

As Amended on First Reading, October 10, 2005
ORDINANCE NO. 1956

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SALISBURY, MARYLAND, TO ENACT CHAPTER 8.05 - KEY BOX ENTRY SYSTEM TO REQUIRE INSTALLATION OF KEY BOXES ON ALL COMMERCIAL BUILDINGS, CHURCHES, SCHOOLS, AND CERTAIN MULTI-FAMILY RESIDENTIAL DWELLINGS BY OWNERS OR LESSEES.

WHEREAS, the City Council has evaluated the need for key box entry by the fire department to commercial buildings, churches, schools and certain multi-family residential dwellings in the City.

NOW, THEREFORE, BE IT ENACTED AND ORDAINED BY THE COUNCIL OF THE CITY OF SALISBURY, MARYLAND, in regular session, that Chapter 8.05 - Key Box Entry System of the Salisbury Municipal Code be enacted as follows:

8.05.010 Purpose.

The purpose of this chapter is to provide standards and regulations applicable to key box entry systems thereby permitting fire department personnel to gain access and entry into structures within the City in order to conduct appropriate life-saving, fire suppression, rescue, and other emergency operations at structures and occupancies in which access is difficult or unduly delayed because of secured external or internal entranceways. It is the intent of this chapter to provide for the designation, location, and installation of key boxes thereby permitting expedient access to such occupancies or structures for emergency services personnel.

8.05.020 Definitions.

For the purpose of this chapter, the following words shall have the meanings ascribed to them:

Alarm System means any assembly of equipment, mechanical or electrical, device, or series of devices, including, but not limited to, systems interconnected via radio frequency signals, arranged or designed to signal an alarm indicating fire, smoke, excessive heat, or sprinkler water flow in the occupancy, by emitting or transmitting a remote or local audible, visual, or electronic signal indicating an alarm condition and that requires immediate attention and to which the fire department is expected to respond. Alarm systems include devices activated automatically such as fire, heat, or smoke detectors, water flow alarms and individual emergency pull stations. Alarm system does not include:

- 1 alarm installed on a vehicle
- 1 alarm designed to alert only the occupants of a premise that does not have a sounding device that is audible on the exterior of the Alarm Site.

Fire Chief means the chief of the fire department of the city of Salisbury, Maryland, or his designated representative.

Fire Department means the city of Salisbury Fire Department.

Key box means a device designed to safely secure keys, or other pertinent facility access device/s or information, for the use of emergency services personnel to quickly gain access and entry into an occupancy.

Master key means the key maintained by the Fire Department that unlocks a key box.

Person means any individual, corporation, partnership, association, organization, or similar entity.

Proprietor means any person who owns or controls the use of property in which an alarm system is installed.

Twelve Month Period means a consecutive twelve-month period within a calendar year.

Written notice means notice by certified mail, return receipt requested.

8.05.030 Key boxes.

A. Every owner or lessee shall, by the installation of an alarm system, be deemed to have consented to the installation of mandatory key boxes in structures subject to this ordinance.

B. All properties under construction or to be constructed within the City, including, but not limited to, all commercial buildings, churches, multiple family residential dwellings of six (6) or more attached units, places of worship, places of public assembly, educational facilities, commercial facilities, government agencies and facilities, school dormitories, and other properties designated by the Fire Chief, shall be subject to Chapter 8.05.

C. Any owner, or lessee of property having an automatic fire alarm or fire suppression system; shall, within ninety (90) days written notice from the Fire Chief of the City of Salisbury Fire Department, be required to install a rapid entry key box system

approved by the Fire Chief. Single-family residential dwellings and owner-occupied two-family residential dwellings shall be exempt from this requirement.

~~D. All occupancies under construction within the City, including, but not limited to all commercial buildings, churches, multi-family dwellings of six (6) or more units, schools, and other places of public assembly, shall be required to install a rapid entry key box system approved by the Fire Chief.~~

D. The Fire Chief, or his designee, shall have jurisdiction for the enforcement of this requirement and serve as the enforcement officer.

E. The Fire Chief shall have the authority to designate the type of rapid entry key box system, and the associated requirements for its installation.

F. The key box master key shall be maintained in a place designated by the Fire Chief in compliance with Fire Department operational policies and procedures.

8.05.040 Key box contents.

A. The key box shall contain the following labeled keys when applicable:

1. Keys to security gates (personnel and vehicle)
2. Keys to points of external or interior egress
3. Keys to electrical, mechanical, and plumbing equipment rooms
4. Keys for control valves
5. Keys for fire alarm panels
6. Keys for roof hatches
7. Keys for breakaway pad locks

8. Keys to elevator access, control rooms, and locking devices
9. Keys for the firefighter service operation of facility elevators
10. Keys to any fenced or secured occupancy areas
11. Keys to all common areas of the occupancy that may be secured
12. Keys to any other areas deemed necessary by the Fire Chief or his designee

B. The key box shall contain the following additional information:

1. Up to date list of responsible parties and responders, including names and contact telephone numbers, to be contacted by the Fire Chief or his designee for each occupancy

2. List of utility control points for occupancies within the facility

3. Any applicable system access codes or passwords required for entry to the facility

C. Each key shall be clearly marked with a tag identifying the access mechanism/s or device/s that it operates.

8.05.050 Installation of key boxes.

Key boxes:

1. Shall be installed on the exterior of the building within no less than ten (10) feet of the entrance door normally used by the fire department to access the building.

2. Shall be installed no higher than six (6) feet nor lower than five (5) feet from the ground level immediately adjacent to the installation location.

3. Shall be installed in such a manner that it is free from physical obstruction (trees, bushes, etc.).

4. Shall be marked with a white reflective letter “A” installed on the door of the box, no less than two (2) inches in height, if the box is equipped with a tamper alarm switch.

5. Shall not be painted as this may reduce visibility of the box, or impede entry into the box.

A reflective decal approved by the Fire Chief shall be affixed no higher than six (6) feet nor lower than five (5) feet from the adjacent ground level on the entrance door normally used by the fire department. This decal shall be notification to responding fire department personnel of the presence of a key box in the vicinity of the entrance.

8.05.060 Violations and penalties.

Any violation of this ordinance shall be punishable by a fine of not less than \$100.00 nor more than \$500.00 plus court costs. Each day that the violation exists or continues shall be considered a separate offense.

AND BE IT FURTHER ENACTED AND ORDAINED BY THE COUNCIL OF THE CITY OF SALISBURY, MARYLAND, that this Ordinance shall take effect from and after the date of its final passage.

THE ABOVE ORDINANCE was introduced at a meeting of the Council on the 10th day of October, 2005, and thereafter a statement of the substance of the ordinance having been published as required by law, in the meantime, was finally passed at its meeting on the ____ day of _____, 2005.

Brenda J. Colegrove
City Clerk

Michael P. Dunn,
President of the City Council
of the City of Salisbury

Approved by me this

day of _____ 2005.

Barrie P. Tilghman
Mayor of the City of Salisbury