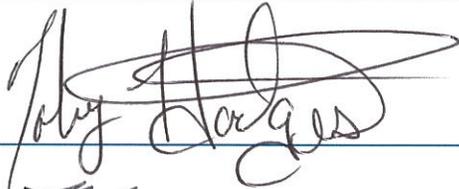
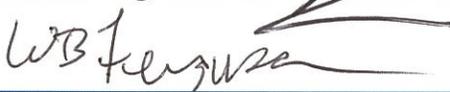


	Standard Operating Guideline OPS 12	
	Subject:	Knox Box Operations
	Effective Date:	January 1, 2013
	Revision Date:	April 15, 2017
	Approval: EMS Representative:	
	Fire Representative:	
	Career Representative:	
Director:		

PURPOSE: The Franklin County Department of Public Safety has established and will maintain a Rapid Entry System known as the Knox Box System. This guideline shall establish the procedure for utilization of the Knox Box Rapid Entry System.

I. POLICY:

- A. A Knox Box is a secured lock-box that is mounted permanently at or near a property entrance.
- B. Specific keys for that building and other pertinent information for emergency fire/EMS service use shall be kept in the box.
- C. The Franklin County Department of Public Safety (FCDPS) will maintain master keys that will allow access to ALL Knox Boxes located with the County of Franklin, Virginia and the towns of Rocky Mount and Boones Mill, Virginia.
- D. The Franklin County Department of Public Safety Fire Marshal or his designee shall be responsible for issuing master keys to each station as well as insuring that they are kept safe.
- E. The Franklin County Department of Public Safety Fire Marshal or his designee shall be responsible for the issuing of a steel combination style lock box to be mounted in the apparatus to secure the Knox Box system master keys.
- F. The Franklin County Department of Public Safety Fire Marshal or his designee shall be responsible for the issuing of "Numbered Zip Ties" to be placed thru the holes and secured on the secure boxes mounted in the apparatus.

- G. The Franklin County Department of Public Safety Fire Marshal or his designee shall maintain a written log of all “Numbered Zip Ties” issued.
- H. When the Franklin County Department of Public Safety responds to any alarm at a building with a Knox Box, the box should be accessed using the issued master key.
- I. Keys and information will be removed from the Knox Box and used for access to the building as deemed appropriate by the on scene Incident Commander.
- J. The Franklin County Emergency Communications Center shall be notified via radio and advised that the Knox Box system has been utilized for entry.
- K. The on-scene Incident Commander shall assure that the building owner or responsible party has been notified that an entry was made into the structure as well as the reason for the entry.
- L. Once the emergency is over the on-scene Incident Commander shall assure that a new “Numbered Zip Tie” is obtained from the FCDPS Fire Marshal or his designee to re-secure the Knox Box system.
- M. The Franklin County Public Safety Fire Marshal or his designee is the ONLY person authorized to access a Knox Box in a non-emergency situation.
- N. Acceptable non-emergency situations shall include but not be limited to change or update keys or information contained within the boxes or for educational purposes dealing with the Knox Box system.
- O. The Knox Box system will not be accessed for service calls, building lock outs, police responses, etc., without the prior approval of the Franklin County Director of Public Safety.
- P. The building owner is responsible for purchasing, installing, and maintaining the Knox Box system.
- Q. The Franklin County Department of Public safety shall be provided with current and accurate contact information for a responsible party who can respond if needed.
- R. The Franklin County Department of Public Safety shall be notified by the building owner of any changes to the Knox Box system.
- S. Knox boxes may be utilized for emergency medical services in the event of life threatening situations or where emergency medical care will be delayed.