

Clallam 2 Fire Rescue Operational Guidelines Policy and Procedures	
Division IV Fire Prevention	Knox Box Program
Policy Number: 4.4	
Effective Date: 4/21/2020	Last Review:

4.4 Knox Box Keys

The Fire District promotes the installation of Knox Boxes on various buildings throughout the District. By promoting the installation of these boxes, the Fire District assumes a significant liability. Building owners and businesses trust that the Fire District will take extraordinary care to ensure that the keys to the Knox Boxes are secure at all times.

- 4.4.1 In order to provide security and ensure strict accountability for the Knox Box keys, the keys are to remain with the vehicle they are assigned to at all times. If a non-emergency request is made, such as key updates, for access to a Knox Box, only a vehicle equipped with a Knox Box key may respond. After use, the Knox Box key must be returned to that vehicle immediately. Personnel are not to take the Knox Box key away from the vehicle for an extended period of time.
- 4.4.2 Knox Box keys are for Fire District personnel use only. Knox Box keys must always be under the direct control of a Fire District member. At no time will the Knox key be loaned out to any other agency
- 4.4.3 If a Knox Box key is ever lost, the Fire Chief must be notified immediately. If a Knox Box key is broken or if a Knox Box is damaged, notify a Chief Officer
- 4.4.4 For vehicles equipped with a radio controlled Knox Key retention system;
1. Personnel who need to access to the key entry will request over the radio for PENCOM to release the Knox Key. The person requesting the release of the key will have to indicate the apparatus they want the key released from (i.e., "Dispatch release the Knox Key for E21). PENCOM will then send a tone over the radio to release the Knox Key.
 2. Personnel will acknowledge over the radio the key has been released and removed.
 3. Once the key is returned to the key retention system, personnel will radio PENCOM and state the key has been returned.

For vehicle equipped with a key pad Knox Key retention system;

1. District officers and career staff will be given a unique key code for access to the Knox Key retention system. At the discretion of the Fire Chief or Deputy Chief other personnel may be given access to the keyed Knox Key retention systems.
2. When personnel need to remove the key they will enter their unique code and remove the key. When done they will immediately replace the key back into the retention system.
3. The Fire Chief and Deputy Chief will monitor the Key Retention system. A log is kept by each device showing who removed the key and when. It also records when the key was returned. In the event a key goes missing or there is any other issues, an audit trail will be accessed to determine the last person to remove the key.

4.4.5

Knox box keys are to be used by Fire District personnel for emergency purposes or pre-incident planning to access buildings. They are not to be used for the building tenant as a “back up” key. The Fire District will not access the Knox Box for occupants unless there is a emergency.