



Office of the Fire Marshal

EUGENE 1320 Willamette Street, Eugene, OR 97401
541-682-5411, FAX 541-682-6882

COURAGE
HONOR
SERVICE

February 4, 2019

Re: Security of fire department access lock box on your property

Dear Property/Business Owner:

Fire department records indicate that your property is equipped with a lock box for emergency fire department access. The fire department has a key to open the box, and the box contains your keys to access the building and the fire systems in the event of an emergency. Vehicle gates are required to have a click to enter with key switch backup. In most cases the Fire Code required this box or opening system. The lock box is purchased and owned by the property or business owner.

This program was initiated many years ago. The type and brand of box at that time was selected to provide a balance of cost and a reasonable level of security. A lot has changed since that time: Eugene Fire and EMS and Springfield Fire Life Safety have merged to form Eugene Springfield Fire, property crimes have increased and instances of unauthorized access to our emergency vehicles has increased. For these reasons, we have re-evaluated our lock box program and products being used. We have selected a new lock box vendor, Knox, to provide a suite of products. This system will provide consistency across Eugene and Springfield, allow better security and tracking of the fire department master keys reducing chances of unauthorized access to your property, provide better security of your property keys in a UL listed box and reduce theft/vandalism of FDC and standpipe caps which can lead to impairment of a fire protection system.

Our records indicate that your lock box is the original Supra brand key box. Your business/property will need to purchase and install a new **KNOX brand box and/or gate switch by June 30, 2020**. To order, visit www.knoxbox.com, select BUY and choose Eugene Springfield Fire. The box will arrive with the lid open so you may install the box. For the best security, be sure to follow the manufacturer installation instructions. The box must be installed to the **left of the main entry, no higher than 6 feet from the ground**. Once your new box is installed, call 541-682-5411 or email fmoadmin@ci.eugene.or.us to have someone come out and lock your keys into the box. If your building is equipped with a fire department sprinkler or standpipe connection, caps will be required to be replaced with the locking type if they are found to be missing or vandalized at the time of inspection by Eugene Springfield Fire or your normal service provider.

Please feel free to call if you have any questions.

Sincerely,

Amy J. Linder, FM
Deputy Chief/Fire Marshal