



## **BUREAU OF FIRE PREVENTION MIDDLE TOWNSHIP FIRE DISTRICTS**

### **# 1, 3, & 4**

115 Mechanic Street  
Cape May Court House, NJ 08210  
O: 609-465-8710 F: 609-465-3851  
[firebureau@cmchfire.com](mailto:firebureau@cmchfire.com)

### **#2**

1120 Rt. 47 S - PO Box 151  
Rio Grande, NJ 08242  
O: 609-886-7481 F: 609-886-2500  
[middletwpfd2@comcast.net](mailto:middletwpfd2@comcast.net)



Dear Property Owner:

The Bureau of Fire Prevention and the Fire Companies consistently strive to maintain an efficient and safe approach to fire prevention and protection for our citizens and visitors. With that vision in mind, a need to modernize our current system of accessing properties during fire alarm conditions has arisen.

As our community has grown there has been an increasing number of automatic fire alarm calls to the Fire Company requiring a response. Once a fire alarm is received by the Fire Company they must respond and gain access to the interior of the building to discover the cause of the alarm. In order to gain access to a building during an emergency situation with minimal property damage and without delay, the Township of Middle adopted Ordinance 1206-05 in 2005.

Middle Township Ordinance 1206-05 specifically requires buildings with or required to be equipped with fire detection or fire suppression systems or equipment to have a Key Box Rapid Entry System installed.

This system consists of a secured key lock box placed in an appropriate location. Knox Boxes are constructed of ¼ inch solid steel with a ½ inch steel door and reinforced locking mechanism. They are UL listed against physical attack and the security lock is patented and UL listed for drill, pick and pull resistance. The master key shall be retained in a KeySecure unit in Fire District Vehicles. Limited personnel will have a unique PIN code that they enter when the key is required. The KeySecure unit provides an audit trail showing the PIN that requested release of the key and when and for how long.

While the exact type of key lock box will be specified by the Fire Bureau, you must purchase boxes from the Knox Company directly. How to purchase a Knox Box is included in the Knox Box Ordering Information and Installation Requirements.

If you have any further questions, feel free to contact the Bureau of Fire Prevention in your district and ask to speak with the Knox Box System Coordinator.

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# Knox Box Ordering Information and Installation Requirements

**Prior to purchasing any Knox Box you will need to contact the Knox Box Coordinator at the Bureau of Fire Prevention in your district.**

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## **Purchasing and/or Ordering Information:**

You may purchase Knox Box products online at [knoxbox.com](http://knoxbox.com) (instructions below) or From the Knox Box company direct at 1-800-552-5669 or with an order form which is available at the Bureau of Fire Prevention office in your district.

## **Directions for ordering online:**

Go to: [www.knoxbox.com](http://www.knoxbox.com)

Select: Menu  
Next: Choose your local fire department agency  
Next: Select state (NJ)  
Next: Type in fire district as indicated below:

Then select: **Middle Twp Vol Fire Co #1** **Rio Grande Fire Co**  
Cape May Ch, NJ **OR** Rio Grande, NJ  
(Even if building is located in Green Creek or Goshen area)

Next: Only choose "Residential" if approved by Fire Official or Knox Box Coordinator  
Next: Under "Products" choose Commercial Knox Boxes and choose model  
Next: Follow ordering instructions and complete purchase

**Please contact your Knox Box Coordinator or Fire Official if you have any questions**

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## **Types and Quantity:**

The Bureau of Fire Safety shall determine the type and number of Knox Boxes required after reviewing the property  
All Knox Boxes ordered shall have a swinging hinged attached door and not the lift off  
Any color Knox Box is acceptable  
Surface or recessed mount will be accepted  
Knox Boxes may be ordered with a tamper switch that can hook to your alarm system

## **Keys required to be placed in the Knox Box:**

Keys that will provide access to the building  
Keys may be required to other locked areas within the building  
All keys shall be labeled with key tags

## **Knox Box Installation Requirements:**

The Knox Box (a UL listed secure tamper proof device) shall be purchased from the Knox Company after consultation with the Fire Bureau as to the type(s) required for the building(s) and the location it will be mounted

Boxes shall be installed on the exterior wall of the building within 10 feet of the front door and shall be installed with the top of the box no higher than 6 feet and no lower than 5 feet from the adjacent ground level

The box will be installed in such a manner as to be clearly visible and free from any obstruction(s) (trees, bushes, etc.)

Knox Boxes will be installed following the mounting diagram that comes with the box

If the box is equipped with a tamper switch, the letter "A", in either yellow or white, shall be placed on the door of the box

The red reflective Knox Box decal must be placed on the main entrance door as per the instructions included with the Knox Box

The box shall not be painted. Boxes that have been painted must be replaced

Multi-tenant buildings may be required to have more than one Knox Box. The location of the Knox Boxes shall be approved by the Fire Bureau

Buildings with fire protection equipment rooms only accessible from the exterior may require an additional Knox Box

All keys placed inside the box must be marked with key tags identifying the area or door to which it provides access

Additional Knox Boxes may be desired by the owner/ occupant or as required by the Fire Bureau on the interior of the building

Your Knox Box product will be delivered in the unlocked position so after it is installed you will have to call the Fire Bureau so that they may come out, place your keys in the box with you and then lock the box

Key Boxes are required in Middle Township by "Middle Township, Cape May County, State of New Jersey Ordinance No. 1206-05" which became effective in 2005

## **What about Master Key Security?**

Obviously, security of the Fire Company Master Key is a major concern to our citizens. Middle Township has adopted the following guidelines for the security of the Master Key

Access to key boxes shall be available only to authorized personnel and only by the master key. The master key shall be locked up in a self-contained unit that secures the master key in the emergency vehicle and shall be inaccessible until authorized personnel enter their pin code into a decoder permitting access to the master key

By the close of business on the next business day following the opening of a key box, the Fire Official or designee shall verify the replacement of the items with the owner or occupant of the premises

A self-contained unit that locks up a master key will have audit trail capability for downloading key release data to a computer. This information shall be downloaded monthly and kept on file by the Fire Official

Authorized personnel will fill out a key release form no later than the next business day after key release and submit the same to the Fire Official. The Fire Official will compare the audit information with the submitted forms on a monthly basis

If you have any questions or need assistance please feel free to call the Bureau of Fire Prevention and speak with the Knox Box Coordinator or the Fire Official at 609-465-8710 for Fire District #1 or 609-886-7481 for Fire District #2