	Queen Anne's County Fire & EMS Commission Operations Manual	No. 05.06
		Effective Date: December 1, 2001
	Knox Box Procedure	Revised Date: October 3, 2013

I. SCOPE

- A. This policy applies to all Queen Anne's County fire service personnel.

II. PURPOSE

- A. To establish guidelines to enhance the safety of Emergency Service Personnel responding to incidents. Selected pieces of fire apparatus have been provided with a Knox Box Key and Locking Unit to secure the key. The Knox Box Key is released remotely via 800 MHz Analog talk group.

III. RESPONSIBILITY

- A. All personnel affiliated with a Queen Anne's County Fire Department will be responsible for knowing the procedure's for the release of a Knox Box Key.


IV. PROCEDURE

A. Release Procedure

1. Only a member of a Queen Anne's County Volunteer Fire Department may request a Knox Box Key to be released.
2. The member must request the key be released and identify themselves by name, monitor ID number, or Officer ID.
3. A release shall be initiated by Queen Anne only when a unit is on a dispatched incident in Queen Anne's County. (Exception: for training and maintenance purposes a Fire Officer may request a key release. No other members shall be granted a key release.

B. Removal of Key for Sentralock I Knox Box


1. Queen Anne shall direct the unit to QFTAC5 for key release. The unit shall acknowledge and identify themselves when on QFTAC5.

 <p>The logo for Queen Anne's County Fire & EMS Commission. It features a central shield with a crown on top, surrounded by a circular border with the text 'QUEEN ANNE'S COUNTY' and '1706'. Above the shield is a banner with 'FIRE & EMS' and below it is a banner with 'COMMISSION'. At the bottom, the slogan 'UNITED WE STAND' is written in blue.</p>	<p>Queen Anne's County Fire & EMS Commission Operations Manual</p>	No. 05.06
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2. Queen Anne will enable the encoder to release the key for the selected unit. The unit shall hear tones over the radio decoding the locking mechanism.
 - a. If the locking mechanism flashes a light indicating error, notify Queen Anne.
 - b. If error has occurred Queen Anne shall attempt the release of the key again.
3. The Knox Box release light will flash intermittently for approximately 10 seconds; the key ***MUST*** be turned and released during this 10 second period.
4. Upon successful removal the unit should notify Queen Anne.
5. Ensure the unit's radio is returned to the selected talk group for incident operations.

C. Removal of Key for Sentralock A Knox Box

1. Queen Anne shall direct the unit to QFTAC5 for key release. The unit shall acknowledge and identify themselves when on QFTAC5.
 - a. Units equipped with the push button volume control on their mobile radio's should set the volume at 11, units equipped with the rotary volume knob should set the knob halfway.
2. Queen Anne will enable the encoder to release the key for the selected unit. The unit shall hear tones over the radio decoding the locking mechanism.
3. Once you hear the tone the Led read out on the front of the Knox Box will read **unsecured** at this point you have 3-4 seconds to remove the key.

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4. Once the key is released the Led will read **released** units with the optional strobe light attached to the top of the Knox Box will begin to flash until the key is returned.
 - a. Upon successful removal the unit should notify Queen Anne.
5. Ensure the unit's radio is returned to the selected talk group for incident operations.

D. Return Key Procedure

1. Upon completion of the use of the key the user shall return the key to the locking device in the unit.
2. Insert the key and turn to lock. The locking will occur automatically when lock cylinder is turned.
 - a. The new Sentralock A Knox Box Led will read **locked** when the key is returned and the strobe light will stop flashing.
3. The user shall identify themselves and notify Queen Anne immediately upon returning the key.

E. Documentation of Key Removal.

1. Any time a key is removed, Queen Anne shall enter as radio traffic:
 - a. Identity of user who requested removal of the key.
 - b. Identify of user who replaced the key

William H. Faust, Chairman
Queen Anne's County Fire & EMS Commission