

SUBJECT: KNOX BOX SYSTEMS**SECTION:** 301.12**REVISED:** NOVEMBER 5, 2007**PAGE(S):** 1

PURPOSE

To establish guidelines for the use of key box systems (Knox Box) installed at various buildings in the City of Reading.

POLICY

Insofar as possible, Fire Department personnel operating at an occupancy which is equipped with a Knox Box should use the keys contained within said box in lieu of forcible methods to gain entry.

PROCEDURE

- A. Knox Boxes will be installed on various industrial, commercial, institutional, and residential buildings.
- B. Knox Boxes at the identified location carry marked master keys for the building.
- C. The keys for the Knox Boxes will be secured on E83, E283, T84, ALS83, 8301, and 8302 and in the alarm room.
- D. When a Knox Box is opened by the Fire Department during a non-emergency, a representative from the occupancy shall be present or consent obtained otherwise.
- E. When operating at an incident where the involved occupancy is equipped with a Knox Box, fire personnel should utilize the key within the key box to gain entry.
- F. In the judgment of the officer in charge, where conditions warrant immediate action, the initial company may use regular forcible entry methods. Secondary companies shall utilize any keys in the Knox Box to prevent any additional fire control damage from forcible entry.
- G. When a Knox Box is opened during an incident, the listed emergency contacts for that location shall be contacted.
- H. When a Knox Box is opened for a law enforcement incident, it shall be under emergency conditions and the listed emergency contacts for that location shall be contacted.
- I. The Knox Box should be inspected and all keys verified as current with tenant upon each opportunity/use.