

FARMINGTON FIRE-RESCUE



"Serving Those in Need"

430 Third St.
Farmington, MN 55024
651-280-6940



Keybox Policy

Subject: Installation of Fire Department Keyboxes and Requirements

Statement of Purpose:

The Farmington Fire-Rescue Department recognizes the importance and need of providing rapid entry into locked buildings. Delays in the fire department gaining rapid entry reduces the occupants chance of survival in a fire, the chances for substantial property damage increases because of delays in gaining entry to the structure and fire fighter safety and survival may be compromised because of said delays. Additionally, delays in providing prompt pre-hospital care to the sick and injured because of locked/secured structure may/will have a negative outcome on patient's recovery. To assist in gaining entry into locked/secured facilities/structure, the City of Farmington Fire-Rescue Department hereby adopts a Rapid Entry System Policy utilizing the "Knox Box" rapid entry key box system. For this reason, the Minnesota state fire code provides authority to require installation of fire department keyboxes.

Guideline:

A keybox is an armored tamper-proof box in which keys are placed in for Fire-Rescue emergency use. The keybox also helps to minimize damage to your doors in an emergency event. Only the Command Staff has keys to these boxes along with the Farmington Police department.

Required buildings:

- A. All commercial occupancies.
- B. All multi-family residential with a common entrance.
- C. Buildings with fire alarm or fire sprinkler system (excluded single family dwellings)

Approved keyboxes:

In Farmington and contracted areas, Knoxbox is the approved vendor for all keyboxes.

The Knox Company
1601 W. Deer Valley Road
Phoenix, AZ 85027
1-800-552-5669
Knoxbox.com

Installation of the Keybox:

- Keyboxes are to be installed within 10 feet of the main entrance to the building at a height not to exceed **SEVEN (7) FEET ABOVE FINISHED GRADE MEASURED FROM THE TOP OF THE BOX**. This height has proven to be ideal since it enables fire crews to access the keybox quickly without the delay of setting up a ladder. Also, seven feet is high enough to discourage the idly curious. Other locations may be considered on a case-by-case basis.
- Keyboxes in previously approved locations may remain.

- If your building's main entrance door is always open, but the vestibule door (the door used for access to apartments) is always or sometimes locked, mount the box in the lobby or entryway above your mailboxes so the keybox bottom is no more than seven feet above the floor.
- When you purchase a keybox, the box will be unlocked so that the box can be installed. For security, the box does not come with a key. It is the building owner's responsibility to ensure that all Knox products are installed securely in an approved location and manner.
- Keyboxes shall be installed per the manufactures recommendations.

Key Requirements:

- Every key placed in a keybox shall be identified with a sturdy ID tag. Each set of keys shall be grouped together on a key ring.
- Keys to be placed in keyboxes include: all exterior entry doors, any common areas, mechanical, electrical rooms, fire protection equipment, elevator controls, and roof access. **NO MASTER KEYS OR INDIVIDUAL APARMENT KEYS** are to be placed in the keybox.
- Any time you change keys to any of these areas you will have one (1) business day, not including weekends to contact Farmington Fire-Rescue to unlock the box and update the keys.

How to lock or open the keybox:

Once you have the keybox installed on the building and proper keys available, and someone is available at the building to meet the fire departments representative, contact Farmington Fire-Rescue at 651-280-6945 to schedule a time to have the keybox locked.

Rationale: Minnesota State Fire Code

506.1 Where required. Where 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 firefighting purposes, the fire code official is authorized to require a key box to be installed in an approved location. The key box shall be of an approved type and shall contain keys to gain necessary access as required by the fire code official.

Exception:

Buildings may be exempt with written permission from the Fire Chief
