



February 13, 2020

**SUPRA KIDDE LOCK BOX PROCEDURE:**

The Sheboygan Fire Department recommends specialized lock boxes to business and property owners as they provide firefighters with a quick and non-destructive means of entry into a structure in the event of a fire or medical emergency. These boxes can also be used for the fire department to gain access to the property for State required annual fire inspections if such access is authorized by the property owner or responsible party.

To purchase a lock box for your property, please visit the Kidde website at <https://lockbox.shopkidde.com>. You will be prompted to create an account. Be sure to identify the City of Sheboygan Fire Department as your local fire department when ordering your box. These lock boxes are keyed to individual fire departments, so identifying the Sheboygan Fire Department is crucial. The boxes are available in various sizes and price ranges.

When you receive your box, the next step is to identify where the box will be mounted on your building. We suggest that you locate the box either at the front address door, or the door leading to the fire alarm panel. Please mount the box at a height within normal reach to allow for quick access. If you would like additional help identifying the best place to mount your rapid response lock box, please contact Battalion Chief Nicholas Noster.

After you have installed the box, please contact Battalion Chief Nicholas Noster at 920-459-3321 or email [Nicholas.Noster@sheboyganwi.gov](mailto:Nicholas.Noster@sheboyganwi.gov). An appointment to meet you on site to add your keys to the box and lock it up will be scheduled. During this appointment, a form will be filled out for authorization and tracking purposes.

On behalf of the fire department, I thank you for your time and financial support in making Sheboygan safer.

Sincerely,

Nicholas Noster  
Battalion Chief  
SHEBOYGAN FIRE DEPARTMENT

FIRE DEPARTMENT

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