



Shenandoah County

Department of Fire and Rescue

600 N. Main Street, Suite 109

Woodstock, VA 22664

(540) 459-6167 voice

(540) 459-6192 fax

Knox Box Key Checklist for Facilities

The purpose of the following list is to provide the first responders access to your facility in the event of an emergency. The following list should be completed to the fullest to minimize possible loss of property or life and allow the first responding agencies to mitigate the emergency scene more effectively, without having the delay of a responding building representative.

- Fire Alarm Panel Key**
- Pull Station Key**
- Exterior Master Key**
- Interior Master Key**
- Keys Pertaining to Sprinkler System**
- Key Card if applicable**
- Elevator Key if applicable**
- Pertinent Phone Numbers**

Thank you for your continued diligence with updating your Knox Box and allowing for the safest and fastest service to be provided, in the event we have to respond to an emergency at your facility.

All forms are to be forwarded to the Shenandoah County Fire Marshal's Office for review by the Knox Box Administrator.