

**TOWNSHIP OF LOWHILL
LEHIGH COUNTY, PENNSYLVANIA**

ORDINANCE NO. 2000-01

**AN ORDINANCE REQUIRING CERTAIN STRUCTURES TO HAVE A KEY
LOCK BOX (KNOX BOX) INSTALLED ON THE EXTERIOR OF THE
STRUCTURE FOR FIRE SAFETY PURPOSES.**

WHEREAS, THE BOARD OF SUPERVISORS OF LOWHILL TOWNSHIP BELIEVES THAT THE HEALTH, SAFETY AND WELFARE OF THE CITIZENS OF LOWHILL TOWNSHIP GENERALLY, AND OF THE VOLUNTEER FIRE FIGHTERS SERVING THE TOWNSHIP SPECIFICALLY, WILL BE PROMOTED BY REQUIRING CERTAIN STRUCTURES TO HAVE A KEY LOCK BOX INSTALLED ON THE EXTERIOR OF THE STRUCTURE TO AID THE VOLUNTEER FIRE DEPARTMENTS IN GAINING PROMPT ACCESS TO THE STRUCTURE AND VITAL INFORMATION CONCERNING THE STRUCTURE AND ITS CONTENTS WHEN RESPONDING TO CALLS FOR EMERGENCY SERVICE; AND

WHEREAS, THE KEY LOCK BOX SYSTEM WILL OPERATE ON A MASTER KEY BASIS THAT WILL EXPEDITE ENTRY AND ELIMINATE FORCED ENTRIES INTO STRUCTURES AND THE DAMAGE RESULTING THEREFROM, THEREBY AVOIDING COSTLY AND TIME-CONSUMING EFFORTS IN GAINING ACCESS TO LOCKED STRUCTURES DURING AN EMERGENCY.

NOW, THEREFORE, THE SUPERVISORS OF LOWHILL TOWNSHIP DO HEREBY ENACT AND ORDAIN AS AN ORDINANCE OF LOWHILL TOWNSHIP THE FOLLOWING:

SECTION 1: KEY LOCK BOX SYSTEM

- 1.1 The following structures shall be equipped with a key lock box at or near the main entrance or such other location as designated by the "Fire Chief".
 - 1.1(a) Commercial or industrial structures protected by an automatic alarm system or automatic suppression system, or such structures that are secured in a manner that restricts access during an emergency.
 - 1.1(b) Multi-family residential structures that have restricted access through locked doors and have a common corridor for access to the living units;
 - 1.1(c) Governmental structures and nursing care facilities;
 - 1.1(d) Any building or facility containing a quantity of hazardous materials which would require compliance with Title III of SARA (Superfund Amendment Reauthorization Act).

- 1.1(e) Residential homes that have restricted access through driveway security gates.
- 1.2 All newly constructed structures and/or additions and/or remodeling of structures subject to this section shall have the key lock box installed and operational prior to the issuance of an occupancy permit. All structures subject to this section that have been in existence prior to the effective date of this ordinance shall have one year from the effective date of the ordinance to comply with the requirement to have a key lock box installed and operational.

SECTION 2: TYPE

- 2.1 “Knox Box Rapid Entry System” which is UL listed. The knox box shall be master keyed to the key configuration assigned to the Volunteer Fire Department serving as the first responder in the geographic area where the building or structure in operation is located.
- 2.2 The “Fire Chief” may require a lock box (knox box) tamper switch be connected to a building’s fire alarm system.

SECTION 3: LOCATION

- 3.1 The lock box (knox box) shall be installed at or near the main entrance or such other location as designated by the Fire Chief.
- 3.2 The lock box (knox box) shall be installed between four (4) and six (6) feet above the ground unless approved at a higher or lower level by the “Fire Chief”.

