



City of St. Helena

Requirements for Rapid Entry Systems

The City of St. Helena Fire Department requires that a Rapid Entry System (“Knox Box”) be provided for this structure as required in the St. Helena City Code, Chapter 15.36, section 902.4. **The Knox Box shall be installed on the exterior of the building, either surface-mounted or recessed, in a location approved by the Fire Chief.**

An order form for a Knox Box can be obtained from the Fire Chief.

Keys

The following keys shall be placed on one large key ring, tagged, and identified.

- Master Key
- Alarm Panel Key
- Elevator Control Key
- Interior Room Keys
- Utility Room Keys

Site Plan

Laminate an 8-1/2” x 11” reduced site plan showing the location of the:

- North arrow
- Knox Box
- Post Indicator Valve (P.I.V.)- *if applicable*
- Alarm Panel
- Sprinkler Riser
- All Electrical Service Disconnect equipment, including sub-panels (include emergency power supply locations and service disconnect)
- Fire Hydrants
- Fire Department Connection (F.D.C.)
- Elevator Location (if applicable)
- Gas Main Shut-off
- Area Isolation Valves (multiple story only)

Use separate sheet for each floor

Responsible Party

List the following information on a laminated 8-1/2” x 11” sheet:

- Owners Representative(s): Name address, and phone number.

- Alarm Company: Name, address and phone number
- Alarm Silence Code

County Hazardous Material Plan

If the business is required to file with the County a Hazardous Material Plan, a copy of the plan must be in a separate binder with each page laminated. The front of the binder will be identified in bold two-inch (2”) letters

HAZ MAT PLAN

Door Decals

When ordering the Knox Box, you need to order reflective decals for every ground floor exit door (item #1001). Contact the Fire Chief for additional information on installing the decals.

*For additional information, call the
City of St. Helena Fire Department,
(707) 967-2880*

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