

# ORDINANCE No. 328

The Village Board of Campbellsport, Fond du Lac County, Wisconsin does hereby ordain as follows:

## **AN ORDINANCE REQUIRING STRUCTURES TO HAVE A KEY LOCK BOX INSTALLED ON THE EXTERIOR OF THE STRUCTURE FOR FIRE SAFETY PURPOSE**

WHEREAS, Campbellsport Village Board has determined that the health, safety, and welfare of the citizens of the Village of Campbellsport are promoted and safeguarded by requiring certain structures to have a key lock box installed on the exterior of the structure to aid the Campbellsport Fire Department to gain access to the structure when the same is not occupied or when the occupants are unable to grant ingress to the Fire Department.

WHEREAS, the key lock box system eliminated will reduce the need for forced entry into structures and should avoid costly and time-consuming efforts in gaining access to locked structures during an emergency.

NOW, THEREFORE, BE IT ORDAINED AND ENACTED, by the Village Board of Campbellsport, Wisconsin in a meeting assembled and is hereby ordained and enacted by the authority of the same as follows.

### **Section 1 – PURPOSE**

Campbellsport Village Board determined that the health welfare and safety of the citizens of the Village of Campbellsport are promoted by requiring certain structures to have a key lock box installed on the exterior of the structure to aid the Campbellsport Fire Department in gaining access to or within a structure when responding to calls for an emergency service, and to aid access into or within a building that is secured or is unduly difficult to gain entry due to being either unoccupied or the occupants are unable to respond.

### **Section 2 - KEY LOCKBOX SYSTEM**

1. The following structures shall be equipped with a key lock box at or near the main entrance or such other location as required by the Fire Chief.
  - a) Commercial or Industrial Structures.
  - b) Multi-family-residential structures that have restricted access through locked doors but have a common corridor for access to the living units.
  - c) Schools, whether public or private.
  - d) Government structures and nursing care facilities unless the building is staffed or open 24 hours.
2. All new construction and remodeling required to have a building permit issued, shall have a key lock box installed based on the discretion of the Fire Chief and operational prior to the issuance of an occupancy permit. All structures in existence on the effective date of this section shall be encouraged to install a key lock box, but will not be mandatory.
3. The type of key lock boxes to be implemented within the Village of Campbellsport shall be a Knox Box brand system.

### **Section 3 – INSTALLATION**

1. All Knox Boxes shall be installed to the lock side of the main business door.
2. All Knox Boxes shall be flush or surface mounted between five and seven feet from the ground to the center of the entry if possible.
3. In the event that the rapid entry box system cannot be installed at the aforesaid location and/or height the Campbellsport Fire Chief may designate in writing a different location and installation specifications.
4. All realty and/or property with an electronic security gate shall have the Knox Box installed OUTSIDE of the gate.
5. A window decal that is included when the Knox Box is shipped shall be placed on the exterior access door to alert the fire department that a key box is provided.
6. The Campbellsport Fire Chief must approve any changes in the installation.

#### Section 4 – **MAINTENANCE**

The operator of the building shall immediately notify the Campbellsport Fire Chief and provide the new keys when a lock is changed or rekeyed. The key to such lock shall be secured in the Knox Box.

#### Section 5 - **CONTENTS OF LOCK BOX**

The contents of the lock box are as follows:

1. Keys to locked points of ingress or egress, whether on the interior or exterior of such buildings.
2. Keys to all mechanical rooms.
3. Keys to all locked electrical rooms.
4. Keys to elevator and their control rooms.
5. Keys to the Fire Alarm panels.
6. Keys (special) to re-set pull stations or other Fire Protective devices.
7. Keys to any other areas as requested by the Campbellsport Fire Chief.

#### Section 6 - **FIRE DEPARTMENT RESPONSIBILITIES**

1. No fire department personnel shall carry a Knox Box Key.
2. All Knox Box access keys shall be installed in a Knox Box KeySecure system installed in the Fire Apparatus.

#### Section 7 – **EXCEPTIONS TO REQUIREMENT TO INSTALL A KEY LOCK BOX SYSTEM**

The following structures are encouraged to but are exempt from the mandate to install a key lock box system:

1. Single family structures and multi-family structures that do not meet the definition set forth in Section 1 (b).
2. Structures that have 24 hours, 365 day on-site security personnel, or have other personnel on site.
3. Businesses that are open and staffed 24 hours, 365 days per year (which may include but are not limited to, Nursing Homes, Hospitals, Police Stations. etc.).
4. Rental storage facilities where there is a single lock on the separate storage pods that are enter supplied; provided, however, the entry security gates(s) will require a Knox Box if electronically controlled, or locked with a master key issued by the landlord to all tenants.

#### Section 7 – **PENALTIES**

Any person, entity or corporation who has violated any provisions of this ordinance or who has failed to comply with any order issued by Campbellsport Fire Chief, or his designee, or has failed to comply with any order issued pursuant to any Section thereof, shall upon conviction before the proper judicial authority, be punished according to the penalties set forth in Section 1-11 General Penalty. Each day a violation continues shall be considered a separate offense.

If any sentence, clause or section or any part of this Ordinance is for any reason found to be unconstitutional, illegal or invalid, such unconstitutionality, illegality or invalidity shall not affect or impair any of the remaining provisions, sentences, clauses or sections or parts of the same contained in this Ordinance. It is hereby declared as the intent of Campbellsport Village Board that this Ordinance would have been adopted has such unconstitutionality, illegality or invalidity sentence, clause or section or part thereof and not been included therein.

That any Ordinance or parts of any Ordinance conflicting with the provisions of this Ordinance being the same are hereby repealed to the extent of such conflict.

This ordinance shall be in force from and after its introduction and publication as provided by Statute.

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Patrick D. Twohig, Village President

ATTEST:

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Diane Lemke, Village Clerk/Treasurer

Passed and adopted this 9th day of June, 2012

Roll Call Vote: "Ayes" 6 "Noes" 0 "Abs." 0

Published \_\_\_\_\_

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