



# Fort Belvoir Directorate of Emergency Services

*Fire and Emergency Services Division*

*Office of the Fire Marshal*

6100 Abbot Road

Fort Belvoir, VA 22060

Office: (703) 805-2091 Non-Emergency Dispatch (703) 806-6911



## **KNOX BOX RAPID ENTRY PROGRAM**

Everyone knows that seconds count in a life-threatening medical emergency or a fire. Yet many times, firefighters responding to an emergency find access blocked by locked entrance doors or gates. To help reduce delays in providing emergency assistance, the Fort Belvoir Fire & Emergency Services Division has adopted the use of the Knox Rapid Entry System. The Installation has an established program with over a hundred boxes installed.

### **What is the Knox Rapid Entry System?**

Used by fire departments throughout the country, the primary component of the Knox Rapid Entry System is a key box unique to the jurisdiction in which it is located. Only the Fort Belvoir Fire & Emergency Service Division has the key to open the Fire Department access boxes located within Fort Belvoir. The system can improve emergency access to buildings and result in savings by eliminating property damage from Fire Department forced entry. Use of the Knox Rapid Entry System is recommended *to be installed for all buildings equipped with a Fire Alarm or Fire Suppression system. There are some instances, installation of the system at buildings is required due to the high hazards or other suppression factors for fire suppression personnel.*

### **How Does the System Work?**

Facility Manager install, or arrange for installation of a Knox key box on the exterior of the building at the main entrance point or other Fire Marshal's Office approved location (sprinkler room, fire alarm control room, etc. when a main entrance is not available). The box is manufactured with a lock which can only be opened with the key that is issued to the Fort Belvoir Fire & Emergency Services Division. Fire trucks on Fort Belvoir are each equipped with one Knox box key, held in a special security safe on the vehicles.

When EMERGENCY access is required, the arriving Fire Department member in charge removes the key from the special security safe in the vehicle and opens the Knox Box to remove the building main entrance key. After use, the Fire Department member returns the entrance key to the Knox Box and locks it, and then returns the special Knox Box key to the security safe inside the emergency vehicle.

The Knox Box key assigned to every fire truck is accounted for 24 hours a day by the apparatus officer in charge.

### **What Should I Consider for My Building?**

Depending on your building systems or characteristics the following items are required and/or recommended:

- A Knox Key Box is required since my building is equipped with a Fire Alarm System
- A Knox Key Box is recommended since my building is NOT equipped with a Fire Alarm System
- A Master Key and label is needed in the box
- A Fire Alarm system key and label is needed in the box
- Elevator keys for firefighter control and labels are needed in the box



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- Emergency contact information is needed in the box
- A Knox Gate Access Key Switch may be a solution for rapid fire department vehicle access into physical secured sites and these situations should be reviewed with the Fire Marshal's Office to determine the best model.

### **What are the Steps to Obtaining/ Installing the Knox Rapid Entry System?**

When a facility manager chooses or is directed to install a key box, a model **3200 or 4400** series box may be purchased from the Knox Company online ordering at [www.knoxbox.com](http://www.knoxbox.com) (see eApproval Instructions) or call 866-625-4563) using a Fort Belvoir authorized and signed application. Upon purchase, the Knox Box is shipped directly from the manufacturer to the purchaser in the unlocked position and the purchaser installs the empty box according to the included installation guidelines. Where installation allows, a recessed box is recommended. Once the box is installed, the purchaser makes an appointment to meet a Fort Belvoir Fire & Emergency Services official at the building to approve the box and installation. Upon approval, the building owner places the appropriate keys (master key, fire alarm system keys, elevator keys, swipe cards, etc) and emergency contact information inside the box. Then the Fort Belvoir Fire & Emergency Services official locks and secures the box. Future access to add or remove a key from the box should be coordinated through the Fire Marshals Office. Building owners may call the Fort Belvoir Fire Marshal's Office at 703-805-2091 to make an appointment to assist with determining a location to mount the box, so that keys can be installed / changed, or any assistance needed fulfilling the program.

### **Who Can I Call If I Have Additional Questions?**

1) Fort Belvoir Fire Marshal's Office  
Main: 703-805-2091

2) The Knox Company  
1601 W. Deer Valley Road  
Phoenix, AZ 85027  
(866)-625-4563  
[www.knoxbox.com](http://www.knoxbox.com)

