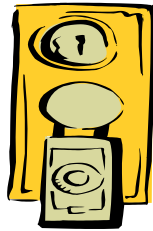


Goshen Twp

Senior



Lockbox Program

Procedure List

1. All applications, including the application and liability release form provided by, Goshen Twp Fire Department will be available at the Goshen Twp Fire Station.

2. Once the application and release forms are completed and signed, the packet can be dropped off, in a sealed envelope with the words "Senior Lock Box" on the front of the envelope, to the Goshen Twp Fire Department or send it in care of:

Senior Lockbox Program Coordinator
1849 St. Rt. 28
Goshen, OH 45122

3. Once the application has been reviewed, an appointment will be set up with the applicant and the program coordinator will come to the home and install the lock box on the front door of the home. The coordinator will contact each of the applicants and advise them of the date of installation and to remind them to have an extra house key available for the emergency personnel to place in the lockbox.

4. The Goshen Twp Fire Department Program Coordinator will then assign a unique code to each lockbox to be delivered, insuring that this code is entered into the premise information along with any other pertinent information, for the appropriate residence so as to be available to responding emergency personnel.

5. The Goshen Twp Fire Department will retain a copy of each application, liability release, and receipt of lock form. If a participant decides to stop participating, the lockbox will be recovered and the participant will sign the Receipt of Lock Box form in the appropriate space indicating the lockbox was returned. The Program Coordinator will insure the key in the lockbox is returned to the owner.

All applicants must realize that this lockbox program is being offered as a courtesy to the residents of Goshen Twp and that in the event of a time sensitive situation (person not breathing or fire etc.) the emergency personnel (fire or police) may not have the time to use the lock box system and must gain entry with the fastest means possible. Every effort will be given to utilize the box when time permits.

Signature or Program Participant

Date

Signature of Program Representative

Date