



Lafayette Fire Department



The **KNOX-BOX**® rapid entry system is a secure emergency access program developed for property owners and fire departments. When a fire breaks out or there is a medical emergency, Knox® products allow immediate entry into buildings and property without forced entry damage or delay.

Property owners store entrance keys, access cards and floor plans in high-security Knox-Boxes mounted near building entrances. Each KNOX-BOX purchased by a property owner is keyed to a single master key controlled only by the Lafayette Fire Department.

In addition to key boxes and vaults, Knox padlocks and key switches operate with the same master key.

Increased property damage and even total loss is a threat when property is not accessible.

The Knox Rapid Entry System was developed to save property and lives.

Lafayette Fire Department Standard (Summary)

1. 3200 Series Knox Box
2. Color Black
3. To be installed 5 feet above grade and maximum 5 feet from entrance
4. Installed to the right of the entrance
5. All keys to be labeled
6. Exceptions to the standard shall be approved

Knox Box's may be purchased on-line at the [Knox-Box web site](#).

Order forms are also provided at the Lafayette Fire Department Administration (765) 807-1600.

Lafayette Fire Prevention Bureau Phone: (765) 807-1600 or Email: LFD-FirePrevention@lafayette.in.gov

The Knox Boxes will be shipped to the applicant's address on the application.

An appointment with the Fire Prevention Bureau will need to be scheduled to lock the keys in the box.

Where Required

The City of Lafayette Fire Department has instituted a key box emergency access program. A key box compatible with this program shall be installed in a location consistent with the Fire Department's Knox-Box Standard if:

- (A) The building is protected with an automatic sprinkler system equipped with a local or transmitted water-flow alarm,
or
- (B) The building is provided with any fire alarm system equipped with an outside audible/visual signaling device,
or
- (C) The building is provided with any fire alarm system where the alarm is transmitted to an off-site location, or to the fire alarm center for the servicing fire department.

Responsibility

Key boxes are to be provided by the building owner and shall contain such keys necessary to access all protected areas of the building. Multi-tenant buildings may share an owner-provided box, and the building owner shall assume responsibility for insuring that keys are updated as appropriate. Tenant-provided boxes may not be shared with any other tenant, and the tenant assumes responsibility for key updates for the subject tenant space.

Exception: Key boxes for apartment houses are not required to contain keys to individual apartment dwelling units.

Existing Buildings

Buildings constructed prior to April 30, 1998, shall not be required to provide a key box or key boxes, however we strongly recommend providing a Knox Box. Any new tenancy within a space previously occupied by a different tenant, or a change of use of a building, shall require that a key box be provided in accordance with the Lafayette Fire Department's key box program.

Knox Box Selection

1. The selected Knox Box must be large enough to store all keys and magnetic cards necessary for Fire Department access to all areas of the building. For most applications, the 3200 series style is sufficient.
2. The Knox Box may be provided with a tamper switch.
3. A recess mounted Knox Box is preferred, but a surface mounted Knox Box may be acceptable.
4. Standard color is to be Black.

Please review the Lafayette Fire Department Knox-Box Standard before purchasing or installing a Knox-Box.

Strip Mall Suite Range



Where to Purchase

Knox Box style descriptions, price lists, and order forms are available by accessing their web site at <http://www.knoxbox.com>. **Important:** If ordering on-line, upon accessing their web site, you will be prompted to select the fire department that serves your area. Make sure you select "Lafayette Fire Dept - 443 North 4th Street - Lafayette, IN 47901"

Knox Box Installation

1. Knox boxes shall be installed, on the exterior, at the main entrance, or at an approved location that allow them to be readily accessible. Circumstances such as the size of the property, nature of hazards, etc., may warrant the need for additional boxes to be located on the same property.
2. If a tamper switch is connected to the automatic fire alarm system or security system, it must report a supervisory signal and not an "alarm" condition.
3. The Knox Box should be installed off the ground and accessible from ground level. Installation shall be five feet above grade and within 5 feet of the entrance. Any deviation from this standard shall be approved by the Lafayette Fire Prevention Bureau prior to installation.
4. All keys stored inside the Knox Boxes must be properly tagged and identified (master, elevator, riser room, alarm panel, suite number, etc).

Examples of Improper Installation Locations



Building design and/or architectural features may necessitate a deviation from the standard. All deviations must be approved by the Lafayette Fire Prevention Bureau.