



PURPOSE

To establish a criteria for the installation and use of key boxes, rapid entry systems or access of key vaults which include boxes, cabinets, gates, key switches and padlocks.

POLICY

When access to or within a structure is restricted and immediate access is necessary for life-saving or firefighting purposes, a key box or rapid entry system shall be installed in an accessible location. These "vaults" are generally referred to as "Knox boxes."

Installation Requirements

To establish a standardized policy for the requirement of building owners and/or occupants to purchase and install a key box in accordance with the Arkansas Fire Prevention Code.

1. Key boxes shall be installed on any building or facility that is equipped with an automatic sprinkler, suppression or fire detection or alarm system and that is automatically supervised to transmit a signal.
2. Key boxes shall be installed on any building or facility that requires immediate access due to life safety issues, whether or not it is automatically supervised.
3. Key boxes shall contain the following: 1) master/entrance key(s); 2) minimum of two contact numbers; 3) any pertinent pre-fire plan information.
4. Key boxes shall be purchased from the Knox Company, Phoenix, Arizona.
5. The key box shall be mounted to the right of the front or closest designated access door to the structure, at a maximum height of 60".

Key Issuance

One Knox key will be issued to each engine, ladder, command, and staff apparatus within the department. Knox keys located on the apparatus are to remain in the KeySecure control unit. Each member of the RFD will be assigned a KeySecure access code.

Access

Knox access is authorized during response to a reported emergency or automatic alarm at the address of response. Knox access is authorized during routine fire inspections to verify functionality of access devices located within the vault. Knox access to update vault contents should be performed by personnel from the Fire, Building & Safety Division.

Approved

Fire Chief

1 of 2



RUSSELLVILLE FIRE DEPARTMENT
POLICY MANUAL

Policy Number:
Section:
Original Date:
Revised Date:

Accountability

Each member of the RFD shall be responsible for their KeySecure access code. Each member who accesses KeySecure shall be responsible for the Knox key and maintain possession of it while the box is open. The Fire, Building & Safety Division will serve as the department's designated Knox Program Coordinator. An individual assigned to each apparatus will verify that the unit's assigned key is present and secured every duty day. This will be documented on the appropriate apparatus inspection documentation as required each week. The Fire, Building & Safety Division will maintain a ledger of issued keys.

Loss/Theft

In the event that a key becomes lost, or if theft is suspected, the Fire, Building & Safety Division shall be notified immediately.

Approved

Fire Chief

2 of 2