



RAPID ACCESS

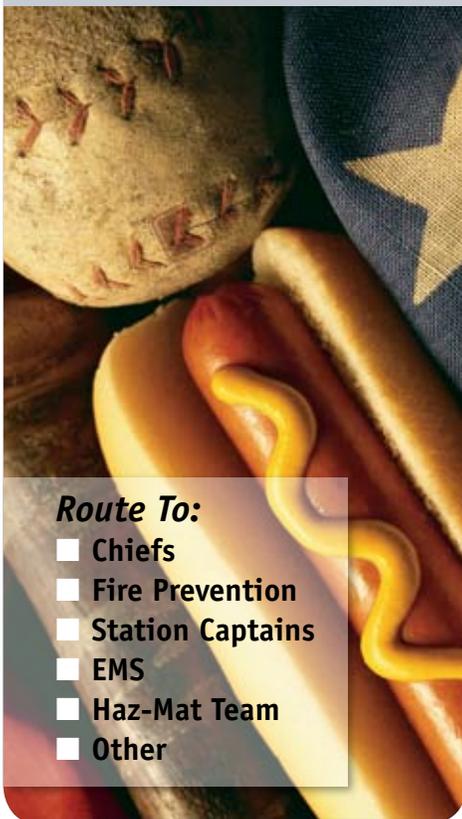
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In This Issue:

- Editorial
- System Codes Standardized
- Confirm Install Address 2
- Staying Organized 3
- Hazardous Materials 4
- Annual Maintenance 6
- Knox News
- Contacts
- Tradeshow Schedule 7
- SecureCap™ Now Available 8



Route To:

- Chiefs
- Fire Prevention
- Station Captains
- EMS
- Haz-Mat Team
- Other



MILBURN, NJ FD

Fire Sprinkler Requirement Influences Knox Program

During a county fire prevention meeting in 1998, Fire Inspector Richard Kunz of the Millburn, New Jersey Fire Department was introduced to the Knox System. From what he learned at the meeting, he felt the system would benefit his department. The State of New Jersey had recently passed a retroactive requirement regarding fire alarms and sprinklers. As a result, many buildings within Millburn's jurisdiction were installing alarms and/or sprinklers. When Inspector Kunz first contacted the Knox Company to learn how to register, he was surprised to learn that the department had actually registered for the Knox System back in 1986. At that time, the department's jurisdiction didn't have many structures with fire alarms or sprinkler systems so the Knox System was never implemented.

Working with the Knox Company, Inspector Kunz brought the department's registration up to date. This required updating the authorized signers and the department's contact information. Once the department's information was updated, the department began implementing the Knox System.

Prior to implementing the Knox System, Millburn responders carried a large key ring

with property owner keys. Additionally, they had a list of emergency contact information for many of the local businesses. The department found that much of the emergency contact information they had was outdated. It was not uncommon to call a contact at 3 am to learn that the individual was no longer affiliated with the business.



Insp. Lou Aroneo, Insp. Rick Kunz and Capt. Tom Pizzano in front of a memorial dedicated to past, present and future members of the Millburn Township Fire Department.

"The key ring and the emergency contacts became a time constraint," Inspector Kunz stated. Now with the Knox System, there is no need to wake up a business owner to gain access to a building when an alarm is sounding.

At first, the boxes were recommended but not required by the fire inspector. Since it wasn't required, many businesses chose not to install the boxes. "I spoke with one property owner about purchasing the box so

Continued Page 6

Editorial

This issue, we take a look at two departments who have implemented the Knox Program. Each department has customized the program and its implementation to fit their particular community. Additionally, we provide some annual maintenance guidelines.

Presently, we are in the middle of a busy tradeshow season. Take a moment to review our schedule on page 7 to see when we'll be in your area. Hopefully we'll see you at a show in your part of the country.

Normally we send one copy of the newsletter to each department but if you would like more people included or would like the newsletter delivered to each station, please let me know and I'll make it happen!

Thank you for your support of the Knox System. We look forward to serving your department for years to come.



