



**CRANFORD FIRE DEPARTMENT**  
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## **Knox-Box Rapid Entry System**

The Cranford Fire Department has adopted the Knox Box Rapid Entry system as the standard to be used throughout the community. The Fire Official may require the installation of a Knox-Box in an approved location under the authority of N.J.A.C. 5:70-3.2(a)5, 506.1.

### **WHAT IS A KNOX-BOX SYSTEM?**

It is a high security key box system designed to give firefighters immediate access to a locked building or other secured areas after hours when the building is unoccupied.

### **WHY INSTALL A KNOX-BOX?**

Installation of a Knox-Box on your property will not only allow Cranford Firefighters faster access in the case of an emergency, but will also prevent expensive forcible entry should emergency services be required while the premises are unoccupied. Upon activation of a fire alarm system or notification of a possible emergency within your building, it is the Fire Department's standard operating procedure to search the entire building to verify the cause of the alarm or reported emergency. Damage to front doors and other entry ways can be eliminated if entry keys are available on-site.

### **HOW DOES THE KNOX-BOX SYSTEM WORK?**

Following your purchase of a Knox-Box, you will mount it securely on the exterior of your building. (Surface mount or recessed mounting are available.) All necessary access keys will be locked inside by a representative of the Cranford Fire department. Only the Cranford Fire Department's master key can open the box. The Knox-Box gives the Cranford Fire Department a simple alternative to expensive and time consuming forcible entry. Upon arriving at your building, the Cranford Fire Department will use their exclusive key to open your Knox-Box and retrieve your keys to make entry into the building. After the call, all doors will be secured and your keys will be returned to and locked in the Knox-Box.

### **HOW SECURE IS THE KNOX-BOX SYSTEM?**

The Knox-Box is designed for maximum protection. Each virtually indestructible box contains a Medeco lock and key. The Medeco restricted locking system guards against unauthorized key duplication. Keys are not available to locksmiths or lock distributors: the Knox Company is the exclusive supplier. The Cranford Fire Department has an exclusive key code and is the sole holder of the master key. No other keys are available. The Knox-Box owner can only gain access to the box in the presence of the Cranford Fire Department. The Knox-Box can also be equipped with tamper switches that can report to the building's burglar alarm system. The key for the Knox-Box is secured in the Cranford Fire Department vehicle, and a unique access code must be entered to retrieve it. Each time the key is used, an electronic record is created.

## **HOW DO I PURCHASE A KNOX-BOX?**

There are two methods to purchase a Knox-Box; Online via [www.knoxbox.com](http://www.knoxbox.com) or by using the form supplied by the Cranford Fire Department.

### **Online:**

1. Go to [www.knoxbox.com](http://www.knoxbox.com) and click on "Products/Place Order".
2. This will bring you to a page where you can search for CRANFORD, NEW JERSEY and the "CRANFORD FIRE DEPT". It is extremely important that you select the correct fire department from the list. If the Cranford Fire Department is not selected, your Knox products will not work with the exclusive Cranford keys.
3. Once the Cranford Fire Department is listed, Click the green "Ok" button and follow the prompts on the website to purchase.

### **Paper Form:**

1. Use a form supplied by the Cranford Fire Department. No signature is required with this form.

## **WHAT TYPE OF KNOX-BOX SHOULD I PURCHASE?**

There are several sizes available which can be surface-mounted or flush-mounted. For most buildings, the Knox-Box 3200 Series should be adequate. We recommend using a Hinged door type.

For large buildings with many keys or a combination of keys and access cards, a larger 4400 Series model should be used.

## **WHERE SHOULD THE KNOX-BOX BE INSTALLED?**

Prior to the installation of the Knox-Box, you should meet with a representative of the Cranford Fire Department to determine the best location. Normally, this is within five feet of the front or main entrance to the building and six feet above ground level.

## **WHAT SHOULD BE PLACED IN THE KNOX-BOX?**

All necessary keys including but not limited to: Main entrance door key, utility room keys, fire alarm panel keys, office keys, etc. The Fire Department needs access to all areas of the building during an emergency response.

## **WHERE CAN I RECEIVE MORE INFORMATION?**

You can visit [www.knoxbox.com](http://www.knoxbox.com) for information regarding the Knox-Box system. You can also call the Cranford Fire Department at (908) 709-7360 for questions specific to Cranford or to have a representative discuss Knox-Box installation locations or to add or update keys.