



East Quogue Fire Department

January 27, 2012

Rapid Entry Systems (AKA Knox Box Systems)

To obtain an Application for a Knox Box, you must contact the East Quogue Fire Department and obtain the proper form from a Chief Officer. If you are having trouble obtaining the contact information to speak with a chief officer, please send a letter addressed to the Chief of the Dept. at the address below.

Below are the basic requirements and suggestions to apply and use a rapid entry system.

Thank you
Chief of the Dept.

Please note the following:

1. You **MUST** order from the 3200 or the 4400 series (either surface mount or recessed mount) with the tamper switch option. The box must also be wired into the burglar or fire alarm system for tamper protection.
2. Knox Box is now required to pay sales tax in New York State, please note that when you complete the order form.

Installation

1. To be installed at entry door as approved by the Fire Chief (or designee).
2. Installation Height – 60-72 inches above grade (measure to bottom of box)
3. Must be electronically monitored on burglar system or as a “trouble” signal on fire alarm system if facility does not have a burglar alarm
4. The Knox Box comes with a small red sticker. This sticker should be placed near the lock cylinder on the main (usually front) door. This serves as a reminder to firefighters that your facility has a Knox Box rapid key entry system.

What to put in the Knox Box

1. Keys to access the building and keys to all doors/rooms within the building. Please label keys to minimize confusion.
2. Index Card containing the names and emergency phone numbers (Home and cell phone) for facility management/owner
3. Index Card with the location of the Fire Alarm Control Panel (FACP) or Annunciator, the code to reset fire alarm and the name and phone number of the Fire Alarm Service Company.