

Knox Boxes for Emergency Access



International Fire Code 2012

506.1

Where access to or within a structure or an area is restricted because of secured openings or where immediate access is necessary for life-saving or fire-fighting purposes, the fire code official is authorized to require a key box to be installed in an approved location. The key box shall be of an approved type listed in accordance with UL 1037, and shall contain keys to gain necessary access as required by the fire code official.

What is a Knox box?

A Knox box is an entry system that allows the Everett Fire Department to gain entry to your property in the event of an emergency. The components of a Knox box include a UL-listed steel access box (or other access devices) with a UL-listed steel lid, lock, and key controlled only by the Everett Fire Department. Knox boxes may be ordered from the [Knox Company](#).

Why Do I Need a Knox box?

- Having a Knox box means that firefighters can gain entry to your business without delay or waiting for keys
- A Knox box can help protect your inventory, equipment, and supplies caused by unnecessary water damage due to a delay in shutting off sprinklers
- Firefighters can access your building when it is unattended. Only the Everett Fire Department will have a key to the Knox box
- A Knox box, containing keys to your business, eliminates the need for the Everett Fire Department to force entry to your building. Building security is maintained, because the Everett Fire Department can simply re-Knox the undamaged door

When Do I Need to Provide a Knox box?

If any of the following criteria applies to your building, a Knox box may be required:

- Multi-family housing with restricted access
- Moorages with restricted access
- Chronic false alarms
- Any building at owner's request
- Any structure where access is unduly difficult, or where immediate access is necessary for saving lives or firefighting purposes
- Commercial buildings without 24 hour on-site security or with restricted access

Which Keys Should Be Included in a Knox box?

An entry key for the building, preferably the main entrance key, should be included. If applicable, please include keys for the alarm room, any locked stairwells, the elevator room, the mechanical rooms, and the sprinkler control rooms. NOTE: All keys MUST be labeled appropriately!

How Secure Will My Keys Be in a Knox box?

The ONLY access key to the Knox box is carried by Everett Fire Department. The Knox® system requires a very high-security key, and cannot be duplicated except by the Knox Company.

Who can authorize a KNOX BOX system? Strict security control is maintained by allowing only fire departments to authorize the purchase of each Knox Box. This is achieved by using a special authorization form which you can obtain only from your fire department; the form must be signed by a fire department official whose signature is on file at the factory. After verifying the signature, the Knox box is shipped directly to you. Each Knox Box is shipped without keys, locked in an open position and ready for mounting.

How is a KNOX BOX installed? Each KNOX BOX is shipped with complete mounting instructions; however, your fire department will assist you in choosing a proper location for mounting. After installation is completed, the fire department will conduct an inspection of the installation and lock building keys inside the box. As soon as building keys are locked inside the box, it is ready to provide immediate access to emergency personnel– 24 hours a day, 365 days a year.

The purchaser installs the empty box according to the included installation guidelines.

The Knox Box must be installed, on the exterior, in a well-lighted location 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).
- Once the Knox key box is installed, the building owner contacts the Everett Fire Marshal's Office during regular office hours at 425-257-8120 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.
- Upon approval, the building owner places the appropriate key for the main access entrance inside the box. The Fire Inspector then closes and locks the box. After the box has been inspected, future access to add or remove a key from the box should be coordinated through the Everett 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.

For more information regarding this program contact
Assistant Fire Marshal Jim Ventura
425-257-8124
jventura@everettwa.gov

Where Can I Purchase a Knox-Box® / Knox Lock

[Click here for a list of authorized boxes](#)