

DAYVILLE FIRE COMPANY
STANDARD OPERATING GUIDELINES

Section: General

Date Issued: 4-25-11

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SOG: A-8

SUBJECT: Rapid Entry/Knox Box

PURPOSE: To set a department policy to activate the system to obtain the key for the Knox Box

DEFINITION:

The following procedure shall be followed to obtain the key to open the secure Knox Box located on the building where the incident is occurring.

PROCEDURE:

1. Confirm that access cannot be gained through unlocked doors.
2. The senior ranking Officer on scene, or the senior member if no Officer is present, shall be the person to request to have key removed.
3. The person removing the key shall call Q.V. Dispatch on UHF Killingly 460, identify the apparatus to dispatch and request the dispatcher to release the Knox Key for the location of the alarm.

MAKE SURE THE RADIO SCAN FEATURE IS OFF AND MIKE IS OUT OF THE HOLDER.

4. The Dispatcher will send out tones to release the key to be turned. Upon release and removal of the key, Q.V. Dispatch will be notified the key has been removed.
5. The key will be used to gain access to building key contained in the Knox Box on the outside of the building. The Officer or member who has the key shall maintain control of the Knox Box key at all times until it is replaced or given to the Incident Command.
6. Upon completion of the alarm and securing of the building, the building key shall be returned back in the Knox Box. It is recommended that someone witness placement of the building key in the Knox Box prior to locking it. The Officer or member who has removed the building key shall maintain custody of the key at all times until it is replaced at the termination of the alarm or given to the Incident Command.
7. After securing the building key in the Know Box the Knox Box key shall then be returned to the apparatus by the person in its possession.
8. After returning the key in the apparatus Q.V. Dispatch will be notified that the key has been returned.

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GENERAL:

Entry into any building without any building personnel shall be very limited and controlled number of personnel at the discretion of the Incident Command accountability of these people and be noted to avoid any problems regarding impropriety in the future.

The Knox Box System is for the use of the Dayville Fire Co. **SOLELY**. No other department (Police, Public Works, etc.) or personal other than those motioned in this S.O.G. shall request or have access to a Knox Box key at any time.

This S.O.G. was last reviewed and/or updated on April 25, 2011.