

## **Tempe Fire Department Policies and Procedures**

### **Knox Boxes**

**310.00**

**Rev 06-30-05**

### **PURPOSE**

To ensure that keys are available at all times to access buildings, and to operate the firefighter feature in elevators.

### **POLICY**

When it has been determined by the Tempe Fire Marshal's Office that access to a property or building is impeded, or that a building has an elevator equipped with the "firefighter feature", it shall be a requirement that a Knox Box, Knox Switch or Knox Lock be installed for the use by Tempe Fire Department emergency personnel.

### **PROCEDURE**

1. New buildings (per this policy) shall be required to have Knox Boxes, Knox Switches or Knox Locks installed and inspected by Development Services Fire Personnel prior to occupancy. The key(s) shall be placed in the Knox Box(es) and locked by fire personnel at this time.
2. Existing buildings with elevators or buildings with required access shall have Knox Box(es) installed. Key(s) shall be placed in the Knox Box(es) by fire personnel after it has been installed, inspected and approved.
3. A Fire Inspector will meet with the applicant to decide the location(s) of any required Knox device(s). Before a Knox device can be ordered, two scaled site drawings of the property must be submitted to the Tempe Fire Prevention Division for review and approval.
  - Buildings, elevators, roadways, walls, gates and any other pertinent information must be shown on the drawing.
  - The location(s) for the Knox device(s) shall be shown on the site drawing. Knox boxes shall be accessible and installed no higher than 5 feet above walking surface. One copy of the site drawing will be returned to the applicant. The other copy will accompany the completed form at the Fire Prevention office.
4. Buildings with multiple elevators that are 75 ft. or less apart shall have a Knox Box installed nearest the elevator closest to the main entrance.
5. A lock box shall be mounted in all emergency response vehicles except staff cars.
6. All emergency access keys for Tempe and adjacent cities (pursuant to the automatic aid consortium) shall be in the lock box on each emergency response vehicle.

#### How to order the Knox Box, Knox Switch, or Knox Lock:

- For "Existing Buildings" and "Properties" the applicant shall obtain the Knox Company "Order Form" and "Knox Box/Switch/Lock Information/Sketch Sheet" from the Tempe Fire Prevention Office.
- Authorized Fire Prevention personnel shall review and endorse the completed form.
- The original "Order Form" and check shall be forwarded to the Knox Company by the applicant.-
- The Knox device(s) will be shipped directly to the site and/or responsible party and once installed the Fire Prevention Office shall be notified to verify the locations and secure any required keys.

- Fire Prevention shall inform the Engine/Ladder Company responsible for that management district, as well as, those in charge of preplan records and mapping, of the installation so as to cause the change to be noted on all pre-fire plans and or “Premise Alerts”.
  
- For “New Buildings” and “Properties” the applicant shall obtain the Knox Company “Order Form” and “Knox Box/Switch/Lock Information/Sketch Sheet” from the Development Services Office.
- The completed form and site drawings shall be submitted to Fire Prevention.
- Authorized Fire Prevention personnel shall review and endorse the completed form.
- The staff authorized “Order Form” shall be returned to the applicant.
- The original “Order Form” and check shall be forwarded to the Knox Company by the applicant.
- The Knox device(s) will be shipped directly to the site and/or responsible party and once installed the Fire Prevention Office shall be notified to verify the locations and secure any required keys.
- Fire Prevention shall inform the Engine/Ladder Company responsible for that management district, as well as, those in charge of preplan records and mapping, of the installation so as to cause the change to be noted on all pre-fire plans and or “Premise Alerts”.



# Tempe Fire Department Knox Box/Knox Padlock/Knox Switch/Opticom

Fire Department Office 480-858-7230 Fax 480-858-7243

Occupancy Name

Address

Submitted By

Date

Phone #

Check Knox Type

Knox Box [ ]

Knox Padlock [ ]

Knox Switch [ ]

Opticom [ ]

All Information Below Is To Be Entered By The Fire Department Only

Management District

Subzone

Map Page

Inspected By

Date

Knox Box, Knox Padlock, Knox Switch

Drawing Area Below

Opticom Gate

North