

# Lincoln County Fire and Rescue Association

## Standard Operating Guideline (SOG)

Effective Date: May 1, 2012

Adopted Date: May 1, 2012

**Number:** 109

**Title:** Knox Box

**Purpose:** To provide a secure rapid entry program specifically developed for Lincoln County Fire Departments and Lincoln County commercial properties in order to reduce response time, property damage, and liability of lost keys.

**References:** **North Carolina Building Code 506**  
Key Boxes

### **North Carolina Building Code 506.1**

The fire code official shall have authority to require a key box to be installed in an accessible location, where access to or within a structure or area is difficult because of security.

### **North Carolina Building Code 506.1**

The key box shall be of a type approved by the fire code official. For most applications, the 3200 or 4400 Series box style will suffice. The number of keys or key sets shall be as follows:

- 1 story building: 1 set
- 2 - 3 stories: 2 sets
- 4 - 6 stories: 3 sets
- High-rise buildings: 5 sets

### **North Carolina Building Code 506.1.1**

An approved lock shall be installed on gates or similar barriers when required by the fire code official. For entry gates securing gated communities and other properties, it is recommended to have installed a Knox Electronic Switch. For electric fences, a Knox switch is *required* to disconnect the electric charge to the fence.

### **North Carolina Building Code 506.2**

The required key box shall contain the key(s) necessary to gain access as required by the fire code official. The operator of the building shall immediately notify the fire official and provide the new Key(s) any time a lock is changed or re-Keyed, and the key(s) to that lock shall be secured in the key box.

**System:** With one master key, Fire Departments can gain secure and damage free access to commercial properties when the following conditions exists;

1. Smoke or fire showing.
2. Alarm activation.
3. Sprinkler activation.
4. Rescue situations.
5. Reported fire in the building.

This system, in most cases, takes place of conventional forcible entry methods associated with structural firefighting. During working fire situations, forcible entry may still be required.

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**Security:** Fire Departments will only be issued a Knox box master key after the department has purchased a Knox Box KeySecure. The Knox Box KeySecure monitors the times and persons who use the Knox box master key. This provides accountability for the fire department and assurance for local business owners. Each fire department is responsible for monitoring the usage of keys. The Lincoln County Fire Marshal's Office will be responsible for programming the individual codes into the Knox Box KeySecure System.

**Placement:** Knox Box locations should be coordinated between the Lincoln County Fire Marshal's Office, the respective fire district, and the property owner.

**Affected Properties:** Any commercial properties in Lincoln County that meet the following:

- High rise buildings.
- Gated communities (Knox Box or Knox Switch).
- Buildings that use, store, manufacture or process hazardous materials under *Title III of the Federal Super Fund Amendments*.
- Buildings equipped with a fire alarm or fire sprinkler system.
- Buildings with Elevators.
- Other buildings that could create any unreasonable delays for FD access, as determined by the Fire Marshal.

### **Ordering Information:**

All orders may be made on-line at [www.knoxbox.com](http://www.knoxbox.com). **Important:** For the jurisdiction, be sure to specifically indicate the box is in the jurisdiction of "*Lincoln County Fire Marshal, 115 W Main St, Lincolnton, NC 28092-261*". Before ordering call Lincoln County Fire Marshal Office at 704-736-8516 for system code number.