

SPOKANE COUNTY FIRE DISTRICT 8

Standard Operating Procedures

70.06.03
KNOX AND SUPRA ENTRY
PROGRAM



Adopted: 12/20/16
Reviewed: 11/18/21
Revised: 11/18/21

Approved:

A handwritten signature in black ink, appearing to read "James J. Balch".

Purpose: In order to enter businesses, residential property, and security gates without forced entry in response to fire alarms or other emergency conditions, Spokane County Fire District 8 has adopted the Knox Rapid Entry System.

References: N/A

Procedure:

1. The Knox System is a secure system that allows business and property owners to be confident that their keys are safe, security gates are secure, and that Fire District personnel will be able to quickly gain access in the event of an emergency. The District previously used the Supra System as the form of secure rapid entry, so some business or residential property may require the use of a Supra Key to gain access.
2. Program Management: The Knox/Supra Key Entry Program is managed by the Division Chief assigned to the Fire Prevention Division or his/her designee. This includes but is not limited to:
 - a) Knox/Supra Key inventory and security.
 - b) Application, and inspection of Knox/Supra Entry Systems.
 - c) Knox padlock inventory and distribution.
3. Knox/Supra Key Inventory and Security:
 - a) Each emergency response apparatus (including 880) will be equipped with a Knox and Supra Key.
 - i. For the purpose of key security, each apparatus will be equipped with a Knox KeySecure Device.
 - ii. To remove the keys from the Knox KeySecure Device, each District member will have a personal 4-digit code assigned by the District. The Knox KeySecure device will track each time a key is accessed and track the code used for access.
 - b) Each Chief Officer will be issued a Knox and Supra Key that they will be responsible for maintaining possession of.
 - c) The Fire Prevention Division Chief will have a safe that contains reserve Knox and Supra Keys.
 - i. It will be the responsibility of the Division Chief or his/her designee to maintain and verify the inventory in this safe.
 - d) Knox and Supra Key inventory will be checked daily and monthly.
 - i. The on duty crews will verify the presence of the Knox and Supra Keys on the emergency response apparatus during their daily truck checks, and record this on the "Daily Apparatus Check" form.

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- b) When a Knox Box is used on an emergency response; the officer shall lock the keys back in the Knox Box when the emergency is completed. The use of keys shall be noted in the incident report.
- c) When Knox Box key switches are used on emergency gates, the officer who opens the gate shall ensure that the switch will be returned to the normal position when leaving the complex (left). The use of the Knox key switch shall be noted in the incident report.