

**FAIRVIEW TOWNSHIP
YORK COUNTY, PENNSYLVANIA**

ORDINANCE NO. 2022-01

**AN ORDINANCE OF THE BOARD OF SUPERVISORS OF FAIRVIEW
TOWNSHIP, YORK COUNTY, PENNSYLVANIA SETTING FORTH
REQUIREMENTS FOR KEY LOCK BOXES IN CERTAIN BUILDINGS
TO PROVIDE EMERGENCY ACCESS FOR EMERGENCY SERVICES
PROVIDERS**

WHEREAS, the Board of Supervisors of Fairview Township, York County, Pennsylvania, has determined that it needs an ordinance requiring the use of key lock boxes, also commonly referred to as “Knox Boxes”, to protect the health, safety, and welfare of the Township residents and businesses.

WHEREAS, a key lock box provides access to buildings for fire departments and other emergency service providers during emergencies; and

WHEREAS, the Board of Supervisors finds this key lock box ordinance to be in the best interest of health, safety and welfare of the residents of Fairview Township and the general public.

NOW THEREFORE BE IT ENACTED AND ORDAINED, and it is hereby enacted and ordained by the Board of Supervisors of Fairview Township, York County, Pennsylvania as follows:

§1. Short Title.

This Ordinance shall be known and referred to as the “Fairview Township Key Lock Box Ordinance.”

§2. Definitions.

As used in this Ordinance, the following terms shall have the meanings indicated:

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 applications of an extinguishing agent through fixed piping and nozzle.

Building Code Officer

The duly constituted municipal official designated to administer and enforce building and zoning within Fairview Township.

Building Owner

The record owner of any improved real estate within Fairview Township, including, but not limited to individuals, business entities of any nature, unincorporated associations and ownership in any form.

Commercial Building

A building, structure, or facility that is not a residential building.

Emergency Management Agency

An agency designed to plan and prepare for any form of disaster that threatens the well-being of any person or location.

Emergency Management Coordinator

An individual who is responsible for technical and administrative duties that help emergency management programs for institutions such as municipalities, private companies, government agencies and more.

Fire Chief

The designated or appointed Chief of the entity contracted to provide Emergency Fire Services to Fairview Township at any given time, whether public, private, or volunteer.

Fire Department

All members and equipment of the Fairview Township Fire Department or additional departments/resources who follow under the same principles.

Key Lock Box

A high-security key lock box system designed to give firefighters and emergency services personnel immediate access to locked buildings and other secured areas.

Knox-Box®

A high-security key lock box system manufactured by the Knox Company, designed to give firefighters and emergency services personnel immediate access to locked buildings and other secured areas.

Manager

The Township Manager

Medical Emergency

An emergency involving the health of a person or persons

Multifamily Dwelling

A building containing three (3) or more dwelling units, including, but not limited to, apartment houses and condominiums.

Police Department

All members of the Fairview Township Police Department, or additional departments/resources who follow under the same principles.

Structure

That which is built or constructed, or a portion thereof.

Township

The township of Fairview, York County, Pennsylvania

If any of the definitions prescribed herein should conflict with any other definitions within the Code of Ordinances of Fairview Township, these definitions shall be construed to apply only to this Ordinance. All other terms used in this Article shall have the meaning given to them in Code of Ordinances of Fairview Township. Any term not defined within the Code of Ordinances of Fairview Township shall be given its plain and common meaning.

§ 3. Requirements.

A key lock box shall be required for 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, industrial, multi-family residential structures that have restricted access through a locked door or have a common corridor for access to the living units, governmental structures, health-care facilities, schools, churches, factories, warehouses, businesses, restaurants and places of public assembly, as well as any structure required by the Pennsylvania Uniform Construction Code. The key lock box shall be an Underwriters Laboratory type and approved by the Township Manager or designee. The key lock shall be equipped with a lock which can be opened only with a key that is issued to the Township Manager or designee. Emergency vehicles will be equipped with one key that is held in a special security device. The owner of the structure shall not be able to open the lock box. All key lock boxes shall utilize a “swinging hinged door;” “drop doors” shall not be permitted. Single family residential dwellings having independent means of ingress and egress shall be exempt from this requirement

§4. General Specifications for Key Lock Box Installations.

