

**TOWNSHIP OF SILVER SPRING
Cumberland County, Pennsylvania**

ORDINANCE NO. 7 of 2018

**AN ORDINANCE OF THE TOWNSHIP OF SILVER SPRING, CUMBERLAND COUNTY,
PENNSYLVANIA, AMENDING ORDINANCE 2001-04, ESTABLISHING A REQUIREMENT
THAT CERTAIN STRUCTURES HAVE A KEY LOCK BOX INSTALLED AT THE ENTRANCE
AND PRESCRIBING PENALTIES FOR VIOLATION THEREOF**

BE IT ORDAINED by the Board of Supervisors of the Township of Silver Spring, Cumberland County, Pennsylvania, as follows:

SECTION 1: Ordinance No. 7 of 2018, requiring that certain structures have a key lock box installed shall read as follows:

A. Purpose. The purpose of this ordinance is to require certain structures to have a key lock box installed at the entrance of the structure to enable emergency personnel to gain access to the structure when responding to an emergency without forceful entry.

B. Title. This ordinance shall be known and may be cited as the "Key Lock Box Ordinance."

C. Definitions. As used in this ordinance, the following words, terms and phrases shall have the meanings here in ascribed there to unless the context clearly indicates a different meaning:

AUTOMATIC DETECTION SYSTEM — Any centrally monitored system, device, equipment, mechanical, electrical or battery-operated arrangement to activate an alarm or signal of the occurrence of a police, fire, hazard or medical emergency requiring urgent attention and to which police, fire or EMS personnel are expected to respond.

AUTOMATIC SUPPRESSION SYSTEM — Any system that automatically detects a fire, activates an alarm and suppresses a fire by the application of an extinguishing agent through fixed piping and nozzles.

EMERGENCY MANAGEMENT AGENCY — An agency designed to plan and prepare for any form of disaster that threatens the wellbeing of any person or location.

EMERGENCY MANAGEMENT COORDINATOR – An individual who is responsible for technical and administrative duties that help with Emergency Management Programs for institutions such as municipalities, private companies, government agencies, and more.

EMERGENCY MEDICAL SERVICE – All members and equipment of Silver Spring Ambulance. Or additional companies/resources who follow under the same principles.

FIRE COMPANIES — All members and equipment of the New Kingstown Fire Company and Silver Spring Community Fire Company. Or additional companies/resources who follow under the same principles.

FIRE EMERGENCY — A fire.

KEY LOCK BOX — A locked container often used to store building entry keys, pre-incident plans, and/or related data.

TOWNSHIP MANAGER — The Manager of the Township of Silver Spring or designee.

MEDICAL EMERGENCY — An emergency involving the health of a person.

PERSON — Any individual, group, firm, partnership, association, company, corporation or organization of any kind.

POLICE DEPARTMENT — All members and equipment of the Silver Spring Township Police. Or additional companies/resources who follow under the same principles.

POLICE EMERGENCY — Any incident requiring prompt response by the Police

STRUCTURE — That which is built or constructed or a portion thereof.

TOWNSHIP — The Township of Silver Spring, Cumberland County, Pennsylvania.

D. **Key Lock Box Required.** All structures within the Township having an automatic detection system and/or an automatic suppression system that are secured in a manner that restricts access during an emergency, including, but not limited to commercial and industrial structures, multi-family residential structures that have restricted access through a locked door or have a common corridor for access to the living units, governmental structures, health care facilities and schools and churches, shall be equipped with a key lock box at or near the main entrance or in such other location approved by the Township Manager or designee. Multiple lock boxes may be required at the discretion of the Township Manager, EMA or similar designee. This provision shall not apply to single family residential dwellings.

E. **Time of Compliance.** The owner of each structure constructed after the effective date of this ordinance and subject to this ordinance shall have a key lock box installed and operational prior to the issuance of an occupancy permit. The owner of each structure in existence on the effective date of this ordinance and subject to the requirement of this ordinance shall have one (1) year from the effective date of this ordinance to have a key lock box installed and operational.

F. **Key Lock Box Type.** The key lock box shall be an Underwriter's Laboratory type and approved by the Township Manager or designee. The key lock box shall be equipped with a lock, which can be opened only with a key that is issued to the Township Manager or designee. Emergency vehicles shall each be equipped with one key that is held in a special security device. The owner of the structure is prohibited from obtaining or otherwise possessing a key to open the lock box.

G. **Location.** The key lock box shall be mounted on the structure entrance at a height of four (4) to six (6) feet and within three (3) feet thereof or such other location approved by the Township Manager or designee. Flush mounted or recessed key lock box installations shall be permitted, provided that the key lock box is clearly marked. Once the key lock box is installed, the owner of the structure shall contact the Township Manager or designee during regular office hours to arrange for the inspection of the key lock box and install the access keys and any other items required by this ordinance.

H. Contents of Key Lock Box. The key lock box shall contain keys to all locked entrances whether on the interior or exterior of the structure, keys to locked mechanical or electrical equipment rooms, keys to elevator rooms and controls, keys to any fenced or secured area, floor plan of the rooms within the structure denoting any utility disconnects or controls, fire alarm panels or controls and any hazardous materials stored in the structure. If any of the contents of the key lock box must be removed or anything is to be added thereto, arrangements shall be made with the Township Manager or designee to open the key lock box inspect the items to be added to or removed from the box and then lock the box.

I. Contact Person. The owner of each structure required to have a key lock box shall provide a list of multiple contact persons (day/night), indicating the name(s) and phone number(s) to the Township Manager or designee. This information shall also be placed into the key lock box. The owner of each structure shall immediately upon any change with respect to the list of contact persons, provide the Township Manager or designee with such information.

J. Violations and Penalties. Any person who violates any provision of this ordinance, upon summary conviction thereof, shall be sentenced to pay a fine of not more than one thousand dollars (\$1,000.00), plus costs of prosecution and, in default of payment thereof, be imprisoned in the Cumberland County Prison for a period of not more than thirty (30) days. Each day of violation of any provision of this ordinance shall constitute a separate offense.

SECTION 2: Any ordinances or parts of ordinances inconsistent herewith are hereby repealed.

SECTION 3: This Ordinance shall become effective upon enactment.

ORDAINED AND ENACTED this 26th day of September, 2018.

ATTEST:

SILVER SPRING BOARD OF SUPERVISORS



Theresa Eberly, Secretary



David R. Lenker, II, Chair