



Southaven Fire Department

Fire Marshal's Office

8710 Northwest Drive

Southaven, Mississippi 38671

Phone: 662-393-7466

Fax: 662-280-6521

KNOX BOX Key Vault Installation Guide

The following is important information regarding Knox Vault installations in our city. Southaven does not benefit monetarily from the installation of these systems. It is merely a tool to allow our firefighters the opportunity to enter the building and check for a fire situation when there is no fire showing from the exterior of the building. This might be a response to an activated alarm. Otherwise, our firefighters would have to wait for a key holder or make forced entry into the building. If there is evidence that there is a fire situation, forced entry would be made when necessary.

The fire department will supply a form with our authorized signature that allows the Knox Company to install our key code in your vault. The owner is responsible for ordering the vault and installing it. It should be installed near the main entrance approximately six feet from grade level to prevent tampering. The Knox Company has suggested mounting instructions available on their web site. Contact the Fire Marshal's office if there are any questions regarding approval of locations to install vaults.

Inside the vault should be provided a set of marked keys to provide entry to all areas of the building, a fire alarm panel key, fire alarm pull station keys, elevator keys, and any others as applicable. An inventory sheet should be included along with a log sheet to show that the contents was verified and reinstalled by the fire department. The representative of the owner shall sign this log verifying that everything in the vault was accounted for and secured in their presence, prior to the departure of the fire department representatives.

Our keys to the vaults are secured inside a vault, within each fire apparatus for security. We have the option to audit access to these vaults so that we can verify times and codes used to access them. This is a secure system that considerably enhances our ability to make a timely response.

Thank you for providing our department with this valuable tool for the benefit of your property as well as allowing us to make the best use of our resources.

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