

**TOWNSHIP OF GREENWICH
COUNTY OF CUMBERLAND**

ORDINANCE NO. 36-2018

**AN ORDINANCE REQUIRING THE INSTALLATION OF A KEY LOCK BOX
EMERGENCY ACCESS SYSTEM FOR USE BY THE GREENWICH TOWNSHIP FIRE
DEPARTMENT DURING AN EMERGENCY OR AS DEEMED NECESSARY BY THE
GREENWICH TOWNSHIP FIRE DEPARTMENT**

WHEREAS, the health, safety and welfare of the citizens of the Township of Greenwich (“Township”) are promoted by requiring certain structures to have a Key Lock Box installed on the exterior of the structure to aid the Township Fire Department in gaining access to the structure when responding to calls for emergency service; and

WHEREAS, some buildings are equipped with automatic systems that may cause the Township Fire Department to be summoned at a time of emergency when the building or business is not occupied or when the occupant is not available to provide the Township Fire Department entry into the building; and

WHEREAS, the Key Lock Box Emergency Access System will eliminate costly damage from forcible entry into buildings equipped with automatic systems by the Township Fire Department checking for fire or other dangerous conditions; and

WHEREAS, the Township Fire Department can reduce the potential for rapid expansion of fire and other hazardous conditions by quick access and decrease dangers for firefighters; and

WHEREAS, the Key Lock Box Emergency Access System will operate on a controlled master key basis by the Township Fire Department; and

WHEREAS, the Townships is authorized to pass this Ordinance pursuant to N.J.S.A. 40:48-2 and pursuant to the Township’s police powers.

NOW, THEREFORE, BE IT ORDAINED, by the Township Committee of the Township of Greenwich, County of **Cumberland** and State of New Jersey that there should be adopted this Ordinance of the Township for a Key Lock Box Emergency Access System which shall provide the following:

A. Key Lock Box Emergency Access System

1. Definitions

Fire Official shall refer to the Greenwich Fire Chief or his/her designee.

Key Lock Box shall refer to a secure rapid entry system that is designed to be used by Department Personnel in the event of an emergency to gain entry into a structure by using the enclosed owner-provided key (s). This box is usually mounted on the exterior of the building in

a location that is specified by the Fire Official and Construction Official. All boxes shall be UL (Underwriters Laboratories) certified, Knox Box brand and approved by the Fire Official and Construction Official.

B. Structures to be Equipped with a Key Lock Box

Unless otherwise determined, in writing, by the Fire Official, the following structures shall be equipped with a Key Lock Box of a type and size and at a location approved by the Fire Official and Construction Official:

- i. All new commercial building shall be equipped with a Key Lock Box prior to the issuance of the Certificate of Occupancy.
- ii. All existing commercial buildings constructing additions, major renovations or changes of use that require Township Zoning or Planning Board approval shall be equipped with a Key Lock Box prior to the issuance of any necessary permits.
- iii. All existing commercial buildings with new occupancies by tenants shall be equipped with a Key Lock Box prior to the issuance of a Certificate of Continued Occupancy.
- iv. Each building protected by an automatic fire alarm system (automatic dialer, central station, external audible/visual alarm) and not manned 24 hours a day, 7 days a week.
- v. Multi-family residential structures that have restricted access through locked doors but have a common corridor for access to the living units, including but not limited to condominium building.
- vi. Schools, whether public or private.
- vii. Governmental structures and nursing care facilities.

C. Key Lock Box Contents

The property owner is required at all times to keep a key(s) in the Key Lock Box that will allow access to the structure. The Key Lock Box shall contain, but not limited to, the following items as designated by the Fire Official:

- i. Labeled keys to locked points of ingress and egress, whether in interior or exterior of such buildings;
- ii. Labeled keys to the locked mechanical rooms;
- iii. Labeled keys to locked elevator rooms and controls;

- iv. Labeled keys to any fence or secured areas;
- v. Labeled keys to areas of the building where fire alarm panels and fire protection systems are located;
- vi. Labeled keys to any other areas that may be required by the Fire Official;
- vii. A card containing the emergency contact names and phone numbers for such buildings;
- viii. Floor plans of the rooms within the building showing locations of shut-offs;
- ix. Hazardous materials information; and
- x. An inventory of the keys.

The property owner shall notify the Township Fire Department when any or all of the locks or keys have been changed and shall keep the immediate area of the Key Lock Box free and clear of any and all obstructions.

D. Registration and Installation of Key Lock Boxes

The Key Lock Box shall be installed at a location approved by the Fire Official. No Key Lock Box shall be installed, voluntarily or otherwise, without first obtaining the approval of the Fire Official. The property owner shall be responsible for the cost to purchase, install and maintain the Key Lock Box.

E. Compliance

All existing buildings required to have a Key Lock Box shall comply with this Ordinance one (1) year from its effective date. All constructed buildings not yet occupied or buildings currently under construction and all buildings or businesses applying for a Certificate of Occupancy shall comply immediately upon passage of this Ordinance. In any event, the owner of any structure in the Township shall comply with this Ordinance within sixty (60) days from receipt of written notice from the Fire Official. The cost of purchasing and installing, along with any cost associated with implementation of the program at a specific property will be borne by the property owner.

F. Penalties

Any property owner failing to comply with this Ordinance shall be subject to a fine of not more than Two Hundred Fifty (\$250.00) Dollars for each day of violation or non-compliance.

Section One. Repealer. All former Ordinances of the Township of Greenwich which are in conflict with the provisions contained in this Ordinance are hereby repealed upon the adoption of this Ordinance.

Section Two. Severability. If any part or parts of this Ordinance are held to be invalid for any reason such decision shall not affect the validity of the remaining portions of this Ordinance.

Section Three. This Ordinance shall take effect after final approval and publication as required by law.

ATTEST:

LISA GARRISON, CLERK

INTRODUCTION: JANUARY 2, 2018
PUBLICATION:

ADOPTION: FEBRUARY 13, 2018
PUBLICATION: