

NEWBERRY TOWNSHIP

KNOX BOX PROCESS

Ordering • Installation • Fire Department Access • Ongoing Updates

1. Who Is Required to Have a Knox Box?

Newberry Township Codes and Zoning determines whether a Knox Box is required. Under the Township ordinance, Knox Boxes are generally required for commercial, industrial and institutional structures, common facilities and common-access areas within multifamily residential structures, and other buildings or structures where required by applicable law.

For new construction, when a Knox Box is required, it must be properly installed and operational before the certificate of occupancy or other final occupancy approval can be issued.

2. Before Ordering or Installing a Knox Box

Only approved Knox brand rapid-entry equipment may be used. Before ordering or installing a box, contact Newberry Township Codes and Zoning to confirm the required Knox Box model, size, configuration and proposed installation location.

- Newberry Township Codes and Zoning: 717-938-6992
- The box should normally be installed at or near the primary emergency-response entrance and in a location approved by Codes and Zoning or the Fire Department serving the property.
- Do not install the box until the proposed location has been confirmed.

3. How to Obtain a Knox Box

Order the approved Knox Box through the authorized Knox ordering process for the Fire Department serving the property. If you are unsure which Fire Department serves the property, contact Newberry Township Codes and Zoning or Newberry Township Fire for assistance.

Fire Departments serving properties within Newberry Township include:

- Newberry Township Fire
- York Haven Fire
- Goldsboro Fire

4. What to Do When You Receive the Knox Box

- Install the Knox Box in the location approved by Newberry Township Codes and Zoning and/or the local Fire Chief.
- Follow the manufacturer's mounting instructions and any Township or Fire Department installation requirements.
- After the box has been installed, contact the Fire Chief serving the property. The Fire Chief or designee will coordinate access to the box so the required keys and emergency-access information can be placed inside.
- Do not attempt to place, remove or replace secured contents without coordinating with the local Fire Chief once the Knox Box is in service.

5. What Should Be Kept in the Knox Box?

The required contents depend on the property. As applicable, the Knox Box should contain current items needed by emergency responders, including:

- Building entrance and master keys.
- Keys for interior and exterior doors, gates and other secured access points.
- Access cards, key fobs, access codes or instructions needed for emergency access.
- Keys or credentials for mechanical rooms, electrical rooms, sprinkler rooms, fire alarm equipment, elevators, utility areas and similar emergency-response areas.
- Current emergency contact information for the owner, property manager or other responsible individual.
- Other access information reasonably requested by the Fire Chief.

6. Hazardous Materials and Chemical Information

Facilities that handle, use or store hazardous materials must maintain required emergency information in a manner approved by the Fire Chief. Depending on the nature or quantity of materials, the Fire Chief may require an approved Knox document cabinet or other approved Knox emergency-information storage device for Safety Data Sheets, chemical inventory information, emergency plans, site plans and related information.

7. Changes to Keys, Locks, Chemicals or Emergency Information

The property owner is responsible for keeping the Knox Box and all emergency information current. Contact the Fire Chief serving the property promptly whenever there is a change affecting emergency access or the information maintained for responders, including:

- A door, gate or other lock is changed or re-keyed.
- A key, access card, fob or access code changes or no longer works.
- Emergency contact information changes.
- Building access, occupancy, layout or operations change in a way that may affect emergency response.
- Hazardous materials, chemicals, Safety Data Sheets or emergency-response information change.
- Any item maintained in the Knox Box or an associated Knox document cabinet needs to be added, removed or replaced.

8. Who to Contact

Once a Knox Box is installed, the Fire Chief serving the property is the primary contact for placing or changing keys, access credentials, emergency contact information, hazardous-material information and other Knox Box contents.

Knox Box requirement / occupancy permit	Newberry Township Codes and Zoning — 717-938-6992
Ordering / approved model / installation location	Newberry Township Codes and Zoning and/or Fire Department serving the property
After installation / placing keys in box	Fire Chief serving the property
Changes to keys, locks, access codes or box contents	Fire Chief serving the property
Unsure which Fire Department serves the property	Contact Newberry Township Codes and Zoning or Newberry Township Fire

9. Ongoing Responsibility

Maintaining an operational Knox Box is an ongoing property-owner responsibility. The box must remain securely mounted, accessible and functional, and all keys, credentials, contact information and other required contents must remain accurate and current. The Township Codes and Zoning Department or Fire Department may periodically verify that a required Knox Box and its contents remain current and functional.

Questions? Contact Newberry Township Codes and Zoning at 717-938-6992.