

BODEGA BAY FIRE PROTECTION DISTRICT

STANDARD OPERATING GUIDELINES	Article:	SOG 3-6
	References: CFC Ch.5 sec. 506	
	Subject: Knox Box	

The Knox Box rapid entry system is a secure emergency access program developed for property owners and fire departments. When a fire breaks out or there is a medical emergency, Knox products allow immediate entry into buildings and property without forced entry damage or delay. Property owners store entrance keys, access cards and floor plans in high-security Knox-Boxes mounted near building entrances. Each Knox Box purchased by a property owner is keyed to a single master key controlled by the fire department.

In addition to key boxes and vaults, Knox padlocks and key switches operate with the same master key. There are so many gated communities today that fire and police departments are delayed when responding to emergency calls. Increased property damage and even total loss is a threat when property is not accessible.

The purchasing and ordering will be the responsibility of the property, home, or business owner or the authorized representative of the owner. There are several different devices that can be purchased through the Knox Company and the Fire District should be consulted prior to purchasing to advise on which devices and locations best suits the needs of the Fire District to assist in ease of access. The installation of the device is the responsibility of the responsible party although Fire District staff may assist as requested.

The preferred method of ordering will be through the online E ordering method although the paper applications are still accepted. The occupancy will determine method of ordering and the website ordered through.

Commercial Occupancies

- Knoxbox.com: a 3200 series lock box keyed for a Bodega Bay master key
- Responsible party to order through website and E-approval will be sent to BBFPD Knox coordinator

Residential Occupancies

- Knoxhomebox.com: Any suitable lock box keyed for a Bodega Bay master key
- Responsible party to order through website and E-approval will be sent to BBFPD Knox coordinator

Open Land or Properties with a gate

- Knoxbox.com: a pad lock or key switch keyed for a Sonoma County Fire (CSA 40) master key
- Responsible party to order through website and E-approval will be sent to Sonoma County Fire Knox coordinator
- See attached Sonoma County Fire Policy for additional details

Security

All BBFPD and Bodega VFC front line apparatus have a Sonoma County Fire and Bodega Bay Knox master key, these keys shall be kept in a lock box accessible by keypad or by a key. These lock boxes shall remain locked at all times when the vehicle is not occupied or the keys are in use.

Date: 7/18/2017	Chief: Approved: Board: 	Page 1 of 1
--------------------	---	-------------