- A. The key lock box shall be installed on the address side of the building or in such other location required and approved by the Township Manager, or designee, within sight of and no more than ten (10) feet from the main entrance.
- B. The key lock box shall be mounted at a height of between five (5) and six (6) feet from finished grade to the center of the box.

- C. The key lock box shall be attached to the building with through bolts and may be surface mounted or recessed provided that the key lock box is clearly marked.
- D. The key lock box may have an optional tamper switch, wired on a separate zone that will activate a trouble alarm if anyone tampers with the box.
- E. The key lock box shall contain all keys, key cards, access codes and/or fobs to lock ports of entrance, whether on the interior or exterior of the structure; keys, key cards, access codes and/or fobs to locked mechanical equipment rooms; keys, key cards, access codes and/or fobs to locked electrical rooms; keys, key cards, access codes and/or fobs to elevator controls; keys, key cards, access codes and/or fobs to any fenced or secured area; keys key cards, access codes and/or fobs for any fire alarm control panels; floor plans of the rooms within the structure denoting any utility disconnects or controls, fire alarm panels or controls and any hazardous materials stored in the structure; as emergency contact information including contact person(s) list with name(s), phone number(s), and home address. Emergency contact information shall be kept current. If contents of the key lock box must be added or removed, arrangements shall be made with the Township Manager or designee to visit the structure to open the box, inspect the change of contents and the lock the box.
- F. The building owner(s) shall contact the Township Manger or designee during regular office hours to schedule a site visit prior to installation to ensure proposed location meets the requirements set forth herein, and provide additional locations if required at the discretion of the Township Manager, EMA Coordinator, Fire Chief, or similar designee.
- G. Upon completion of installation, the building owner(s) shall contact the Township Manager or designee during regular office hours to arrange for the owner(s) of the structure to be visited by a member of the Fire Department to inspect the key lock box and install the access keys and any other requirements set forth herein.
- H. Multiple lock boxes may be required at the discretion of the Township Manager, EMA Coordinator, Fire Chief, or similar designee.

§5. Time period for installation of key lock boxes.

All applicable existing buildings and facilities shall install all required key lock boxes within three hundred and sixty five (365) days from the enactment date of this Ordinance. All newly constructed structures subject to this Ordinance shall have the key lock box installed and operational prior to the issuance of an occupancy permit by the Building Code Official.

§6. Contact Person

The owner of each structure required to have a key lock box shall provide a list of multiple contact persons (day/night), indicating the name(s), phone number(s), and home address to the Township Manager or designee. This information shall also be placed into the key lock box. The owner of the structure will immediately upon any change with respect to the list of contact persons provide the Township Manager or designee with such information with respect to such change.

§7. Enforcement.

Any person who violates or permits a violation of this Article shall, upon conviction in a summary proceeding brought before a Magisterial District Judge under the Pennsylvania Rules of Criminal Procedure, be guilty of a summary offense and shall be punishable by a fine of not less than \$100 and not more than \$1,000, plus all costs of prosecution, including, but not limited to, attorneys' fees, and in default of payment thereof, shall be imprisoned for a term not to exceed thirty (30) days. Each day or portion thereof that such violation continues or is permitted to continue shall constitute a separate offense, and each section of this Ordinance that is violated shall also constitute a separate offense.

§8. Effective Date.

This Ordinance shall become effective five (5) days after enactment.

ENACTED AND ORDAINED at a duly advertised public meeting by the Board of Supervisors of Fairview Township, this ___ day of _____, 2022.

ATTEST:

FAIRVIEW TOWNSHIP

By: _____
Dr. Larry Cox, Chairman
Board of Supervisors