21. Knox Box System

21.1 General Operations

21.1.1 The Knox Box system allows this company to access designated locations during off hours when a representative is not able to or delayed in responding to an alarm.

21.1.2 Currently, there are Knox Box systems installed in all first run apparatus.

21.1.3 The following will be the procedure for activating the Knox Box System:

⇒ The apparatus officer or Line Officer, will request Central Dispatch, via Wall Fire 1, "Activate Knox Box for (apparatus number), example: 379".

⇒ The tones for the Knox Box will then be transmitted.

⇒ Once the tones are transmitted, the green light on the Knox Box Unit will flash.
The operator will turned and remove the Knox Key out of the Knox Box Unit.

⇒ The operator will take the Knox Key, open the Knox Box for the alarmed property, remove the access keys inside the box and either maintain possession of the keys or turn the keys over to the investigation team.

⇒ The operator will be responsible for the Knox Key and the property keys. Once the operation is complete, the operator will place the property keys in the Knox Box on the property and secure the Knox Key in the apparatus. The operator will then notify Central Dispatch, via Wall Fire 1, that the Knox Key was placed back in the apparatus.

21.1.4 It will be the responsibility of the key requesting officer to ensure that the Knox Key and the facility keys are returned to their proper locations. It will be noted in the after incident report that the Knox Box key was requested and released.

21.2 Knox Box System Tests

21.2.1 The Knox Box systems should be tested at least once a month. It will be up to the Fire Chief or designee as to how often the tests will be conducted.

21.2.2 The following will be the procedure for testing the Knox Box system:

⇒ The operator will request Central Dispatch, via Wall Fire 1, "Active Knox Box for (apparatus number) for a test".

⇒ The tones for the Knox Box will then be transmitted.

⇒ Once the tones are transmitted, the green light on the Knox Box Unit will flash.

⇒ The operator will place the touch key tab, attached to the key, on the touch key receptacle, located on the Knox Box Unit. The green light will now go to a solid mode. The Knox Key can now be turned and pulled out of the Knox Box Unit.

⇒ The operator will then notify Central Dispatch, via Wall Fire 1, that the test was successful or unsuccessful and that the key was placed back in service.

04/07 RC