

Tempe Fire Department Policies and Procedures
Knox Boxes
310.00
Rev 7-20-10

PURPOSE

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

To ensure that a key is available at all times to access residents homes who participate in the Secure Lock Box Program provided by the Diversity Office, City of Tempe.

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 – Knox Box

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:
 - 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.

Procedure – Secure Lock Box (Residential)

1. In residential homes provided with a Secure Lock Box the front door key will be placed inside the box and a predetermined code set on the box for use by fire personnel.
2. A Fire Inspector will meet with the applicant:
 - To ensure that the location is visible for first responders, set the departments predetermined code, check the key to ensure it opens the main entry doors, place the key inside the box and secure.
 - Enter the personal information of the resident in the master spread sheet on the Fire Prevention shared folder “Secure Lock Box”.
 - Ensure the contact information is entered into the Computer Aided Dispatch System (CAD) by contacting the appropriate District Manager.

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 contact the Knox Company on line at Knoxbox.com to order the appropriate Knox Box using the Tempe zip code.

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”.

How to order a Secure Lock Box (residential)

- Residents will contact the City of Tempe Diversity Office to request a Secure Lock Box. The City of Tempe Diversity Office at 480-350-2905 will coordinate by

electronic mail the name, address and contact information of the participant to the Fire Department.