

CITY OF PERRY, GEORGIA

APPROVED EMERGENCY ACCESS PRODUCTS FOR BUILDINGS, FACILITIES, ACCESS ROADS AND DRIVES

Purpose

Knox Rapid Access Systems are the approved products for the City of Perry. Knox boxes, vaults, padlocks and key switches are utilized to provide firefighters rapid access during an emergency to buildings and other access points and to minimize potential damage caused by forcible entry and allow the building/facility to be re-secured quickly and easily once emergency operations are complete. Other Knox products such as FDC Caps provide for fire sprinkler system water supply support integrity and the safeguarding of the fire sprinkler system from unauthorized tampering and vandalism, the Remote Power Box disconnects the electrical service to the building or other systems to protect firefighters from being electrocuted by inadvertent contact with energized wiring during firefighting operations. The following Information applies to typical circumstances and may not address all situations.

Authority

International Fire Code (IFC) Chapter 5, Sec. 501 w/ Georgia amendment §501.5 as adopted by the City of Perry.

International Fire Code (IFC) Chapter 5, §503.5 - 503.6 & 506.1- 506.2 as adopted by the City of Perry.

International Fire Code (IFC) Chapter 9, Sec. 912, 912.3.1 as adopted by the City of Perry

National Fire Protection Assoc.(NFPA) 70 NEC Chapter 2, Sec. 230, 230.70 as adopted by the City of Perry.

Definitions

Key Box: A secure device with a lock operable only by a fire department master key, and containing building entry keys and other keys that may be required for access in an emergency. The Knox Rapid Entry System meets the definition of a listed key box.

Key Tag: A durable tag attached to each key to identify the room served or the function of the key.

Knox Box or Vault: A UL listed storage box/vault used for securely storing building keys, entry cards and floor plans. There are two box or vault options available depending on the size required for the facility and can be surface or recessed mounted depending on customer needs.

Knox Cabinet: A UL listed storage cabinet used for storing pertinent hazardous material data, SDS, building keys, entry cards, floor plans and emergency plans.

Knox Key: A specialized high security key, secured on all fire apparatus, which enables fire crews to access any Knox System within the City of Perry.

Knox Key Switch: An electrical switch activated by a Knox Key, which opens a gate or other electric entry barrier.

Knox Padlock: A heavy duty padlock designed for securing perimeter gates, industrial equipment yards and similar areas.

Knox FDC CAP: A cap which prevents tampering of a fire department connection inlet to a fire sprinkler system

Knox Remote Power Box: A remote power disconnect box that enables responding fire crews to rapidly power down a building before entering. It is designed to remotely operate the building's shunt trip switch.

Where Required by the City of Perry

- New commercial construction
- Existing commercial buildings when a change of ownership, change of tenant/lessee, remodel or addition/expansion of the building occurs.
- Commercial businesses that use, store, manufacture or process hazardous materials and are required to have a Hazardous Materials Inventory Statement (HMIS)
- Building/facilities equipped with a fire suppression and/or fire alarm system
- Buildings with elevators or high rise buildings equal to or greater than 3 floors
- Sites and facilities secured by manual or automatic gates, or barriers
- Other buildings/facilities as determined by the Fire Code Official
- Larger buildings/facilities may require multiple Knox Systems

Models required by type of occupancy/hazard or use

- Small or Single tenant buildings shall utilize the [Knox Box, Model # 3200 series](#) with a hinged door
- Large Industrial buildings shall utilize the large [Knox Vault, Model # 4400 series](#) with a hinged door and single lock
- When required by the Fire Code Official, buildings required to have a Hazardous Materials Inventory Statement (HMIS) shall install a [Knox Cabinet, Model # 1301](#) with a hinged door and single lock
- Automatic gates and barriers shall utilize the [Knox Key Switch, Model # 3502](#)
- Manual gates and barriers shall utilize the [Knox Padlock, Model # 3770 or # 3772](#)
- Fire Department Connections (FDCs) shall utilize the [Knox FDC Cap, Model # 3043 or# 3041](#)
- Commercial buildings with CT meter/3 Phase/ =>400 amp power shall utilize the [Knox Remote Power Box Model #4506 or #4537](#)

