

COVINGTON TOWNSHIP

ORDINANCE NO. 2022-01

KNOX BOX ORDINANCE

NOW THEREFORE, pursuant to §1506, et. seq. of the Second Class Township Code, the Covington Township Board of Supervisors hereby make the following requirements regarding KNOX BOX requirements on certain commercial, industrial, multi-family and government structures as set forth below.

SHORT TITLE

This Ordinance shall be known as and may be cited at the KNOX BOX ORDINANCE.

APPLICABILITY

The following structures shall be equipped with a **Key Lock Box a/k/a Knox Box** at or within six feet of the main entrance at a height between four and five feet from the walking surface:

1. Commercial or industrial structures protected by an automatic alarm system or automatic suppression systems, or such structures that are secured in a manner that restricts access during an emergency;
2. Multifamily residential structures that have restricted access through locked doors and have a common corridor for access to the living units;
3. Governmental structures, schools, and nursing care facilities.

TIMEFRAME FOR COMPLIANCE

All newly constructed structures subject to this section shall have a **Key Lock Box a/k/a Knox Box** installed and operational prior to the issuance of an occupancy permit. All structures in existence on the effective date of this ordinance and subject to this section shall have one year from effective date of this ordinance to have a **Key Lock Box a/k/a Knox Box** installed and operational.

TYPE TO BE USED

The Fire Chief shall designate the type of **Key Lock Box a/k/a Knox Box** to be implemented within Covington Township (the "Township") and shall have the authority to require all structures to use the designated system. owners and operators of structures subject to this ordinance shall be required to obtain the required **Key Lock Box a/k/a Knox Box** via the Knox Company website (www.knoxbox.com). Covington Independent Volunteer Fire Company is a registered Department on said website.

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- A. The owner or operator of the structure required to have a **Key Lock Box a/k/a Knox Box** shall, at all times, maintain the following items within the **Key Lock Box a/k/a Knox Box**:
1. Keys, separately tagged and indexed to a floor plan to clearly and quickly identify what doors or locks they operate to:
 - a. All locked points of access to the structure;
 - b. All locked points of access to common hallways or utility rooms contained within such structure;
 - c. All locked mechanical rooms;
 - d. All locked electrical rooms;
 - e. All locked sprinkler control rooms;
 - f. All areas of structure where fire alarm panels and fire protection systems are located;
 - g. All locked elevator rooms and controls;
 - h. Any fenced or secured areas;
 - i. All other locked areas, other than individual apartments or rented rooms;and
 2. Name(s) and phone number(s) of individual(s) with access to the structure(s) after hours (plant manager, owner, etc.)
- B. The labeling/ tagging of keys and contact information contained within the **Key Lock Box a/k/a Knox Box** must be kept current

SECOND BOX

In lieu of having the interior keys in the exterior **Key Lock Box a/k/a Knox Box**, a second **Key Lock Box a/k/a Knox Box** may be located within the main lobby of the building to hold these keys. If a second **Key Lock Box a/k/a Knox Box** is installed within the main lobby, it must be located at or within six feet of the main entrance at a height between four feet and five feet from the walking surface.

INFORMATION TO BE PROVIDED TO FIRE CHIEF

- A. The owner or operator of the structure required to have a **Key Lock Box a/k/a Knox Box** shall provide the following items to the Fire Chief electronically by sending them to covingtonfirechief14@gmail.com.

1. Floor plans which include utility locations (gas, electric, etc.); and
2. Copies of the material safety data sheets that are required to be on file, as well as a floor plan or written description that indicates the location(s) of the general areas of these materials within the structure, if the structure contains a business that is required to maintain material safety data sheets

UPDATING REQUIRED

The plans and material data safety sheets provided to the Fire Chief must be kept current.

RULES AND REGULATIONS FOR USE

The Fire Chief shall be authorized to implement rules and regulations for the use of the **Key Lock Box a/k/a Knox Box**.

VIOLATIONS AND PENALTIES

Any person violating the provisions of this ordinance, shall be liable for a fine of up to one thousand (\$1,000) dollars for each offense and the cost of prosecution and, in the event of default payment of each fine and cost, responsible for cost of all collection efforts available to the Township. Each day that a violation of this ordinance continues shall constitute a separate offense. Any person found guilty of violating this ordinance shall be assessed court costs and reasonable attorneys' fees incurred by the Township in the enforcement proceedings.

ORDAINED AND ENACTED as an Ordinance of the Township of Covington, Lackawanna County, Pennsylvania, this 29th day of March, 2022.

TOWNSHIP OF COVINGTON

Melissa A. Kearney, Chairwoman

Vicki L. Williams, Vice- Chairwoman

Marshall Peirce

William J. Willson

Wanda R. Andreoli