Knox System Codes Standardized

As mentioned in the Spring Issue of Rapid Access, Knox has implemented a system conversion. This more robust system will allow us to be better equipped to serve our customers for years to come. We took the opportunity of the system conversion to standardize all system codes. Previously, system codes ranged from a 2-3 alpha character code followed by two to four sets of numbers. Going forward, all system codes will begin with a 2-3 alpha character followed by four sets of numbers, each separated by a hyphen.

For the majority of departments, this change will be barely noticeable. For a handful of departments, we have had to completely reconfigure your system code. These departments will be receiving a separate letter providing their new system code along with 10 new authorization order forms.

You may continue to use your current authorization order forms. Beginning later this summer, all authorization order form requests will be printed using the re-configured system codes.

For example, if a department's original system code was PS-52-001, it has been changed so the second set of numbers is four digits. Additionally, the department's original month and year of registration (March 1985) has been added to the end of the system code. The department's new system code is now PS-52-0001-03-85.

Original System Code
PS-52-001

New System Code
PS-52-0001-03-85

Again, you may continue to use your current authorization order forms.

Is the installation address information correct?

The Knox Company retains the installation address information requested on each Authorization Order Form as a resource for your department. The location of all Knox® equipment in your jurisdiction is documented.

This information is only as accurate as the information provided on the Authorization Order Form. Please take a moment and confirm that the information being provided on the order form is correct and complete before authorizing the order.

An Installation Address Report is available to your department upon written request.



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Staying Organized



By 1998, the Horn Lake Mississippi Fire Department had received keys from many property owners in their community. “We were carrying around a big ring of keys,” shared Fire Inspector Mark Brown. The department didn’t like carrying a ring of keys, so Horn Lake adopted the Knox System and replaced the ring of keys with one Knox Master Key.

“There were a few issues regarding security of the master key in the beginning. Once we purchased KeySecure® units for each of our command vehicles and pumpers, these issues went away. Now, I’m proud to lead them out to my staff car and show the property owner how the master key is secured. This seems to help with the security questions,” Inspector Brown explained. The KeySecure units provide an audit trail showing who accessed the key and when. Horn Lake downloads the audit trail from their KeySecure units monthly. Since installing the units, they have had very few property owners question the security of the system.

When the Knox System was first instituted, Horn Lake didn’t provide property owners with any guidance on where to install the boxes. As a result, there have been a few cases where it has taken responders more than a few extra minutes to locate the box. To help reduce the amount of time spent looking for the box, Horn Lake decided to implement specific guidelines on where the box is to be installed. Now, if a building is sprinklered, the box must be located over the riser room door. For non-sprinklered buildings, the box is placed near the front entrance.

All key boxes are checked as part of the department’s annual inspections. An inspector provides each property owner with a completed Knox-Box Update Form for their box. This form is printed on

department letterhead and includes the box address and the date of the inspection. The text of the form is as follows.

Your Knox-Box was checked on the above date and the following conditions were found to exist:

- All keys are current and no additional action is required.
- Keys are not current and we need new keys to the doors listed below:
- We need additional keys to the doors listed below:
- Post indicator / wall post indicator keys to padlocks are not in box.

All keys found in the Knox-Box are tested to make sure they work. If a key does not work, it is given back to the property owner rather than returned to the box. The fire inspector follows-up within two weeks to ensure a new key has been submitted by the property owner and placed in the box.

In the rare event that a property owner refuses to provide a key for the key box, the fire inspector requests a business card from the property owner to place in the key box in lieu of a key. The business card

serves two purposes. First, it is a visual note to the responding firefighter. If the responders find a business card in the box, they immediately know there is no key to that particular business located in the box. They do not have to look through all the keys contained in the box. (Horn Lake has many commercial properties with multiple occupants. Each property generally has one Knox-Box covering all occupants for that particular property.)

