



Village of Southampton
23 Main Street
Southampton, NY 11968
DEPARTMENT OF FIRE PREVENTION
Telephone 631 283-0247 x152
Fax 631 283-0649
Email: dmcnamara@southamptonvillage.org

DEAN McNAMARA
Fire Marshal II

KNOX BOX / KEY SWITCH INSTRUCTIONS

To Whom It May Concern:

Thank you for taking the time out of your day to assist us in conducting a recent building inspection. As noted in the inspection report we are requiring that you install a "Knox Box" key vault which shall be installed **"In a Fire Marshal approved location"** between 48"-64" above grade. The Knox Box can be purchased from <http://www.knoxbox.com> or **1-800-552-5669**. The Knox Box or key switch can be found under "Rapid Entry Systems / Fire Departments" and by clicking on "Knox Box 3200 or 4400 series." If you are installing driveway gates a Knox Key Switch Model **"FIRE"** 3502 commercial /residential or a 3501(residential only) shall be installed on the street side on the key pad. Continue by entering the zip code "11968", click on "Southampton Fire Department 23 Main Street." Now click "buy now" it comes to the box options. The door type must be "Hinged door", Mounting = your choice, Color = your choice, Tamper switch = your choice, the tamper switch is available as an option in case the owner / management would like the extra security feature. In the event the box is ever opened or vandalized it would send a signal to the alarm system and central station who would in turn notify the person responsible for the property on the call list and "not the fire or police department".

NOTE: The Knox Box or Key switch is delivered without a key. You must install the box or switch in the approved location as noted above, prepare all the items listed below and than call our office to set up a time and date to lock the box closed or operate the key switch. For properties in the Village of Southampton call 631-283-0247 x152. For properties located outside the Village of Southampton call Southampton Fire Department at 631-283-0072.

The following items will need to be placed in the Knox Box upon locking of same:

1. A laminated business size card with two or three emergency contact names and phone numbers that could potentially be able to respond within 15-20 minutes maximum after receiving a call. List them in the order you want to be called. #1 being the first person called.
2. Keys to all doors throughout the premise. Keys shall be labeled with a key tag or equal identifying what the key is used for. If you have doors that use a push pad with a combination, please provide the combination on the contact card.
3. The fire alarm key pad code if one is needed to reset the fire alarm.
4. Keys to the fire alarm panels, pull station, elevator door key and firemen emergency key when applicable.

Please feel free to contact me with any questions at (631)-283-0247

Sincerely,
Fire Marshal