

## Knox Box Guidance

Knox boxes are small, steel boxes that are attached to the address bollards and homes on Bald Head Island. The box holds a key and an information sheet and can only be opened by the Public Safety Department with a secure key. Knox boxes give first responders access to your home or business in an emergency. First responders will be able to access your property when it matters most. Removing barriers to entry reduces injuries to responders and minimizes property damage.

***New Property Owners:*** Check around your front entry and the address bollard to see if you have a knox box. If you have one, you will need to make sure that a copy of your current key and contact information are placed inside the box. You will need to fill out our knox box form from the Department of Public Safety's website and return it to the Department with a copy of your current key. You can do this between 9:00 a.m. and 3:30 p.m. Monday through Friday. The Public Safety building is located at 273 Edward Teach Extension. If you do not have a knox box or you cannot locate one, please contact Public Safety to see if one has been purchased for your address. You can do that by calling (910) 457-5252 or emailing [psadmin@villagebhi.org](mailto:psadmin@villagebhi.org) the PS administrative assistant. If there is not a box for your home, you will need to order one from the company. Then you will need to complete the knox box form and bring a copy of the current key to the Department of Public Safety. To order a knox box go to the company website ([knoxbox.com](http://knoxbox.com)). The correct box for BHI will be the only option and once purchased, will be delivered to the Department of Public Safety.

***Homes Near the Beach:*** The Village is finding that knox boxes that are located near the ocean are corroding over time. Please check your knox box to see if it looks corroded. If you are not sure, or if you need Public Safety to check it for you, you must submit a request so that we can obtain access to your property. You can have yours checked by emailing Chip Sudderth at [csudderth@villagebhi.org](mailto:csudderth@villagebhi.org).

If your knox box needs to be replaced, you will need to order a new one from the company and provide the Department of Public Safety with a copy of your current house key and the completed.

***All Property Owners:*** For the knox box program to be successful we need your help in making sure the keys and contact information in the box are up to date and that your knox box is not rusted or corroded so that it can be accessed if it is ever needed.

***PLEASE NOTE: Public Safety will not use the Knox box for any other reason. Public Safety cannot unlock your door to allow homeowners, relatives, guests, or renters into the home if they are locked out.***

If you have any questions, please contact the Department of Public Safety at (910) 457-5252 or [psadmin@villagebhi.org](mailto:psadmin@villagebhi.org).

Visit our program webpage [HERE](#) for more information.