

LAKWOOD FIRE DEPARTMENT STANDARD OPERATING GUIDELINES	
SOG NUMBER: 301.15	EMERGENCY OPERATIONS
DATE IMPLEMENTED: SEPTEMBER 9, 2019 DATE REVISED:	TITLE: KNOX BOX KEYSECURE

PURPOSE:

The District and Department recognizes the importance and need of providing rapid entry into locked buildings. Delays in the Department gaining rapid entry into buildings reduces the occupants' chance of survival, increases the chance for substantial property damage and compromises the safety and survival of the fire fighters. These provisions are promulgated to provide a structured safe and secure approach while gaining rapid entry into a structure or portions thereof to effectuate this purpose. The District has authorized the use of the Knox Box "KeySecure" system and sanctions same for use by the Department.

SCOPE:

This guideline shall apply to all Department and District personnel authorized to utilize the Knox KeySecure Master Key Apparatus Safe.

GENERAL:

1. Fire District Officers and Drivers will be provided an individual (4) four-digit PIN code for the Knox KeySecure apparatus safe.
2. Upon the arrival at any property with a Knox Box, the Knox Master Key may be removed from the KeySecure on the apparatus to obtain the keys from the Knox Box on the building, even if the structure is open for business. The keys in the Knox Box may open interior doors and the fire alarm panel and will eliminate the need to wait for maintenance or building representative to arrive.
3. The Knox Master Key shall not be left in the Knox Box vault. At no point shall the individual that removes the Knox Master Key from the KeySecure lose contact with the Knox Master Key.
4. Upon leaving, all building keys shall be placed back into the Knox Box and relocked. The Knox Box Master Key shall be placed back into the KeySecure on the apparatus and re-secured. It is the responsibility of the Officer in Charge (OIC) to ensure that the keys are returned to the Knox Box.
5. Knox Box keys may be used for any emergency operation and shall be documented on Company Field Reports and recorded in the Fire Districts NFIRS reporting system.

6. Removing the master key from the KeySecure on the apparatus while not engaged in fire-matic activity shall result in disciplinary action and other appropriate action.
7. The Chief of Department or his/her designee shall be responsible for supervising the individual PIN codes into the Knox Box KeySecure system, KnoxConnect and also responsible for system reviews. Only officers and drivers will be authorized to receive pin codes to the KeySecure System.
8. The Chief of Department shall review all logs of the KeySecure system Quarterly and provide those documents to the Board Office within 7 days of review for record keeping purposes. Board Administration may request a system review from the Chief of Department at any time deemed necessary, which shall be forthcoming from the Chief of Department within 24 hours of the request.

Note: Individual employees shall be responsible for the safeguard of his/her (4) four-digit PIN code at all times. No individual shall give his/her PIN code to someone else to use under any circumstance.