

**CITY OF UNION CITY
COUNTY OF HUDSON, STATE OF NEW JERSEY**

ORDINANCE

AN ORDINANCE REQUIRING THE INSTALLATION OF A KEY LOCK BOX EMERGENCY ACCESS SYSTEM FOR USE BY THE UNION CITY POLICE DEPARTMENT DURING AN EMERGENCY OR ANY OTHER ACTION DEEMED NECESSARY BY THE NORTH HUDSON REGIONAL FIRE AND RESCUE AND CREATING A CHAPTER 18 OF THE CODE OF THE CITY OF UNION CITY

WHEREAS, the health, safety, and welfare of the citizens of the City of Union City (“City”) are promoted by requiring certain structures to have a key lock box installed on the exterior of the structure to aid the City of Union City in gaining access to the structure when responding to calls for emergency service; and

WHEREAS, many buildings are equipped with automatic systems that may cause the North Hudson Regional Fire and Rescue (“Fire Department”) to be summoned at a time of emergency when the building or business is not occupied or when the occupant is not available to provide the Fire Department entry into the building; and

WHEREAS, the key lock box emergency access system will eliminate costly damage from forcible entry into buildings equipped with automatic systems by the Fire Department checking for fire or other dangerous conditions; and

WHEREAS, the Fire Department can reduce the potential for rapid expansion of fire and other hazardous conditions by quick access and decrease dangers for firefighters; and

WHEREAS, the key lock box emergency access system has been adopted by Section 506 of the International Fire Code 2006, New Jersey Edition; and

WHEREAS, the key lock box emergency access system will operate on a controlled master key basis by the Fire Department; and

WHEREAS, the City is authorized to pass this Ordinance pursuant to N.J.S.A. 40:48, and pursuant to the City’s police powers.

NOW, THEREFORE, BE IT ORDAINED, by the Board of Commissioners of the City of Union City, County of Hudson, State of New Jersey that there should be created a Chapter 18, Section 1 of the Code of the City of Union City, entitled “Key Lock Box Emergency Access System,” which shall provide as follows:

SECTION ONE

18-1 – KEY LOCK BOX EMERGENCY ACCESS SYSTEM

18-1.1 Definitions

Automatic Dialer shall refer to a device that automatically dials and relays a prerecorded message to a central station or the fire department.

Automatic Fire Suppression System refers to a system or assembly of piping valves, controls, and sprinklers, which are designed and installed to comply with the National Fire Protection Association (NFPA) standards, which utilize water, foam, carbon dioxide, or other gas to automatically need to suppress fire.

Fire Chief shall refer to the Chief of the North Hudson Regional Fire and Rescue or his/her designee.

Fire Official shall refer to the City's Fire Official or his/her designee.

Central Station shall refer to 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.

Construction Official shall refer to the City's Construction Code Official or his/her designee.

Key Lock Box shall refer to a secure rapid entry system that is designated to be used by Fire Department Personnel in the event of an emergency to gain entry into a signature by using the enclosed-provided key(s). This box is usually mounted on the exterior of the building in a location that is specified by the Construction Official. All boxes shall be Underwriters Laboratories ("UL") certified, Knox Box brand, and approved by the Construction Official and the Fire Official.

Standpipe System shall refer to a wet or dry system of piping, valves, outlets and related equipment designated to provide water as specified pressures and installed exclusively for the fighting of fires.

18-1.2 Structures to Be Equipped with a Key Lock Box

Unless otherwise determined in writing by the Construction Official, the following structures shall be equipped with a Key Lock Box of a type and size at a location approved by the Construction Official:

- a. All new commercial buildings shall be equipped with a Key Lock Box prior to the issuance of the certificate of occupancy.
- b. All existing commercial buildings constructing additions, major renovation, or changes of use that require the City Zoning or Planning Board approval, shall be equipped with a Key Lock Box prior to the issuance of any necessary permits.
- c. All existing commercial buildings with new occupancies by tenants shall be equipped with a Key Lock Box prior to the issuance of a Certificate of Continued Occupancy.
- d. Each building protected by an automatic fire suppression and/or standpipe system and not manned 24 hours a day, 7 days a week.
- e. Each building protected by an automatic fire alarm system (automatic dialer central station, external audible/visual alarm) and not manned 24 hours a day, 7 days a week.
- f. Multi-family residential structures that have restricted access through locked doors but have a common corridor for access to the living units, including but not limited to condominium buildings.
- g. Schools, whether public or private.
- h. Governmental structures and nursing care facilities, unless the building is staffed or open 24 hours a day, 7 days a week.

