



RAPID ACCESS



Issue 3
Holiday 2013

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Merry Christmas!

To Knox Program Coordinators,

During this holiday season, we want to take the opportunity to thank you for believing in the value of the Knox Rapid Entry System and for your contribution to the Knox program in your community. We wish you the very best for the New Year.

Merry Christmas!

Sincerely, The Knox Team



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VERMILLION, SD

Starting a Knox Program

Vermillion Fire Department

As most departments have learned, implementing the Knox Program for the first time takes some planning. Processes and procedures have to be developed and those impacted by the program educated. And there are many stake holders that have to be consulted and educated. Regardless of the size of a department these steps must be taken to successfully implement the Knox Program. Vermillion Fire Department recently went through this process.

Earlier this year, Chief Draper decided to implement the Knox Program. His first step was beginning a conversation about the need for a lock box program. He talked with many community groups including the City Council, Chamber of Commerce, business owners and at many other community meetings. During these meetings, Chief Draper educated the business community on the need for a lock box program and Knox products in particular.

At the community meetings Chief

Draper explains the program and shows them an actual Knox-Box. "Seeing the actual Knox-Box helps to alleviate concerns about the security of the box", shared Chief Draper.

Chief Draper's next step was to get some boxes installed. "I started by having them (Knox-Box) installed on all the city buildings," Draper stated. Having the boxes on buildings helped to further the conversation with the business community. "Shortly afterwards businesses started to follow. The local school district installed boxes as did businesses in the downtown area," Draper said.

After a while the department wrote an ordinance that addressed installing boxes on new commercial buildings going forward. By time the ordinance was passed all the major issues had been addressed with the business community helping to minimize push back to the program.

Vermillion has also started a residential

Continued on next page

CLOSED FOR THE HOLIDAYS



The Knox Company will be closed for the holidays beginning Monday December 23, 2013 through Friday, January 3, 2014 and will re-open on Monday, January 6, 2014. Friday, December 20, 2013 will be the last full shipping day prior to the holiday shutdown.

Happy New Year!



Publisher
Knox Company

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VERMILLION, SD

Starting a Knox Program, *continued*


loaner program. The department received several boxes from some community groups to loan out to certain individuals on a short term basis. "This loaner program is primarily for those recovering from a hospital stay or awaiting to move to a skilled nursing facility," Draper stated. Several individuals who live alone have purchased their own box since they don't meet the criteria for the loaner program – the loaner program is only for short term use and these individuals need a box for an indefinite period of time.

Vermillion offers its business owners and residents the ability to order Knox Product on-line. (For on-line orders, the department's Knox Coordinator receives an email for each order placed within their jurisdiction with the order details – who and what was purchased. If your department is interested in adopting online ordering for property owners in your jurisdiction, please contact your regional account manager or simply e-mail us at support@knoxbox.com and request an "Order Options Packet".)

"When I receive the email confirmation I reach out to the property owner to let

them know they need to call when they receive the box so the department can help determine the best location for the Knox-Box," explained Chief Draper.

Vermillion has written an SOP addressing the installation and key security. Each property owner is provided a copy when they first meet with the department to determine the location. Once the box is installed, the department comes back out to lock up with the building key.

Vermillion, South Dakota is in the southeastern part of the state. It's best known as the home of the University of South Dakota. It is a volunteer department whose one full-time member is the Fire Chief Shannon Draper. The department covers 150 sq miles of Clay County and responds to 160-180 calls annually out of two stations. 



Vermillion Fire Department created their own brochure to explain how their KNOX-BOX® key box program works.

Below; Ivan Pierce Fire Training Tower, Vermillion Fire Dept. Facility



Assistant city manager Andy Colvin, and Street Superintendent Pete Jahn looking at a new box on city hall.



2014 Product Announcement

Knox is taking its commitment to security to the next level. Beginning January 1, 2014, tamper switches will become standard on all commercial KNOX-BOX® and KNOX-VAULT® key boxes. This includes the 3200, 4100 and 4400 Series product lines.



We have always taken pride in manufacturing vandal resistant products. While the majority of the security components are engineered into the product design, the guarding of the box is contingent upon the correct installation of the product. Knox has always recommended that each box be installed with a tamper switch connected to the buildings burglar alarm system. Now we are going one step further by making the tamper switch a standard component.

The tamper switch will remain optional on all elevator key boxes and 1300 Series Cabinets since these were designed for interior application and not for exterior building key storage.