SECTION 4: KEYS REQUIRED

- 4.1 The “owner(s)” or “person in control” of buildings or facilities described in Section 1 are required to place in the lock box (knox box) various keys and information and when the lock box is not of adequate size to contain all the information, an additional document vault shall be provided immediately inside the main entrance or at such other locations is designated in writing and approved by the “Fire Chief”. The lock box shall contain:
 - 4.1(a) Keys, separately tagged and indexed to a floor plan to clearly and quickly identify what doors or locks they operate, to:
 - (1) All locked points of access;
 - (2) All locked points of access to common hallways or utility rooms contained within such buildings or facilities.
 - (3) Locked mechanical rooms;

- (4) Locked electrical rooms;
 - (5) Locked sprinkler control rooms;
 - (6) Reset pull-stations or other fire protection devices;
 - (7) All other locked areas, other than individual apartments or rented rooms, as directed by "Fire Chief".
 - (8) Sealed floor plans which include phone numbers (plant manager, owner, etc.) and utility locations (gas, electric, etc.) shall be provided in the lock box or additional document vault, as directed by the "Fire Chief", and to the Volunteer Fire Company.
- 4.2 The labeling and tagging of keys and the plans within the lock box (knox box) and the additional documents vault, if any, shall be kept current.

SECTION 5: MATERIAL SAFETY DATA SHEETS

- 5.1 Where a building contains a business that is required to maintain material safety data sheets (hereinafter MSDS), a lock box (knox box) document vault must be installed. The vault shall contain copies of the MSDS that are required to be on file within the building as well as a floor plan or written description that indicates the location of the general areas of these materials will be found within the building. The MSDS's shall be kept current

SECTION 6: PENALTIES

- 6.1 Any owner(s) or "person in control" of buildings or facilities subject to this ordinance shall be subject to the penalty set forth herein.
- 6.2 Enforcement of this Ordinance shall be effected by an action brought by the Township Administrator or Township Solicitor (on information received, if necessary) before the District Justice having jurisdiction in the same manner provided for the enforcement of summary offenses under the Pennsylvania Rules of Criminal Procedure.

The Township Solicitor may assume charge of the prosecution without the consent of the District Attorney (as required under Pa. R. Crim. P. No. 83(c) relating to trial in summary cases).

- 6.3 Any person(s) found guilty of violation of this public safety ordinance shall be liable to pay a fine of One Thousand Dollar (\$1,000.00) per violation to be paid to the Township Treasurer per 53 P.S. 66601(c)(6) and for conviction of a second

offense shall also be subject to imprisonment to the extent allowed by law for the punishment of summary offenses.

SECTION 7: DEFINITIONS

- 7.1 As used in this ordinance, the word owner shall mean each individual person who holds record title to the real estate as of the date of the offense and, if the real estate is not owned by individual person(s) with respect to any other entity "owner" shall mean with respect to corporations, the chief executive officer/president of the corporation, and with respect to limited liability companies means each member of said limited liability companies, and with respect to partnerships and joint ventures, means each partner or joint venture except that in limited partnership situations, the word "owner" shall mean managing partner(s) and shall exclude limited partners unless they are also managing partners.
- 7.1 As used in this ordinance, "person in control" of buildings or facilities shall mean the person in charge of the day-to-day operation and the functioning of the building or facility. As related to real estate not known by individual person(s) said entity shall designate the "person in control" by submitting a written and signed communication to the Township Administrator advising of the name, address and daytime and nighttime telephone numbers of said person and, if such designation is made, the owner(s) of the real estate shall not be subject to responsibility for compliance with this ordinance unless the designated "person in control" is no longer in control of the day-to-day operation and function of the building or facility at the time of the violation.

7.1 FIRE CHIEF – DEFINITION

The Township is served by several different Volunteer Fire Companies who have divided the Township into separate geographical areas based upon which Volunteer Fire Company is closest and therefore likely to be able to respond most quickly. It shall be the responsibility of the owner(s) of any building or structure subject to this ordinance to find out which Volunteer Fire Company is designated as the primary responder to the location of the building or structure in question and coordinate compliance with this ordinance with the Fire Chief of that Volunteer Fire Company.

SECTION 8: REPEAL OF CONFLICTING ORDINANCE PROVISIONS

- 8.1 All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

SECTION 9: EFFECTIVE DATE

- 9.1 This ordinance shall become effective five (5) days after enactment by the Board of Supervisors of Lowhill Township. In the interim between the first reading and authorizing of publication and the enactment, this Ordinance shall be deemed to be a pending ordinance.

DULY ENACTED AND ORDAINED THIS 7 day of September, 2000, by the Board of Supervisors of the Township of Lowhill, Lehigh County, Pennsylvania, in lawful session duly assembled.

TOWNSHIP OF LOWHILL
BOARD OF SUPERVISORS


Chairman


Vice Chairman

DATED: 9-7-00


Secretary


Supervisor