boxes will be an ongoing process in existing buildings. Knox Boxes will be installed in new construction as needed.

5.1 PROCEDURE:

- a. 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.
 1. Boxes may be installed in A, B, C, or D Divisions. Where the occupancy is sprinklered, the box is normally located at the exterior door closest to the sprinkler riser.
- b. Keys to Knox boxes are provided on E-1, E-2, E-3, T-1, Cars 1, 2, and Battalion 1. Engineers are responsible for insuring that Knox Box keys are accounted for at shift change. Any missing key shall be immediately reported to the Shift Commander who will report the missing key to the Chief.
- c. Upon arrival at an occupancy that has a Knox Box, the Box can be opened in order to:
 1. Access master keys for multi-family residential occupancies to eliminate or minimize the need to use forcible entry in a primary / secondary search.
 2. Access exterior door key(s) for fire suppression or alarm investigation.
- d. Some Knox Boxes are connected to the building burglar alarm system and will activate an alarm to Central when the box is opened.
- e. 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.
- f. Knox pad locks are used to access gated areas.

POLICIES AND PROCEDURES

STANDARD OPERATING PROCEDURES

Knox Box

July 1, 2011

SECTION III 5.0 – 5.1

Page 2 of 2

- g. Building management will be notified as soon as practical after the alarm that their Knox Box has been accessed.
- h. The Incident Report will state that the Knox Box was opened for the alarm.
- i. Per Knox Box company policy, the box shall only be access for AFD operations. Law enforcement, EMS, etc. are not to be given key access to a Knox Box unless the AFD is part of the operation.

<i>Implemented</i>	<i>November 2, 2004</i>	<i>Jack Abraham</i>
<i>Reviewed</i>	<i>July 1, 2010</i>	<i>R. Dale Horne</i>
<i>Reviewed</i>	<i>July 1, 2011</i>	<i>R. Dale Horne</i>



ANDERSON
THE ELECTRIC CITY