

**NORTH CORNWALL TOWNSHIP  
LEBANON COUNTY, PENNSYLVANIA**

**ORDINANCE NO. 324**

(Repealing and Replacing Ordinance Nos. 303 and 308)

**AN ORDINANCE OF NORTH CORNWALL TOWNSHIP, LEBANON COUNTY, PENNSYLVANIA, REQUIRING CERTAIN STRUCTURES TO HAVE A RAPID ENTRY SYSTEM TO ENABLE EMERGENCY RESPONDERS TO GAIN ACCESS DURING AN EMERGENCY; DESIGNATING BUILDINGS TO WHICH THE REQUIREMENTS APPLY; PROVIDING INSTALLATION REQUIREMENTS; AND SETTING FORTH THE RESPONSIBILITIES OF THE TOWNSHIP FIRE COMPANY AND TOWNSHIP SUPERVISORS.**

**NOW, THEREFORE, BE IT ORDAINED AND ENACTED** by the North Cornwall Township Board of Supervisors:

**Section 1. INTENT.**

1. The Board of Supervisors have determined that the health, safety, and welfare of the citizens of North Cornwall 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 Chief(s) of North Cornwall Township shall designate the type of rapid entry system to be implemented within North Cornwall Township and shall have the authority on all applicable structures to use the designated system.

**Section 2. APPLICABILITY.**

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

**Section 3. DEFINITIONS.**

Unless otherwise expressly stated, the following words shall, for the purpose of this Ordinance, 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 utilize 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 activates 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.

**KEY HOLDER**

Persons identified on the Key Holder form as those who have keys to a building as described in Section 2 and/or can respond quickly to the building in the event of an emergency.

**KEY HOLDER FORM**

A form detailing location, ownership, emergency contact information, and any other information deemed necessary for buildings to which this Ordinance applies, as described in Section 2.

**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 Cornwall Township.

**RAPID ENTRY SYSTEM**

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

#### **Section 4. INSTALLATION REQUIREMENTS.**

1. The owner of applicable existing buildings, as described in Section 2 above, shall install or cause to be installed a rapid entry system and/or rapid entry system document vault before October 31, 2019. For new construction or remodeling of existing buildings which meet the applicability criteria set forth in Section 2 of this Ordinance, a rapid entry system and/or rapid entry system document vault shall be installed prior to the issuance of a certificate of occupancy for any portion of the new or remodeled building.
  - A. The rapid entry system shall be installed in plain view on the front of the building between 4 and 5 feet off the ground and within 10 feet of the main door unless approved in writing to be installed at a different location as determined by the Fire Chief. 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 Cornwall 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 manual pull station key, alarm codes 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 [knoxbox.com](http://knoxbox.com). All Knox® boxes purchased must have sufficient capacity to store all required keys. Prior to purchasing, property owners are required to contact the Fire Chief to ensure a smooth ordering process occurs and the correct model and series is purchased.
  - E. Every property owner(s) of a building required to install a rapid entry system must annually, by January 31st, complete a Key Holder form that is adopted by the Board of Supervisors. In addition, this Key Holder form must be submitted to North Cornwall 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 Fire Chief indicating readiness for fire department operational and key inventory check list inspection.

**Section 5. NORTH CORNWALL TOWNSHIP FIRE COMPANY REQUIREMENTS.**

1. It shall be the responsibility of the Fire Chief of each fire company in North Cornwall 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 Cornwall Township have agreed to use the Knox® lock box system manufactured by Knox®. All fire companies in North Cornwall 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 Cornwall 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 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.

**Section 6. NORTH CORNWALL TOWNSHIP BOARD OF SUPERVISORS RESPONSIBILITIES.**

1. The Board of Supervisors of North Cornwall Township, or any administrative staff of the Township as the Supervisors may designate, will be responsible for the following:
  - A. Mailing annual Key Holder forms to property owners of buildings where a rapid entry system is required to be installed and tracking receipt thereof. Key Holder forms and any associated fees shall be adopted by Resolution of the Board of Supervisors. This includes follow up with any property owner from whom a Key Holder form is not received by the deadline date of January 31st of each year. Administrative fees of \$25.00 for each subsequent notice will apply to any business/property owner who does not on submit the forms with the annual fee by the deadline date of January 31st of each year.
  - B. Providing all completed key holder forms with attachments to the appropriate Fire Chief of North Cornwall Township. This includes annual renewals, as well as any revised Key Holder forms received periodically from property owners.

C. Violations of this Ordinance will be processed by the administrative staff of North Cornwall Township at the direction of the Board of Supervisors.

**Section 7. PENALTY.**

Any person who violates or fails to comply with any provision of this Ordinance shall be subject to a penalty of not less than \$100.00 and not to exceed \$600.00 per violation. A separate offense shall arise for each day or portion thereof in which a violation is found to exist or for each section of the ordinance which is found to have been violated. When the penalty imposed for violation of this ordinance is not voluntarily paid to the Township, the Township shall initiate a civil enforcement proceeding before a district justice. In addition to or in lieu of civil actions before a district justice, the Township may bring a civil action requesting equitable relief in the Court of Common Pleas of Lebanon County. In any case where a penalty for a violation of this Ordinance has not been timely paid and the person upon whom the penalty was imposed is found to have been liable therefor in civil proceedings, the violator shall be liable for the penalty imposed, including additional daily penalties for continuing violations, plus court costs and reasonable attorney fees incurred by the Township in the enforcement proceedings.

**Section 8. REPEALER.**

All ordinances or parts of ordinances which are inconsistent herewith are hereby repealed.

**Section 9. SEVERABILITY.**

If any section, subsection, sentence, clause, phrase, provision, or portion of this Ordinance is found to be invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision. Such decision shall not affect the validity of the remaining portions of this Ordinance.

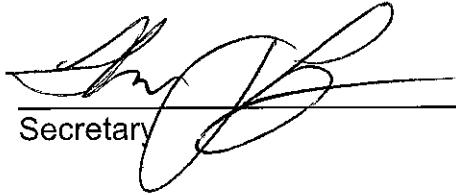
**Section 10. EFFECTIVE DATE.**

This Ordinance shall become effective five (5) days after its enactment by the Board of Supervisors of the Township of North Cornwall, County of Lebanon, Commonwealth of Pennsylvania.

This Ordinance ordained and enacted this 6<sup>th</sup> day of April, 2021.

**ATTEST:**

**NORTH CORNWALL TOWNSHIP  
BOARD OF SUPERVISORS**

  
Secretary

  
Chairman

  
Vice-Chairman

  
Treasurer

[TOWNSHIP SEAL]