Secondly, the fire inspector explains that in an emergency, responders will take the door if a key is not provided. The department will not call for someone to come with the key. The property owner is asked to write on the back of the card ‘I assume responsibility for any damage that may be caused by the fire department in accessing my business during an emergency’. Most business owners balk at writing this out and end up handing over a key. “This usually encourages them to provide a key,” shared Inspector Brown.

While Horn Lake’s Knox System is primarily for commercial applications, they have recently installed some boxes at a few apartment complexes and retirement communities. Over the past few years, Horn Lake has had to force entry into some residences at a senior facility. In most cases, a resident had fallen and called for help but was unable to let in the firefighters. Now that these communities have installed a key box, if a resident falls and can’t answer the door, the firefighters are able to let themselves in without causing any damage to the door or additional stress to the resident.

Horn Lake is a bedroom community just south of Memphis, Tennessee. The community consists primarily of residential and mercantile structures. Horn Lake is a full career department with 42 firefighters and staff covering a 16.3 square mile area with approximately 20,000 residents. 



A Horn Lake Firefighter accessing a 3200 Knox-Box.

Hazardous Materials



From the massive refineries, manufacturing, and chemical facilities bellowing the huge plumes that stoke the American industrial machine, to the seemingly harmless household detergents and plastics stored just under the sink, hazardous materials are part of our everyday lives. Hazardous materials are substances and compounds, because of their chemical, biological, physical nature, and stability pose a potential risk to life, health or property. These dangers uniquely impact firefighters, police officers and other emergency first responders. Hazards exist during production, dispensing, storage, transportation, or disposal. Their effects can linger for decades. Chemical plants are one source of hazardous materials, but there are many others. Your local service station stores literally thousands of gallons of gasoline and diesel fuel. Manufacturing facilities, hospitals, and even agricultural facilities store a range of hazardous and flammable materials. The U.S. Environmental Protection Agency estimates that there are between thirty and forty thousand hazardous materials waste sites in America alone.

Nothing has impacted the fire service in recent years as much as the development and proliferation of Hazardous Materials and the need to be able to meet new challenges associated with their usage. Chemical industry experts estimate that there are literally hundreds of new, dangerous compounds formulated or tested each day. According to EPA there are over 100 chemical facilities where even a small accident or chemical release would endanger a number of population centers of over a million people each. Most of these chemicals wind up in tanker-trucks or railcars that travel through our communities. With the growing environmental movement

and the need to balance the requirements of science and industry with the long-term sustainability of the eco-structure, engineers, legislators, and public safety officials are in a constant struggle to keep the process in balance. Emergency planners now talk in terms of Acute Human-Toxicity, Bio-terrorism, Pre-positioned Weapons of Mass Destruction, Collateral Damage, and Incident Sustainability. Federal and state regulations have implemented stringent document storage and reporting systems.

History

The current trend in Haz-Mat reporting and chemical record storage can be traced back to federal laws first implemented in 1980 and reauthorized by the US Congress in recent years. These laws set standards and inventory thresholds under the Emergency Planning and Community Right-to-Know Act (EPCRA). Like most major reforms or changes to the codes, these stringent laws came as a direct result of a catastrophic event.

Love Canal

During the summer of 1978, Love Canal, a housing development in up-state New York, came to international attention. On August 7, 1978, President Jimmy Carter declared a federal disaster at the former chemical landfill that had been turned into a 15-acre neighborhood near Niagara Falls. In less than 15 years, with only 200 households, there were close to 1000 major medical illnesses credited to contamination of toxic and hazardous waste. Statistics from the Washington DC based Center for Health, Environment & Justice suggest that during the period between 1974 and 1978 in Love Canal, fully 25% of pregnant women miscarried, urinary tract disorders went up by 300%, and 56% of infants that were born had significant birth defects. There were over 400 different chemicals found in the soil, water system, and even

the playground of a new elementary school. In 1983, a lawsuit against Occidental Chemical was settled for a little under \$20 million. Love Canal became the first man-made disaster to receive a Presidential Disaster Declaration based on a variety of environmental and health related studies. As a result of grass roots interest and media attention, Love Canal provided an impetus for dramatic interest in and changes to environmental concerns and federal regulations worldwide.



