

ORDINANCE NO. 253-2013
AN ORDINANCE OF THE TOWN OF BURNS
HARBOR REQUIRING LOCK BOXES ON
CERTAIN STRUCTURES

WHEREAS, the Town Council of the Town of Burns Harbor has determined that the health, safety and welfare of the citizens of the Town of Burns Harbor is promoted by requiring certain structures to have a lock box installed on the exterior of the structure to provide for rapid entry into buildings by the Fire Department responding during times of emergency; and

WHEREAS, the lock box system has been adopted nationally and will operate on a controlled master key basis that will expedite entry by fire department into a structure during an emergency; and

WHEREAS, the lock box system will eliminate costly damage from forcible entry into the structure by the fire department checking for fire or other dangerous conditions; and

WHEREAS, when the fire department is summoned at the time when the building or business is not occupied, or when the occupant is not able to provide entry for the fire department; and

NOW, THEREFORE, be it ordained by the Burns Harbor Town Council as follows:

SECTION 1. The following Article V shall be added to Chapter 4 of the Town Code:

ARTICLE V: LOCK BOXES

SECTION 4.37. DEFINITIONS.

A. Building - shall mean any structure used or intended for supporting or sheltering any occupancy.

B. Code Official - shall mean the Town of Burns Harbor Fire Chief or his designee responsible for enforcement of this ordinance.

C. Lock Box - shall mean a high security key vault, which is listed under the UL 1610 and the UL 1037 standards, master, keyed configuration, provided by the Fire Department that provides contracted services to the Town of Burns Harbor.

D. Fire Department - shall mean the fire company contracted to provide fire/rescue protection and services to the Town of Burns Harbor.

SECTION 4-38. APPLICABILITY.

This ordinance applies to any commercial or industrial structures, multi-family residential and apartment complexes, structures that have restricted access through locked doors, governmental buildings, nursing care facilities, educational buildings, places of assembly (churches), and other at-risk properties that are not occupied 24 hours a day without interruption. This ordinance shall not apply to owner occupied one and two family dwellings and individual townhouse units that have shared entranceways. For the purpose of this ordinance, individual townhouse units are considered single family by unit.

SECTION 4-39. SECURITY FENCE, GATES PADLOCKS.

When property contains a building or structure that is protected by a locked fence or gate, the Code Official may require a Padlock to be installed at a location and in a manner approved by the Code Official.

SECTION 4-40. MANDATORY LOCK BOXES FOR HAZARDOUS MATERIALS.

The Code Official shall require a Lock Box to be installed for any facilities, firm, or corporation which handles, uses, or stores hazardous materials and/or is required to prepare the emergency services material safety data sheets (MSDS) or hazardous chemical inventory forms under SARA Title III. All pertinent documents shall be stored in a Lock Box Document Vault. This includes any facility, firm or corporation operating structures that handle, use or store hazardous materials. The key shall be of a type and size approved by the Code Official.

SECTION 4-41. LOCK BOXES.

The owner or operator of a structure subject to this ordinance is required at all times to assure at all times the key(s) in the Lock Box will allow access to the structure. The box shall contain the following:

- a. Keys to locked points of egress, whether interior or exterior of such buildings;
- b. Keys to locked mechanical rooms;
- c. Keys to locked elevator rooms or controls;
- d. Keys to any fence or secured area;

- u. Keys to any fence or secured areas,
- e. A card containing the emergency contact people and phone numbers of said people; and
- f. An inventory of all keys placed inside the Lock Box.

SECTION 4-42. INSTALLATION.

The Lock Box shall be approved by the Code Official and shall be installed on the front of the building near the main entry door and between six (6) and eight (8) feet above the ground unless approved at a higher or lower level by the Code Official. A registration form with the Town of Burns Harbor is required prior to the installation of a Lock Box in order to verify proper mounting, location and keying of the Lock Box.

SECTION 4-43. COMPLIANCE.

All existing buildings shall comply with this ordinance one (1) year from the effective date of this ordinance. All newly constructed buildings not yet occupied or buildings currently under construction, and all buildings or businesses applying for certificate of occupancy, shall comply immediately upon the effective date of this ordinance.

SECTION 4-44. ENFORCEMENT.

Any person, entity or corporation who has violated any provisions of this Article or who has failed to comply with an order concerning this Article issued by the Code Official of the Town of Burns Harbor shall be punished by a fine of not more than Three Hundred Dollars (\$300.00). Each day a violation continues shall be considered a separate offense.

SECTION 2. This ordinance shall be effective upon its adoption and approval by the Fire Prevention and Safety Commission and publication as required by law.

ADOPTED this 19th day of February, 2013.

BURNS HARBOR TOWN COUNCIL

R. Michael Perrine

James McGee

Gregory Miller

Eugene Weibl

ATTEST:

Jane Jordan, Clerk-Treasurer

(March 13, 2013)