



SYRACUSE FIRE DEPARTMENT

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Emergency Key Box Bulletin

Scope

The guidelines in this administrative bulletin shall apply to new and existing buildings where it is determined that a key box needs to be installed.

Purpose

Key boxes allow fire department personnel immediate access to a facility when a lifesaving or fire-fighting emergency exists. It shall be the policy of this department that key boxes shall be installed on buildings equipped with a fire alarm and/or sprinkler system. Proper location of key boxes and its contents shall be consistent throughout the jurisdiction to complement Syracuse Fire Department's operational procedures.

2020 Fire Code of New York State

Section 506.1. Where access to or within a structure or an area is restricted because of secured openings or where immediate access is necessary for lifesaving or fire-fighting purpose, the fire code official is authorized to require a key box to be installed in an approved location. The key box shall be of an approved type listed in accordance with UL 1037 and shall contain keys to gain necessary access as required by the fire code official.

The emergency key box preferred by the Syracuse Fire Department is the Knox Rapid Access System. The Knox key box may be purchased from <https://www.knoxbox.com/>.

Key Box Installation Location(s)

Occupancy type, size of the structure, and department operational procedures shall be taken into consideration when determining the number and locations of a key box.

At a minimum, if it is determined a key box is needed; box(es) shall be located:

- On the addressed side of the building at the main entrance.
- If a building is on more than one fire access road, additional boxes may be required to be placed at an approved entrance on each fire access road.

(Installation Location cont.)

- Key boxes shall be mounted on the exterior of the structure on the lock side of an entrance door to the building.
- Mounting shall be between 5' and 5'- 6" above the finished floor.
- In some circumstances the aforementioned may not be feasible. In these cases, contact the Fire Prevention Bureau for guidance.

Key Box Contents

Contents of the key box shall include keys and/or access cards to:

- Rooms containing fire safety equipment (fire alarm, sprinkler systems)
- All utility rooms
- Elevator keys (if applicable)
- Fire Alarm panel key
- Roof access doors

In addition to the aforementioned contents, the Department strongly advises the building's owner/operator to provide key access to the following:

- Key(s) to all interior doors
- All exterior entry doors

Access to these areas may reduce the likelihood of property damage resulting from emergency operations and facilitate quicker access for lifesaving or fire-fight purposes.

Key Box Maintenance

The operator/owner of the building shall immediately notify the fire department and provide new keys where a lock has been changed or rekeyed.

After key boxes are installed, you must contact the Fire Prevention Office at (315) 448-4777 or email FirePrevention@syrgov.net to schedule an appointment for fire personnel to come to your location to lock keys into the lock box.

If you have any questions, please call our office at 315-448-4777.

Fire Prevention Bureau
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