



Rapid Entry - Knox Box and Keys

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 Camas-Washougal Fire Department (CWFD) 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, gate switch, or padlock 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
- Buildings with a sprinkler and fire alarm system
- High hazard buildings as determined by the fire code official

The CWFD requires the Knox entry system be installed as outlined, and coordinated with the Fire Marshal's Office (FMO). Please note, when the building is unoccupied, and a Knox entry system is not provided, or if the keys and cards are not updated the CWFD 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. It is the responsibility of the building owner to contact the FMO when locks are changed or keys need to be placed in the Knox Box.

Knox Box Ordering

Knox Box ordering is done online at www.knoxbox.com. First, confirm with the FMO the type and model of the Knox item needed for your facility. 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 CWFDs jurisdiction will appear as options for ordering. (Note: Please do not choose Clark County or East County under the jurisdiction options.) After placing your order, an e-mail will be automatically



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generated to the FMO 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 are ordering is properly keyed. If approved, authorization by the FMO 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.

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 directly to the right of the main entry or as approved by the FMO. A CWFMO site visit is recommended to avoid an incorrect installation. More than one Knox Box may be required due to building size and configuration. After the location has been confirmed with the FMO and the Knox Box is installed, please contact the FMO at 360-834-6191 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. (CWFMO requires the top of the lock box to be installed no higher than 6 ft. from the ground surface which helps with FD access and vandalism avoidance)
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.



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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.
- 4400 series (Knox Vault) with a hinged door. This key box has a 50 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. ** This unit is required for larger buildings or structures with an elevator**.

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 FMO at 360-834-6191 to secure the keys in the Knox Box.

1. The main entrance
2. Fire command center (high rise buildings)
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.

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



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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 Camas-Washougal Fire Marshal's Office at: 360-834-6191 or fmo@cityofcamas.us

Residential Emergency Access

For information on residential emergency access, please visit [Residential KnoxBoxes at Knoxbox.com](https://www.knoxbox.com/residential)

