



Village of East Hampton

1 Cedar Street

East Hampton, NY 11937

DEPARTMENT OF FIRE PREVENTION

Telephone 631 324-0763 Fax 631-324-0166

Email: kcollum@easthamptonvillage.org

Kenneth E. Collum

Fire Marshal

KNOX BOX / KEY SWITCH INSTRUCTIONS

Knox Box” key vault which shall be installed **“In a Fire Marshal approved location”** between 48”-64” above grade and within 5 feet of the front door. 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.” For commercial structures or “1500 or 1650” for residential 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 keypad. Continue by entering the zip code “11937”, and click on **“East Hampton Fire Department 1 Cedar 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 which 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 then 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 East Hampton and the protection districts call 631-324-0763

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 is 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 keypad 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)-324-0763

Sincerely,
Ken Collum
Fire Marshal