

**A POLICY REQUIRING STRUCTURES TO HAVE A KEY LOCK BOX
INSTALLED ON THE EXTERIOR OF THE STRUCTURE FOR FIRE SAFETY
PURPOSES IN ACCORDANCE WITH THE INTERNATIONAL FIRE CODE
SECTION 506.1.**

1. Intent.

The City of Newton Fire Department recognizes the importance and need of providing rapid entry into locked buildings. Delays in the fire department gaining rapid entry reduces the occupants chance of survival in a fire, the chances for substantial property damage increases because of delays in gaining entry to the structure and fire fighter safety and survival may be compromised because of said delays. Additionally, delays in providing prompt pre-hospital care to the sick and injured as a result of locked/secured structure may/will have a negative outcome on patient recovery. To assist in gaining entry into locked/secured facilities/structure, the City of Newton Fire Department hereby adopts a Rapid Entry System Policy utilizing the "Knox Box" rapid entry key box system.

2. Key Lock Box System.

a. New and existing structures that are classified as any of the following shall be equipped with a key lock box at or near the main entrance or such other location required by the fire prevention bureau effective January 1, 2004.

- (1) Commercial or industrial structures protected by an automatic alarm system or automatic suppression system.
- (2) Multi-family residential structures comprised of four (4) or more units in which access to the building or common areas or mechanical or electrical rooms within the building is denied through locked doors.
- (3) Commercial structures comprised of four (4) or more units.
- (4) Any building or facility containing a quantity of hazardous materials, which would require compliance with Title III of SARA (Superfund Amendment Reauthorization Act).
- (5) Governmental structures.
- (6) Nursing care facilities.
- (7) Educational facilities.

b. All newly constructed structures subject to this section shall have the key lock box installed and operational prior to the issuance of an occupancy permit. Individual keys provided by the owners will no longer be accepted and any such keys in the City of Newton Fire Departments possession shall be returned.

- c. The fire prevention bureau shall designate the type of key lock box system to be implemented within the city and shall have the authority to require all structures to use the designated system.
- d. The owner or operator of a structure required to have a key lock box shall at all times, keep keys in the lock box that will allow for access to the following:
- (1) Keys to locked points of egress, whether on the interior or exterior of such buildings
 - (2) Keys to locked mechanical equipment rooms
 - (3) Keys to locked electrical rooms
 - (4) Key to elevator controls
 - (5) Keys to the other areas as directed by the City of Newton Fire Department.
- e. The fire chief shall be authorized to implement rules and regulations for the use of the lock box system.

3. Installation and Location

All "Knox Boxes" (and or Knox Locking Vaults) for new construction shall be recess mounted into the building/structure at a height of not less than 6' above the ground (surface grade) nor more than 8' above the ground (surface grade). The "face plate" of the "Knox" box shall be flush with the exterior façade of the structure/building. All "Knox" boxes (and or Knox Locking Vaults) shall be located next to the main entrance (or as close as reasonably possible to) on the address side of the structure/building.

All "Knox Boxes" (and or Knox Locking Vaults) for existing structures shall be mounted on the building/structure at a height of not less than 6' above the ground (surface grade) nor more than 8' above the ground (surface grade). All "Knox" boxes (and or Knox Locking Vaults) shall be located next to the main entrance (or as close as reasonably possible to) on the address side of the structure/building.

- 4. Enforcement.** Enforcement of this Ordinance shall be accomplished through citations issued by the Fire Chief or his/her designee.

5. Fine and Forfeiture.

Violation of this policy shall be punishable by a fine. Each day the violation exists/continues shall be considered as a separate offense.