

## **Key Boxes for Emergency Access**

The KNOX-BOX® rapid entry system is a secure emergency access program developed for property owners and fire departments. When a fire breaks out or there is a medical emergency, Knox® products allow immediate entry into buildings and property without forced entry damage or delay.

## **Knox Rapid Entry System**

Used by Fire Departments throughout the country, the primary component of the Knox Rapid Entry System is a key box unique to the jurisdiction in which it is located. Only Marble Falls Fire Rescue has the key to open Fire Department access boxes located within our City. Property owners store entrance keys, access cards and floor plans in high-security Knox-Boxes mounted near building entrances. Each KNOX-BOX purchased by a property owner is keyed to a single master key controlled only by Marble Falls Fire Rescue. In addition to key boxes and vaults, Knox padlocks and key switches operate with the same master key.

There are so many gated communities today that fire and police departments are delayed when responding to emergency calls. Increased property damage and even total loss is a threat when property is not accessible. Use of the system can improve emergency access to buildings and result in savings by eliminating property damage from Fire Department forced entry. The Knox Rapid Entry System was developed to save property and lives.

Use of the Knox Rapid Entry System is authorized by the Fire Code. The Code specifies that the Fire Department may require a key box containing access keys be installed at the entrance to structures or areas where access for the purpose of life safety or fire fighting is restricted.

## **How does it Work?**

A building owner installs a Knox key box on the exterior of the building near the main entrance point. The box is manufactured with a lock which can be opened only with a key that is issued solely to Marble Falls Fire Rescue. Fire Apparatus in Marble Falls are each equipped with one Knox box key, held in a special security device.

When emergency access is required, the arriving Fire Department member in charge removes the key from the special security device in their Fire Department vehicle and opens the Knox box to remove the building main entrance key. After use, the Fire Department member returns the entrance key to the key box and locks it, and then returns the special Knox box key to the security device inside the emergency vehicle.

## **Installation Location**

The building owner is responsible for installation of the Knox key box. It must be securely mounted on the building exterior at a height of between four to six feet (chest high is preferred), and at the Fire Department main direct access point (front door, main gate). Recessed mount Knox key box installations are strongly recommended.

## **Steps to Obtaining and Installing the Knox Rapid Entry System**

1. Go to [www.knoxbox.com](http://www.knoxbox.com)
2. Click on "Product Line" to determine your product choice. Knox Box 3200 Series for ten keys or less or the Knox Vault 4400 Series for more than ten keys. Only the 3200 or 4400 (single core) (with or without tamper switch) are currently approved for use in the

City of Marble Falls. The City of Marble Falls recommends recessed boxes with hinged doors. Click "Online Purchase" to begin the order process.

3. Enter the zip code (78654) where the Knox Box will be located.
4. Select "Marble Falls Fire Department" then click continue.
5. Select the item to be purchased, and fill in all required fields.
6. Click "Add to Cart" and proceed to checkout.
7. Select the applicable entry from the choices, and click next.
8. Complete the billing information.
9. Once your Knox Box is purchased, the Knox Company will ship your box directly to you. When the Knox-Box arrives, contact the fire marshal at (830) 798-7075. A meeting will be scheduled to determine the best location for you new Knox Box unless the location has already been pre-approved.
10. The purchaser installs the empty box **according to the included installation guidelines.**
  - *The Knox Box must be installed, on the exterior, near a main entrance.*
  - *If a tamper switch is connected to the automatic fire alarm system or security system, it must report a supervisory signal and not an "alarm" condition.*
  - *The Knox Box should be installed off the ground and accessible from ground level. Normal installation is between four to six feet above grade.*
  - *The red reflector decal that is provided with shipment of Knox Box shall be given to the fire personnel and they will post the decal on the exterior of the building or window near the Knox Box to provide proper visibility and location of the Knox Box for Fire Department personnel.*
  - *All keys stored inside the Knox Boxes must be properly tagged and identified (master, elevator, alarm panel, etc).*
12. Once the Knox key box is installed, the building owner contacts the Fire Marshal's Office during regular office hours at 830-798-7075 to arrange for final inspection of the installation. The install will be inspected for compliance with the Knox installation guidelines and to have the building keys placed inside the Knox box.
13. Upon approval, the building owner places the appropriate key for the main access entrance inside the box. The Fire Marshal or his representative then closes and locks the box. After the box has been inspected and the lock is installed, future access to add or remove a key from the box should be coordinated through the Fire Marshal's Office.

**Please keep in mind that if key changes are made to the building, the fire department needs to be notified immediately so the replacement keys can be placed into the Knox Box.**

**Recessed mount Knox key box installations are strongly recommended.**

The Knox Company  
1601 W. Deer Valley Road  
Phoenix, AZ 85027  
(866) 625-4563

<http://www.knoxbox.com>