



## Newbury Fire & Rescue Department

### Knox Box Emergency Building Access Program

The Newbury Fire & Rescue Department is joining neighboring communities and fire departments throughout the country in establishing a “Knox Box” program for emergency building access. A Knox Box is a secure key box containing building keys affixed to the outside of a business or home. If a fire alarm is received or there is a report of other emergency when the building is unoccupied, the fire department utilizes special fire department key, that will open the Knox Box containing the building keys. This eliminates the need to break down doors or windows to enter the building or presume there is no fire when nothing is visible from the outside. The ability to thoroughly inspect a building will enable the responders to locate other problems such as electrical hazards, heating problems and gas and water leaks set off an alarm and could lead to costly other problems if not identified. The Knox Box system is only used to enter a building in the event of a fire department emergency response to an alarm activation or report of an emergency at the location.

The fire department key is secured in special Knox Box on the truck that can only be opened by authorized personnel and all openings of the box are electronically recorded. Knox Boxes keyed to the Newbury system are purchased by the building owner from the Knox Box company and are installed in accordance with fire department specifications. Knox Boxes are generally installed at locations with Town of Newbury permitted central station fire alarm systems, where the Newbury Police and Fire Departments have emergency contact information. Building owners or their authorized emergency contacts are notified of every alarm notification and when the Knox Box is used to provide emergency personnel with access to the building. Emergency contact information provided is kept confidential by the police and fire departments.

Information on the Knox Box system is available on the company’s website [www.knoxbox.com](http://www.knoxbox.com), where on line orders for the Knox Boxes may be placed. For residential and small business use the Knox Residential 1650 Series surface mount box is used. Other models are available for larger businesses where multiple access keys may be needed, for new construction and other special requirements.

Complete the attached application and submit to Chief Henry Thomas, Jr. at the Newbury Fire & Rescue Department, 952 Route 103, PO Box 373, Newbury NH 03255 if you are interested in participating in the Knox Box Program or contact Chief Thomas if you have questions.



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Application for a Knox Box

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

Location Address (if different) \_\_\_\_\_

Telephone Numbers: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ E-mail \_\_\_\_\_

Alternate Contact: Name: \_\_\_\_\_ Phone \_\_\_\_\_

Alternate Contact: Name: \_\_\_\_\_ Phone \_\_\_\_\_

Permitted Newbury Central Station Alarm  Yes.  Local Alarm only  No alarm

Central Station Monitoring Company: \_\_\_\_\_

Business Telephone \_\_\_\_\_ 24 Hr Telephone \_\_\_\_\_

Location Knox Box will be mounted: \_\_\_\_\_

Date Knox Box will be mounted \_\_\_\_\_ Fire Department must be present at time of installation.

Additional Information:  Handicapped resident  Dog on premises  Hazard on premises

Comments \_\_\_\_\_

Liability of Town Limited: The approval a Knox Box system does not constitute approval or endorsement of the Knox Box company or their products by the Town of Newbury, its departments, agents, or assigns (hereinafter referred to as the "Town"). The Town shall not be liable for any defects in the Knox Box or any failure of the box to operate properly. Signature by the applicant authorizes the Newbury Fire Department to use keys contained in the Knox Box to enter the premises for the purpose of firefighting and/or other emergency action or the investigation of an alarm or other report of an emergency. The Town shall not be liable for damage or loss resulting from the use of keys contained in the Knox Box or emergency response action or investigation at the premises listed in this application.

I have read and understand the provisions of the Town of Newbury Knox Box Program, and agree to its terms and liabilities as it applies to the Town, property under my care, custody and/ or control, and me, my agents and assigns

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Approved by: \_\_\_\_\_ Date \_\_\_\_\_

Fire Chief

Comments \_\_\_\_\_