



## Athens-Clarke County Community Risk Reduction

700 College Avenue  
Athens, GA 30601

---

### KNOX BOX GUIDE

To provide emergency responders access to buildings or occupancies at any time of day or night, Athens-Clarke County Fire Marshal's Office recommends Knox key boxes to be installed at the following locations:

1. Structures or occupancies equipped with fire sprinkler systems.
2. Structures or occupancies equipped with fire alarm systems.
3. Gates which limit emergency vehicle access. Electric gates require a Knox switch. Manual gates may use a Knox padlock.
4. Other locations as deemed appropriate by the Fire Marshal.

Keys shall be stored in the Knox box providing access to the structure or occupancy. Magnetic cards or keypad codes are not acceptable for emergency building entry.

- To purchase a Knox box, go to: [www.knoxbox.com](http://www.knoxbox.com)
- Use Athens-Clarke Co Fire & EMS as your department.
- The 3200 series is most commonly purchased. A tamper switch is an option but is not required.
- Once the box is received, it should be mounted outside of the structure at a location where emergency crews will most likely enter the structure. Usually this will be the exterior door nearest the fire alarm annunciator panel or fire sprinkler control room.
- Mount the Knox box five (5) feet from the ground.
- Once the Knox box is installed, contact the Athens-Clarke County Fire Marshal's Office at 706-613-3360 to schedule an appointment to have someone install your business keys into your box.
- If unsure about the location or if you have other questions, contact Athens-Clarke County Fire Marshal's Office at 706-613-3360.