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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