

## ORDINANCE NO. 2015 - 3

### CREATING CHAPTER 362 OF THE CODE OF ORDINANCES ESTABLISHING AN EMERGENCY RAPID ENTRY KEY LOCK BOX SYSTEM AND RENUMBERING CERTAIN CHAPTERS TO PLACE RELATED CHAPTERS TOGETHER

The Common Council of the City of Richland Center, Wisconsin, does ordain as follows:

#### SECTION 1:

Chapter 362 of the Code of Ordinances of the City of Richland Center is created to read as follows:

#### CHAPTER 362

#### EMERGENCY RAPID ENTRY KEY LOCK BOX SYSTEMS

**362.01 Emergency Rapid Entry Key Lock Box System Required.** In order to expedite effective fire department response to emergencies, the following structures shall be equipped with a rapid entry key lock box at or near the main entrance or such other locations as may be required by the Fire Chief of the Richland Fire District, hereinafter referred to as the Fire Chief:

- (1) Commercial or industrial structures protected by an automatic alarm system or automatic suppression system.
- (2) Commercial or industrial structures that are secured in a manner that restricts access during an emergency, unless the Fire Chief has waived this requirement for the particular structure.
- (3) Multi-family residential structures protected by an automatic alarm system, or automatic suppression system.
- (4) Multi-family residential structures or residential structures which have restricted access through locked outer doors and which have a common interior corridor for access to individual living units.
- (5) Local governmental structures, excepting those of only nominal value.
- (6) Any commercial, industrial or governmental facility or property to which access is restricted by means of a locked fence, gate or similar device.

**362.02 Exceptions to Rapid Entry Key Lock Box Requirement.** This chapter shall not be construed to require a rapid entry key lock box for the following structures or uses:

- (1) One- and two-family dwellings.
- (2) Hospitals, nursing homes, jails or other institutional use buildings when on-site staff is available at all times to expedite fire department access.
- (3) Commercial or industrial structures when on-site staff is available at all times to expedite fire department access.
- (4) Any structure or facility owned or leased by the U. S. Government or any privately owned structure over which the U.S. Government has preempted building security regulation.
- (5) In the event that the owner or occupant of any of the excepted structures or uses as set forth in this paragraph voluntarily elects to install a rapid entry key lock box system, they shall meet and comply with all the requirements of this ordinance.

**362.03 Time of Rapid Entry Key Lock Box Installation.** All newly constructed structures subject to this section shall have the rapid entry key lock box installed and operational prior to the issuance of an occupancy permit or the commencement of actual occupancy of the structure. All structures existing as of the effective date of this ordinance and subject to its provisions shall install an operational rapid entry key lock box as required by this ordinance within one (1) year after the effective date of this ordinance.

**362.04 Designation of Box Type.** The Fire Chief shall designate the type of rapid entry key lock box system to be implemented within the city and shall have the authority to require all structures as set forth in section 362.01 of this ordinance to use the designated system.

**362.05 Keying Lock Boxes to Fire Department's Emergency Key.** All rapid entry key boxes shall be keyed to the Richland Fire District's emergency key.

**362.06 Keys Required to be Kept in Lock Boxes.** The owner or operator of a structure required to have a rapid entry key lock box shall, at all times, keep current keys in the rapid entry key lock box that will allow access to the structure. The rapid entry key lock box shall contain the following keys where applicable:

- (1) Keys to locked points of ingress and egress, whether on the interior or exterior of such buildings.
- (2) Keys to locked mechanical rooms.
- (3) Keys to locked elevator rooms.
- (4) Keys to elevator controls.
- (5) Keys to any fence or secured areas.

(6) Keys to any other areas as directed by the Fire Chief or Fire Inspector.

(7) Keys required by this section shall not include keys to individual living units in a multi-family residential structure.

**362.07 Updating Keys.** All required keys shall be updated as necessary and will be checked as part of the fire inspection visits.

**362.08 Emergency Contact Information.** The owner or operator of a structure required to have a key lock box system shall provide to the Richland Fire District Fire Department a list of the emergency contacts for the property, including contact telephone numbers, to be available in case of an emergency requiring the use of the rapid entry key lock box. Such list shall be kept current at all times.

**362.09 Additional Rules Authorized.** The Fire Chief is authorized to implement additional rules and regulations for the placement and use of the rapid entry key lock box system.

**362.10 Penalty.** Any person, partnership, corporation, limited liability company, voluntary association or other legal entity who shall violate or fail or refuse to comply with any section of this chapter may be prosecuted for such violation and shall, upon conviction, forfeit to the City of Richland Center not less than \$100.00 nor more than \$400.00, plus all applicable costs, fees and surcharges imposed under Ch. 814 Wis. Stats., and in the event such forfeiture, costs, fees and surcharges are not paid, such person, any partner of such partnership, or any officer, director or managing member of any corporation or limited liability company or any officer of such voluntary association may, upon order of the Circuit Court, be imprisoned in the Richland County jail until such forfeiture, costs and assessment are paid, but not to exceed 90 days, or may be subject to any other sanctions imposed by the Court for such failure to pay. Each day that a violation is maintained or permitted to exist shall constitute a separate violation.

**SECTION 2:**

Chapter 455 of the Code of Ordinances is renumbered Chapter 361.


**SECTION 3:**

Chapter 456 of the Code of Ordinances is renumbered Chapter 363.


**SECTION 4:**

This Ordinance shall be in full force and effect from and after its passage and publication.

Enacted the 17th day of March, 2015

  
Paul F. Corcoran, Mayor

ATTEST:

  
Melinda D. Jones, City Clerk/Treasurer