If you have any questions regarding this product change, please contact customer service or your local Knox account manager.



KNOX®



NEW Knox “Click-n-Print” Order Guides

This new “Click-n-Print” feature on our website allows you to select up to 12 Knox products that you regularly specify and produce a simple, single-sided flyer complete with your contact information, pricing, and online ordering instructions. This makes it convenient and easy for you to provide online ordering instructions to property owners within your jurisdiction. **This feature is available only to departments that allow online ordering or eApproval.**



FIRE LANES

Drive down the street



of most cities at night and take a look at the access emergency equipment has to car lots, gated residential communities, and virtually every other kind of commercial business. What you will most likely see are locked cars, motor homes, trucks or huge drop bars that have been moved across the fire lane to keep thieves from stealing the inventory off the lot or breaking into the building. When a parking lot is adjacent to the interstate or heavy truck traffic, business owners will block parking lot access with low clearance overhead barricades to keep the heavy 18 wheelers off the pavement; while inadvertently ignoring the fire department's code mandated vertical 13'6" clearance requirement. What you also will see are buildings where there is no access to the fire department sprinkler or standpipe connections (FDCs). All these conditions lead to the added risks associated with a prolonged response. If there is a fire, the added time associated with moving locked vehicles, or prying drop bars, will allow the fire to grow to a point where the integrity of the structure is compromised and it is not safe to send in crews. It can also be a factor in a dangerous Flashover caused by the extreme release of heat energy because the structure was rapidly ventilated by the conditions and not controlled by the fire department. If that happens, all there is left to do is to surround the building with master streams and watch the local news media set up for Breaking News, and hope the Public Information Officer gets there before they go 'live'.

Access is Mandatory

For any fire department to be able to get to a structure, position equipment for a tactical attack, lay fire hose, rescue victims, and implement Incident Command they must have reasonable access to the building. The only way to secure this if the building is not close to a public road is through the requirement of a fire lane. Over the years, as equipment has grown in size, so have the width requirements of fire lanes. One of the primary goals of site plan and technical review is to insure the proper number and location of hydrants and providing adequate fire lanes, including the size, proper turning radius, vertical clearance, along with a way to turn equipment around and get out. In some communities



Famous misfortune for a mayor who blocked the hydrant in the Fire Lane.

the need to ensure the fire lanes is so paramount that they are platted and made a part of the official survey of the property and may not be modified or changed without approval of the Platting Board or Planning Commission.

Access & the Fire Code

The model fire codes put a high premium on the requirement for and maintenance of fire lanes. In International Fire Code and NFPA 1 there are references made to, and a requirement for, fire lanes. The code language that authorizes key boxes is closely tied to the requirements for access through fire lanes. As it relates to key boxes and fire department access, both the major model codes use very similar verbiage... 'where access to or within a structure or an area'. If you read the first sentence carefully it implies that it is just as important to have access to the structure as it is to actually get inside. They go hand in hand. You have to have to be capable of getting to the structure, positioning equipment, and laying fire hose, and getting inside. The model codes go on to require that fire lanes be maintained and free of obstructions at all times. It seems like many communities have the second part, the 'within' down





by Larry Pigg

because they have a Knoxbox on the outside of the building, but will have an impassable barricade, one that they do not have a way to remove that is between them and the building. This raises an interesting question. If the fire code along with many planning commissions put enough value on the maintenance and integrity of fire lanes by giving guidance for installation, maintenance, marking and other signage, what would make any fire department allow these mandatory lanes to be blocked or compromised?

Planning

At every level, planning for these types of incidents becomes a necessity for the local jurisdiction; it also should be part of every business contingency planning process. The International Fire Code has an entire chapter dedicated to Emergency Planning and Preparedness. Evidenced by the fact that many businesses have taken steps to mitigate theft, i.e. bollards, barricades indicates that they are aware of their vulnerabilities. They are also acutely aware that the probability of theft is greater than the remote possibility of fire. The reality is there are no single cookie-cutter solutions. It takes a combined effort of the emergency planners working with businesses along with proactive implementation of the codes.

The Knox Solution

While many of our fire departments depend on the Knox System and the solid customer service we provide, some are not aware of the complete family of rapid entry products that Knox manufactures. The total commitment of the Knox Company to fire service translates to almost 40 years of solid performance and the security of a single key activation of your entire system with a Knox Master Key.



