



JACKSON BUREAU OF FIRE SAFETY FIRE DISTRICT NO. 1 & 3

200 KIERYCH MEMORIAL DRIVE
JACKSON N.J. 08527

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FRANK McDONNELL
FIRE OFFICIAL

EMERGENCY KEY BOXES

The Fire Official is authorized to require a emergency key box be installed in an approved location as per local fire code and NJ Uniform Fire Code NJSA 5:70-3 506.0

506.1 Where required. Where access to or within a structure or an area is restricted because of secured openings or where immediate access is necessary for life-saving or fire-fighting purposes, the fire code official is authorized to require a key box to be installed in an approved location. The key box shall be of an approved type and shall contain keys to gain necessary access as required by the fire code official.

506.1.1 Locks. An approved lock shall be installed on gates or similar barriers when required by the fire code official.

506.2 Key box maintenance. The operator of the building shall immediately notify the fire code official and provide the new key when a lock is changed or rekeyed. The key to such lock shall be secured in the key box.

Procedures

1. Select the appropriate box, vault or other required item from the order form, keeping in mind the number of keys, emergency notification phone numbers, and in the case of larger buildings, pertinent building information that will be required. Elevator keys must also be accessible to Fire Department, if they are to be stored in the emergency key box, be certain that it will fit in the size box you order.
2. Authorization forms must be signed by the Fire Official before ordering.
3. When installing the emergency key box the standard location of the box would be an area to the right of the main building entrance six feet above the ground or contact the Fire Official for proper placement.
4. Notify the Fire Official at 928-1666x14 that the box has been installed and keys are available to be placed inside the box. Please contact the Fire Official when the locks have also been changed.
5. Keys required would include a master key, boiler room, sprinkler controls and room, electrical rooms, elevator and elevator control rooms, chlorine rooms, fire alarm panel and room, roof access panels, fence gate, detectors and sprinkler heads, door codes and other locked areas or emergency documents of the premises required by the Fire Official.