



**Queen Anne's County  
Fire & EMS Commission  
Operations Manual**

No. 05.06

Effective Date:  
December 1, 2001

**Knox Box Procedure**

Revised Date:  
March 7, 2024

**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.

**III. RESPONSIBILITY**

- A. All personnel affiliated with a Queen Anne's County Fire Department will be responsible for knowing the procedures 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 release or request a Knox Box Key to be released.
2. The member must identify themselves by name, monitor ID number, or Officer ID to Queen Anne.
3. A release shall be initiated when a unit is on a dispatched incident in Queen Anne's County. (Exception: For training and maintenance purposes a Fire Officer may release a key by contacting Queen Anne when the key is released and returned.

B. Removal of Key

1. Queen Anne shall issue a onetime code to members who do not have an access code. Members who have been issued an access code may release the key following the above criteria.



**Queen Anne's County  
Fire & EMS Commission  
Operations Manual**

No. 05.06

Effective Date:  
December 1, 2001

**Knox Box Procedure**

Revised Date:  
March 7, 2024

2. Upon successful removal the unit should notify Queen Anne.

**C. 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.
3. The user shall identify themselves and notify Queen Anne immediately upon returning the key.

**D. Documentation**

1. Any time a key is removed it will be documented through radio traffic and the cloud-based data records.

**V. LOCATION**

**A. Additional requirements for main entrance Knox Box location:**

1. Mounted within 5ft from the main entrance (main entry door, and main entry gate).
2. Mounted to the right-hand side of the entrance, if possible
3. Mounted 5 feet above grade
4. If the property's main entry is gated, a Knox Gate & Key Switch shall be installed.

**B. Additional requirements for sprinkler/fire pump room:**

1. If the facility has a sprinkler room or pump room that has an exterior entrance, or is located in a separate outbuilding, an additional Knox Box will be installed at that location.



**Queen Anne's County  
Fire & EMS Commission  
Operations Manual**

No. 05.06

Effective Date:  
December 1, 2001

**Knox Box Procedure**

Revised Date:  
March 7, 2024

**C. Review by first due fire company:**

1. The fire marshal's office and the first due fire company to the commercial property shall make an effort to review the Knox Box installation plans before they are approved.

2. During this review, the fire company may request that additional Knox Boxes be installed at their discretion.

---

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