Knox Key Switch

This override electric switch is used to gain access into gated residential complexes, parking garages or any other electronic gate that crosses the fire lane. One of the most useful features is that the Knox master key can be removed in either one of two positions. The first position allows emergency crews to open the gate, drive through, and let it go through a cycle and close automatically. The second position keeps the gate open for extended periods of time for access by oncoming units or when a fire hose is laid across the threshold of the gate. The Knox Key Switch can be ordered with single or dual options



for mutual aid, EMS, and law enforcement. This is perfect for communities when EMS or law enforcement is provided from a separate governmental agency or independent contractor.

Merry Christmas!

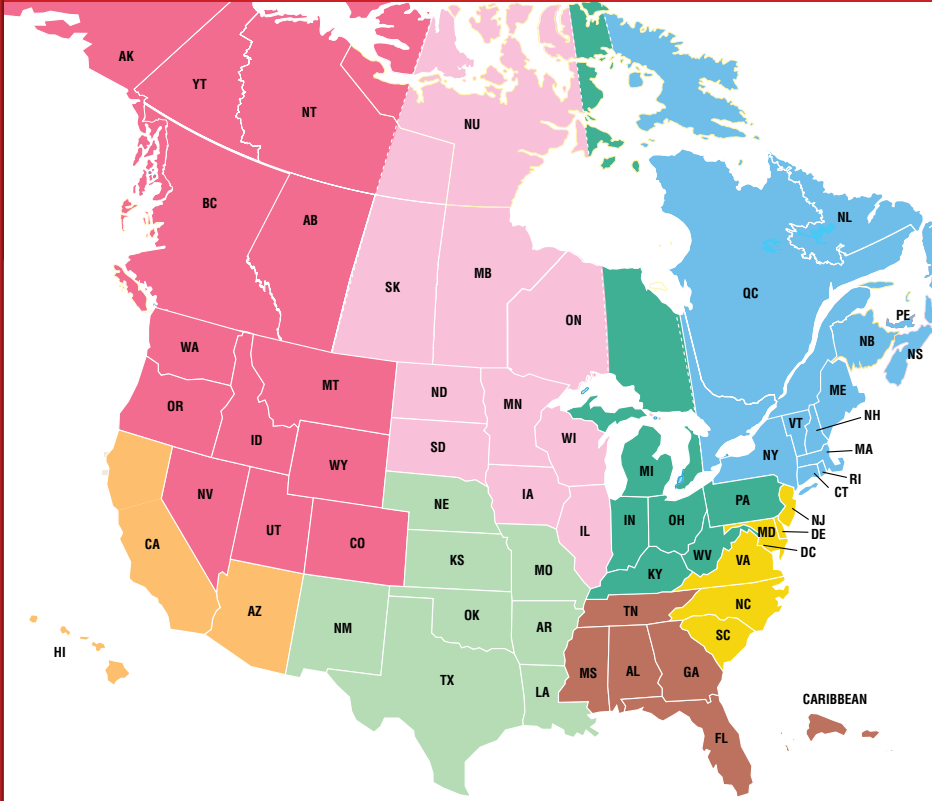
Knox Padlocks

The Knox exterior Padlocks are heavy-duty stainless steel padlocks encased in a weather resistant EPDM (synthetic rubber) housing. These padlocks can be used to secure the fire department access box that holds the emergency chain drop on powered gates or the entire gate operation on a static non-powered gate. They are perfect for securing perimeter access gates during new building construction. In every application, Knox Padlocks provide a reliable, cost effective way to maintain the access and integrity of the fire lane and minimize response times, while allowing the business owner to secure inventory and property.

Fire lanes are essential for any fire department to maintain access and be able to deliver emergency services quickly and efficiently. The fire codes have long recognized this fact and have worked hard to maintain acceptable standards while minimizing the negative effect and imposition to individual business owners. While the enforcement of fire lane and access standards offer unique challenges, the Knox Company offers reasonable, effective solutions. Integrating proven products like a Knox Key Switch or Padlock into your Knox program will maximize your effectiveness while maintaining maximum security. ❏



Knox Contacts



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SUPPORT CONTACTS

FIRE DEPARTMENT SUPPORT

This department provides customer service to fire departments.

**800-KNOX-BOX
(800-566-9269)**

ELECTRONIC SUPPORT

This department deals exclusively with technical questions regarding KeySecure®, Sentralok® and MedVault® units.

