



EMERGENCY ACCESS LOCK BOX ORDERING INFORMATION

On May 2, 2022 the North Whitehall Township Board of Supervisors adopted **Ordinance No. 2022-2** requiring the installation of an Emergency Access Lock Box on Commercial buildings.

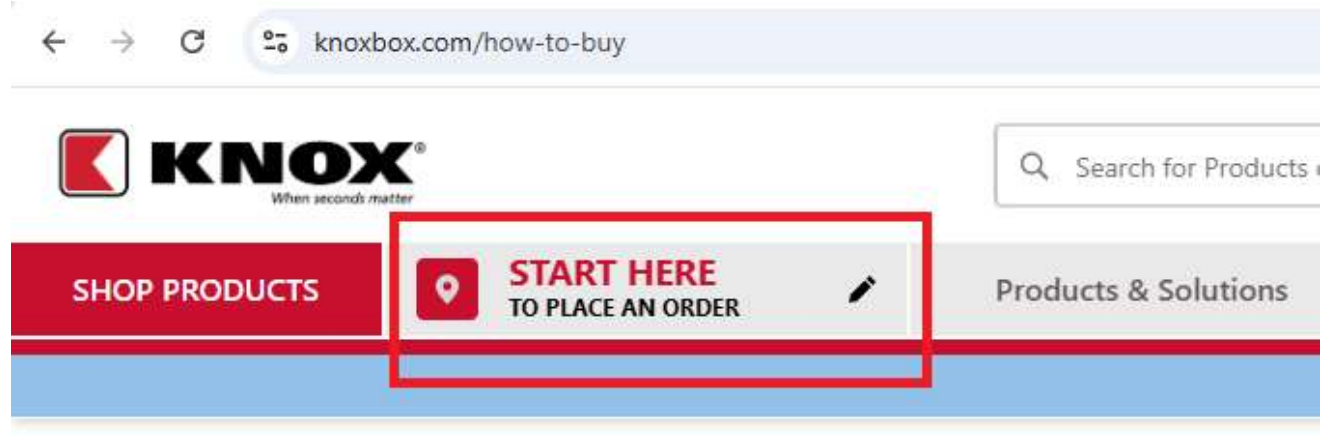
KnoxBox key vaults are required for all new or modified commercial building construction as well as change of use or occupancy permits.

CERTIFICATE OF OCCUPANCY WILL NOT BE ISSUED UNTIL THE INSTALLATION HAS BEEN VERIFIED/INSPECTED

Visit: <http://www.northwhitehall.org> or <https://ecode360.com/45577140> to view the requirements of the ordinance in its' entirety

INSTRUCTIONS:

- 1 Visit knoxbox.com to begin the ordering process. >>> **START HERE**. Input the required address information. This is required. **It will not obligate you to buy until finished.**



- 2 Select the appropriate Emergency Service Agency. The system will provide suggestions for close by communities with Knoxbox programs. **YOU MUST SELECT North Whitehall Emergency Svs(PA)**>>> Confirm Department

If you believe the Suggested Department is not accurate, here are the closest regisgered department to your installation address.

- Northern Valley EMS (PA)
- Allen Twp Fire Co #1 (PA)
- East Allen Twp Fire Dept (PA)
- Catasauqua Fire Dept (PA)

North Whitehall Emerg Svs (PA)

Confirm Department

3 Once you record the installation address you can shop for products authorized by North Whitehall Township.

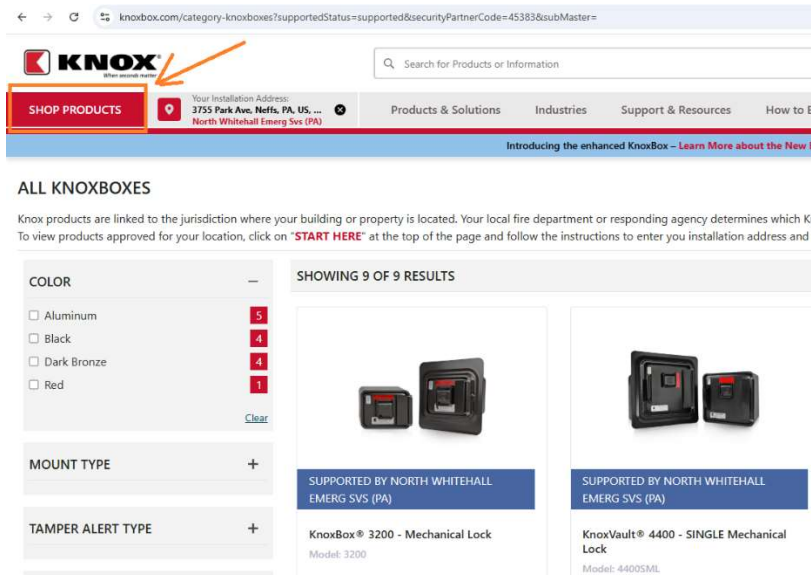


Figure 1: Commercial Key Vaults

4 Select the product you want for your address and continue to add to cart and proceed to Checkout. The Township is notified when you select and purchase the product.

5 Follow these simple requirements for installation.

- The location requirements for installing a Knox Box include:
 - a. Height: The Knox Box should be mounted no lower than 4 feet and no higher than 5.5 feet from the ground.
 - b. Visibility: It should be mounted as near as possible to the primary entry door and should not be visually obstructed.
 - c. Accessibility: The box must be easily accessible without obstructions.
 - d. Specific Placement: For gates, the Knox Box should be located on the gate or within 6 feet of the gate.
 - e. Fire Department Access: It should be placed in a visible location for responding fire department units.
- These guidelines ensure that emergency responders can quickly access the Knox Box in case of an emergency. If you have any questions, please feel free to contact the Township Fire Codes Administrator at (610)799-3411. The North Whitehall Township Fire Codes Administrator will receive Notification when the product is shipped.
- After installation is completed call and schedule for access keys to be secured. A list of contacts should also be created to be placed in the key vault with the access keys.

NO PERMITS WILL BE NEEDED FOR THIS INSTALLATION.