



KING OF PRUSSIA VOLUNTEER FIRE COMPANY
170 ALLENDALE ROAD
KING OF PRUSSIA, PENNSYLVANIA 19406
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Standard Operating Guidelines

SOG NO.: KP-2-0027
SOG TITLE: KNOX BOXES
ADOPTION DATE: 01/98
REVISION DATE: 01/01
NO. OF PAGES: 1

Purpose: To integrate the Upper Merion Township approved policy on Knox Boxes into the King Of Prussia Volunteer Fire Company Standard Operating Guidelines.

See KP-2-0027A (Upper Merion Township Policy SCE2-105.01) for specifics.

UPPER MERION TOWNSHIP
POLICY AND PROCEDURES

Policy#: SCE2-105.01 Supercedes: N/A
Effective: 08/01/97 Dated: N/A
Page: 01 of 03
Department: Safety & Codes Enforcement
Division: Fire and Rescue Services
Subject: Guidelines For the use of "Combination Key Boxes"
at selected properties within the township.

I. PURPOSE:

To establish guidelines for the need, and the use of Combination Key Boxes. This policy shall be established to define the roles and responsibilities during the use of the key box and it's contents.

II. POLICY:

It shall be the policy of Upper Merion Township Fire and Rescue Services Division to evaluate the need for rapid entry to selected properties within the confines of Upper Merion Township.

III. DEFINITIONS:

Combination Key Boxes are considered to be wall/surface mounted, vault style key box that is accessible by using a Three letter or number combination type entry system. The combination shall be able to be changed after each use. The box shall be able to hold to Six (6) conventional type keys inside.

IV. PROCEDURES:

1. Property owners/managers will be responsible for the purchase, installation, maintenance, repair and changing of Key Boxes and their combinations.
2. Key Boxes and the enclosed key (s) will be opened and utilized on the order of the Fire Officer In Charge.

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3. The Fire Officer In Charge will be responsible for the return of the Key Box Cover and it's contents, he/she will also be responsible to see that the Key Box is re-secured before leaving the scene.
4. The Key Boxes combination will be provided to the Emergency Dispatch Center by the alarm company. The combination code will be transferred to the fireground via the following modes, Fire Service station printout, Fire Department Alpha Numeric Pager, Police Department Mobile Data Terminal, Police Department Secure Radio Channel, or by Cellular Telephone.

V. RESPONSIBILITIES

Emergency Service Companies:

- shall assure that all officers and members are familiar with this policy

Emergency Dispatch Service's:

- Shall assure that all dispatch personnel are familiar with policy

Police Departments:

- Shall assure that all Command Staff, Officers and Telecommunicators are familiar with this policy

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Written by: David M. Camarda, Deputy Fire Marshal

APPROVED: *John R. Waters*
Director Safety & Codes

DATE: 09/02/97

APPROVED: *William J. ...*
Chairman Fire & Rescue Board

DATE: 09/02/97

Distribution:

- all volunteer fire and rescue services chiefs
- Montgomery County Emergency Dispatch Service Department
- Upper Merion Township Police Department