



Monroe County Fire Rescue  
Office of the Fire Marshal  
490 63<sup>rd</sup> Street Ocean  
Marathon, FL 33050  
305-289-6020

## Fire Department Access Box

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**Purpose:** The KnoxBox provides emergency access to the Monroe County Fire Department in the event of an emergency that requires immediate building access. The use of the KnoxBox Rapid Entry System is intended to improve emergency services to building owners and occupants and can result in savings by eliminating property damage from necessary forcible entry.

The KnoxBox Rapid Entry System is a key box unique to the jurisdiction in which it is located. Only the Monroe County Fire Department has access to boxes used within the unincorporated area. This system is used by Fire Departments throughout the nation and is compliant with the National Fire Protection Association Code for fire Department Access box.

### To Order a KnoxBox:

1. You may place an on-line order directly on the Knox company website:  
<https://www.knoxbox.com/Products>
2. Your location: Florida
3. Local Fire department/agency: **Monroe Co Fire Rescue**
4. Select Preferred Buying Option
  - Knox Company
  - Order Products
5. Select: Commercial KnoxBoxes (3200 series is recommended for standard capacity)
6. Fill out installation address information and submit
7. Create Account
8. Receive approval from Fire Marshal via email

### Installation:

Building owners or tenants are responsible for the installation of the KnoxBox. The Fire Marshal's Office may assist with placement, upon request. The requirements for the KnoxBox installation are as follows:

1. All KnoxBoxes must be connected to the fire alarm system for the Occupancy or standalone without an alarm. This will ensure that the Monroe County Sheriff's Office is called to respond in the event of tampering.
2. All KnoxBoxes are required to be installed at 6' above finished floor.
3. KnoxBoxes shall be installed no more than 10 feet horizontally from the entrance or door being served.
4. KnoxBoxes that serve multiple tenants, difficult to locate or as required, shall be



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identified using the approved signage.

5. KnoxBox shall have the following placed inside:
  - a. Inside must be Keys to the following:
    - 1) Main entrance,
    - 2) All mechanical and electrical rooms,
    - 3) Emergency elevator operations (2 keys),
    - 4) Fire alarm panel,
    - 5) Pull stations,
  - b. Business card of 24/7 Emergency Point of Contact.

Following installation, please contact the Fire Marshal's Office so that a visit from the on-duty crew at the Fire Station within your area may be scheduled to open the KnoxBox and place the items identified above into the box.