

**Manasquan Fire Department
Manasquan Fire District #1
Standard Operating Guideline**

210.05

Title: Rapid Entry/ Knox Box Procedures

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Purpose: To establish and maintain a standard for Rapid Entry/ Knox Box entry use. The following guideline is to be followed for all Rapid Entry/ Knox Box locations.

Scope: These procedures are to be followed by all Fire Department members. Authority to deviate from this procedure rests with the Fire Chief, Deputy Fire Chief, or their designee, who is solely responsible for the results of any deviation.

210.05.1 Procedures

- Confirm that access cannot be gained by unlocked doors and property is un-occupied.
- The senior ranking Officer on scene, or senior member if no Officer is present, shall be the **ONLY** person to remove the Knox Key from the Sentralok. **NO** other member shall request a key removal at anytime.
- The person removing the Knox Key shall contact Manasquan Police Dispatch, identify the apparatus to the dispatcher, and request the dispatcher to release the Knox Key for the location of the alarm. Example; "Manasquan Police Dispatch from 27-2-80, requesting a Knox Key release for The Osprey Bar on East Main St."
- DTMF tones will be broadcast over Manasquan Fire Dispatch channel signaling the key to be released. A proper release will be signaled by a click in the box which releases the key to be turned, a flashing blue strobe light on the Sentralok, and a scrolling message on the LED readout. Upon release and removal of the key, notification will be made to Manasquan Police Dispatch. Example; "Manasquan Dispatch from 27-2-80, acknowledging a good key release."
- The Knox Key is used to gain access to the building key and or keys that are contained in Rapid Entry Knox Box located on the outside of the building. The senior ranking Officer or senior member who has removed the Knox Key shall maintain custody of the Knox Key at all

times until it is replaced at the termination of incident or given to the Incident Commander.

- Upon completion of operations and securing the building, the building key/keys shall then be returned back to the Rapid Entry Knox Box. It is recommended to have someone witness placement of the building key/keys back into the Rapid Entry Knox Box prior to locking the door.
- After securing the building key/keys in the Rapid Entry Knox Box, the Knox Key shall then be returned to the apparatus by the person in possession of the key. Upon securing the Knox Key in the Sentralok, the blue strobe will stop flashing and a scrolling message will appear on the LED readout.
- If no owner or agent is present, a Fire Department door hanging notice shall be filled out and put on the front door.
- After securing the Knox Key in the Sentralok, the person who replaced the key shall call Manasquan Police Dispatch and notify them that the Knox Key has been secured and if applicable call description and completion of call with a return to service.

Example; “Manasquan Dispatch from 27-2-80, Knox Key has been returned to this unit. Malfunction of the alarm system, building has been turned over to owner, 27-2-80 is clear and available.”

210.05.2 General

1. The senior ranking Officer or senior member removing the Knox Key shall be solely responsible for the key and shall not release it to any person except under direct order from a Chief Officer.
2. The senior ranking Officer or senior member removing the Rapid Entry Knox Box key/keys to the building shall be solely responsible for the key/keys and shall not release them to any person except under orders from a Chief Officer.
3. Entry into any building in the absence of building management **shall be restricted to a very controlled number of personnel** at the discretion of the Incident Commander and building management must be notified of the entry if possible. Accountability of these individuals who entered shall be noted, to avoid any problems regarding impropriety in the future.
4. The Rapid Entry/ Knox Box System is for the use by the Manasquan Fire or Police Department solely to gain access to investigate an alarm or other public safety emergency. No other departments or agencies (sewer, code, building, etc.) or personnel other than those mentioned in this guideline shall request or have access to a Knox Key at any time. Exception: Fire Official or Fire Inspector will have Knox Key access to facilitate initial and updated keys into the Knox Box with building management present.