



Southaven Fire Department

Fire Marshal's Office

8710 Northwest Drive

Southaven, Mississippi 38671

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Procedure for Ordering Knox Products On-line

The following steps must be followed when placing orders for Knox Box Key Vaults, padlocks, gate switches or any other products. **The Southaven Fire Department receives no monies from the sales of Knox products.** The **International Fire Code** has provisions for fire departments to require lock boxes so that firefighters might gain access to buildings and gates in a timely manner. The **Knox Company** was chosen because of the installation reporting and means of securing the keys within our fire apparatus.

Step One: Go on-line at www.knoxbox.com

Step Two: Click **Online Purchase**

Step Three: Enter the **Zip Code** for the installation location.

Step Four: Choose **Southaven Fire Department** from the ones listed for that zip code.

Step Five: Choose the product to be purchased and follow the instructions for options available for the various products.

The Southaven Fire Department has no specific requirements for the style of vault to be purchased. The **3200 series** vault that is surface mounted with a lift off lid is the basic vault that is most often used. There are colors options, size options when more room is needed, tamper switch comes standard that activate a security alarm when accessed and surface or recessed mounting options. The owner can decide upon any upgrades they want above and beyond the standard vault. We recommend the model with **hinged lid** so that the lid does not become lost during construction. Mounting kits are available that make the flush mount vault much easier to install.

The **Knox web site** has installation information and **specification sheets** available for download and are available to assist if needed. There is a **Frequently Asked Questions page** as well. Any issues related to the purchase of products must be addressed with the Knox Company. **Installation is the owner's responsibility.**

There is more guidance related to choosing the location for mounting on the City of Southaven web site at www.southaven.org

The Southaven Fire Marshal's Office can be contacted for more information as necessary at 662-393-7466.

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