

# Cronomer Valley FD – Rapid Entry System

In an attempt to provide better service to business owners, we are requesting you participate in the lock box program. The program requires the owner to purchase a Rapid Entry System through the Fire Inspectors office at a cost of between \$147-194. The box is mounted on the front of your building and only accessible to the Fire Department in an emergency. The box would be placed about 8 feet high accessible by ladders which we carry on our trucks. The box will contain current extra keys or access cards needed to access your building, any codes or special information, building layouts, electrical shut-off location and contact numbers that could be written on a 8 1/2 x 11 sheet of paper.

The Rapid Entry System is not required by law. However we have been getting many inquiries for this program. It is beneficial to business owners because quick access to a building may prevent the Fire Department from forcing doors and may also prevent additional damage from fire, smoke, or other hazards. Critical time can be lost waiting for a key holder to arrive at the scene. As per protocol the Police Department is also requested to respond to the scene, so your building is secure until an employee of the building arrives.

We are looking forward to hearing from you soon.

Contact: Robert Dorrman, Dep. Chief  
Cronomer Valley Fire Dept.  
296 N Plank Rd  
Newburgh, NY 12550 Ph. 845 527-2514

Or

Town of Newburgh Fire Inspectors Office  
308 Gardnertown Rd  
Newburgh, N.Y. 12550  
Ph 845-564-7801



See next steps if interested:

- 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. This sheet will contain your Fire Department code to order the box.***
- 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 8 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 Kidde 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