

# ORDINANCE NO. 2104- 003

## AN ORDINANCE REQUIRING CERTAIN STRUCTURES TO HAVE A KEY LOCK BOX INSTALLED ON THE EXTERIOR OF THE STRUCTURE FOR FIRE SAFETY PURPOSE

**WHEREAS**, the Penn Township Board of Supervisors has determined that the health, safety, and welfare of the citizens and visitors of Penn Township are promoted and safeguarded by requiring certain structures to have a key lock box installed on the exterior of the structure to aid the Penn Township Fire Department and other local fire departments to gain access to the structure when the same is not occupied or when the occupants are unable to grant ingress to the Fire Department.

**WHEREAS**, the key lock box system will reduce the need for forced entry into structures and should avoid costly and time-consuming efforts in gaining access to locked structures during an emergency.

**NOW, THEREFORE, BE IT ORDAINED AND ENACTED**, by the Board of Supervisors of Penn Township, Cumberland County, Pennsylvania in a meeting assembled and is hereby ordained and enacted by the authority of the same as follows.

**Section 1 – GENERAL PROVISIONS** – The Ordinance shall be known and cited as the Key Lock Box Ordinance.

**Section 2 – PURPOSE** – The purpose of the Ordinance is to require certain structures to have a key lock box installed at the entrance(s) of the structure to enable members of responding Fire Companies and Emergency Medical Services (EMS) personnel to gain access to the structure when responding to an emergency without forceful entry.

**Section 3 – DEFINITIONS** – The following words, terms and phrases shall have the meanings described herein ascribed thereto unless the context clearly indicated a different meaning.

**AUTOMATIC DETECTION SYSTEM** – Any engineered system, device, equipment, mechanical, electrical or battery operated arrangement to activate an alarm or signal of the occurrence of a police, fire, hazard or medical emergency requiring urgent attention and to which police, fire units or EMS personnel are expected to respond.

**AUTOMATIC SUPPRESSING SYSTEM** – An engineered system that automatically detects a fire, activates an alarm and suppresses a fire by application of an extinguishing agent through fixed piping and nozzle.

**FIRE CHIEF** – The Fire Chief of the Penn Township Volunteer Fire Company or his designee.

**PENN TOWNSHIP CODES ENFORCEMENT OFFICER(s)** – Duly appointed personnel whose responsibility it is to enforce the ordinances and codes established by the Penn Township Board of Supervisors.

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**PERSON** – Any person, group, firm, partnership, association, company, corporation or organization of any kind.

**TOWNSHIP** – Penn Township, Cumberland County, Pennsylvania

**Section 4 - KEY LOCKBOX SYSTEM** – The key lock box shall comply with the following:

- A. **REQUIRED** – All structures within the Township having an automatic detection system and/or an automatic suppression system that are secured in a manner that restricts access during an emergency, including but not limited to commercial or industrial structures, governmental structures and health care facilities, shall comply with the provisions of this ordinance.
- B. **TYPE** – The key lock box shall be an Underwriters Laboratory type and approved by the Fire Chief. The key lock box shall be equipped with a lock which can be opened only with a key that is issued to the Fire Chief. Emergency vehicles will be equipped with one key that is held in a special security device. The structure owner shall not be able to obtain a key to open the lock box.
- C. **LOCATION** – The key lock box shall be mounted on the structure entrance(s) at a height of between four and six feet and within three feet of the direct access port or such other location approved by the Fire Chief or his designee. Flush mounted or surface recessed key lock box installation will be permitted, provided that the key lock box is clearly marked. In addition, another key lock box shall be installed in the manner previously described in the vicinity of the access to the area where the alarm panel is located and exterior facilities where fire suppression pump systems are located. Once the key lock box is installed, the owner of the structure shall contact the Penn Township Volunteer Fire Company or the Township Office during normal business hours.
- D. **CONTENTS** – Each lock box shall contain the following:
  - 1) Keys to locked ports of entry, keys to locked mechanical and electrical rooms and keys to any fenced or secured areas. All keys shall be clearly marked to facilitate identification and location of all secured areas.
  - 2) In addition, the lock box shall contain the following or a binder shall be made available immediately inside the port of entry that contains the following:
    - a) A floor plan showing locations and identification of all exterior doors.
    - b) A plan of the fire suppression riser identification numbers and locations. A plumbing diagram of all fire suppression systems.
    - c) A floor plan of the rooms within the structure denoting any utility disconnects or controls, fire alarm panels, controls or pull stations, location of zones indicated by the alarm system, and any hazardous materials stored in the structure.
  - 3) If contents of the lock box must be added or removed, such as when a lock is changed or rekeyed, arrangements shall be made with the Fire Chief to visit the facility to open the box and then re-secure it.

**Section 5 – COMMERCIAL STRUCTURE REQUIREMENTS** – All exterior doors shall be marked with a minimum four inch high door number, both inside and outside the structure.

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Section 6 – **CONTACT PERSON(S)** – The owner or operator of the structure shall provide a list of contact persons, including name, home address, home phone number and cell phone number. When the contacts change, the Fire Chief and the Township will immediately be supplied with a revised contact list containing the above information.

Section 7 – **TIME OF COMPLIANCE** – The owner of each newly constructed structure subject to this ordinance shall have the key lock box(s) installed and operational prior to the issuance of an occupancy permit. The owner of each structure in existence prior to the effective date of this ordinance and subject to this ordinance shall have six (6) months from the effective date of this ordinance to have key lock box(s) installed and operational with the required contents.

Section 8 – **VIOLATIONS AND PENALTIES** - Any person, entity or corporation who has violated any provisions of this ordinance or who has failed to comply with any order issued by the Fire Chief of the Penn Township Volunteer Fire Company or the Penn Township Codes Enforcement Officer or has failed to comply with any order issued pursuant to any Section thereof, shall upon summary conviction thereof, shall be sentenced to pay a fine not less than one hundred dollars (\$100.00) nor more than one thousand dollars (\$1,000.00), plus cost of prosecution and in default of payment of said fine and costs, be imprisoned in the Cumberland County Prison for a period of not more than thirty (30) days. Each day's violation of any provision of this chapter shall constitute a separate violation.

## Section 9 - **FIRE DEPARTMENT RESPONSIBILITIES**

1. No individual fire department personnel shall carry a lock box key.
2. All lock box access keys shall be installed in a Key Secure system installed in the Fire Apparatus.

Section 10 – **SEVERABILITY** – The provisions of this ordinance are severable, and if any section, clause, sentence, part or provision thereof shall be held illegal, invalid or unconstitutional by any court of competent jurisdiction, such decision of the court shall not affect, impair or invalidate any of the remaining sections, clauses, sentences, parts or provisions of this ordinance. It is hereby declared to be the intent of the Penn Township Board of Supervisors that this ordinance would have been adopted if such illegal, invalid or unconstitutional section, clause, sentence, part of a provision had not been included herein.

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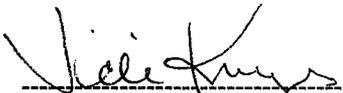
The provisions of any other prior ordinance which are inconsistent with the provisions of this ordinance are hereby repealed to the extent of such inconsistency. This ordinance shall be effective immediately upon adoption.

**DULY ENACTED and ORDAINED THIS 8th DAY OF MAY, 2014,** By the Supervisors of Penn Township in public session duly assembled.

  
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GARY MARTIN, CHAIRMAN

  
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KENNETH SHEAFFER, VICE CHAIRMAN

Attest:

  
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VICKI KNEPP, SECRETARY

  
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AMOS SEIDERS, SUPERVISOR