

July 1, 2022

«Name»

Or Current Business

«Address»

«City», PA «Zip»

Dear Business Owner,

The purpose of this letter is to inform you of a recent Township Ordinance which was adopted at the Board of Supervisors Meeting on May 23rd 2022. This ordinance, number 2022-1, will require all commercial businesses in Fairview Township to install lock boxes on their buildings. The Township in coordination with the Emergency Management Agency are requiring these lock boxes to be installed to allow the Fire Department emergency access to your building during non-business hours in an effort to prevent damage being done to your building. A complete copy of the ordinance can be found on the townships website.

If your facility does not already have a lock box installed on the building, the following steps will require completion within 1 year of the date of this letter:

1. Purchase a lock box that meets the standards listed in ordinance 2022-1.
 - a. Visit <https://twp.fairview.pa.us> and click on “KnoxBox Information” in the left tool bar.
 - b. Follow the instructions.
2. Contact the Fairview Township Emergency Management Coordinator or Fairview Township Fire Department to arrange for a pre-installation inspection. During this inspection, a representative from either agency will assist you in selecting a proper location, provide education on lock box usage, give guidance on what materials need to be installed in the lock box, and collect contact information to be used in the event of an emergency at your facility.
3. Arrange for installation, or install the lock box yourself on your building at the agreed upon location from the pre-installation inspection.
4. Contact the Fairview Township Emergency Management Coordinator, or Fairview Township Fire Department to arrange for a post-installation inspection and key installation. During this inspection, a representative from either agency will verify that the location and installation is compliant with the ordinance, provide documentation materials certifying your installation, place the required materials and keys into the lock box and secure the lock box on your facility.

If your facility already has a lock box installed on the building, the following steps are required to be completed within 1 year of the date of this letter:

Contact the Fairview Township Emergency Management Coordinator or Fairview Township Fire Department to arrange for an inspection of your lock box. During this inspection, a representative from either agency will verify that the location and installation is compliant with the ordinance, provide education on lock box usage, provide documentation materials certifying your installation, provide placement of required materials and keys into the lock box and securing the lock box on your facility.

Below is all the contact information you may need to assist you in this process. Fairview Township is committed to helping all businesses complete this process and become compliant.

Fairview Township Municipal Offices: 717-901-5200

Fairview Township Emergency Management Coordinator: 717-901-5290

Fairview Township Fire Department: 717-774-3080 (Option 5)

Lock Box Email address: lockbox@twp.fairview.pa.us (Can be used for scheduling, questions, guidance, information, etc)

Fairview Township Website: <https://twp.fairview.pa.us>

KnoxBox Website: www.knoxbox.com

Thank you for your cooperation,

Brandon Freistat

Fairview Township Emergency Management Coordinator