November 7, 2017

Fire Marshals
Broward County, Florida

Dear Fire Marshals,

RE: KNOX Box at District Sites

As a reminder, all District schools and administrative offices have a KNOX box installed. The KNOX box is duel-keyed with the top lock keyed to the local Fire jurisdiction, and the lower lock keyed to the Broward County Public Schools (BCPS) District.

Contents of the KNOX box are:
1. Set of keys to the buildings on the site.
2. Map showing where the FACP and annunciator panels are located.
3. Contact card for emergency response from the School District.

When you respond to a site, please utilize the KNOX box, if you need entrance to any building on the site. You will need to contact our Security Office (refer to Contact card) at 754-321-0161, notifying them that you are entering the school and what District support you need (e.g., fire alarm technicians, maintenance, etc.). The Security Office is staffed 24-hours a day, and are capable of reaching key District personnel during off-hours. Should you come across a KNOX box that is missing keys, a map or Contact card, please let me know so I can have items returned and/or replaced.

NOTE: The Broward County Public Schools (BCPS) District values the services you provide. I look forward to continuing to work with each of you to make our Fire Safety Program better.

Any questions, or concerns, please feel free to contact me at maryann.may@browardschools.com or at 754-321-4817.

Sincerely,

MaryAnn May, Ph.D.
Chief Fire Official
Broward County Public Schools

---

Educating Today’s Students to Succeed in Tomorrow’s World
Broward County Public Schools is an Equal Opportunity/Equal Access Employer