



Jackson Hole Fire/EMS Operations Manual

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PURPOSE

This standard is pursuant to the International Fire Code as adopted by the Town of Jackson and Teton County and provides direction for the Knox Box installation and security.

SECTION I - GENERAL

A key box, for Jackson Hole Fire/EMS (JHFEMS) use, is required where:

1. Commercial building with fire alarm or fire sprinkler systems.
2. Any facility required to submit a hazardous materials storage plan.
3. Any residential facility for the elderly, where 24-hour staffing is not present.
4. All Schools.
5. All buildings housing essential government services owned and operated by the Town of Jackson and Teton County.
6. Any location with manual or electronic gates which could render emergency access difficult.
7. Any location that the Fire Code Official deems necessary.

SECTION II - SECURITY

Key boxes installed within the jurisdiction of JHFEMS must provide the highest level of security possible. To maintain the necessary level of security determined by the department, only those products manufactured by the Knox Company of Phoenix, Arizona shall be used. Approved key box models are:

Knox Box 3200
Knox Box 4400
Gate & Key Switches
Knox Padlock
Knox Document Cabinet
Knox Elevator Box
Knox Remote Power Box
Knox HomeBox/Residential Box (as approved by this department)

Knox Boxes will only be used by JHFEMS on an emergency basis. The box will not be used for prevention inspections (except to verify workability during annual inspections), law enforcement, or to gain access for owners or tenants who have lost keys.

Teton Village shall be responsible for those Knox Boxes located within the Teton Village district and a lock different than JHFEMS lock shall be assigned to Teton Village Fire Department.

Teton Fire & Rescue, Driggs, Idaho shall be responsible for those Knox Boxes located within the Alta area given consideration of this department being First Due on scene.

Fire/EMS Security

1. Organizational inventory of all Knox Box keys shall be conducted every January and July with a picture of the master key and eKey showing key identification numbers visible in picture.
2. Keys are to be kept in the KeySecure or KeyDefender in all apparatus carrying Knox Box keys.
3. Members shall not release Knox keys or PIN's to any non-JHFEMS person.
4. Information contained in the access database/software records shall not be released to any non-JHFEMS person. All inquiries shall be brought to the attention of the Fire Marshal.
5. The loss of any key shall be reported to the Fire Marshal immediately.

SECTION III - INSTALLATION

The location of the key box is subject to approval by the Fire Prevention Division. In most cases, the key box should be installed adjacent to the primary JHFEMS department access or the FDC. The Fire Prevention Division will assist in Knox Box locations. In all installations, the following shall be met:

1. The Knox Box shall be mounted in a readily visible location.
2. The Knox Box shall be mounted not less than 48" or not more than 72" above grade.
3. The Knox Box shall be mounted according to the manufacturer's instructions.

SECTION IV - KNOX BOX CONTENTS

The following keys are required and shall be labeled and assembled for placement in the Knox Box:

1. One key for exterior entry door(s), each key labeled for appropriate door lock (if using keycard, a physical key must be included).
2. One key for the fire alarm control unit room(s).
3. One key for the sprinkler system room(s).
4. One key for elevator control room(s).
5. One key for HAZMAT room(s).

The following keys are recommended:

1. Apartment or condo unit key(s).
2. All interior doors key(s).

SECTION V - FINAL INSPECTION AND SECURING

Contact the Fire Prevention Division of Jackson Hole Fire/EMS at 307-733-4732 when ready to lock a building's Knox Box.

SECTION VI - TAMPERING

Security of the building Knox Box is vital, not only for the owner of the property, but for the department as well. Notify the Fire Prevention Bureau immediately if tampering is observed.