



Lexington County Fire Service

Standard Operating Procedures

Knox Box Key Maintenance Program OPS-014

EFFECTIVE: July 1, 2009

ISSUED BY: Russell R. Rawl, Fire Service Coordinator

RECINDS: No Previous Policy

SCOPE: All Lexington County Fire Service Personnel.

PURPOSE: To ensure the maximum security of all Knox Box master keys maintained by the Lexington County Fire Service.

POLICY:

I. Distribution of Keys

- A. Knox Box master shall be issued for each respective on duty Battalion Captain and Battalion Chief position through out the department. A total of 9 Knox Box master keys shall be distributed, seven Battalion Captain positions and two Battalion Chief positions, in order to ensure a rapid twenty-four response capability in the event a key is needed.

II. Key Security

- A. Each Battalion's respective Captain shall maintain custody of their assigned Knox Box key in their possession at all times while on duty.
- B. At the time of shift change the off going Battalion Captain is to transfer custody of the issued Knox Box key to the relieving Battalion Captain. Upon accepting the Knox Box master key the relieving Battalion Captain is to document the transfer by use of the standardized Knox Box key log contained herein this operating procedure.
- C. The Knox Box key log is to be maintained with the Battalion Captain's respectively assigned station's daily equipment check logs and shall be maintained on file for a period of time of no less than six months for reference if the need arises.

III. Key Usage

- A. The use of a Knox Box master key shall be made at the discretion of the incident commander and per Knox Box company policy, the box shall only be access for Lexington County Fire Service operations. Law Enforcement, EMS, etc. are not to be given key access to a Knox Box unless the Lexington County Fire Service is part of the operation.
- B. It shall be the responsibility of the on scene Incident Commander to ensure that all access keys retrieved from the Knox Box are returned to the unit and secured fully prior to the departure form the scene.
- C. In the event access is made into a building by use of a key contained in a buildings Knox Box unit where a representative of the buildings owner does not respond it shall be the responsibility of the respective Battalion Captain who accessed the Knox Box to ensure that the buildings owner or a representative of the buildings owner is notified that access was made by use of the Knox Box with in 24 hours.
- D. In the event access of a building was made by use of the Knox Box unit the responding firefighter who is responsible for completing the fire incident report shall include in the narrative portion of the report that access was made into the building by use of the building's Knox Box unit.

IV. Key Replacement

- A. In the event a Knox Box master key is missing or lost it shall be reported immediately via the reporting staff member's Chain of Command immediately to the Fire Service Coordinator. This shall be done first verbally and then in writing by use of the department's "Incident Report" form.
- B. Upon a Knox Box master key being reported missing it shall be at the discretion of the Fire Service Coordinator as to what action should be taken in effort to both ensure the security of the departments Knox Box program as well as to replace the missing key in order to maintain the Knox Box operational capability.



Lexington County Fire Service
Knox Box Key Log

Date

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