

**CORVALLIS FIRE DEPARTMENT
DEPARTMENTAL OPERATING GUIDELINES**

D.O.G. 11.2.5
DATE: 06/10/1999
REV: 11/01/2004

KEY BOX INSTALLATIONS

PURPOSE

To provide a uniform method for the Corvallis Fire Department (CFD) to gain rapid emergency access to property complexes, buildings, or equipment without the damage caused by forced entry. This is made possible by using a high-security key box system which enables authorized fire personnel and apparatus to gain entry into any number of locked areas or buildings through the use of a single high security master key.

The master keys issued to the CFD have an exclusive key code unique to our fire jurisdiction. Intricate bias-cut coding prevents duplicate keys being produced on conventional key cutting machines.

UFC SECTION 902.4, KEY BOXES, 1997 EDITION

When access to or within a structure or an area is unduly difficult because of secured openings, or where immediate access is necessary for life-saving or firefighting purposes, the Chief is authorized to require a key box to be installed in an accessible location. The key box shall be of a type approved by the Chief and shall contain keys to gain necessary access as required by the Chief.

The approved CFD key box and related security devices (HazMat cabinets, pad locks, and key operated switches) are produced by the Knox Company (800) 552-5669.

STRUCTURES

SCOPE

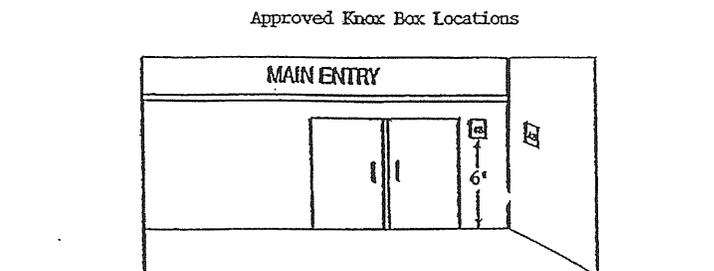
A Knox Box is required on all new buildings that are protected by a fire sprinkler system (except single and duplex dwellings) and/or automatic fire alarm system (except for single and duplex dwellings) monitored by an approved fire alarm service.

Structures equipped with a burglar alarm/intrusion detection system frequently have one or more smoke detector/s attached to the installed security system. Such design, by itself, does not require the installation of a Knox Box on the structure.

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KNOX BOX LOCATION

The Knox Box shall be located at the main entrance into the structure. The Knox Box shall be located immediately adjacent to the main door/s, located to the right side (as viewed from the outside, facing the door/s), and mounted six (6) feet above finished floor level. Any deviation from these location parameters shall be reviewed by the Fire Department prior to installation of the Knox Box. See diagram 11.2.5A, below. The two-inch square, red reflective, self-adhesive Knox decal shall be attached to the door located closest to the installed Knox Box. The decal shall be placed next to the door locking mechanism, in an area not subject to repainting if possible.

DOORS PROVIDED WITH ELECTRO-MAGNETIC SECURITY LOCKSScope

When the main entrance to a structure is provided with an electro-magnetic security locking system and keypad or card reader, Fire Department emergency access can be accomplished by:

1. providing a Knox key switch wired to release the magnetic door lock. This Knox key switch shall be mounted at the keypad or card reader provided at the entrance door; or
2. providing a security key card for door release. This key card shall be stored in a Knox box located at the door at which access is to be provided. Knox box mounting location shall be as designated above.

VEHICLE ACCESS GATES, AUTOMATICALLY OPERATED (UNSTAFFED)SCOPE

- I. Electrically operated gates that control vehicle access on drives utilized by Fire Department vehicles shall be provided with a Knox key switch.
- II. If the gate provides access to a residential neighborhood or complex housing more than 18 units, emergency gate control shall be accomplished utilizing the Opticom system. See D.O.G. 11.3.4, Gate Guidelines, for additional information.

KEY SWITCH LOCATION

The Knox key switch (identified in [I], above) shall be mounted adjacent to the key pad or card reader and face the vehicle access drive.