Love Canal Thirty Years Later - Housing is slowly returning to the area...

Federal Regulations

The Emergency Planning & Community Right-to-Know Act of 1986 establishes requirements for federal, state and local governments and private corporations regarding emergency planning and reporting of hazardous and toxic chemicals. The provisions of the Community Right-to-Know Act provide for an increase in the public's awareness and knowledge of hazardous material issues, and promote access to information about the presence of hazardous chemicals in their community and the potential release of these chemicals into the environment. Because this legislation originally set billions of dollars aside for federal clean up of Haz-Mat sites, it is referred to as the "Superfund Amendment". A couple of the acronyms from this legislation that impact local fire agencies are:

SARA - is the Superfund Amendments and Reauthorization Act. SARA III is intended to encourage and support local and state emergency planning efforts. SARA laws require local jurisdictions to develop the LEPC or Local Emergency Planning Committee to work collectively to address large scale issues. SARA laws also require that facilities storing hazardous chemicals prepare and submit regular inventory forms (MSDS) to local officials.



while much of the land remains an EPA hazardous site.

MSDS- Material Safety Data Sheets are the federally required documents that tell what chemical compounds are stored on a particular facility and what mitigation steps are needed if a spill, contamination or contact with a human occurs. While considered the intellectual property of the reporting company, MSDS for reportable quantities of hazardous chemicals or compounds must be readily available to both workers and first responders.

Repository Containers

Federal and state statutes require companies that manufacture, transport or dispense hazardous materials in reportable quantities, provide current accurate reports to the local authority. They are required to provide these reports on a regular basis. What the laws do not address is how the local authority is supposed to document,

catalog and store these data sheets. Since these reports can take up massive amounts of warehouse storage space and because they are not readily accessible, the information is seldom if ever used. Many states have gone so far to require that these data sheets be kept on-site in a secure lockable container. They are commonly referred to as "Repository Containers". States have adopted tough regulations that require the use of such containers. Some communities require that facilities keep the storage records on site or near staging areas in safe weatherproof containers.

The Knox Company manufactures products that meet and exceed current federal mandated requirements. A Knox cabinet is perfect for these applications. The Knox Cabinet can be ordered in a two key configuration that will allow the facility to keep records up to date, while providing a reliable tool to access critical storage documents and contact information in a tactical response scenario. Knox manufactures the only fully compliant storage cabinets available on the market today. The Knox cabinet provides onsite access to MSDS, pre-incident, specific Haz-Mat data, entrance keys, access cards, floor plans and other building entry items. Not only do they meet the requirements of both federal OSHA, EPA and model fire codes, Knox cabinets are UL listed against physical attack.

Features of the Knox Cabinet:

- A high-security UL-listed storage cabinet for immediate access to vital documents
- Meets SARA III storage requirements
- Provided on-site/staging storage for tactical response and pre incident plans

Aftermath

It has been 30 years since the incident at Love Canal. Things are better. The EPA

has declared much of the area to be clean. In the years that followed, Occidental paid over \$200 million of the over \$400 million incurred during the cleanup of the area. The evacuated neighborhood, whose name became synonymous with toxic waste is slowly being repopulated and is doing well. There is also a large area close to a mile long and several blocks wide that is behind chain link fencing and may never be reopened. The spin off of this incident to fire departments has been generally positive. The fields of emergency management and contingency planning have emerged as vital pieces of the public safety equation. Rookie firefighters no longer have to fight ink, chemical and other hazardous waste fires while in the academy. Before they are called to rush into a burning facility, incident commanders may have an opportunity to know what danger lurks ahead.

The development, storage, and transport of toxic and hazardous materials are growing at a staggering rate. Substances, that when used on the family farm are considered tools of the trade, were used as WMD in 1993 in the first attack on the World Trade Center and again 1995 at the Murrah Federal Building in Oklahoma City. Since the events of 9/11, bio-terrorism and large scale chemical attacks have emerged as serious threats. It is of the utmost importance that fire and emergency management professionals focus on potentially dangerous conditions and situations involving hazardous substances. As you look for ways to minimize these threats, contact Knox to discuss ways to utilize your existing Knox system to maximize your planning and mitigation activities. 