Alarm Tamper Switch

The Knox Box, Vault, Cabinet and Remote Power Box can be purchased with an alarm tamper switch option. Purchase of this option is at the discretion of the property owner and is not required by City of Perry Fire Marshal's Office. If the tamper is connected to an existing fire or burglar alarm system, the installation will require a licensed fire protection contractor / low voltage license holder to make the connection to the alarm system. If the tamper is connected to the fire alarm system, it will also require a fire alarm permit and update of the fire alarm matrix/programming.

Ordering Procedures

To order the required products go to the Knox Company website at www.knoxbox.com online ordering steps are noted below for your convenience:

1. Go to the products tab and find the products you wish to purchase
2. Click on the red "Buy" button
3. Select the State "GEORGIA" then Enter Department name "PERRY FIRE DEPT."
4. Select "PERRY FIRE DEPT. PERRY, GA 31069-2555 with the blue "Select" button.
5. Select the product you wish to order from the options available and click "Add to Cart"
6. Enter the address where the Knox System will be installed
7. Click the "Check Out" icon
8. Complete required "Billing Information" to complete the purchase

Installation Procedure

All Knox Systems shall be installed per the manufacturer's installation instructions included with each product and the Fire Marshal's Office requirements noted below: If further clarification is needed for installation please contact the Fire Marshal's Office at 478-988-2759 for assistance.

Knox Boxes, Vaults, and Cabinets:

- Shall be located to the right side of the main entrance to the building/facility or adjacent to the fire control room in an obvious and clear location within 36" of the door.
 - Mounting height shall be 60" – 72" above the adjacent walking surface, unless otherwise approved by the Fire Code Official.
 - Area shall be free of shrubbery, vegetation, fixtures or other obstructions that may interfere with the fire fighters' ability to see or access the unit. Signage maybe required.
 - Knox System window decals are required on the primary entry door(s) to alert fire fighters that a Knox System is present. (one decal provided in box)
 - May be ordered as either surface or recessed mounted style
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- The following keys shall be assembled and have a key tag, of material able to withstand the elements, affixed to each with the door, room, suite number or use clearly visible (additional keys maybe required):
 - Main entry
 - Fire control room
 - Card access keys
 - Mechanical/electrical rooms
 - Fire alarm control panel & manual pull stations (if not the same key)
 - Locks on sprinkler riser & backflow prevention devices
 - Elevator machine room & elevator Fire Department override
 - Other keys as required by the Fire Code Official



Knox Key Switches: Motorized Gates & Roll-up Doors

- Knox Key Switches shall be mounted directly adjacent to the key pad or card reader and shall face the vehicle access roadway
- Mounting height shall be 48 to 54 inches above the driving surface
- Electric gate operators, where provided, shall be listed in accordance with UL 325. Gates intended for automatic operation shall be designed, constructed and installed to comply with the requirements of ASTM F 2200.
- In the event of a power failure or malfunction the gates shall default to the open position and remain open until restoration of power or repair.



Knox Padlocks: Non-Motorized Gates and Secured Openings

Knox Padlock installations typically utilize a combination of two padlocks, one standard lock and one manufactured by the Knox Company, hooked together as shown in the picture to the right and below. This allows access to both the owner (by unlocking the standard lock) and the Fire Department (by unlocking the Knox Padlock).

Under certain conditions, the Fire Code Official may also approve a chain or other multi-lock device in lieu of a locking plate/ pin.

Signage as displayed indicating **"F.D. ACCESS"** is required to be mounted to the gate.

