



PUBLIC SERVICE ANNOUNCEMENT

THE COLONIAL BEACH VOLUNTEER FIRE DEPARTMENT IS EXCITED TO ANNOUNCE THE IMPLEMENTATION OF THE KNOX-BOX RAPID ENTRY SYSTEM WITHIN COLONIAL BEACH & WESTMORELAND COUNTY FOR BOTH RESIDENTIAL AND COMMERCIAL OCCUPANCIES.

WHAT IS THE KNOX-BOX RAPID ENTRY SYSTEM?

THE KNOX RAPID ENTRY SYSTEM IS A SECURE EMERGENCY ACCESS PROGRAM DEVELOPED FOR PROPERTY OWNERS AND FIRST RESPONDERS. FIRST RESPONDERS ACROSS NORTH AMERICA USE THE KNOX-BOX RAPID ENTRY SYSTEM TO PREVENT COSTLY ENTRY DAMAGE WHILE PROTECTING PROPERTY AND LIVES.

KNOX® PRODUCTS ALLOW IMMEDIATE ENTRY INTO BUILDINGS AND PROPERTY WITHOUT FORCED ENTRY DAMAGE OR DELAY WHEN THERE ARE INCIDENTS SUCH AS A FIRE, FIRE/CARBON MONOXIDE ALARM, MEDICAL EMERGENCY, AND ANY OTHER 911 SERVICE CALL (FIRE OR EMS) THAT REQUIRES ENTRY. PROPERTY OWNERS STORE KEYS, ACCESS CARDS OR FLOOR PLANS IN HIGH-SECURITY KNOX-BOX'S MOUNTED NEAR BUILDING ENTRANCES. EACH KNOX APPLIANCE PURCHASED BY A PROPERTY OWNER IS KEYED TO A SINGLE MASTER KEY CONTROLLED BY OUR DEPARTMENT.

INCREASED PROPERTY DAMAGE AND EVEN TOTAL LOSS, OR LOSS OF A LOVED ONE IS A THREAT WHEN PROPERTY IS NOT ACCESSIBLE. THE KNOX-BOX RAPID ENTRY SYSTEM WAS DEVELOPED TO REDUCE UNNECESSARY PROPERTY DAMAGE, SAVE PROPERTY, AND SAVE LIVES.

HOW DO I ORDER A PRODUCT THAT IS COMPATIBLE WITH THE KNOX-BOX RAPID ENTRY SYSTEM?

ORDERS MAY BE PLACED ONLINE AT [HTTPS://WWW.KNOXBOX.COM/](https://www.knoxbox.com/) OR BY CALLING 800-552-5669. IF PLACING AN ORDER ONLINE, PLEASE MAKE SURE YOU SELECT "WESTMORELAND DEPT OF EMERG SVCS (VA)" AS THE AGENCY, SO YOU ONLY SEE DEVICES THAT ARE COMPATIBLE WITH OUR AGENCY.

IF YOU'RE NOT SURE WHAT DEVICE(S) YOU SHOULD PURCHASE, PLEASE REACH OUT TO THE COLONIAL BEACH VOLUNTEER FIRE DEPARTMENT BY EMAIL ADDRESS: KNOXBOX@CBVFD.NET OR BY PHONE: (804) 224-7255, AND BE SURE TO INCLUDE YOUR ADDRESS. KNOX EQUIPMENT BROCHURES CAN BE FOUND BY VISITING [HTTPS://WWW.KNOXBOX.COM/DOCUMENTS](https://www.knoxbox.com/documents).

HOW DO I UPDATE OR CHANGE KEYS IN THE BOX?

IF YOU NEED TO UPDATE OR CHANGE KEYS THAT ARE IN A KNOX BOX, PLEASE CONTACT THE COLONIAL BEACH VOLUNTEER FIRE DEPARTMENT BY EMAIL ADDRESS: KNOXBOX@CBVFD.NET OR BY PHONE: (804) 224-7255.

WHAT IF I STILL HAVE QUESTIONS?

PLEASE CONTACT THE COLONIAL BEACH VOLUNTEER FIRE DEPARTMENT BY EMAIL ADDRESS: KNOXBOX@CBVFD.NET OR BY PHONE: (804) 224-7255 WITH ANY QUESTIONS OR SIMPLY VISIT [HTTPS://WWW.KNOXBOX.COM/](https://www.knoxbox.com/).



ALL NEW COMMERCIAL CONSTRUCTION WILL BE REQUIRED TO IMPLEMENT THIS SYSTEM PURSUANT TO COUNTY ORDINANCE: (ORDINANCE ATTACHED BELOW).

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WESTMORELAND COUNTY, VIRGINIA

Board of Supervisors

MONTROSS, VIRGINIA 22520-1000

**ORDINANCE TO AMEND THE WESTMORELAND COUNTY
CODE TO CREATE CHAPTER 13, ARTICLE 1:
KEY BOXES, ELEVATOR BOXES, AND ACCESS CONTROL SYSTEMS**

13.1. PURPOSE

This policy establishes standards for the installation and use of key boxes, elevator boxes, gate controls, and fire department connection (FDC) locking caps in Westmoreland County. It is intended to aid compliance with the currently adopted edition of the Virginia Statewide Fire Prevention Code ("the Code") and align with the operational needs of Westmoreland County Fire and Emergency Services. In any instance where this policy conflicts with the Code, the Code shall take precedence.

