



Shelburne Fire Department

P.O. Box 911

Shelburne, Vermont 05482

Phone: 802-985-2366

Fax: 802-985-2192

Website: www.shelburnefire.org

LOCKBOXES

This is to assist you in ordering a lockbox for your building. A lockbox is a mini-safe that attaches to the outside of your building and holds keys that allow the fire department to gain access. This allows the Fire Department to have one master key (the Knox Box key) instead of hundreds. This also allows the Fire Department to enter the building quickly in the event of an emergency instead of damaging doors or windows to get inside. It further saves time and money by not having to make several additional keys if locks are changed. Only the keys inside the lockbox will need to be changed.

The master key for the Knox boxes in town is for Shelburne Fire Department use only and is “locked” in the fire trucks through the use of a special lock box. The master key can only be released when a special code is transmitted by the dispatcher over the truck radio. This has to be requested by a fire officer or the incident commander when on the scene of an emergency. When released, a strobe light on the lockbox in the fire truck flashes until the key is returned and secured.

This method maintains a high level of security for building keys and the master key.

LOCKBOX ORDERING

The Fire Department uses the Knox Company® lockboxes. Lockboxes from other companies or other methods for key storage will not be accepted or used by the Fire Department. To order, you may log on to the website www.knoxbox.com and click on “Online Purchase.” A drop down menu of different products will come up. The Fire Department typically recommends the “3200 Series” but feel free to check out the other products. After selecting, the next page to appear will ask for the zip code. Please enter 05482 and leave “United States” in the box below and click on continue. A list of fire departments that allow online ordering will appear. Please select “Shelburne Volunteer Fire Department – 5380 Shelburne Rd, Shelburne, VT 05482 and click continue.

From this point, select from the options provided and follow the instructions to complete the order.

The other method involves using the order form that can be provided by the Fire Department. Complete the form and then you may then mail or fax the form to place the order. To request an order form, please send an email to sfdc1@shelburnevt.org or call 802-985-2366 and leave a detailed message.



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In some cases, you may wish to use a different box than what was listed or may be required to have the option that allows Shelburne Rescue to have access (for instance, a nursing home with locked doors after business hours). In this case, please contact the fire chief prior to ordering.

The Fire Department may require additional lockboxes due to the size of the building, location of building services such as electrical, propane/natural gas, sprinkler systems and fire alarm panels, etc. This shall be agreed to prior to ordering.

INSTALLATION

Once you have received the lockbox, you are responsible for the installation. Typically, a lockbox is located at the main entrance and shall be at a height of no less than 4 feet or no greater than 5 feet from ground level at the door. It must be within 4 feet of the door on the right-hand side (as you face the door). Any deviation from this must be approved by the fire chief prior to the installation of the lockbox. Installation methods are up to the building owner as long as the lockbox is secured sufficiently to the building.

The box must be visible at all times and shall not be cover by vegetation, trees, or decorations. Access to the lockbox shall be maintained by the building owner at all times as well, including keeping free of snow, etc. It will also not be painted.

Once the box is installed and keys are available, you will need to contact the Fire Department to have keys placed in the box and the door secured.

MAINTENANCE

The Fire Department will maintain the lockbox by lubricating the door annually. At that time, Fire Department will also complete an audit to insure the keys operate the doors to the building, are labeled correctly, and that the lockbox is visible and accessible. Any problems will be brought to the attention of the building owner and those issues shall be addressed as soon as possible.

The building owner must notify the Fire Department immediately of any changes that require new keys. An appointment will then be made to swap out the keys in the lockbox.

If the lockbox needs to be removed for construction, renovations or other reasons, the building owner must contact the Fire Chief prior to the start of these activities. In



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addition, an alternate means of getting into the building will be agreed to prior to the lockbox being removed.

LIABILITY

The Fire Department does not assume any liability for the lockboxes, its contents, or damage through vandalism, building loss, or other factors that may render the lockbox unusable. The Fire Department does not provide a warranty on the lockbox. Damaged lockboxes shall be replaced as soon as possible by the building owner.

QUESTIONS/ASSISTANCE

If you have any questions or are in need of assistance in ordering, please feel free to send an email to sfdc1@shelburnevt.org or call 802-985-2366.

This document may be changed at any time at the discretion of the Fire Department.