



Jackson Hole Fire/EMS Operations Manual

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PURPOSE

This standard is promulgated pursuant to the International Fire Code as adopted by the Town of Jackson and Teton County.

SECTION I – GENERAL

A key box, for Fire Department use, is required where:

1. Access to or within a structure or area is restricted because of secured openings.
2. Immediate access is necessary for life-saving or fire-fighting purposes.
3. Commercial buildings with fire alarm or fire sprinkler systems.
4. Any facility required to submit a hazardous materials storage plan, response plan or business plan.
5. Any residential facility for the elderly, where 24 hour staffing is not present.
6. All schools.
7. All buildings housing essential government services owned and operated by the Town of Jackson and Teton County.
8. Any location with manual or electronic gates which could render emergency access difficult.

SECTION II - SECURITY

Key boxes installed within the jurisdiction of Jackson Hole Fire/EMS must provide the highest level of security possible. In order to maintain the necessary level of security determined by the department, only those products manufactured by the Knox Company of Irvine, California shall be used. Approved key box models are:

- 3200 Knox Box Series
- 4400 Knox Box Series
- 1300 Knox Vault Series
- 3500 Knox Switch Series

Key boxes will only be used by Jackson Hole Fire/EMS 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.

Fire/EMS Security

1. Keys are to be kept in the secure key box in each first due engine. Each engine box is secured with a security tab. Following each instance of use of the keys, the security tab shall be replaced by the Captain and noted for the report.
2. Captains shall not release the Knox keys to any non-fire/EMS person.
3. Information contained in the access database shall not be released to any non-fire/EMS person. All inquiries shall be brought to the attention of the Fire Marshal.
4. 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 Marshal. In most cases, the key box should be installed adjacent to the primary fire/EMS department access. The Fire Marshal will assist you in determining the primary access location. In all installations, the following shall be met:

1. The key box shall be mounted in a readily visible location.
2. The key box shall be mounted not less than 48” or more than 72” above grade.
3. The key box shall be mounted with hardware not less than ¼ inch in diameter.

The box is shipped with the door off and in a locked position. If the box ordered is to be connected to the building burglar alarm through a tamper switch, ensure the switches and connections are made and tested prior to closing the face of the box. Once closed, the wiring will be sealed.

SECTION IV – BOX CONTENTS

The following keys shall be labeled and assemble for placement in the key box:

1. One key for the main entry.
2. One key for the primary fire/EMS department access.
3. One key for the fire alarm room and panel.
4. One key for the sprinkler system room or riser.
5. One key for each fire department elevator control panel.
6. One master key for each floor and each wing (two floors + two wings = 4 master keys).

SECTION V – FINAL INSPECTION AND SECURING

Contact the Fire Prevention Bureau for Jackson Hole Fire/EMS at 733-4732 when ready to lock the key box.

1. A department Battalion Chief or Captain will contact you and arrange for a time to meet with you and close the box.
2. The Battalion Chief or Captain will respond and verify proper installation, workability, labeling of keys and box contents.
3. Sign the completion form provided by the Battalion Chief or Captain that verifies that the box is locked and secure. A copy of the form will be left with you.

SECTION VI – TAMPERING

Security of the 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 noted.