

*Township of North Lebanon, PA  
Monday, November 29, 2021*

## Chapter 7. Fire Prevention and Fire Protection

### Part 5. RAPID ENTRY SYSTEM

#### § 7-501. Intent.

[Ord. 2-2010, 3/15/2010, § II]

1. The Board of Supervisors have determined that the health, safety, and welfare of the citizens of North Lebanon Township are promoted by requiring certain structures to have a rapid entry system (Knox lock box) installed on the exterior of the structure to aid the fire department in gaining access to the structure when responding to calls for emergency service.
2. A rapid entry system will eliminate forced entries into structures thereby avoiding costly and time-consuming efforts in gaining access to locked structures during an emergency.
3. The Fire Chiefs of North Lebanon Township shall designate the type of rapid entry system to be implemented within North Lebanon Township and shall have the authority on all applicable structures to use the designated system. The rapid entry system implemented will be uniform among all North Lebanon Township fire companies.

#### § 7-502. Applicability.

[Ord. 2-2010, 3/15/2010, § II]

1. The following sections apply to all buildings within North Lebanon Township, which are used as public buildings, retail, commercial, industrial, apartments/multifamily (three or more units), government, nursing/home healthcare, churches, schools or which:
  - A. Contain a fire alarm system that uses an automatic dialer.
  - B. Contain an automatic fire suppression system.

#### § 7-503. Definitions.

[Ord. 2-2010, 3/15/2010, § II]

Unless otherwise expressly stated, the following words shall, for the purpose of this Part, have the meanings herein indicated:

##### **AUTOMATIC DIALER**

A device that automatically dials and relays a prerecorded message to a central station, emergency management agency, or the fire company.

##### **AUTOMATIC FIRE SUPPRESSION SYSTEM**

A system or assembly of piping, valves, controls and sprinklers which are designed and installed to comply with the NFPA Standards, which utilized water, foam, CO<sub>2</sub> or other gas to automatically react to suppress fire.

**CENTRAL STATION**

An office of a private company to which remote alarm and supervisory signaling devices are transmitted and where personnel are in attendance at all times to supervise the circuits and investigate signals.

**FIRE ALARM SYSTEM**

Equipment which automatically actuates a fire alarm when the detecting element is exposed to fire, smoke, abnormal rise or decrease in temperature or activation of a sprinkler system or manually activated device.

**LOCK BOX**

A high security key vault which is listed under the UL 1610 and the UL 1037 standards, master keyed with a Medeco Biaxial Level 7 or equivalent lock. Locks shall be keyed to the key configuration provided by the designated first response fire company in North Lebanon Township.

**RAPID ENTRY SYSTEM**

Security system commonly referred to as lock-box, or Knox box.

## § 7-504. Installation Requirements.

[Ord. 2-2010, 3/15/2010, § II; as amended by Ord. 2-2014, 5/19/2014, § III]

1. The owner of applicable buildings, as described in § 7-502 above, shall install or cause to be installed a rapid entry system and/or rapid entry system document vault prior to the issuance of a certificate of occupancy for any portion of the building for new or remodeling construction or within 18 months of the adoption date of this Part if no new construction or remodeling takes place.
  - A. The rapid entry system shall be installed in plain view on the front of the building not higher than six feet off the ground and within 10 feet of the main door unless approved in writing at a different location as determined by the Fire Chief for the area where the property is located. A property owner may file an appeal of the decision of the Fire Chief by filing an appeal on a form as provided by the Township and by paying the applicable appeal fee. The appeal procedure, the appeal form and the appeal fee shall be set by resolution of the Board of Supervisors of North Lebanon Township.
  - B. The rapid entry system shall contain keys for all, interior and exterior locked points of egress, mechanical rooms, elevator rooms, elevator controls, electrical rooms, sprinkler rooms, any fenced or secured area, fire alarm panels, devices, and systems. The owner or operator of a structure required to have a rapid entry system shall, at all times, keep a key in the lock box that will allow for access to the structure.
  - C. All keys within the rapid entry system shall be labeled for easy identification or indexed to a floor plan of the building and shall be kept current. If indexed to a floor plan, the floor plan must be placed in the rapid entry system.
  - D. All rapid entry system Knox boxes shall be purchased through North Lebanon Township. All Knox boxes purchased must have sufficient capacity to store all required keys.
  - E. Every property owner(s) of a building required to install a rapid entry system must annually, by January 31st, complete a registration form that is adopted by the Board of Supervisors. In addition, this registration form must be submitted to the Township upon any change of status of the information listed on the form.
  - F. The property owner upon completion of Knox box installation shall notify the relevant office of North Lebanon Township indicating readiness for fire department operational and key inventory check list inspection.

## § 7-505. North Lebanon Township Fire Company Requirements.

[Ord. 2-2010, 3/15/2010, § II]

1. It shall be the responsibility of the Fire Chief of each fire company in North Lebanon Township to implement at a minimum the following rules and regulations for the use of the rapid entry system by his department:
  - A. The Fire Chiefs of North Lebanon Township have agreed to use the Knox® lock box system manufactured by Knox. All fire companies in North Lebanon Township shall utilize the same rapid entry system for uniformity.
  - B. All keys to open the Knox® box (rapid entry system) must be secured in an approved Knox® box device in the apparatus, which requires a signal sent over the radio by the Lebanon County EMA dispatcher, or a confidential bypass code, to unlock. Any mutual aid company wishing to carry a North Lebanon Township key will need to carry in the same manner.
  - C. The Fire Chief will designate, which personnel in his department will be provided with a security number in order to open the Knox® box on the apparatus after receiving a signal from Lebanon County EMA dispatcher, or by entering a confidential bypass code.
  - D. Upon removing and returning the key to the Knox® box located on the apparatus, the Fire Chief, or his designee will notify, by radio, the Lebanon County EMA dispatch for the purpose of logging the event.

## § 7-506. North Lebanon Township Board of Supervisors Responsibilities.

[Ord. 2-2010, 3/15/2010, § II]

1. The administrative staff, as representative of the Board of Supervisors of North Lebanon Township will be responsible for the following:
  - A. Mailing and tracking annual registration forms to property owners of a building(s) where a rapid entry system is installed. Annual registration form and any associated fees to be adopted by resolution of the Board of Supervisors. This includes follow-up with any property owner from whom a registration form is not received by the deadline date of January 31st of each year.
  - B. Providing all completed registration forms w/attachments to the appropriate Fire Chief of North Lebanon Township. This includes annual renewals, as well as any revised registrations forms received periodically from property owners.
  - C. Violation of this Part will be processed by the administration staff of North Lebanon Township at the direction of the Board of Supervisors or the appropriate North Lebanon Township Fire Chief.
  - D. Receiving and processing order forms for purchase of Knox boxes and fire department operational and key inventory check list(s).

## § 7-507. Penalty.

[Ord. 2-2010, 3/15/2010, § II]

Any person who violates or permits a violation of this provision of the Code of Ordinances of North Lebanon Township shall, upon conviction thereof, be sentenced to pay a fine of not less than \$100 nor more than \$1,000, and/or to be imprisoned for a period not to exceed 90 days. A separate offense shall arise for each day or portion thereof in which a violation is found to exist.

