



## **Knox Box**

The Businesses in the Mount Vernon Fire Department coverage area including the village of Gambier are required to have Knox Box installed if they have an off-site monitored Fire Alarm or Sprinkler system.

### **About Knox Boxes**

Knox Boxes are small metal boxes designed specifically to safely secure entry keys in the event of an emergency. Having a Knox Box can eliminate the need for forced entry or waiting for a keyholder. This allows for a quick entry by the Fire Department.

The boxes are mounted near an entrance chosen by the Fire Department and the keys to these boxes are secured in the Fire Department vehicles.

### **Ordering Instructions**

1. Visit [knoxbox.com](http://knoxbox.com)
2. Go to products, select commercial Knox Boxes
3. Select the state (OHIO), then local fire department, type in Mount Vernon Fire Department then choose Mount Vernon Fire Department, choose from the categories list **Commercial Knox Products or Residential Knox Boxes**
4. Select the Box or boxes that you want, for commercial we recommend the 3200 series hinged door model and residential the Knox HomeBox.
5. Choose color, mount type and weather or not you want the tamper switch added to the box (not recommended). Then add to the cart.
6. Add the installation address, click submit.

7. Product will be submitted for eApproval. If you have not set up an online account you will be asked to do so at this time. Once the submission is complete, you will receive an email confirming receipt of your request.
8. Monitor your email, once our Prevention Department has approved your submission, you will receive another email with an approved shopping cart link, Click the link and follow instructions to complete the purchase.