

Township Of Jackson, Fire District 3, Station 55
Standard Operating Guidelines

KNOX BOX

Guideline # 130.17

Date: 1/07 N

PURPOSE

The purpose of this procedure is to establish Fire Department policy for utilizing the Rapid Entry System (Knox Box) within our district.

POLICY

Certain businesses within Fire District 3 and 1 are now using the Knox Box to allow us rapid entry without causing undo damage or delay in fire fighting actions.

Security is major concern with the use of the Knox Box system and the control of the keys. Lost or misplaced keys are to be reported immediately to the Incident Commander.

REMEMBER: The Fire Department assumes full responsibility and liability while operating on the premises of a Knox Box Location.

PROCEDURE

The following procedure is to be strictly adhered to:

1. Once on location of a Knox Box business and it is determined by the Incident Commander that entry is to be made, notify Jackson Police of same. Identify yourself, unit number and location. Ocean County radio cannot release the key.
2. If no Police Officer is on location request one be sent.
3. JPD will send a signal via radio waves to unlock the Knox Key within the unit. Turn the key to release, once the key is released, place the key in the Knox Box and turn to the right. This will open the door and make all building keys available to you.
4. With the presence of a Police Officer, you may make entry into the premises and search for the cause of alarm. If further action must be taken to mitigate the alarm, do so. If the search finds no problem, secure the building and place the keys back in the Knox Box, and relock the Knox Box.
5. Once the keys are returned to the Knox Box, the Box is secured, return the key back into the engine. Note: the entire time the Key is out of the engine flashing light will be activated as a reminder that the key is out of the decoder.

6. It is the responsibility of the Incident Commander along with the responding Police Officer to make sure that the building has been secured and the Knox Box has been locked and the Knox key returned to the engine.

7. Notify Jackson PD via radio that the key has been re-secured in the engine.

Approved By:

Date:

District Chief:

Date:

Company Chief:

