



Northville Township Fire Department

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Northville, MI 48168
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northvillemich.com

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Knox-Box Emergency Access

Referenced Standards:

- 2009 International Fire Code as adopted by Chapter 79-2

Commentary:

The Northville Township Fire Department utilizes the Knox Rapid Entry System to provide quick and efficient access to structures within our jurisdiction. This system allows the fire department access to your facility without having to force entry through doors or windows when called for an emergency.

Standards:

Per Section 506.1 of the International Fire Code (IFC) the fire code official is authorized to require a key box to be installed in an approved location. The box shall contain keys necessary to gain access as required by the fire code official. This may include master keys, elevator keys, fire alarm panel keys, etc.

The department currently uses the Knox Box e-approval process to facilitate quicker turnaround times and enhanced tracking. Please follow the below process to place a Knox Box order in the Township:

- 1) Visit www.knoxbox.com
- 2) Select "Products" on the left hand side
- 3) Search by zip code, either 48167 or 48168 or by department name "Northville"
- 4) Select "Northville Twp. Fire Department"
- 5) Select "Proceed with Pre-Authorization Order"
- 6) Select the appropriate device and "add to cart"
- 7) Complete the installation address section
- 8) Review your cart and select "Submit for e-Approval"
- 9) Create an account so that you can be notified when the department has approved your request
- 10) Upon registration, you will be notified that your "Pre-Authorization Order has been submitted."
- 11) When your order has been approved by our department you will be notified and will receive a link to complete the payment and shipping information.
- 12) Once you have paid for your Knox Box it will be shipped to your location. Once received have the box installed at a location approved by the Fire Department.
- 13) Please make sure to have all of the necessary keys on-hand for the fire department to secure.
- 14) Contact the fire department and advise them that you are ready to have your keys secured.

If you have any questions, please contact us at (248) 348-5807 or via email at thughes@twp.northville.mi.us.

Respectfully,

Thomas M. Hughes, Jr.
Fire Inspector