The sign shall consist of reflective white letters having a principal stroke of not less than 3/4 inch wide and not less than 6 inches high on a reflective red background. Additional reflective signage shall be placed on each gate arm to warn approaching vehicle the presence of a gate in their path.



Knox Fire Department Connection (FDC) Caps:

All new or replacement caps on fire department connections shall be Knox FDC Caps. FDC Caps prevent tampering/vandalism and sabotage to the fire department connection of the buildings fire sprinkler system, thus reducing property owner maintenance & repair costs, annual testing complexity and system integrity for use during an emergency.



Knox Remote Power Box: Power Disconnect/Shunt Trip

- Enables responding firefighters to rapidly power down a building before entering.
- Wires into a shunt trip breaker to remotely disconnect power
- Shall be located at an approved location generally near the service entry point. Contact the Fire Marshal's Office for final site selection.
- Mounting height shall be 60" – 72" above the adjacent walking surface, unless otherwise approved by the Fire Code Official.
- Allen-Bradley Type 4/13 Watertight Selector Switch, Double Pole/Double Throw (DPDT)
- Main Switch: 24-480 VAC, 125 VA MAX, Pilot duty, per contact 2 contact blocks per switch double pole, double throw
- NEMA 2, 3R electrical enclosure (indoor/outdoor use)
- Rugged and secure meets UL 1037, 437, 1610, 1332, 508
- Requires licensed electrician to install, test and certify



Final Inspection:

In order to secure Knox Boxes, Vaults, Gate Switches, Padlocks, FDC Caps and Remote Power Boxes the customer must contact the City of Perry Fire Marshal's Office to request an inspection and securing of the device.

- Knox rapid access key boxes/vaults, the customer must have a full set of keys tagged and labeled available prior to requesting the inspection and placement of keys.
- Knox key Switches for motorized gates and roll up doors, the customer must contact the Fire Marshal's Office to schedule a visit to test the Key Switch to ensure it works properly.
- Knox FDC Caps, contact the Fire Marshal's Office to schedule installation of the locking caps to the FDC connection.
- Knox Padlocks, the customer must have the gate installed with the appropriate locking mechanism to attach the Knox padlock and any other padlocks required prior to scheduling with the Fire Marshal's Office.
- Knox Remote Power Box the customer or contractor must call and verify installation location with the City of Perry Fire Marshal's Office before installing. After installation call to schedule a site visit to test and secure box.

How to schedule; The City of Perry Fire Marshal's Office may be contacted at 478-988-2759 or an emailed request to the Fire Marshal at Michael.paull@perry-ga.gov or an alternate scheduling contact can be reached at the City of Perry Community Development Office at 478-988-2720.

Key Maintenance and upkeep:

When new door/access point locks are added to a building/facility or existing locks are re-keyed, the tenant and/or building owner shall give notice to the Fire Marshal's Office and provide the new or replacement keys in compliance with the requirements noted above within 10 days. All emergency access products shall be maintained in a serviceable condition and the visibility of shall not be impaired or obscured or access to by firefighters limited by any object(s) natural or manmade.

Enforcement and Provision for Penalties:

1. On new construction, additions and remodels, features requiring emergency access shall be noted on submitted plans. If omitted from plans they may be subject to rejection or notes added for adding the required access products. Failure to comply may result in a delay or denial of a certificate of completion or occupancy.
2. For existing buildings, structures and access roads and drives, Inspections conducted for ownership change, tenant/lessee, permits and licensing. features requiring emergency access shall have the appropriate product ordered and installed within 30 days or be found in violation and subject to additional enforcement actions to include fines as authorized by the city of Perry fee schedule, per day until corrected.
3. For existing buildings, structures and access roads and drives, failure to maintain approved emergency access products as required shall be considered a violation and shall be corrected upon notice within 10 days for keys and accessibility and visibility of emergency access products, 30 days for replacement of access products damaged or inoperable or be subject to additional enforcement actions to include fines as authorized by the city of Perry fee schedule, per day until corrected.