



CONCORD FIRE & LIFE SAFETY

Fire Marshal's Office

Post Office Drawer 308 • Concord, North Carolina 28026-0308

Telephone 704-920-5517 • Fax 704-782-3488

KNOX BOX KEY REQUIREMENTS

To Whom It May Concern:

The City of Concord Fire & Life Safety has required Knox Box Key Security Boxes to be installed on the building that your business presently occupies.

This requirement was imposed due to a North Carolina Fire Prevention Code Section 506.1 and Concord City Ordinance Section 34-3(a).

NC Fire Code **Section 506.1** states:

"The Fire Official shall have the authority to require a key box to be installed in an accessible location where access to or within a structure or where an area is difficult because of security."

City Ordinance **Section 34-3(a)** states:

Sec. 34-3. Lock boxes.

(a) Required.

- (1) All commercial enterprises or industries in the city which use, store or manufacture on-site hazardous materials that must be reported under state right-to-know laws, G.S. 95-173, et seq., or under Title III of the Federal Superfund Amendments and Reauthorization Act and the regulations promulgated thereunder, must have an approved on-site hazardous materials data storage box at each facility where hazardous materials may be found.
- (2) All facilities which have a system which transmits off-site alarms for fire detection or suppression systems must have an approved on-site lock box which contains keys to provide fire department access in an emergency or alarm activation.
- (3) Keys in boxes must be kept up-to-date. When locks are changed the risk management bureau must be notified and new keys provided for the box.

In the event of a fire alarm or water flow conditions after normal business hours, having a key in the Knox Box allows the fire department to make prompt entry into the building without doing damage to the building's security system and mitigate the emergency condition. Furthermore, if water were flowing from the sprinkler system because of a system malfunction, prompt entry would allow for the quick shut down of the system and limit water damage to the building and its contents. In both instances, the fire department would not have to wait on business personnel to arrive with keys to unlock the building or remove locks to access sprinkler valves to shutdown the system.

To comply with the Fire Code and City Ordinance requirements the Concord Fire & Life Safety Department requires that you provide a key that is capable of fitting all doors of your business to the Fire Department. A Fire Department representative will place the key into the box.

The Knox Box is designed to function as a steel reinforced key vault. The construction of the box prevents tampering and entry due to malicious damage. Furthermore, the City of Concord does not release or advertise the Fire Department utilization of this type of entry security system to the press, media or any other agency.

The Concord Fire & Life Safety Department retains all keys to the Knox Boxes and has tight security over the keys and their locations. All keys are inventoried and accounted for daily. No other fire, EMS or law enforcement agency has access to the keys. The Fire Department would **ONLY** enter the structure when an emergency situation exists or a fire alarm has been transmitted by the building's fire alarm system. No access would be permitted for inspection purposes or non-emergency situations without the Business or Building Owner's consent.

Your prompt attention to this matter will ensure Fire Code compliance and proper non-damaging entry efforts by the Concord Fire & Life Safety Department.

If you have any further questions or need any additional information please give the Fire Marshal's Office a call Monday through Friday during the hours of 8 AM to 5 PM at (704) 920-5517.

Thank you,

Mark A. Brown, Bureau Chief
City of Concord Department of Fire & Life Safety