



Fire Prevention Division

August 19, 2021

Dear Business, Building Owner or Manager,

This letter is to notify you that the Fire Marshal's office requires an approved key box for locations with installed life safety systems. Key boxes are also required where immediate access is necessary for life-saving or fire-fighting purposes as allowed by the currently adopted International Fire Code (IFC), Section 506. In the City of Spokane, the only two approved key box companies are the Knox Company and Kidde. Fire Department key boxes shall, as required by the IFC, "contain keys to gain necessary access as required by the fire code official."

The installation of a Fire Department key box provides the fire department with quick, easy access into the building. It provides access that does not require damaging doors if there is an alarm or sprinkler activation. Many of our calls to investigate system activations are not the result of an actual emergency or occur at a time when there is no responsible person available to allow access. Other calls are for medical situations where the calling party cannot respond to provide entry. Unless the situation dictates otherwise, we prefer to avoid causing damage by forcing access, which is avoided by using a key from a key box.

It should be made clear that Fire Department key boxes are only used to allow fire department emergency access into a building to quickly investigate emergency systems activation or mitigation of emergency medical issues. There is no other authorized use. Keys that allow access into individual living spaces are not required to be placed in key boxes. Crews will force entry as needed into individual living units or other secure areas once inside the building if emergency access is deemed necessary in the judgment of the officer in charge. If desired, a master key that allows entry into individual units may also be placed in the key box for emergency use.

Commercial companies will order Fire Department Key boxes through one of these two manufacturers' websites;

<https://www.knoxbox.com/products/commercial-knoxboxes>

<https://lockbox.shopkidde.com> SupraSafe 2HS/TS or 2HSR/TS commercial key boxes only allowed.

If you have questions about the key box program, you can reach me at 509-625-7040. You may also contact your district fire inspector with additional questions at 509-625-7000.

Best regards,

Lance Dahl, Fire Marshal
Spokane Fire Department
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