



# EULESS FIRE DEPARTMENT FIRE MARSHAL'S OFFICE

EFD-FMO 14-1

2003 Edition  
International Fire and  
Building Code as  
Amended

NFPA Standards  
Adopted

## INFORMATION LINE: *Rapid Entry Key-Box System* *(Knox Box/Knox Cap)*

*Revised 8/04*

*Fire Chief Lee Koontz      Fire Marshal Paul Smith*

### INTRODUCTION

The Eulesse Fire Department has adopted a Rapid Entry Key-Box System (KNOX) for our community. The program was initiated to minimize the number of keys Fire Engine Company personnel must carry, or have been asked to carry on our apparatus; yet, still afford us the necessary access needed during emergency situations. The key-box station (KNOX Box) can secure keys, electronic cards, phone numbers, access codes, maps, diagrams, elevator keys, or other vital information necessary at the onset of an emergency with minimal delay. The key-box station can only be opened by the Fire Department's master key carried on all major apparatus and inspector's vehicles. The key-box system is guarded with high security to ensure the system's integrity. All keys are secured on the apparatus and checked daily. Master key distribution is coordinated by the Fire Marshal or his authorized representative. The keys are security designed to prevent duplication except from the supplier.

### OCCUPANCIES REQUIRING A KEY-BOX

A Knox Box is required on all new buildings or buildings undergoing a significant remodel in the City. On existing buildings, when access to or within a structure or an area is unduly difficult because of secured openings or where immediate access is necessary for life saving or fire fighting purposes, or for the restoration of fire protection equipment or systems, a key-box station is required. It is the policy of the Fire Marshal's Office that all occupancies having a fire sprinkler system, fire alarm system, elevators, special secured areas, or hazardous materials be equipped with a key-box station. The size of the key-box station will be determined based on the contents being stored in the box, including the size and number of building keys, access cards, maps, diagrams or other vital information that may be necessary for immediate access during an emergency situation.

### LOCATION ON PREMISES FOR KEY-BOX STATION

The location and number of key-box stations shall be determined by the Fire Marshal's Office. The determination is based on the Fire Department's standard operating procedures, and/or other criteria typical to the type of occupancy and its use. Generally, unless otherwise indicated, the location for the key-box station is near the main entrance of the occupancy on the street side bearing the building address.

### KNOX LOCKING FDC CAPS

All new and replacement caps on fire department sprinkler connections in the City shall be locking Knox FDC caps. These caps prevent tampering with the fire department connections, saving the property owner significant expenses caused by the replacement of caps, replacement of vandalized sprinkler components, the expense of removing debris from a fire sprinkler line and the cost of back flushing lines to insure they are clear. In Eulesse, Storz connections use a 4" Knox cap.

### PAD-LOCKS AND GATE DEVICES

The Fire Marshal's Office will require Knox padlocks or Knox KS-2 key operated gate devices when situations require emergency access to fire protection appliances, or when gates cross access easements. Padlocks or other devices subject to weather conditions must be weather resistant. Sprinkler system

vaults require a Knox padlock to secure the O S & Y valve with a lock and chain in lieu of a tamper switch in the vault. If the system is not monitored by a UL approved fire monitoring service for tampering, then a Knox padlock and chain is also required for the risers O S & Y valve.

### **KEY-BOX SPECIFICATIONS**

- A. The Knox Company of Phoenix, Arizona, has been selected as the supplier of our Rapid Entry Key-Box System. The Knox Company has met the minimum requirements necessary for a high security system. The Euless Fire Marshal, the Euless Fire Department and the City of Euless have no interest in, nor do they receive any direct benefits from this selected supplier. Our only objective is to provide a key-box system that has a high security factor; is economical and beneficial to all parties involved.
- B. Minimum key-box acceptable for exterior installation is the Model 3270 recessed mount heavy duty Knox-box. The choice of black, aluminum or bronze is an option for owner consideration. Surface mount models are no longer acceptable to this authority except in certain retrofit situations or where construction features prohibit the use of a recessed box.
- C. Knox boxes shall be mounted between four (4) and six (6) feet above grade at a location approved by the Fire Marshal.
- D. Consideration as to the size of the key-box should be given when reviewing the order. For example, elevator door keys are usually 4-6 inches in length and may not fit in some models. Also, the number of keys, cards or other information necessary may have a bearing as to the size of the key-box.
- E. The responsible party ordering the key-box is to complete the order form, include payment and forward all paperwork to the Euless Fire Marshal for review and authorization stamp. The Euless Fire Marshal will then forward the order to the Knox Company. Delivery is usually 4-6 weeks. Check or money order is to be made out to the Knox Company, not to the City of Euless. If you are paying by credit card, you may complete the form, bring it in for authorization stamp and submit the order form by fax directly.
- F. The Knox Company will not process an order without the authorization stamp. This is to protect the security of the system and to insure the devices are coded properly for our City.
- G. Any questions regarding ordering information should be directed to the **Euless Fire Marshal's Office at 817-685-1600** or the Knox Company.