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# Fire Prevention Standard

<b>Title: Emergency Access Key Boxes</b>			
<b>Number:</b> # 06-03	<b>Effective Date:</b> 03/01/1992	<b>Revised Date:</b> 3/2/09	
<b>Code References:</b> 2007 California Fire Code, Sec. 506			
<b>Note:</b> <i>This guideline is a summary of Fire Department clarifications of County and State Codes. Information contained herein applies to typical circumstances and may not address all situations.</i>			
<b>Author:</b>	<b>Date:</b>	<b>Approved:</b>	<b>Date:</b>
Sign: On File	4-10-07	Sign: On File	4-10-07

## **Scope**

This standard has been developed to assist development applicants, architects, contractors, and building/business owners in determining the minimum requirements for building and gate key boxes for fire department access during emergency responses.

Effective March 1, 1992, the Riverside County Fire Department has incorporated the Knox Box Emergency Access System into the Department's Operation Arsenal. This will include Knox Key Switches on powered access gates, Knox Key Boxes for access through non-powered gates and Knox Box Vaults/Safes/Cabinets for immediate access into commercial facilities.

Existing gate access systems ("F" Frequency Controllers and Keypads) will continue to operate per prior approval and inspection, if the system, is changed, replaced or modified in the future, the change must include conversion to the Knox Box or Key Switch System.

## **Codes and Standards**

This standard shall apply when access to or within a structure or an area is unduly difficult because of secured openings or where immediate access is necessary for life-saving or fire fighting purposes in accordance with CFC, Sec. 506.

## **Plans Required**

*All plans, that may be required, shall be submitted to the Riverside County Fire Department for review and approval of mounting location/position and operating standards prior to installation.*

## **Specific Requirements**

The acceptable standard for Emergency Access Gate Controllers and Facility Access shall be the following approved systems only:

### **Gate controller (driveway/road with powered gates)**

Knox key operated switches shall be mounted per recommended standard of the Knox Company. Plans must be submitted to the Fire Department for approval of mounting location/position and operating standards.

### **Gates, non-powered, for driveways/roads**

Knox Key lock boxes and shall be mounted per recommended standard of the Knox Company. Plans must be submitted to the Fire Department for approval of mounting location/position and operating standards. The keys for the gates would be placed inside these lock boxes for emergency access.

### **Building/Facilities**

Knox Key lock boxes shall be mounted per recommended standard of the Knox Company. If the facility requires Hazardous Materials Reporting (Material Safety Data Sheets) the Knox HAZ MAT Data and Key Storage Cabinets with tamper switches shall be used with Decal placed on outside of box. The Knox box is to be mounted 6 feet from top of box to finished grade, or at a location and height approved by the Fire Department. Knox Fire Department alert decals must be provided on all exterior doors of the facility and on all interior doors that keys have been furnished for within the lock box. If the building/facility is protected with a fire alarm system or burglar alarm system, it is recommended that the lock boxes should be provided with "tamper" monitoring. Plans may be required to be submitted to the Fire Department for approval of mounting location/position and operating standards. Check with the local office regarding plan submittals prior to installation.

The Knox Systems Order/Authorization forms are only available from the appropriate Fire Department Planning office for the ordering of the Key Lock Boxes. This form must be authorized and signed by the appropriate Fire Department Planning Office for the correctly coded system to be purchased.

Any question regarding the requirements of uses of the Knox Systems should be directed to the appropriate Fire Department Planning Office.