



Woodland Fire Department

Community Risk Reduction Division

1000 Lincoln Avenue, Woodland, CA 95695 (530) 661-5857 Risk.Reduction@cityofwoodland.gov

Technical Policy

Title: Knox Emergency Access Standard		
Technical Policy: # TP-001	Effective Date: 04/01/2024	Revised Date: 02/01/2026
Code References: 2025 California Fire Code, Chapter 5, Section 506		

Purpose

This standard has been developed to assist development applicants, architects, contractors, and building/business owners in determining the minimum requirements for rapid, non-destructive access to the property and building during emergency situations.

Codes and Standards

Where access to or within a structure or an area is restricted because of secured opening(s) or where immediate access is necessary for life-saving or fire-fighting purpose, the Office of the Fire Marshal is authorized to require a key box to be installed in accordance with 2025 CFC, Sec. 506.

The City of Woodland Fire Department has incorporated the Knox Rapid Entry System into the Department's operational standards. The Knox System breaks down into four types:

- Knox Box - Mounted on building and stores building keys.
- Knox Padlocks - Installed on non-powered access gates.
- Knox Switches - Installed on powered access gates.
- Knox Cabinet Box - Mounted on building and stores blue prints, floor plans, MSDS and HazMat information.

All four types operate with a single key that is secured by the Woodland Fire Department.

KNOX SYSTEM TYPES

KNOX BOX



General Information:

Knox Boxes, and similar products manufactured by Knox Company, are the only type approved by the Woodland Fire Department.

Knox Boxes also include boxes with tamper switches for buildings that are equipped with a fire alarm system. This switch may be tied into the fire alarm system, allowing the box to be monitored thereby, providing more security.

NOTE: Residential type boxes are not permitted to be used on commercial properties.

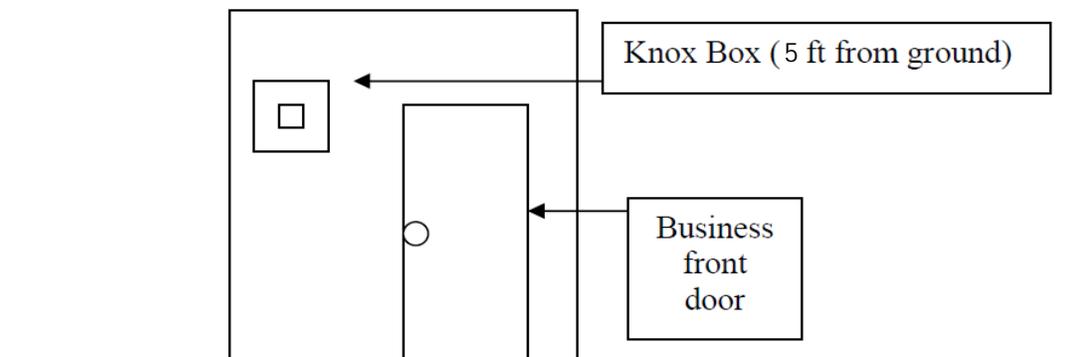
Required Keys: One (1) labeled key per tenant space and/or door locking applications shall be provided for installation within the Knox Box. If multiple keys are required; they shall be on a key ring to keep them together. Examples of keys to be included:

1. Keys that will provide access to ALL areas of the building.
2. Rooms with fire detection and/or fire suppression equipment.
3. Keys to operate the protection equipment.
4. Elevator keys for operation and door control.
5. Appropriate codes and/or electronic key cards.
6. Fire alarm panel and manual pull station boxes.

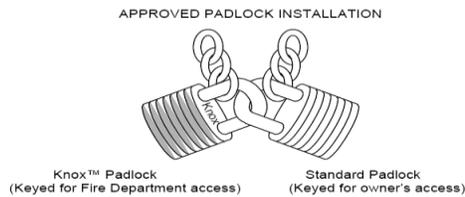
Installation:

Box shall be placed within proximity of the front main doors. Additional Knox boxes may be required at other locations for large structures or where access delays warrant it.

All models (except Knox cabinet boxes) shall be mounted approximately 4-6 feet above finished grade to the bottom of the Knox Box, or as otherwise approved. The box shall be clearly visible and mounted in accordance with manufacturer's recommendations.



KNOX PADLOCKS



General Information:

Knox Padlocks, and similar products manufactured by Knox Company, are the only type approved by Woodland Fire Department.

A Knox Padlock is required where a chain or manual gate is being utilized.

Installation:

Verify the shackle size and that the links on the chain are large enough to allow the padlock shackle to pass through.

How to utilize two padlocks – One standard lock and one Knox Padlock can be hooked together as indicated on the diagram above. This will allow access for, both, the owner and Fire Department.

KNOX SWITCHES



General Information:

Knox Key Switches, and similar products manufactured by Knox Company, are the only type approved by Woodland Fire Department.

A Knox Key Switch is required on all electronic gates and is the only application for this use.

Installation:

A licensed gate contractor shall install Knox Switches.

Upon actuation of the Knox Key Switch, the gate shall open, along with any additional swing arms. The gate and swing arm shall stay in the open position until the key switch is put back into normal operating position by the Fire Department.

KNOX CABINET BOX:



High Security Storage



General Information:

Knox Cabinet Box, and similar products manufactured by Knox Company, is the only type approved by Woodland Fire Department.

A Knox Cabinet Box is required on all buildings with Hazardous Materials where MSDS documents are required to be readily available for First Responders or other specialty occupancies and is the only application for its use.

A Knox Cabinet Box is used to store blue prints, floor plans, MSDS and Haz-Mat information.

Installation:

The box shall be clearly visible and mounted in accordance with manufacturer's recommendation and approved by Woodland Fire Department personnel.

Plans Required

All required plans, shall be submitted to the Woodland Fire Department for review and approval of mounting location/position and operating standards, prior to installation.

NOTE: New buildings shall note location(s) of Knox products on all building plans.

How to order Knox Equipment

Knox boxes can be ordered online at: <https://www.knoxbox.com/>. The Woodland Fire Department approves all Knox Box purchases via a verification process by the Knox company.

NOTE: Payment is made to Knox Company not the Woodland Fire Department.

NOTE: Knox Equipment is not shipped to one of our offices. Have equipment shipped to a location of your choice.