

TOWN OF ANTRIM NEW HAMPSHIRE

KEY SECURITY SYSTEM ORDINANCE



Town of **Antrim**
NEW HAMPSHIRE

Revisions
08/03/2019
11/28/2019

KNOX BOX

Knox Box Rapid-Entry Program. The Knox Box is a secure means for the Fire Department to gain access to the building in an emergency. The Knox system is nationally known and uses a master key that is secured on Fire Department vehicles. The use of this system will allow firefighters to expedite entry into buildings and 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 can I get my Knox Key Lock Box?

Knox Boxes are purchased from the KNOX Company.

Where Is a Knox Box Required?

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

- All new commercial buildings
- All existing commercial buildings constructing improvements that require Planning Board approval
- All existing commercial buildings equipped with automatic fire detection and/or suppression system
- 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 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 Antrim Fire Dept.) in which it will be used. The master keys are placed inside of a coded security key lock box inside a 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 Antrim Fire Department 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 Chief or designee.

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.

Is there a penalty for not installing a Knox Box?

Yes, any property or building owner failing to comply with, or in violation of the terms of this Ordinance after notice from the Towns Fire Official. The policy starts with a verbal written warning up and can go up to a \$300.00 fine for occurring violations.

Can I use another type of key lock box?

No, the Town of Antrim 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.

Who pays for the cost of the Knox Box?

The business or property owners will be responsible for the costs of purchasing a Knox Box and responsible for mounting of the Knox box

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 delivered to the property owner. Once received, contact the Fire Department for an approved mounting location determined by the Fire Chief or designee. 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 Chief or designee to visit the installation site for inspection and the Fire Chief or designee 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 Antrim Fire Department for proper operation and correct keys or ca

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Section 1- Administration

Designee: Shall mean any or all persons responsible for reviewing and approving equipment and system design

Monitor fire Alarm System: Shall mean a fire alarm system that is monitored by a company that will receive a fire alarm signal and transfer information to fire dispatch of the fire alarm activation

1.1 Intent - The intent of this ordinance is to ensure all monitor fire alarm systems installed in the Town of Antrim will be equipped with a key box system designed, and installed to achieve the following:

- a. High reliability of building key security.
- b. Conformity of system design acceptable to the Antrim Fire Department.
- c. Ease of operation and understanding.
- d. Quick access to the building in the event of fire alarm activation.
- e. Reduction of needless damage from gaining access.

1.2 Scope - This ordinance shall apply to all businesses, or any other Buildings that are equipped with a Monitored Fire Alarm System in the Town of Antrim. Also, structures or properties in which access is made difficult due to physical barriers (i.e., gates, fences, bollards, etc.), or where the fire department deems access is restricted. If the Fire Alarm System is not monitored, it is still recommended to install a Key Security Box.

1.3 Authority - The Fire Chief, Fire Inspector, or his/her designee shall approve the design, location and installation of Key Security Box.

Section 2 - General Requirements

2.1 Scope - The Security Key System will be of the type accepted by the Antrim Fire Department and the Town of Antrim

2.2 Equipment - The Security Key System approved by the Antrim Fire Department will be the Rapid Entry System design by Knox Box System. The Knox Box system is produced by the Knox Company.

2.3 Purchase - Purchase of the Knox Box shall be through the Knox Company website and the Property owner assumes all cost in purchasing the Knox Box. The Knox box will arrive keyed to the Antrim Fire Department Knox Box master key

2.4 Installation Location - The Knox Box is to be installed in a location approved by the Fire Chief, Fire Inspector, or his/her designee. The property owner assumes all cost in the installation of the Knox box

3.1 Responsibility – The property or building occupant shall provide building key(s) to the Fire Chief, Fire Inspector, or his/her designee to be secured in the Knox Box upon installation with the property owner or His/her designee to be present

3.2 The Town of Antrim assumes no responsibility or liability for the cost, installation or maintenance of the Knox Box.

Section 4 - Penalty:

4. 1 Any person who has a monitored fire alarm system that is monitored by an alarm agent, alarm business, or any other company that may monitor the fire alarm system, is required to provide a key Knox Box for the Fire Department in order to gain access during the event of fire or other emergency alarm activation.

4.2 Failure to provide key access at the location of fire alarm activation will result in the following penalty if alarm activation was caused by lack of system maintenance or malicious intent.


- | | |
|---|------------------------|
| • First response without access | Verbal written Warning |
| • Second response without access | Written warning |
| • Third response without access | \$ 100.00 Fine |
| • Fourth response without access | \$ 200.00 Fine |
| • Each additional response without access | \$ 300.00 Fine |

The Knox Company will be closed during the holiday season beginning Friday, December 20, 2019 @ 4pm MST; and will reopen Monday, January 6, 2020 @ 6am MST.

Wishes for a great holiday season and prosperous 2020!

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Model 3261 – KnoxBox 3200, Surface Mount, Hinged Door, Black



Commercial KnoxBoxes

KnoxBox® 3200

Standard Capacity Model: 3261

Retail: **\$383**

1. Color

- Aluminum
- Black
- Dark Bronze

2. Tamper Switch Type

- None
- Fire Alarm / Panel
- Security Alarm

3. Mount Type

- Recessed Mount
- Surface Mount

For Ordering Support

Call: [800-552-5669](tel:800-552-5669)

(tel:18005525669)

6:00 AM - 4:00 PM MST



Available for:

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