13.2. SCOPE

This policy applies to:

- (1) All new building construction or structures requiring a comprehensive fire protection plan review within Westmoreland County.
- (2) Modifications to fire apparatus access roads.
- (3) Retroactive installations as determined necessary by the Westmoreland County Office of Building and Zoning in conjunction with Westmoreland County Department of Emergency Services.

13.3. AUTHORITY/ REFERENCES

- (1) Virginia Statewide Fire Prevention Code (SFPC) - 2015 Edition, §506 and applicable sections.
- (2) Westmoreland County Fire and Emergency Services
- (3) Code of Virginia, Title 27: Fire Protection

13.4. POLICY ADOPTION

Westmoreland County has adopted the Knox Rapid Entry System (KRES) as the standard for:

- (1) Key boxes (§506.1)
- (2) Elevator boxes
- (3) Fire department gate access controls (§503.6)
- (4) Locking FDC caps (§912.4.1)

Additional KRES equipment may be required to protect fire department connections or provide access/control to gated areas

13.5. KEY BOXES

A. When Required

Key boxes shall be required for any building meeting one or more of the following:

- (1) Equipped with a fire alarm system or automatic sprinkler system;
- (2) Equipped with an elevator;
- (3) Contains hazardous materials in quantities exceeding limits in Table 5003.1.1(1) of the Code;
- (4) Presents unreasonable delay for fire department access as determined by the Chief of Emergency Services.

Retroactive installation may be required if existing buildings meet any of the above and the Chief of Emergency Services deems it necessary for life safety or firefighting access.

B. Size and Model Selection

Minimum box size and model shall be based on building type and size:

Building Type Model Required

- | | |
|-----------------------------|---|
| < 7 stories, < 50,000 sq ft | Knox 3200 Series KLS |
| < 7 stories, > 50,000 sq ft | Knox 4400 Series KLS |
| ≥ 7 stories (High-rise) | Knox 4400 Series KLS All boxes must be hinged type; lift-off lids are prohibited. |

C. Location and Mounting

Key boxes shall be:

- (1) Installed at the main entrance or an approved alternate location.
- (2) Mounted between 5 and 6 feet above finished grade (measured to centerline of box).

D. Contents of Key Boxes

Each required key set shall include:

- (1) Master keys for access to all secured areas;
- (2) One (1) electrical panel key;
- (3) One (1) fire alarm key (if applicable);
- (4) One (1) elevator key (if applicable).

Required Number of Key Sets:

Building Type Key Sets Required

- | | |
|------------------------------|--------|
| Single story, < 50,000 sq ft | 1 set |
| Single story, > 50,000 sq ft | 3 sets |
| 2-6 stories, < 50,000 sq ft | 2 sets |
| 2-6 stories, > 50,000 sq ft | 3 sets |
| ≥ 7 stories (High-rise) | 5 sets |

The Chief of Emergency Services may require additional sets based on complexity or life safety concerns.

13.6. ELEVATOR BOXES

A. Requirement and Location

Buildings equipped with elevators must have a Knox 1404 Series Elevator Box located in the main elevator lobby or another location approved by the Fire Marshal.

B. Contents

Each-elevator box set shall include:

- (1) One (1) elevator door drop key;
- (2) One (1) full key set as described in Section V.D.

Required Number of Sets:

Building Height Elevator Box Sets

- | | |
|-------------|--------|
| ≤ 6 stories | 1 set |
| ≥ 7 stories | 2 sets |

13.7. FIRE APPARATUS ACCESS ROADS: GATE CONTROLS

Where security gates obstruct fire apparatus access roads:

- (1) Manual gates must use Knox 3770 or 3772 Series padlocks.
- (2) Automatic gates must use Knox 3501 or 3502 Series key switches that override controls and hold the gate open.

These controls shall comply with §503.6 of the Code.

13.8. FIRE DEPARTMENT CONNECTIONS (FDC): LOCKING CAPS

All new or renovated buildings with FDCs shall install Knox locking FDC caps matching the thread size and type of the connection.

Retroactive installation shall be required:

- (1) After the second documented incident of missing or damaged non-locking FDC caps.
- (2) Immediately if debris, tampering, or obstruction is identified that presents a hazard. Refer to §912.4.1 of the Code and Policy FP-4 for more information.

13.9. ENFORCEMENT AND INTERPRETATION

This policy shall be administered and enforced by the Westmoreland County Department of Emergency Services. These entities or designee may:

- (1) Require enhanced access measures;
- (2) Accept equivalent alternatives;
- (3) Modify requirements where justified for operational or safety purposes.

Remainder left blank intentionally.

March 9, 2026
Date of Adoption



Timothy J. Trivett, Chairman
Westmoreland County Board of Supervisors