

## Fire Department Rapid Entry System (Kidde Key Box)



### **Kidde Supra Safe**

Fire and police departments are delayed when responding to emergency calls due to locked buildings with no keyholder on site. Increased property damage and even total loss is a threat when property is not accessible.

The Kidde Supra Safe Key Box System was developed to save property and lives.

### **Steps for Getting a Knox-Box for my Building:**

If you have any questions, please contact the *Cronomer Valley Fire Department* before ordering.

- 1) Make sure your building is located in ***Cronomer Valley Fire District, Orange County, NY***. For other Town of Newburgh locations, contact the Fire Inspectors Office at (845)564-7801 Determine the number of items needed stored in the key box for the building. Generally:
  - a) One master key (or set of keys) per floor (or per 10,000 sq feet.)
  - b) One set of keys per elevator.
  - c) Alarm panel, pull station, sprinkler and other fire protection controls.
  - d) Electronic access cards, padlocks and/or special keys not on the master system.
  - e) Computer thumb drive with building plans, your emergency procedures, hazardous materials on site and emergency contacts in .PDF format placed in a plastic bag.
- 2) Contact ***Cronomer Valley Fire Chief or Town of Newburgh Fire Inspector for Order sheet***.
- 3) Determine a location to mount the key box.
  - a) An outside wall that is strong and has reasonable access 24/7 in any weather condition.
  - b) No higher than 6 feet off the ground.
  - c) Near an obvious outside fire department entry location such as the front door, control point or sprinkler door. Discuss with the fire department any non-obvious location before installation.
- 4) Pick mounting type
  - a) a. Surface mounted (easy to install on most surfaces)
  - b) b. Recessed (door is flush with wall). Requires a mounting kit.
- 5) Pick Tamper switch. Optional but gives an additional layer of security.
- 6) Place order with the Knox Company with shipping to your location.
- 7) Mount box according to the instructions from the Knox Company. The finished box will remain open after installation. Use of a professional installer is highly recommended.
- 8) Gather all items for the box. Determine the primary emergency point of contact (ie who gets a phone call in the middle of the night during a holiday). Keys should be clearly marked by use. Key rings and tags may be needed to sort keys by function.
- 9) Contact the ***Cronomer Valley Fire Department*** to secure the box with the key coded to your box when ordered. Important to obtain your District Info before ordering.
  - a) The FD officer will place the red Box Icon on Mobile Tablets to alert responders there is a Key-Box on-site.
  - b) If your keys or emergency contact person is changed for any reason, contact the ***Cronomer Valley FD*** as soon as possible