Bath Township Fire Department			Standard Operating Guideline	
Section **Misc.**	**Referral No.** **Misc-04**	**Subject:** **Knox Box Program**	**Date Issued** **5/14**	**Date Revised**

Purpose:

- To provide guidelines

Scope:

- This standard operating guideline shall apply to all personnel.

Responsibilities:

- Personnel
  - All personnel shall ensure that they are safeguarding and maintaining the integrity of the Knox Box Program.
  - Officers shall ensure that individuals are properly trained on how our system is utilized and to ensure they understand the moral and ethical responsibility we have to maintain this program.

Guidelines:

- Knox Box Program
  - Provides an alternative for local responding emergency personnel to access buildings and equipment, without causing damage to entry points or "forcing entry".
  - Program is voluntary but should be heavily encouraged by Fire Department personnel, to businesses and to residents.
  - Ordering sheets are specific to our Township with codes that will ensure that our key will match the lock on their vault.
  - All questions and concerns may be directed to the Fire Chief
- Purchasing/Installation
  - Ordering sheets are available upon request.
  - Owner or occupant requesting Knox Box will be responsible for purchasing the system, as well as installation and maintenance.
  - It will be up to the discretion of the owner/occupant as to where they wish Knox boxes to be installed.
  - Once installed Fire Department personnel will be called to open box and emplace items. Allen County Dispatch will then be notified of exact location, so that it may be added to the notes per that address.

- To access vaults, master key must be removed from the apparatus. Dispatch will be notified prior to accessing vault and after vault has been re-secured.
- No access will be made to vaults in Non Emergent settings, unless requested directly by owner/occupant.