VEHICLE ACCESS GATES, MANUALLY OPERATED

SCOPE

A Knox padlock is the preferred method of security. If the gate design will not accommodate more than a single padlock and access is required by other individuals or agencies, a single private padlock may be utilized and a Knox Box installed. For additional information, see D.O.G. 11.2.3, Gate Guidelines.

KNOX BOX LOCATION

The Knox Box shall be located on the support fence post closest to the private padlock. If the gate has two panels, the Knox Box shall be installed on the right support fence post, located at a height of six (6) feet or at the top of the post for a fence less than six (6) feet in height.

KNOX BOX MOUNTING

The Knox Box shall be secured to the structure with a minimum of five (5) 5/16 inch diameter Grade 8 carriage bolts per the Knox Company installation instructions or Fire Department approved equivalent fasteners. The bolts shall penetrate through a substantial structural element, and the securing lock nuts shall be located within the Knox Box. Tamper switches as shown in Diagram 11.2.5B, below, are optional but recommended in those occupancies where the tamper switches can be integrated with a monitored sprinkler or fire alarm system.

Series 3200 Knox Box is designed to provide secure storage for up to ten (10) keys. Series 4400 Knox Box shall be used when storage of ten (10) or more keys is necessary. The recessed-mount style box is recommended as this style of installation is more resistant to vandalism. All series 3200 and 4400 Knox Boxes are fully tested and listed by UL as both an anti-theft device and burglar alarm system accessory unit.

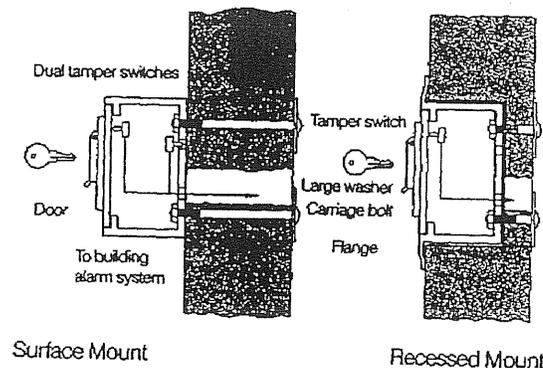


Diagram 11.2.5B

KNOX BOX CONTENTS

When more than one (1) key is secured in the Knox Box, each key shall each be legibly identified as to its use, utilizing a round key tag a minimum of one (1) inch in diameter. Necessary keys provided by the building owner or business owner may include:

1. Main Entrance Door
2. Fire Alarm Control Panel, Manual Pull Stations
3. Fire Sprinkler Control Padlock/s
4. Elevator Control
5. Attic or Roof Access
6. Any Other Keys Necessary to Access Building Controls

All keys stored in the Knox Box should be hung on the key hooks supplied with the vault. Keys placed on the floor of the vault will rust and also may jam the locking mechanism.

KNOX BOX ORDERING

Building contractors/owners may obtain an authorization/order form from the CFD (541) 766-6961. To maintain security, the Knox Company will not accept any orders without this form and the authorized signature from the Fire Department. After order processing, the Knox product is shipped directly to the buyer, with the door off, in an open position -- ready for mounting and without any keys. When mounting is complete, the CFD will inspect the installation, load the labeled key/s into the vault, and lock the box as the business/building owner/manager observes.

ANNUAL INSPECTION

During the annual fire safety inspection, Fire Department personnel will verify the Knox box locations, open the box with the business/building owner/manager in attendance, verify that the keys are properly labeled, and that the keys operate the locks as indicated. It is the owner/manager's responsibility to notify CFD if any of the keys are changed. Those Knox Box installations protected by the optional tamper switches will transmit a trouble alarm to the fire alarm control panel and monitoring service when the Knox Box door is opened. Verify the operation of this security system at the fire alarm control panel, and that the monitoring service is making the follow-up phone call to notify the appropriate business/building representative. Any deficiencies shall be corrected.

Dan Campbell, Fire Chief

Next scheduled review: June, 2007