



GLASTONBURY FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES



SOG NUMBER: HZT-003 ISSUED DATE: 01-03-05 EFFECTIVE DATE: 01-03-05
REVISION #: 2 REVISED DATE: 01-11-16 EFFECTIVE DATE: 01-11-16
CATEGORY: HAZ-MAT
SUB-CATEGORY: EMERGENCY RESPONSE - GENERAL
SUBJECT: KEY SAFE
RELATED GUIDELINE: HZT-004

Section I – Introduction

A. Objective

To provide a secure system to access the Knox box key and the key for the Mark I medication kit.

B. Applicability

This guideline is to be used anytime access must be gained to a Knox box or to access the medication located in the Mark I medication kit.

C. References

Glastonbury Fire Department Knox box system
Mark I Kit Guideline

Section II - Location

The key safes shall be located in the passenger area of the vehicles listed below.

Car 9	Engine 11	Ladder 15	Rescue 14
	Engine 21	Ladder 31	Rescue 33
	Engine 22		
	Engine 32		
	Engine 41		
	Engine 42		
	Engine 61		

Section III - Safe Contents

Each safe (except the safe in the Fire Marshal and Deputy Fire Marshal vehicle) will be equipped with a Knox master key and key for Mark I medication kit. The Fire Marshal and Deputy Fire Marshal key safe will only be equipped with a Knox master key.

Section IV - Access to Key Safe

Each key safe box will be equipped with a numeric combination type lock. The combination to the lock will be the same throughout the department.

Each key safe box will be sealed with a numbered tag seal. The number for the seal will be documented in the Inventory records of the Firehouse software. Anytime a seal is broken, it shall be re-secured with a new tag and number shall be documented in the Firehouse software system.

All Chief and Company Officers will be provided with the combination to the lock by the Assistant Chief. Chief and Company officers shall maintain the combination to the lock and the combination shall not be given out to anybody.

Anytime access is needed to the key safe, the fire officer shall notify the dispatcher on the Main dispatch channel that access is to be gained by either the Knox box key or the Mark I kit key. Once the key is returned to the key safe the officer shall notify the dispatcher on the main dispatch channel that the key has been returned.

Example: "Car 30 to dispatch, accessing Engine 32 Knox box key"

In the event that an officer does not respond to the scene of an incident and access to the key safe is required, the combination can be requested by firefighters over the radio system or they may contact an officer by phone for the combination.

Anytime someone other than an officer has the combination to the lock, the Assistant Chief shall change the combination department wide and the new combination will be provided to all officers and emergency dispatch center.

Section V - Record Keeping


Anytime access is gained to the key safe, an entry shall be made in the Inventory section of the Firehouse software. In the event access was gained during an incident, it shall also be documented in the narrative section of the incident report.

It shall be the responsibility of each Captain to assure that the boxes are inspected weekly and that the appropriate numbered tag is sealed to the box. An entry shall be made in the inventory system documenting the inspection.

The Assistant Chief shall be notified immediately in the event of any breach in the security of the system.

Section VI- Approval

Fire Chief



Date of Approval:

