



*Town of Secaucus*  
*Bureau of Fire Prevention*  
*1203 Paterson Plank Road*  
*2nd Floor*  
*Secaucus, New Jersey 07094*

**Phone: 201-330-2059**

**Fax: 551-257-7200**

To: Facility Manager

Please be aware that the Secaucus Bureau of Fire Prevention is ending the currently used "Lock Box" program and replacing it with the secure "Knox-Box." This change is covered in Town of Secaucus Ordinance 2018-28, adopted on September 6, 2018. All existing commercial buildings will have nine (9) months for compliance.

We believe this system will provide first responders with safe, secure access to your company during a fire emergency. In the past, there have been instances where companies have allowed access to the lock box and the keys were not replaced or available when needed or checked. This can no longer happen with the Knox Box. The box itself is key locked and only the Fire Department has the key, which is locked in a "Key Safe" on the Fire Apparatus and secured by a unique pin code.

**HOW IT WORKS:** Once you order your Knox Box (Knoxbox.com/22207 or Phone – 800-552-5669), please contact the Bureau of Fire Prevention when it arrives to schedule an appointment. A Fire Inspector will come to your business to identify an installation location for the box, check the business keys required to be placed in the box and to lock the box (this can take up to three (3) visits). **There is a one time fee of \$100.00 for Knox Box registration and Product Lockup (application included).**

In the event that you should need to change keys, change employees, or add a new tenant in the building, you will need to notify the Bureau of Fire Prevention immediately, so we can replace the key in the Knox Box or you may be subject to a fine up to \$500.00.

The Bureau looks forward to working with you.

**Frank Walters, CFI-V**  
Fire Inspector

Bureau of Fire Prevention  
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2<sup>nd</sup> Floor  
Secaucus, NJ 07094  
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[ChiefWalters@Secaucus.net](mailto:ChiefWalters@Secaucus.net)







Secaucus Bureau of Fire Prevention

Knox Box Program

Building Information Data

**PLEASE PRINT or TYPE ALL INFORMATION**

<b>Company Name</b>		
<b>Address</b>		
<b>Number of Floors</b>		
<b>Building Usage: (i.e. office space, storage, etc.)</b>		
<b>Type of Construction</b>		
<b>Truss Roof</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>Utilities Location – Electric</b>		
<b>Utilities Location – Gas</b>		
<b>Utilities Location – Water</b>		
<b>Fire Protection – Fire Pump Location</b>		
<b>Fire Protection – Standpipe Location</b>		
<b>Fire Protection – FDC Location</b>		
<b>Fire Suppression System Risers and Locations</b>		
<b>Fire Alarm System Panel Location</b>		



Secaucus Bureau of Fire Prevention

Knox Box Program

Building Information Data

**Building Information**

	Emergency Contacts		Phone Number
<b>1</b>			
<b>2</b>			
<b>3</b>			

**Company Information**

	Emergency Contacts		Phone Number
<b>1</b>			
<b>2</b>			
<b>3</b>			

**Please provide additional information necessary for First Responder safety that we should be aware of:**

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