

Upper Allen Township

Knox Box Program

Frequently Asked Questions

Q: What is a Knox Box?

A: A Knox Box is a type of secure, rapid-access lock box that is typically installed outside of a building. Keys and other items are then stored in the Knox Box to allow the Upper Allen Fire Department (UAFD) access to the building and interior rooms. This is particularly useful in the event of a fire incident during non-business hours and when no one is present to allow entry into the building. Having current keys and access cards means that the UAFD can check the building for a fire without having to break through doors, windows, walls, etc., minimizing damage and potential additional costs for property owners.

Q: Who is required to participate in the program?

A: All non-residential properties and businesses within the Township, as well as some limited residential properties including (but not limited to) hotels, various types of care facilities, some common areas within apartment complexes or communities, etc.

Q: How do I get a Knox Box?

A: Please refer to the “UATWP FD – Knox Products Flyer” document on the Township website for information on where to purchase and which models the UAFD recommends. The UAFD is registered with the Knox® company and has compiled a list of preferred items for local property owners to purchase. While the prices in the flyer are current as of 5/1/23, it should be noted that prices and availability are subject to change without notice.

The locks on these items are specially keyed for the UAFD, so purchasing a different brand or using a different method to purchase your Knox Box may result in a lock box that the UAFD cannot use.

It is highly recommended that you review the flyer, but you may also go directly to the UAFD Knox® store at www.knoxbox.com/9985 to view approved products.

Q: Where should I install my Knox Box?

A: For most properties, you'll want to install your Knox Box near the primary entrance of your building. The Knox Box should be installed approximately 5 feet above the ground. You'll want to make sure that wherever you install it, the UAFD can easily find and access it.

Q: What should be placed inside my Knox Box?

A: Ideally, you should have the following items ready to be placed in your Knox Box:

- A set (or two) of labeled keys and/or access cards for all interior and exterior doors
- A list of emergency contacts
- A facility map (either digital or "hard copy")

Q: I have installed my Knox Box...now what?

A: In order to secure your keys/access cards, emergency contact list, and facility map inside the Knox Box, you will need to contact the Fire Marshal or the Fire Department to schedule a time for them to bring a key and lock the box.

This process typically only takes about 10-15 minutes, and involves verifying that all necessary items are present before locking them into your Knox Box.

Q: Are my keys and information safe in the Knox Box?

A: Yes. Knox® products are highly secure and are designed specially so that they can only be unlocked by the UAFD master key. The master key is also kept in a secure electronic Knox® key control unit, and anyone with access to the key must enter a personalized code in order to use the key. This allows all master key activity to be tracked and audited to ensure proper use.

Q: What if I have more questions or need more information?

A: You may call or email the Fire Marshal, Valerian Curd, (vcurd@uatwp.org, 717.766.0756) if you have additional questions or concerns. You may also contact the UAFD at 717.697.9595.