

# City of *Mayfield Heights*

Anthony DiCicco, Mayor/Safety Director



Bruce E. Elliott, Fire Chief

## Residential Lock Box Program



The Mayfield Heights Fire Department is proud to announce the implementation of our Residential Lock-Box Program. The goal of this program is to assist Firefighters and Paramedics in gaining rapid entry into your home in the event of an emergency, saving time and property by eliminating the need for forced entry.

A residential lock-box is a heavy, metal, safe-like box that is mounted on the door jamb of your home. A key to your house is secured inside the box and access to the box can only be obtained by a master key created specifically for the Mayfield Heights Fire Department. This master key remains secured on Fire Department apparatus and is only accessible to Mayfield Heights Fire Safety Personnel. In the event of an emergency in which you are unable to open the door for First Responders, the Fire Department can use their master key to open the lock-box and access your house key to gain entry into your home. Having a lock-box can add lifesaving minutes during an emergency and can save property damage that forcibly gaining entry may cause.

If you are the owner of a single family home in Mayfield Heights, you may purchase a lock-box for \$30 through the Mayfield Heights Fire Department. A Fire Official will schedule an appointment to come to your home and install the box for you. Complete the registration form on the opposite side of this notice and mail it in along with your check, or, visit our website at [www.mayfieldheights.org](http://www.mayfieldheights.org) for more information.

IF YOU WOULD LIKE ADDITIONAL DETAILS,  
OR IF YOU HAVE QUESTIONS,  
CALL LAURA AT  
THE MAYFIELD HEIGHTS FIRE DEPARTMENT  
AT 440.442.2626 EXT. 295.



# Lock Box Application

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

ALTERNATE TELEPHONE NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

Homeowner and Resident agreed to indemnify and hold harmless the City of Mayfield Heights ("city"), its Fire and Police Departments, and all other city employees and/or agents, from any and all liability, claims, lawsuits and/or damages that may result from the City's Fire and Police Departments making entry into the subject residence pursuant to any emergency call made from and/or regarding the subject residence in the case of an emergency.

**LOCK-BOX FEE IS \$30.00**

**PLEASE PRINT THIS FORM AND MAIL WITH A CHECK TO:  
MAYFIELD HEIGHTS FIRE DEPARTMENT  
ATTENTION: LAURA BAUMGARDNER  
6154 MAYFIELD ROAD  
MAYFIELD HEIGHTS, OHIO 44124**

**NOTE: Once information and payment are received, a Fire Department Official will contact you to schedule an installation appointment. Please have a copy of your key available at the time of the installation appointment. Thank you.**

## FOR FIRE DEPARTMENT USE ONLY

INSTALLATION DATE: \_\_\_\_\_ START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

INSTALLED BY: \_\_\_\_\_

LOCATION: \_\_\_\_\_

**DO NOT SEND KEYS TO THE FIRE DEPARTMENT**