



## Town of Islip Fire Marshal's Office Technical Bulletin

# Knox-Box Rapid Entry System Information

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### **What is a Knox-Box?**

The Knox-Box Rapid Entry System is a secure emergency access program developed for first responders and property owners. First responders across North America use the Knox-Box Rapid Entry System to immediately gain entry into buildings and property while preventing costly forced entry damage or delayed access. A Knox-Box is a small wall mounted safe that holds keys, access cards & fobs or any other device used to access a locked building or property when no one is on site.

### **Do I need a Knox-Box?**

The New York State Fire Code and Islip Town Code both specify that the Fire Marshal's office is authorized to require a Knox-Box whenever access to a building or property (other than one- and two-family dwellings) is restricted that will prevent immediate access for life saving or firefighting purposes. Every building that has any type of fire protection system installed is required to have a Knox-Box in service at the location. The Fire Marshal's office may require other types of occupancies to have a Knox-Box installed, depending on the building's occupancy classification and its use.

### **Where do you get a Knox-Box? Does the Town provide it?**

You can only purchase a Knox-Box directly from the Knox Corporation. The Town does not supply any Knox-Boxes, or receive any compensation from the sale. To purchase a Knox-Box, please visit [www.knoxbox.com](http://www.knoxbox.com). Once at the site, you will first have to pick the State you are in (New York), then choose "Islip Town Fire Dept" when asked for the local fire department/agency. The next step is to pick which first responder agency your property/business is protected by. This is not always the hamlet your building is located in. Please check with the Fire Marshal's office first before ordering.

### **Do I need to order a specific type of Knox-Box?**

We do not require a certain type of box to be purchased and installed. However, most businesses can order the standard commercial key box, the 3200 series. It is available in three colors and can be purchased either as a wall mount (the most common choice) or recessed mount option. The 3200 Series Knox-Box can hold up to ten (10) keys, access cards or entry items. If your facility needs to have more keys placed in the box than that, then you will need to order a larger Knox-Box. It is important to order the right sized box for your building. Placing too many items into the Knox-Box could hamper the door from closing and locking properly.



**Knox-Box 3200 Series**

**Where should the Knox-Box be mounted?**

If a Fire Marshal has not already directed you on where to install the box, generally it gets mounted within six (6) feet of the building's main entrance, and between four (4) and six (6) feet from the ground. Larger buildings or multi-tenant properties may be required to have more than one Knox-Box, depending on the building layout and the Fire Department needs, and will be determined by the Fire Marshal. If you haven't received direction from a Fire Marshal, or are still unsure of where to install the Knox-Box, please contact the Fire Marshal's office to get additional information.

**What keys need to be installed in my Knox-Box?**

Generally, keys to all spaces within the building need to be supplied inside the box. This will vary from one building to another, and depends on the building layout, size and the presence of fire protection systems. The Fire Marshal's office will determine what needs to be installed. Please contact the Fire Marshal's office to get additional information.

**How do I lock my keys inside the box?**

Property owners do not receive keys to open the Knox-Box, so you must contact the Fire Marshal's office to schedule a visit to secure all keys inside the box. Please refrain from notifying the local Fire Department to lock up your keys inside the box, as the Town maintains a master list of all locations with installed Knox-Boxes and their key inventory.

**Who has keys to access my installed Knox-Box?**

Only the Fire Marshal's office and your local responding Fire Department can access your Knox-Box. The neighboring Fire Department keys are all keyed differently, and will not access your box. The Fire Department has the Knox keys secured inside the responding apparatus, and its use is kept track of and logged. Additionally, you can purchase your Knox-Box with a tamper switch installed. This switch will allow you to connect the box to the buildings burglar alarm system, which will activate when the box is opened or removed from the wall. You will need to notify your alarm company to have this connected to your system. The tamper switch is an option for you, and is recommended, but not required by the Fire Marshal's office.

**Are there any other types of Knox systems and when are they required?**

There are other types of products that the Knox Company does manufacture, and that may be required to be installed at your location. Some examples of the different products available are Knox Document Cabinets, Knox Elevator Box, Knox Padlocks, Knox Remote Power Box, Knox Gate & Key Switches and Knox FDC & Standpipe locks. These are products designed for very specific uses, and not necessarily required at all properties. The Fire Marshal will notify you if any of these other products are required.

**I have recently changed the locks on my building. How do I update the keys in the Knox-Box?**

Simply call the Fire Marshals office and set up an appointment for someone to come out to the building to swap out the keys inside the Knox-Box. It is important to remember to do this whenever you change your locks. Failure to do so could cause first responders to force entry into the building, causing unwanted damage and costly repairs.