**866-KNOX-BOX
(866-566-9269)**

PROPERTY OWNER SUPPORT

Property Owners & General Inquiries to Knox should be directed to our main number.

**800-552-KNOX
(800-552-5669)**

KNOX NEWS

Trade Show Schedule

Show & Location	Dates
UT Winter Fire School St George, UT	January 10-11
WI EMS Milwaukee, WI	January 29- February 1
EMS Today Washington DC	February 6-8
Southwest Fire Rescue San Marcos, TX	February 15-20
Firehouse World San Diego, CA	February 16-20
Virginia Fire Chiefs Virginia Beach, VA	February 21-24
Mega Show Nassau, NY	February 22-23
Colorado ICC Denver, CO	March 3-7
Campus Fire Safety Columbus, OH	March 4-5
CFPI Buellton, CA	March 12
FDIC Indianapolis, IN	April 7-12

2014 Authorization Order Forms

A small supply of the 2014 Commercial Authorization Order Forms is scheduled to begin arriving the week of December 10th. We ask that all orders submitted to the Knox Company in 2014 be on the new form otherwise orders may be delayed.

The 1650 Residential Knox-Box is **NOT** on the Commercial Authorization Order Form since Knox does not recommend this product for commercial applications.

The 2014 Residential Forms will be available in January. These forms are meant to assist departments who have a residential program or wish to start one.



If you would like to order additional Commercial or Residential Authorization Order Forms, please call Knox at 800-552-5669.

Thanks for your help and cooperation!



Thanks to Assistant Fire Marshal Adam Geaneas for sharing this photo of the demonstration room at Marathon Fire Rescue/EMS in Marathon, Florida. Our favorite displays are the KNOX BOX® shown in both recess and surface mount, the KNOX® Keyswitch, KNOX® Elevator Box as well as the KNOX® Remote Shunt Trip Control Station. Great demo room!

The Key to a Secure System

Knox System security is always important. Protecting the Knox® Master Key and documents listing installation addresses helps ensure that the Knox System is solely for the benefit of your department.

The four security steps listed below are the ways your department contributes to the security of the Knox program in your community. Thank you for following these simple yet important rules.

- 1. Keep all Knox keys in a secure place.**
- 2. Do not release the Knox provided keys to any non fire department or law enforcement personnel.**
- 3. Do not provide Knox installation database access to any non fire department or law enforcement personnel unless required by law.**
- 4. Notify Knox immediately of loss, theft or attempted duplication of any key.**

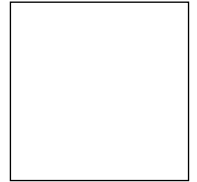


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Annual Maintenance Recommendations

Knox® key boxes, vaults, cabinets, padlocks and key switches have Medeco locks installed. This high quality, precision lock requires a minimal amount of maintenance to ensure continuous reliability. However, annual inspection and maintenance of the lock is recommended. This is a convenient time to check the condition of the box and door gasket. Also, this is a great time to test the keys stored in the box to ensure they are current.



Medeco Lock

- Spray the lock mechanism with a dry Teflon lubricant such as Key Lube or LPS-1. Note: Please be sure to follow all manufacturer's instructions and precautions when using any lubricant or cleaner.
- **CAUTION:** DO NOT USE OIL-BASED PRODUCTS SUCH AS WD40.
- Operate lock several times to check operation and spread lubricant.

Knox-Box®

- Following lock maintenance, check the Knox-Box for chips or nicks in the surface powder coating.
- Paint any chips or nicks to avoid the spread of corrosion.

Door Gasket

- Apply a VERY light film of grease-like silicone paste (Dow Corning #4 or equal) to the doorframe surface. This adds extra moisture resistance and prevents the gasket from freezing to the Knox-Box.

If the lock does not open due to grit or other contamination, perform the following procedure:

- Spray the lock cylinder generously with a good carburetor cleaner such as Gum Out® or Poxylube. These products leave no residue that may interfere with the moving parts of the lock. (Cleaners may stain paint so care should be taken to

prevent cleaner from coming in contact with the building).

- Take the Knox master key and work it in and out of the lock several times.
- Spray the lock cylinder with a dry Teflon lubricant a second time.
- With a rubber mallet lightly tap the lock (if rubber mallet unavailable, place a piece of wood against the lock core and VERY lightly tap it with a wrench or hammer). This sends a vibration through the lock core to help free the pins.
- Repeat the process if the lock does not open.