18-1.3 Key Lock Box Contents

The property owner is required at all times to keep a key(s) in the Key Lock Box that will allow access to the structure. The Key Lock Box shall contain, but not be limited to, the following items as designated by the Fire Official:

- a. Labeled keys to locked points of ingress and egress, whether in interior or exterior of such buildings;
- b. Labeled keys to the locked elevator rooms and controls;
- c. Labeled keys to locked elevators rooms and controls;
- d. Labeled keys to any fence or secured areas;
- e. Labeled keys to areas of the building where fire alarm panels and fire protection systems are located;
- f. Labeled keys to any other areas that may be required by the Fire Official;
- g. A card containing the emergency contact names and phone numbers for such buildings;
- h. Floor plans of the rooms within the building showing locations of shut-offs;
- i. Hazardous materials information; and
- j. An inventory of keys.

The property owner shall notify the Fire Department when any or all of the locks or keys have been changed and shall keep the immediate area of the Key Lock Box free and clear of any and all obstructions.

18-1.4 Registration and Installation of Key Lock Boxes

The property owner shall apply for a registration for a Key Lock Box on forms provided by and obtained from the Fire Official. A registration is required prior to the installation of a Key Lock Box in order to verify the proper size, mounting location and installation of said Key Lock Box. The Key Lock Box shall be installed at a location approved by the Construction Official. No Key Lock Box shall be installed, voluntarily or otherwise, without first obtaining the approval of the Construction Official. The property owner shall be responsible for the costs to purchase, install, and maintain the Key Lock Box.

18-1.5 Compliance.

All existing buildings required to have a Key Lock Box shall comply with this Ordinance one (1) year from its effective date. All newly constructed buildings not yet occupied or buildings currently under construction and all buildings or businesses applying for a certificate of occupancy shall comply immediately upon passage of this Ordinance. In any event, the owner of the structures in the City shall comply with this ordinance within sixty (60) days from receipt of written notice from the Construction Official. The cost of purchasing and installing along with any cost associated with implementation of the program at a specific property will be borne by the property owner.

18-1.6 Penalties.

Any property owner failing to comply with this Ordinances shall be subject to a fine of not more than Three Hundred (\$300.00) Dollars for each day of violation or non-compliance to be issued by the Construction Official or Fire Official.

18-1.6 Severability.


The provisions of this Ordinance are declared to be severable and if any section, subsection, sentence, clause or phrase thereof for any reason be held to be invalid or unconstitutional, such decision shall not effect the validity of the remaining sections, subsections, sentences, clauses and phrases of this Ordinance, but shall remaining in effect; it being the legislative intent that this Ordinance shall stand notwithstanding the invalidity of any part.

18-1.7 Repealer.

All Ordinances or parts thereof in conflict or inconsistent with this Ordinance are hereby repealed, but only however, to the extent of such conflict or inconsistency, it being the legislative intent that all Ordinances or part of ordinances now existing or in effect unless the same being conflict or inconsistent with any provision of this Ordinance shall remain in effect.

I HEREBY CERTIFY this to be a true and correct Ordinance of the City of Union City Board of Commissioners, introduced on November 9, 2016 and will be further considered after a Public Hearing held on Tuesday, December 6, 2016 at the Jose Marti Freshman Academy, located at 1800 Summit Avenue, Union City, N.J. at 7:00 p.m.

INTRODUCED: November 9, 2016
ADOPTED: December 6, 2016
ATTEST: December 6, 2016



Erin Knoedler, Deputy City Clerk

December 6, 2016

DATE

Summary of Ordinance

This ordinance creates a requirement that certain structures have a key lock box installed on the exterior of the structure to aid the Police Department to gain access to the structure when responding to calls for emergency service as necessary by North Hudson Regional Fire and Rescue.