



Newton Fire Department Office of the Fire Marshal

410 S 2nd Ave W, Newton, IA 50208
(641) 792-3447 · FAX (641) 791-0884 · www.newtongov.org



Everyone knows that seconds count in a life-threatening medical emergency or a fire. Yet many times, firefighters responding to an emergency find access blocked by locked entrance doors or gates. To help reduce delays in providing emergency assistance, the Newton Fire Department has adopted the use of the Knox Rapid Entry System.

What is the Knox Rapid Entry System?

Used by fire departments throughout the country, the primary component of the Knox Rapid Entry System is a key box unique to the jurisdiction in which it is located. Only the Newton Fire Department has the key to open the Fire Department access boxes located within the City of Newton. The system can improve emergency access to buildings and result in savings by eliminating property damage from Fire Department forced entry.

Use of the Knox Rapid Entry System is authorized by Section 506 of the 2015 International Fire Code. The Code specifies that the Fire Department may require a key box containing access keys be installed at the entrance to structures or areas where access for the purpose of life safety or firefighting is restricted. The Newton Fire Department requires that all new buildings and buildings that require significant remodeling have Knox Box Entry System installed.

How Does the System Work?

Building owners install, or arrange for installation of a Knox key box on the exterior of the building at the main entrance point or other approved location (sprinkler room, fire alarm control room, etc. when a main entrance is not available). The box is manufactured with a lock which can only be opened with the key that is issued solely to the Newton Fire Department. Ambulances and fire trucks in the City of Newton are each equipped with one Knox box key, held in a special security device on the vehicles.

When EMERGENCY access is required, the arriving Fire Department member in charge removes the key from the special security device in the vehicle and opens the Knox Box to remove the building main entrance key. After use, the Fire Department member returns the entrance key to the Knox Box and locks it, and then returns the special Knox Box key to the security device inside the emergency vehicle.

What Should I Consider for My Building?

The International Fire Code 2015 version Section 506.1 states *“Where access to or within a structure or an area is restricted because of secured openings or where immediate access is necessary for life-saving or firefighting purposes, the fire code official is authorized to require a key box to be installed in an approved location. The key box shall be an approved type listed in accordance with UL 1037, and shall contain keys to gain necessary access as required by the fire code official.”*

- A Knox Key Box is REQUIRED on all new construction and on significant remodels to existing buildings.
- A Knox Key Box is RECOMMENDED for all buildings to minimize damage from needed access.



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The following items are required in the box:

- A Master Key and/or Access Badge and label
 - If no Master Key is available a plan with doors numbered to match labeled keys is required.
- A Fire Alarm system key and label
- Elevator keys for firefighter control and labels

What are the Steps to Obtaining/ Installing the Knox Rapid Entry System?

When a building owner chooses or is directed to install a key box, a model 3200 or 4400 series box may be purchased from the Knox Company (www.knoxbox.com) using a Newton Fire Department authorized selection (See Knox Box Purchase Instructions). Upon purchase, the Knox Box is shipped directly from the manufacturer to the purchaser in the unlocked position and the purchaser installs the empty box according to the included installation guidelines. Where installation allows, a recessed box is recommended. Once the box is installed, the purchaser makes an appointment to meet a Newton Fire Department official at the building to approve the box and installation. Upon approval, the building owner places the appropriate keys (master key, fire alarm system keys, elevator keys, swipe cards, etc) inside the box. Then the Newton Fire Department official locks and secures the box. Future access to add or remove a key from the box should be coordinated through the Fire Marshal's Office. Building owners may call the Newton Fire Department at (641) 792-3347 to make an appointment so that keys can be changed.

Who Can I Call If I Have Additional Questions?

- 1) Newton Fire Department
C/O Fire Chief Jarrod Wellik
410 S 2nd Ave W
Newton, IA 50208
(641) 792-3347
jarrodw@newtongov.org
www.newtongov.org
- 2) The Knox Company
1601 W. Deer Valley Road
Phoenix, AZ 85027
(800) 552-5669
www.knoxbox.com