



Service des incendies Hawkesbury Fire Department
780, avenue Spence Avenue, Hawkesbury, Ontario K6A 3H9
Tél.: (613) 632-1105 / Fax : (613) 632-1700

Keyed Lock Box Program

The Town of Hawkesbury has a volunteer keyed lock box program that is administered through the Hawkesbury Fire Department.

All installation and maintenance costs associated with this are the responsibility of the property owner.

Kidde Supra lock boxes, exclusively, are used.

➤ **Lock Box Installation**

To have a lock box installed, a building owner is required to fill out a “REQUEST FOR KEYED LOCK BOX INSTALLATION OR CHANGE OF KEYS”. This form is available online at www.hawkesbury.ca or at the Hawkesbury Fire Department, located at 780 Spence Ave., Hawkesbury Ontario. The completed form can be taken to a locksmith who will install a Kidde Supra Keyed Lock Box. The locksmith completes their portion of the form and submits it to the Fire Department after the installation is complete.

The Lock Boxes are rented from the Hawkesbury Fire Department, at a onetime rental fee of \$132.75, plus applicable taxes. This does not include installation fees.

➤ **What does the Lock Box System do for you?**

- Provides immediate emergency entry in case of fire, medical, or other type of emergency
- Prevents costly forced entry damage to doors and windows
- Undamaged doors can be re-secured after the emergency
- Allows faster Hawkesbury Fire Department entry, which reduces the potential damages caused by fire
- Allows Hawkesbury Fire Department personnel to enter if a building occupant is unable to open the door
- Reduces firefighter injuries
- Increases Hawkesbury Fire Department efficiency
- At medical emergencies, personnel can respond quicker and provide medical assistance.

➤ **How does the Lock Box work?**

When responding to an emergency and confronted with a locked entry door, department personnel will confirm with Dispatch the location of the lock box near the main entry door. Placing keys in this tamper-resistant box in a visible location near the main entry door, minimizes delays in gaining access to the building and eliminates damage that may be caused

by a forcible entry. The fire personnel will gain access to the keys from the box, after using them for the purpose intended, and the Officer in Command will ensure the keys are replaced and secure.

Note: When in place, key lock boxes will not be used to gain non-emergency access to a building unless the building owner, manager or agent is present. Property owners do not have access to the contents of the lock box after it is installed; only the Hawkesbury Fire Department have keys to the lock box.

It is recommended that property owners do not to place master keys in the lock box.

➤ **To change the contents of an existing Keyed Lock Box**

The building owner must complete a “REQUEST FOR KEYED LOCK BOX INSTALLATION OR CHANGE OF KEYS” form. This form is available online or in person at the Hawkesbury Fire Department.

The completed form should be submitted to the Hawkesbury Fire Department and an officer will contact the requesting party to arrange a meeting to open the lock box, change the contents and complete the form. There is no cost for this service.

Hawkesbury Fire Department

780, Spence Avenue

Hawkesbury Ontario

K6A 3H9

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Email: DGascon@Hawkesbury.ca