Fire Sprinkler Requirement

Continued from page 1

the fire department could get in during an emergency. He chose not to install the box, stating he would take his chances. About a week later, the restaurant had a fire in the kitchen after hours. Something had been left on top of a stove. We had to take the front plate glass door to gain access. The next day the owner called asking where he could get the box. The cost of the box was less than the cost of a replacement door," shared Inspector Kunz.

A few years later, Millburn decided to adopt an ordinance requiring the boxes. After deciding to adopt an ordinance, Inspector Kunz talked with several neighboring departments to learn about their ordinance requirements. He also requested an ordinance packet

from Knox. The Knox Ordinance Packet contains some informational papers to help a department begin the ordinance process as well as samples of ordinances that have been adopted in jurisdictions around the US. Inspector Kunz used all the information he had gathered to develop an ordinance specifically geared toward Millburn's situation and needs.

While the ordinance requires a box for all alarm and/or sprinklered commercial buildings, the actual location of the box on the building is determined jointly by the property owner and fire inspector. "We select a mutually agreeable spot. Some buildings have marble on the front and installing the box directly on the marble would have caused some issues," shared

Inspector Kunz.

To help responders locate the box, dispatch has a run card for all commercial structures highlighting the nearest hydrant and the Knox-Box location. Each box contains the keys to that particular building. Occasionally, there is also a laminated instruction sheet for the building's alarm panel. All keys contained in the box are verified during the property's annual inspection.

Millburn, New Jersey is located in northern Essex County and is celebrating its 150th anniversary in 2007. The township's fire department was first formed in 1879. Today, they serve a community of 20,000 residents with 47 career and 14 volunteer firefighters working out of two stations. 

Annual Maintenance Recommendations

Knox® key boxes, vaults, cabinets, padlocks and key switches have Medeco locks installed. This high quality, precision lock requires a minimal amount of maintenance to insure continuous reliability. However, annual inspection and maintenance of the lock is recommended. This is a convenient time to check the condition of the box and door gasket. Also, this is a great time to test the keys stored in the box to ensure they are current.



Medeco Lock

- Spray the lock mechanism with a dry Teflon lubricant such as Key Lube or LPS-1. Note: Please be sure to follow all manufacturer's instructions and precautions when using any lubricant or cleaner.
- **CAUTION:** DO NOT USE OIL-BASED PRODUCTS SUCH AS WD40.
- Operate lock several times to check operation and spread lubricant.

Knox-Box®

- Following lock maintenance, check the Knox-Box for chips or nicks in the surface powder coating.

- Paint any chips or nicks to avoid the spread of corrosion.

Door Gasket

- Apply a VERY light film of grease-like silicone paste (Dow Corning #4 or equal) to the doorframe surface. This adds extra moisture resistance and prevents the gasket from freezing to the Knox-Box.

If the lock does not open due to grit or other contamination, perform the following procedure:

- Spray the lock cylinder generously with a good carburetor cleaner such as Gum Out® or Poxylube. These products leave no residue that may interfere with

the moving parts of the lock. (Cleaners may stain paint so care should be taken to prevent cleaner from coming in contact with the building.)

- Take the Knox master key and work it in and out of the lock several times.
- Spray the lock cylinder with a dry Teflon lubricant a second time.
- With a rubber mallet lightly tap the lock (if rubber mallet unavailable, place a piece of wood against the lock core and VERY lightly tap it with a wrench or hammer). This sends a vibration through the lock core to help free the pins.
- Repeat the process if the lock does not open.

