

	<b>Standard Operating Guideline</b>	
	<b>SOG Name:</b>	<b>Knox Box</b>
	<b>SOG Number:</b>	<b>200.5</b>
	<b>Standard:</b>	TBD
	<b>Guideline Owner:</b>	Non-Emergency Operations
	<b>Implementation Date:</b>	May 31, 2017
	<b>Date of Last Revision:</b>	March 4, 2021
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**PURPOSE:** Defines the operational functions of the **KNOX**© box program. It addresses the specifics of the boxes, the box locations, and the procedure for its deployment. The **KNOX Rapid Entry**© System is designed to reduce property damage by allowing rapid entry into buildings. This is a secure system that is dependent upon personnel accounting for and managing entry keys in accordance with this guideline.

## **ARTICLE I. KNOX© EQUIPMENT- PRIVATE PROPERTIES**

### **SECTION 1**

Identified properties throughout the City are required to utilize the KNOX© Box Rapid Entry System, in accordance with our adopted Fire Code. Each business has the opportunity to choose the type/size of box they wish to install. The Fire Prevention Division will ensure properties are compliant with this program through the adopted Fire Codes. Personnel responding to properties listed in Article I, Section 2, that are not in compliance with this requirement should notify the Fire Prevention Division as soon as possible following the response.

### **SECTION 2**

The following is required properties that will utilize the KNOX© Box system:

1. Any property protected by an automatic fire suppression system.
2. Businesses protected by fire alarm systems.
3. Any business over 12,000 gross square feet.
4. Warehouses.
5. High-hazard facilities that do not operate at night.
6. Care facilities that have locking doors.
7. Restaurants.
8. High occupancy assembly areas.
9. Gated communities and limited access properties will have a keyed switch, or a keyed padlock installed.
10. Any/all other properties deemed necessary where entry access is limited.

### **SECTION 3**

Boxes will be installed at a height of 5-6 feet from the ground and located on the frontside of the building, near the main entrance. They may also be alarm monitored for tamper and door opening.

## **ARTICLE II. KNOX© EQUIPMENT- APPARATUS**

### **SECTION 1**

All apparatus will have a **KeySecure©** unit mounted securely in the cab (Engines, Ladders, Battalion Chief vehicles, Fire Prevention vehicles, and reserve units). Each morning, and after each use, the Company Officer or his/her designee will verify the **KNOX© Master Key** is accounted for, the **KeySecure©** unit is in the secure mode, and both will be noted in the KNOX© apparatus log.

### **SECTION 2**

Each **KeySecure©** unit will contain a **KNOX© Master Key** and an identification tag secured on a lanyard. The key is to be worn around the user's neck when it is removed from the apparatus.

### **SECTION 3**

All personnel will be assigned a 6-digit PIN which will be entered into all apparatus mounted **KeySecure©** units. This will allow all units to be opened by personnel regardless of the unit to which they are assigned. Two personnel will be required to enter their PINs to release the **KNOX© Master Key**.

## **ARTICLE III. DEPLOYMENT**

### **SECTION 1**

The Communications Center will enter all properties with a **KNOX©** box into CAD, and special "flags" will be attached. Upon dispatch to any location that has a **KNOX©** box, the Communications Center will notify the responding unit that the facility has a box. If a unit utilizes the key system, the Communications Center will be notified. After all key system utilization, the appropriate documentation will be provided in the Fire House report. Any problems encountered with keys or boxes will be reported to the Fire Prevention Division.

## **ARTICLE IV. SECURITY & MAINTENANCE**

### **SECTION 1**

A current list of all boxes installed in the City of Dothan will be maintained in the Fire Prevention Division. The list will contain the name of the business, the address, and a contact for the business.

**SECTION 2**

Each box will be checked for **Master Key**© operation once a year by a Fire Prevention Officer. During this check, the building key in the box will be checked for operation. If needed, the key cylinder will also be lubricated with **KNOX**© brand lubricant at this time.

**SECTION 3**

Each quarter, data from the apparatus mounted **KeySecure**© unit will be downloaded by a Fire Prevention Officer. This information will be archived for a period of 5 years.

**ARTICLE V. PRIVATE RESIDENCES, LOANER BOXES & PADLOCKS****SECTION 1**

The same Master Key that fits business boxes will fit boxes installed on private residences, including loaner boxes. It will also fit the **KNOX**© padlocks.

**SECTION 2**

The “Loaner” box program will be administered through the Fire Prevention Division. A monthly updated list will be provided for all personnel.

**SECTION 3**

**KNOX**© padlocks will be utilized as the locks for the gas meter portion of the “Lock-out/Tag-out” system only. These locks will also be available for other specialized security needs.

**(Signature on File)**

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