

	KNOX BOX KEY	
	AUTHORED BY: Tony Curtis	FESSAM #
		5A.2
	EFFECTIVE DATE: 05/01/2016	
	APPROVED BY:	
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Procedure:

All firefighters should have a working knowledge of Knox box installations in their call area through area familiarization, inspections, preplanning and accessing preplans on alarms. Keys to Knox boxes are carried on all front-line, reserve and the battalion's apparatus which enables fire crews to access any Knox device within the LFRA jurisdiction. Each fire apparatus is equipped with a master key retention device that allows the master key to only be released from a unit via individual PIN codes. All Knox box PIN codes will be maintained and updated by the project coordinator. The Knox box coordinator will enter all PIN codes into the Key Secure software (password secured) on the department laptop. The Knox box coordinator maintains all PIN codes in an Excel file.

Engineers are responsible for ensuring that Knox box keys are accounted for at shift change. Any missing key shall be immediately reported to the station lieutenant who will immediately report the missing key to the battalion chief. An electronic audit trail will be immediately pulled from the key secure device identifying who removed the key last. If unable to locate the lost key, a police report will be filed with the Loveland Police Department.

Upon arrival at an incident, the Knox box key may be retrieved from the onboard master key retention unit. An authorized PIN code must be entered for the master key to be released for service. The key retention unit creates an audit trail of key access data by PIN code. The Knox box can be opened in order to access the building for operations at an incident. The incident report will state that the Knox box was opened to gain access. The Knox box shall only be accessed for Loveland Fire Rescue Authority operations. Upon completion of use of the key, the user shall return the key to the locking device in the unit. Insert the key and turn to lock. The locking will occur automatically when the lock cylinder is turned.

Knox Box Maintenance

Every 6 Months: 1. Spray lock mechanism with key lube or LPS-1

2. Operate lock twice to check operation and spread lubricant

Every Year: 1. Repeat six month lubricating routine as well as looking for any chips or nicks in powder coat. These should be painted over to avoid the spread of corrosion

Revision History

References: