



CITY OF CLEVELAND
Mayor Justin M. Bibb

INSTRUCTIONS EMERGENCY RAPID ENTRY SYSTEM



Fire Prevention Bureau • 1645 Superior Ave., E • 216.664.6664 • F: 216.664.6681
Hours of Operation: Weekdays 7:30 am to 4:30 pm

The process to apply for the installation of an Emergency Rapid Entry System (Knox Box) to provide emergency access for Public Safety Responders is as follows:

1. The property owner must complete the attached application form below being sure to sign and date the document. Please include a business card if you have one.
2. You must mail or bring a check or money order for \$50, payable to “City of Cleveland” along with the completed application to:

**Fire Prevention Bureau
1645 Superior Ave. E, 2nd Floor
Cleveland, Ohio 44114**
3. A Fire Prevention Inspector will contact you to schedule an appointment at your facility to confirm the number of Knox boxes necessary and their locations for placement.
4. You will then need to go to www.KnoxBox.com to order the appropriate amount of Knox Boxes.
5. Once you receive your Knox Box(es), you are to install the Knox Box(es) in the appropriate place(s). 6 feet above grade level and to the left or right of the main entrance.
6. Once the Knox Box(es) are physically installed, you are to contact the Cleveland Fire Prevention Bureau at 216-664-6664 to schedule an Inspector to place your keys and items and secure the device(s).
7. Keys and Items recommended to be placed in the Knox Box include:
 1. Front door key / key fob
 2. An emergency elevator door key
 4. An elevator medeco key to open elevator key boxes
 3. Firefighter Phase 1 and 2 elevator recall key(s) if not using elevator boxes with a medeco key.
(1) key for each elevator if possible.
 4. Manual pull station reset key
 5. Fire Command Room key
 6. Fire Control Panel key
 7. Fire Pump Room key
 8. Elevator Control Room key
 9. Any mechanical or electrical room keys
 10. A master key to all of the individual rooms OR a key to access the box of room keys
 11. A list of ADA rooms with their room numbers.

These keys should be on SEPARATE identifier tag(s) and identified.

If you have any questions please call 216-664-6664.



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APPLICATION EMERGENCY RAPID ENTRY SYSTEM



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Instructions: Submit completed application with the application fee to the address above.

Please Note: This Form can filled out using the keyboard on your computer

DATE OF APPLICATION _____

FEE **\$50**

FACILITY NAME			STREET ADDRESS		
FACILITY ADDRESS Cleveland	STATE OH	FACILITY ZIP	TELEPHONE NUMBER		
LOCATION OF E.R.E.S. (KNOX BOX)					
FACILITY EMERGENCY CONTACT NAME AND POSITION				EMERGENCY CONTACT TELEPHONE NUMBER	

APPLICANT NAME AND TITLE			PHONE NUMBER		
APPLICANT STREET ADDRESS		CITY	STATE	ZIP	
APPLICANT EMAIL ADDRESS					
SIGNATURE X			DATE		

PROPERTY OWNER NAME		PROPERTY OWNER SIGNATURE X		DATE	
STREET ADDRESS		CITY	STATE	ZIP	
TELEPHONE NUMBER		PROPERTY OWNER EMAIL			

Please include a business card if you have one

Fire Prevention Bureau Section- Do Not Write in Shaded Area		
INSPECTOR'S SIGNATURE X	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	DATE
COMMENTS/SPECIAL CONDITIONS		
DATE IN SERVICE	BY	

CHAPTER 397 – EMERGENCY RAPID ENTRY SYSTEMS

§ 397.01 Scope

(a) The provisions of this chapter shall govern the installation and maintenance of emergency rapid entry systems for use by the Division of Fire.

(b) The emergency rapid entry system shall consist of an emergency rapid entry key box, rapid access security padlock, and/or a key access switch or another approved device from a manufacturer approved by the Fire Chief.

(c) All emergency rapid entry systems shall be UL listed and approved and of a type that enables the Division of Fire to gain access to any rapid access device with one (1) master key. All emergency rapid entry systems installed within the City shall be approved by the Fire Chief.

(d) Installation of an emergency rapid entry system shall be on a voluntary basis.

(Ord. No. 2107-02. Passed 6-2-03, eff. 6-4-03)

§ 397.02 Owners Encouraged to Install Emergency Rapid Entry Systems

(a) Owners of multi-unit or commercial properties are encouraged to install an emergency rapid entry system. Any owner or operator who chooses to place an emergency rapid entry system at a structure shall adhere to the provisions of this chapter and the Ohio Fire Code.