Knox Contacts

FIRE SERVICE MANAGERS

Bill Brown 888-342-3530 Fax 888-342-6655	Jon Kemp 866-436-0493 Fax 866-436-0494
Alabama Florida Georgia	Connecticut Maine Massachusetts New Hampshire New York Rhode Island Vermont
Bryan McIntosh 877-707-5286 Fax 877-773-4197	Larry Lulich 866-889-4181 Fax 866-613-9412
Delaware Maryland New Jersey North Carolina South Carolina Virginia Washington D.C.	Indiana Michigan Ohio Pennsylvania West Virginia
Jeff Moser 866-361-5844 Fax 866-361-5845	Marlene Briones 866-702-4406 Fax 866-275-4039
Alaska Colorado Idaho Montana Nevada Oregon Utah Washington Wyoming	Arizona California Hawaii
Joe Shanley 866-223-2623 Fax 866-223-2640	Rebecca Heller 866-417-8458 Fax 800-704-0889
Illinois Iowa Minnesota North Dakota South Dakota Wisconsin	Kansas Louisiana Nebraska New Mexico Oklahoma Texas
	Virginia Cardwell 866-504-7230 Fax 901-685-2125
	Arkansas Kentucky Missouri Mississippi Tennessee

FIRE DEPARTMENT SUPPORT

This department provides customer service to fire departments.
800-KNOX-BOX
(800-566-9269)

ELECTRONIC SUPPORT

This department deals exclusively with technical questions regarding KeySecure® and Sentralok® units.
866-KNOX-BOX
(866-566-9269)

PROPERTY OWNER SUPPORT

Property Owners & General Inquiries to Knox should be directed to our main number.
800-552-KNOX
(800-552-5669)

KNOX NEWS

2007 Tradeshow Schedule

Tennessee Fire Chiefs	Nashville, TN	July 14-17
South Carolina	Myrtle Beach, SC	July 16-21
MO Valley Fire Chiefs	Rapid City, SD	July 18-20
CHSEMA	Boston, MA	July 21-25
Ohio Fire Chiefs	Columbus, OH	July 21-25
Florida Fire Chiefs	Fort Myers, FL	July 21-25
Arizona Fire Chiefs	Litchfield Park, AZ	July 24-28
Firehouse Expo	Baltimore, MD	July 26-28
Force Protection	Stafford, VA	August 14-16
Fire Rescue International	Atlanta, GA	August 24-26
MT Fire Chiefs	Great Falls, MT	September 20-22
CITA - Kirkwood	Cedar Rapids, IA	September 22-23
AFSA	Phoenix, AZ	September 26-30

Weathervane Winner - FDIC

Mike Cole, LaGrange Volunteer Fire Department
LaGrange, IN

CONGRATULATIONS MIKE!



The Key to a Secure System

Knox System security is always important. Protecting the Knox® Master Key and documents listing installation addresses helps ensure that the Knox System is solely for the benefit of your department.

The four security steps listed below are the ways your department contributes to the security of the Knox program in your community. Thank you for following these simple yet important rules.

1. Keep all Knox keys in a secure place.
2. Do not release the Knox provided keys to any non fire department or law enforcement personnel.
3. Do not provide Knox installation database access to any non fire department or law enforcement personnel unless required by law.
4. Notify Knox immediately of loss, theft or attempted duplication of any key.



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Now Available... Knox SecureCap™

The Knox Company has developed a new locking cap that works on a variety of discharge connections such as standpipes, test headers and wall hydrants. The easy-on, easy-off locking cap is built to last. It provides protection against thread damage, and prevents trash and debris from being lodged into uncovered connections.

The Knox SecureCap™ is designed for a 2-1/2" connection with NH threads; however, other thread sizes are available.

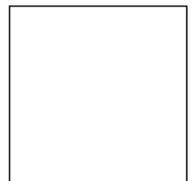
The same Knox® Keywrench used to secure the Knox FDC plug and Storz cap also operates the new cap. The Knox Keywrench is controlled by the fire department.

The SecureCap joins the Knox FDC locking plug and Storz cap to provide both the intake and discharge sides of water based fire protection systems with the protection to prevent debris and vandalism that could compromise the system.

To learn more about the SecureCap, contact your account manager or visit www.knoxbox.com.



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