

### Fire Department Rapid Entry Key Box

The Knox Box, manufactured by the KNOX Company, is a highly secured key box installed on or within the building, which stores building access keys and cards used exclusively by the Fire Department during emergencies.



The KNOX rapid entry system provides immediate building entry with a single

master key, reduces property damage, saves time for false alarm responses, and prevents resources from being held up waiting for a key holder to arrive.

The International Fire Code (IFC), section 506 sets forth requirements for the installation of a key box or gate switch when access to or within a structure is restricted because of secure openings, or where immediate access is necessary for life-saving or fire-fighting purposes.

Knox Box or Knox Key Switches are required in the following occupancy types:

- Buildings or dwellings with gated access / entrances
- Multi-level, multi-family dwellings; high rise buildings; and covered mall buildings
- High hazard buildings as determined by the fire code official

While the Fire Department can require a Knox entry system installation as outlined, most instances will be at the discretion of the building owner. Please note, when the building is unoccupied and a Knox entry system is not provided the Fire Department may have to use forcible entry measures while mitigating emergency conditions. The use of forced entry could result in significant property damage at the expense of the building owner.

### Knox Box Ordering

Knox Box ordering is done online at [www.knoxbox.com](http://www.knoxbox.com). To place an order, create an account then enter your zip code to navigate to the correct jurisdiction for your area. Only

those items that are allowed in Bellevue, and our contract cities, will appear as options for ordering. After placing your order, an e-mail will be automatically generated to the Bellevue Fire Department asking for approval of the purchase. This process is an added security and control measure by the KNOX Company which ensures the Knox Box and/or Key Switch you're ordering is properly keyed for the Fire Department serving your area. If approved, authorization by the Fire Department will take place within 24 hours. You will receive a return e-mail prompting you to enter your credit card information for payment. The Knox box will be delivered to the customer; the key core and strike plate is delivered to the Fire Department.

### Knox Box Installation

Once the Knox Box arrives, it will need to be securely installed by the owner, or owner's representative, on the building exterior near the main entry (or where otherwise specified by the fire code official) according to manufacturer's recommendation. The Knox Box should always be installed to a secure, solid wall, beam or post at a 6 ft. height from the ground in a visible and accessible location. For specific installation requirements, see the manufacturer's written instructions. Note: More than one Knox Box may be required on the building exterior or interior due to building size and configuration. After the Knox Box is installed, please contact the Bellevue Fire Department at 425-452-6872 to arrange for building access keys to be placed and secured within the box. See the "Access Keys" section for a list of required keys.

### General Manufacturer Installation Instructions

1. For units with tamper switches, remove the tamper switch assembly and set aside for installation after the box is mounted.
2. Always mount your Knox Box to a secure, solid wall, beam or post. A six foot height level is recommended to resist vandalism.
3. Use a small level to plumb the box square.
4. Mount the Knox Box with the green mounting markers pointed up so the small moisture drain hole is on the bottom. Remove green markers after installation.

5. Use at least four (4) Grade 5 or Grade 8 fasteners (carriage bolts, etc.) of 3/8" diameter. Units may also be welded into place. Mounting to solid beams or steel supports is best. Mounting face down from ceiling or overhang area may cause contents to jam lock.
6. For proper weatherproofing, caulk the back of box across top and down each side. Leave the bottom open for drainage.
7. Use of a professional locksmith or alarm products installer is highly recommended.
3. Fire alarm panel and initiating device (pull-station)
4. Electrical / Mechanical rooms
5. Fire sprinkler riser / pump room
6. Elevator fire-service "Phase" key
7. Construction core keys (if permanent locks have not been installed)
8. Card keys, if utilized will provide access to common areas only (card keys must not be set to auto de-program)
9. Other rooms or areas determined by the fire code official.

### Knox Box Models

The following are the minimum standard Knox Box models approved for installation. Please see the Knox Box application packet for additional color options and pricing.

- **3200 series (Knox Box)** with a hinged door.



This is the standard size and type of key box, which has a capacity for up to 10 keys (two key sets) and/or access cards. This model may be surface or recessed mounted.

- **4100 series (Knox Vault)** with a hinged door. This key box has a 24 key capacity and is utilized when several key sets, access cards or combination thereof are necessary for building access. This model may also be surface or recessed mounted.



- **1300 series (Knox Cabinet)**. This cabinet is required within the Fire Command Center of high-rise buildings or large complexes where multiple (at least 10) separate key sets are necessary for access. This model is surface mounted.



### Access Keys

Building and accessory use keys shall be provided as applicable to the list below. Building master & sub-master keys are preferred. (Not including private dwellings in residential occupancies). Contact the Bellevue Fire Prevention Division at 425-452-6872 to secure the keys in the Knox Box.

1. The main entrance
2. Fire Command Center (high rise buildings)

### Security Measures

Security of your building and the KNOX rapid entry system are a primary concern. The Knox Boxes are designed for high-security with Medeco locks and keys. The Medeco restricted locking system guards against unauthorized key duplication. Keys aren't even available to locksmiths or lock distributors - only The Knox Company can supply these keys. For maximum protection of your building and the KNOX rapid entry system, please consider the following:

1. Ensure the Knox Box or Key Switch is installed in accordance with the manufacturer's written instructions.
2. Consider installing an approved KNOX tamper switch. The tamper switch would need to be installed by your professional alarm technician. The switch is connected to the building alarm system (if applicable) and will alert you when the Knox Box is opened.
3. Consider installing an approved KNOX Recessed Mounting Kit (RMK). The recessed mounting option provides an extra security feature. (This installation is for new concrete or masonry walls under construction)
4. Consider installing a security camera with the Knox Box or Key Switch in view.

### Important

The premise owner or manager shall immediately notify the fire code official and provide new keys when a lock is changed out or rekeyed. Likewise, immediately notify the fire code official if your Knox Box has been stolen, breached, or shows any signs of unauthorized access. Contact the Bellevue Fire Prevention Division at: 425-452-6872.