



Manhattan Fire Protection District

SOP #: 147-1	Effective Date: 02/22/17	Revised Date:
Section: Administration		
Subject: Knox Box System and Usage		

PURPOSE:

The purpose of this Standard Operating Procedure is to establish the responsibility and procedure for using the Knox Box system while ensuring the accountability and security of the system.

SCOPE:

This procedure applies to all members of the Manhattan Fire Protection District.

DEFINITIONS:

Knox Box: Box mounted on a business or residence with keys inside of it that provides access to the building.

Key Secure Device (KSD): Secured device located inside the fire apparatus that requires a 4 digit code to gain access to. This device houses the key to the Knox boxes.

GUIDELINE:

The primary purpose of the Knox Box system is to gain emergency access into buildings by providing a secure source of building access keys and reducing the potential damage caused by forcible entry. All Knox keys shall be retained in the district apparatus and vehicles in a Knox “Key Secure Device” (KSD). Each member shall be issued a Personal Identification Number “PIN” that will release the Knox key from the KSD. This “PIN” identifies the responsible member and ensures accountability while the keys are in use.

The district’s Knox box program will be coordinated by the Fire Prevention Bureau Coordinator. The coordinator will establish the district’s Knox key inventory, issue and maintain the employee PIN’s, program the apparatus KSD’s and facilitate any administrative aspects of the program. All personnel are responsible to ensure that Knox keys are accounted for at all times, as the security of the keys is of the utmost importance.

The Knox box system may be used for “Emergency Operations” and “Non-Emergency Access” at the discretion of the Officer in charge.

Emergency Operations Access

1. Release the Knox Key from the KSD using your assigned PIN, unlock the building Knox Box and retrieve the building access keys.
2. The Officer should immediately secure the Knox key and when possible, it should be re-secured into the KSD.
3. The Officer shall ensure all building access keys retrieved are re-secured inside the Knox box at the end of the operation (if possible, with a building representative or police officer present)



Manhattan Fire Protection District

4. In the event a building representative or key holder is not present at the end of operations, the Officer in charge shall ensure that a notification of department actions is made through dispatch or other accountable means.
5. Documentation of the use of the Knox Box and access to a building shall be included in the Narrative of the Incident Report. It should also be noted what keys were used and secured and by whom witnessed the keys being re-secured (i.e. occupant, PD, etc.)

Non-Emergency Access

Non-Emergency Knox Box access may be required during fire inspections, pre-plans, Knox Box maintenance, access key placement/retrieval (at the request of the building owner) or during MABAS change of quarters assignments.

SAFETY CONSIDERATIONS:

None

SPECIAL CONSIDERATIONS:

The KSD and Knox Box systems should be used responsibly and the Officer or Acting Officer shall be responsible for the use of and secureness of the Knox Box keys at all times.

Approved By:

Signature: Daniel Forsythe

Date: 02/22/2017