(b) Any costs associated with the purchase, construction, placement, maintenance or replacement of an emergency rapid entry key box shall be the responsibility of the owner or operator of the structure in which the key box is installed.

(c) Emergency rapid entry key boxes shall be located a minimum of six (6) feet above final grade, on the exterior of the structure at or near a main entrance to the property, or as designated by the Fire Chief.

(d) Facility gates that are designed to control vehicle ingress or egress shall be maintained and equipped with a back-up means of opening should a power failure occur.

(e) The owner or operator of the facility shall update all information and contents contained within the emergency rapid entry system on an annual basis, or more frequently as required by the Fire Chief.

(Ord. No. 2107-02. Passed 6-2-03, eff. 6-4-03)

§ 397.03 Contents of Emergency Rapid Entry System

An emergency rapid entry system shall contain one (1) or more of the following items, as designated by the Fire Chief. In the event that the number of items makes storage in the emergency rapid entry system impracticable, written instructions as to their location and how to readily access them shall be contained within the emergency rapid entry system.

- (a) Keys or access devices, clearly labeled as to their use;
- (b) Keys to all parts of the facility and site, including but not limited to: mechanical equipment rooms, electrical rooms, and elevator controls;
- (c) A roster indicating the location of individuals with special needs in the event of an emergency;
- (d) A roster of facility personnel knowledgeable about safety procedures for on-site materials, complete with telephone numbers for such personnel in the event of an incident after normal hours of operation;
- (e) A diagram of the complete water system, fire protection system, fire hydrants and spill clean-up equipment relative to the facility; and
- (f) Material Safety Data Sheets ("MSDS") or emergency/hazardous chemical inventory sheets if required to be kept under subtitle B, Section 311 and 312 of the Superfund Amendments and Reauthorization Act of 1986 (SARA III).

(Ord. No. 2107-02. Passed 6-2-03, eff. 6-4-03)

§ 397.04 Permit Required

No emergency rapid entry system shall be installed without a prior written permit first issued by the Fire Chief.

(Ord. No. 2107-02. Passed 6-2-03, eff. 6-4-03)

§ 397.05 Permit Application

Any owner or operator of a property shall make written application for a permit to install an emergency rapid entry system to the Fire Chief on a form provided by the Division of Fire.

(Ord. No. 2107-02. Passed 6-2-03, eff. 6-4-03)

§ 397.06 Fee

A permit fee of fifty dollars (\$50.00) shall be paid to cover the cost of plan reviews, site inspections and to oversee overall compliance with this Code. All fees generated under this section shall be placed in a separate account to be used for the implementation, training and ongoing maintenance and development of the emergency rapid access systems for the protection of the public.

(Ord. No. 2107-02. Passed 6-2-03, eff. 6-4-03)



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KNOX BOX INVENTORY SHEET



Fire Prevention Bureau • 1645 Superior Ave., E • 216.664.6664 • F: 216.664.6681
Hours of Operation: Weekdays 7:30 am to 4:30 pm

BUILDING INFORMATION	
Building Name:	
Building Address:	

IN THE KNOX BOX	QTY / VERIFIED	
Front Door Key / Key Fob:	<input type="checkbox"/>	
Emergency Elevator Door Key:	<input type="checkbox"/>	
Elevator Medeco Key:	<input type="checkbox"/>	
Firefighter Phase 1 and 2 Elevator Recall Key(s):	<input type="checkbox"/>	
Manual Pull Station Reset Key:	<input type="checkbox"/>	
Fire Command Room Key:	<input type="checkbox"/>	
Fire Alarm Control Panel Key:	<input type="checkbox"/>	
Fire Pump Room Key:	<input type="checkbox"/>	
Elevator Control Room Key:	<input type="checkbox"/>	
Any Mechanical or Electrical Room Keys:	<input type="checkbox"/>	
A Master Key to All of the Individual Rooms:	<input type="checkbox"/>	
A Key to Access the Box of Individual Room Keys:	<input type="checkbox"/>	
A List of ADA Rooms with their Room Numbers:	<input type="checkbox"/>	
Other _____:	<input type="checkbox"/>	
Other _____:	<input type="checkbox"/>	
Other _____:	<input type="checkbox"/>	

OWNER'S / REPRESENTATIVE'S PRINTED NAME AND SIGNATURE	DATE

INSPECTED BY CFD KNOX BOX INSPECTOR	DATE

Once this inventory sheet is signed off by the Knox Box Inspector, please keep a copy of this inventory sheet in your file to use as a reference in the future.