



**CITY OF DANBURY**  
**OFFICE OF COMMUNITY RISK REDUCTION**  
**FIRE MARSHAL**

155 DEER HILL AVENUE  
DANBURY, CONNECTICUT 06810

Jim Russell  
Fire Marshal

Phone 203-796-1541  
Fax 203-796-1561

## **City of Danbury Lockbox Program Sec.3A-32( c)**

**Purpose.** The purpose of this administrative bulletin is to describe the Danbury Fire Department's lockbox program. Lockboxes are hardened steel vaults mounted on the exterior of buildings. This lockbox stores keys to the building for Fire Department access to unattended buildings after hours. The lockbox greatly diminishes damage to buildings from forcible entry.

**Approved Product.** The Danbury Fire Department has conducted extensive research on the various lockboxes that are available, and believes the Knox-Box is the best system for Danbury, providing increased security, accountability, transparency, and risk reduction. The Knox-Box is UL listed to be tamper resistant and provides an audit trail that tracks access to the lockbox.

**Scope.** The City of Danbury enacted an ordinance Sec. 3A-32 ( c) which requires the installation of a Lockbox at the site of the alarm system. Reference City of Danbury Ordinance 3A-32 ( c) for details on the regulations on alarm systems and the Lockbox requirement.

**How Does It Work?** A building owner installs, or arranges for installation, of a Knox-Box on the exterior of the building at the main entrance point. Entry to the Knox-Box requires the insertion of a specialized key. Only the Danbury Fire Department will have access to the Knox-Box lockboxes.

When emergency access is required, the arriving Fire Department member in charge 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.

**How to Obtain a Lockbox.** Knox-Box may be obtained by completing an order form that may be downloaded from <http://www.knoxbox.com> or picked up at the Danbury Fire Marshal's Office 155 Deer Hill Ave. Danbury, CT 06810. The completed order form shall be sent with payment directly to the Knox-Box Company. The Knox-Box Company will send the lockbox directly to the customer.



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**How to Install a Lockbox.** The lockbox shall be installed *in accordance with the manufacturer's installation instructions* in close proximity to the main entrance to the building (within 10 ft. on either side of the door). Alternate locations must be approved in writing by the Fire Marshal prior to installation. The box shall be mounted not less than 4.0 ft. and not more than 6.0 ft. in height. Recess mounted Knox-Box installations are strongly recommended.

After installing the Knox-Box, the two stickers sent with the lockbox shipment shall be applied to the following locations:

1. White reflective sticker - On the lockbox cover such that it does not obscure the serial number at the bottom of the faceplate.
2. Red sticker - On the upper right or left side of the main entrance door, signifying which side of the entrance the lockbox is installed.

**Required Keys.** The only keys that may be present in the box are:

1. Key to the main entrance door.
2. Fire alarm cabinet or room (where a fire alarm exists in the building), OR, the Building Control Station (Fire Control Room) in a high-rise building.
3. Sprinkler shutoff room (where a sprinkler system exists in the building).
4. Elevator recall keys (where the building has an elevator with elevator recall function).

**Key Marking.** It is the responsibility of the building owner to purchase and label the keys according to this section prior to calling the fire department to place the keys in the lockbox. Keys shall be provided with color-coded permanent and durable tags or "key caps" as follows:

1. Main entrance door - GREEN
2. Fire alarm cabinet or room OR, the Building Control Station (Fire Control Room) in a high-rise building – RED
3. Sprinkler shutoff room – BLUE



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#### 4. Elevator recall keys – YELLOW

**Placing Keys in Lockbox.** After the installation of the box is complete and the keys have been properly labeled, they are ready to go into the lockbox. As soon as possible after installation and within 30 days of receipt of the Knox-Box, the building representative should Call Danbury Fire Dispatch at 203-797-4616 and request to schedule an inspection of the lockbox installation.

When the building representative meets the Fire Department personnel at the site, he or she must bring the lid that was shipped with the box, along with the properly marked keys so that the inspector may lock them into the lockbox.

Access must be provided so that the inspector can verify proper installation of the lockbox in accordance with the manufacturer's installation instructions. The inspector will verify that the keys are properly labeled and that they function appropriately.

**Notification Requirements.** When the building management or owner re-keys or replaces any of the locks for the keys in the key box, it is the building owner's responsibility to notify the fire department of the change so that the appropriate keys can be changed out. Adding or removing keys from the lockbox should be coordinated through the Danbury Fire Dispatch by calling 203-797-4616.

**Status of Existing Knox-Box Lockboxes.** In instances where a building was required to provide an exterior lockbox under an earlier edition of the Fire Code, the lockbox must either be replaced with a Knox-Box lockbox or removed, unless a lockbox is specifically required to be maintained by the Fire Department, and the building owner is notified in writing of this requirement (in this case, a Knox-Box must be installed to replace the existing lockbox).

**Maintenance of Lockboxes.** The Lockboxes require maintenance every 6 months. Since the Danbury Fire Department has access to the boxes, they will attempt to maintain and lubricate the mechanical components regularly. If the Lockbox becomes inoperable, it will be the building owner's responsibility to repair or replace the box. If this situation occurs, please contact the Danbury Fire Marshal's Office for guidance (203) 796-1541.

**New Lockbox Installations.** New installations of lockboxes for fire department use shall be



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Knox-Box lockboxes only.

**Questions.** Questions about the lockbox program may be addressed by calling the Danbury Fire Marshal's Office at 203-796-1541 Monday through Thursday 7:30am – 5:30pm.