



# Long Beach Fire Department Bureau of Fire Prevention

FIRE PREVENTION REQUIREMENT  
NO. 1.014 1/17

## **PUBLIC SAFETY KEY BOX SYSTEM**

(Reference: California Fire Code (2016), Section 506)

When access to or within a building, structure and/or area is unduly difficult as a result of secured openings, and/or where immediate access is necessary for life saving or firefighting purposes, the Fire Chief may require an approved "key box" to be installed in an approved and accessible location.

Said key box shall be purchased from the Knox Company, 1601 W. Deer Valley Road, Phoenix, AZ 85027 (800) 552-5669; and shall be large enough to contain **three (3)** sets of keys (clearly tagged) to the following areas, rooms, equipment and systems:

1. Locked points of ingress whether internally or externally of applicable buildings, structures and/or area.
2. Locked electrical, mechanical and/or other similar rooms.
3. Locked fire control rooms.
4. All elevator control systems, panels and/or keyed switches.
5. Any other area, room equipment and/or system as directed by the Fire Chief.

A 3200 series box without a tamper switch should be the default choice. This box holds 10 keys and should be of sufficient size for standard buildings. There are cases where a 4400 series box is required by the fire code official. This would be due to the number of keys required. Some cases include buildings that have multiple entry door keys, multiple commercial tenants or those that do not have a building master key.

With the approval of the Chief, a 1650 Residential series Knox box may be utilized under the following conditions:

1. Building/Property shall only require a single key for all gates, entrance/access doors, utility rooms, etc.
2. Building/Property size shall be such that only a single entry/access point is required.
3. Building/Property shall be located in close proximity to the main street providing fire department access.

For hazardous locations, or when in the opinion of the fire code official, a 1300 series Knox cabinet shall be provided. This secured cabinet shall include: MSDS sheets, pre-plans, access cards and floor plans to the facility.

## **SECURITY GATE FUNCTION**

All gates shall be set back 20 feet (20') on the property so as to accommodate the length of a fire apparatus.

Manually operated gate: A manually operated gate shall be locked with chain and a Knox padlock. The chain shall be limited to 3/8 inch diameter non-case hardened metal links. If the gate or access point is on a slope that may force the gate to swing freely, a means to secure the gate in the open position shall be required.

Electrically operated gate: A Knox key operated override operation switch, once activated, shall open and remain open until the switch is placed back in the normal position. When the switch is moved to the override position, the gate shall be fully open in 10 seconds. In the event of a power failure, the gates shall be capable of being pushed open manually without any special knowledge or equipment.

**Any deviation from this requirement shall be at the discretion of the fire code official.**

Public Safety Key Boxes may be ordered online at [www.knoxbox.com](http://www.knoxbox.com), by following these steps:

1. Click **BUY** on top right hand corner of the Knox home page
2. In **FIRE DEPARTMENT OR AGENCY NAME** box type the following: **Long Beach Fire Prev Bur** and click **SUBMIT**
3. Scroll the page to find the requested Series (i.e., 1650, 3200) and click **Select & Configure**
4. Make the appropriate selections for the box and click **ADD TO CART**
5. Fill out the installation address information and click **SAVE ADDRESS**
6. The item will be placed in the **SHOPPING CART**
7. Click **SUBMIT FOR eApproval**

**If no Internet access is available**, the property owner or his authorized representative shall request the necessary order form from the Bureau of Fire Prevention at (562) 570-2563.

1. Fill out "Rapid Entry System Authorization Order Form"
2. Provide your credit card information, or send check or money order in the amount due on purchase. Said check or money order to be made payable to: **THE KNOX COMPANY**
3. Return the form and check/money order to the Long Beach Fire Department/Bureau of Fire Prevention, 3205 Lakewood Blvd., Long Beach, CA 90808 or **FAX** to (562) 570-2566.

The Bureau of Fire Prevention, after signing Section 2 (the authorization signature box), will forward the form and payment to the Knox Company, who in turn will ship the key box(es) directly to the purchaser. Said key box(es) is/are to be installed by the property owner at pre-approved location(s) on his/her premises.

If you have any questions or require additional information, please contact Fire Prevention, Monday through Friday at (562) 570-2563.