



# Knox Box Information



## What is a Knox-Box

The Knox-Box Rapid Entry System provides secure emergency access to commercial and residential properties for first responders. The fire service uses the various Knox key boxes, vaults, padlocks, and key switches to allow immediate entry into building and property without forced entry damage or delay. The Knox Rapid Entry System was developed to save lives and property.

## Where to order a Knox-Box

You may order a Knox-Box online through the Knox Company at [www.knoxbox.com](http://www.knoxbox.com) or to get a paper order form call 540-665-6350.

## How to order a Knox-Box

Once on the Knox Company website follow the steps below to order the appropriate product:

1. Select the product you wish to purchase
  - Knox-Box 3200 Series – holds up to 10 keys (the 3200 Series holds keys, access cards and other small items – hinged door recommended)
  - Knox-Vault 4400 Series – holds up to 50 keys (large capacity for storing keys, access cards, floor plans and other building entry items – hinged door recommended)
  - Knox Padlocks – is designed for securing perimeter or fire access gate, industrial equipment yards, restricted utility areas.
  - Knox Key Switches – is an electric override used for emergency access to gated communities, apartment complexes, parking garages, industrial gated areas.
  - Knox offers convenient Recessed Mounting Kits for use in new concrete or masonry construction only.

2. Enter the Zip Code (22602) and press Enter.
3. Select "Frederick Co. Fire/Rescue" from the list for any product being purchased for use within Frederick County, VA.
4. Select "eApprove" which will proceed with our order.
5. Select "Proceed with Pre-Authorization Order".
6. Knox will notify your chosen department to obtain the required authorization. Upon authorization, you will be sent an email with a link to complete the order with payment information and shipping preference.
7. Select the appropriate product and then "Add to Cart" – if ordering a Knox-Box we highly recommend ordering the "hinged door" model.
8. Once you have installed the box you will need to call the Office of the Fire Marshal at 540-665-6350 to have the keys locked in the box.

## Where to Install a Knox-Box

Knox-Boxes and Knox-Vaults should be installed at the front entrance to the structure and no higher than 6 feet above the finished grade. On structures with vehicular access to the rear of a structure, a Knox-Box/Knox-Vault should be installed adjacent to the rear entry and centrally located if there are multiple doors to the single tenant space.

## Managing and Updating Keys

Whenever the lock to a door or point of access is changed or re-keyed, the operator/owner of a building or premises equipped with a Knox-Box should immediately provide a new key and notify the Office of the Fire Marshal to place the new key in the key box.

**If you should have any questions please contact the Office of the Fire Marshal at 540-665-6350.**