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**Office of the
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Town of Atlantic Beach
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Knox Box Rapid-Entry Program

As of April 21, 2008, the Town of Atlantic Beach has adopted a [Key Lock Box Ordinance](#) in order to allow rapid entry to certain properties for firefighters. The Town has adopted this system utilizing the **Knox Box** Rapid-Entry Key Lock Box system. The Knox system is nationally known and uses a master key that is secured on all Fire Department vehicles. The use of this system will allow firefighters to expedite entry into buildings and areas that are equipped with fire detection and suppression systems, hazardous materials, elevators, high-rise buildings and other similar properties. It will also eliminate forced entries, thereby avoiding costly and time-consuming efforts in gaining access to locked buildings during emergencies and increase security for property owners by eliminating the numerous amounts of keys currently carried on Fire Department apparatus.

Where Is a Knox Box Required?

The following type properties shall be equipped with a Knox key lock box at or near the main entrance or such other location as required or approved by the Fire Chief or the Fire Marshal:

- High Rise Buildings
- Commercial businesses that use, store, manufacture or process on site hazardous materials that must be reported under Title III of the Federal Super Fund Amendments.
- Buildings equipped with fire sprinkler systems and/or fire alarm systems monitored by an outside Central Station.
- Buildings with elevators.
- Multi-family residential structures that have restricted access through locked doors and have a common corridor for access to the living units.
- Other properties or structures where fire department access would be delayed as determined by the fire official.

Does This Apply to Private Residences?

The Knox Box rapid-entry system primarily applies to commercial structures. Residential Knox key lock boxes can be purchased by the property owner on a voluntary basis, but is not required. The only exception to this would be multi-family residential units that have restricted access through locked doors and share a common corridor for access to the living units.

Who has access to master keys and keys located inside of my KNOX Box?

The KNOX system utilizes a single master key that is coded specifically for the jurisdiction (The Town of Atlantic Beach) in which it will be used. The master keys are placed inside of a coded security key lock box inside of each Fire Department vehicle. Only authorized Fire Department personnel will have access to the master keys that are secured inside of the Fire Department vehicles. Business owners, property owners and maintenance personnel **will not** have access to KNOX Box master keys. KNOX Box master keys are strictly for Fire Department use for emergency access. KNOX Box master keys are specially designed for the application and cannot be duplicated.

What if I need to change out the keys that are in my KNOX Box?

From time to time, property locks may change or access cards may need to be re-programmed. If keys or cards need to be changed out in your KNOX Box, the property owner must contact the Town of Atlantic Beach Fire Marshal to unlock the box and change out the keys. All keys must be properly identified and will be placed back in the KNOX Box and secured by the Fire Marshal.

When do I have to have my Knox Box installed?

All newly constructed structures subject to the Knox Box requirement shall have the key lock box installed and operational prior to the issuance of a certificate of occupancy. All structures in existence on the effective date and subject to the key lock box requirement shall have until **July 1, 2009** to have a Knox key lock box installed and operational. The Atlantic Beach Fire Department will continue to hold and maintain currently held keys until July 1, 2009. After this date, all keys currently held by the Fire Department will be returned to the property owners and the Fire Department will no longer hold property keys. The only key the Fire Department will carry will be the Knox master key.

Can I use another type of key lock box?

No. The Town of Atlantic Beach has adopted the explicit use of the KNOX Rapid-Entry System in order to maintain consistency and security. Using the Knox system will eliminate the need for the Fire Department to carry multiple keys or security codes and access cards by using a single master key device.

How much does the Knox Box cost?

For most applications, the 3200 Series style is acceptable. For larger applications requiring numerous keys (up to 50), the 4400 Series may be warranted.

- 3200 Series Ranges from \$225.00 - \$305.00 plus shipping and handling costs
- 4400 Series Ranges from \$378.00 - \$488.00 plus shipping and handling costs

The Knox Residential 1650 Series style would be suitable for property owners of private residences that wish to voluntarily participate in the Knox Box program.

- 1650 Series Ranges from \$159.00 - \$265.00 plus shipping and handling costs

Who pays for the cost of the Knox Box?

The business or property owners will be responsible for the costs of purchasing a Knox key lock box. The Atlantic Beach Fire Department will be responsible for the costs of master key lock boxes placed inside of Fire Department vehicles.

Where can I get my Knox Key Lock Box?

Knox key lock boxes are purchased from the KNOX Company. Applications for the purchase of a KNOX Box may be obtained from the Town of Atlantic Beach Fire Marshal's Office located at 125 W. Fort Macon Rd., Atlantic Beach, NC. All applications for KNOX Box purchase must be authorized and bear the signature of the Town of Atlantic Beach Fire Marshal or Fire Chief. For further information, you may call the Fire Marshal at 252-726-7361 or 252-659-2660.

What is the procedure for getting my KNOX Box in service?

Once the order has been received by the KNOX Company, the KNOX Box will be sent to the Atlantic Beach Fire Department. Once received by the Fire Department, the Fire Marshal will notify the property owner and the KNOX Box may either be picked up at the Fire Marshal's office or delivered to the property owner at the installation site. Instructions on mounting the KNOX Box will accompany the package. When the KNOX Box is installed and all required keys and/or access cards are ready to be placed into the box, the property owner will notify the Fire Marshal to visit the installation site for inspection and the Fire Marshal will lock the property keys in the KNOX Box and render the box in service.

All KNOX Box devices will be inspected annually by the Town of Atlantic Beach Fire Marshal for proper operation and correct keys or cards. For further information or questions pertaining to the KNOX Rapid-Entry program, please contact the Town of Atlantic Beach Fire Marshal at 125 W. Fort Macon Rd., Atlantic Beach, NC, 252-726-7361.