

## CHAPTER 37

# RAPID ENTRY LOCK BOX SYSTEM

37.01 Establishment and Purpose

37.02 Definition

37.03 Rapid Entry Lock Box Required

37.04 Key Box Installation Requirements

37.05 Keys Required

37.06 Access to Fire Department

37.07 Update of Keys and Information

37.08 Limitation of Liability

**37.01 ESTABLISHMENT AND PURPOSE.** It is recognized by the City the importance of providing the Fire Department rapid entry into locked buildings. The delay in gaining entry can result in substantial property damage, the potential for fire extension and increased danger for the firefighters.

**37.02 DEFINITION.** A “lock box” is 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 will be keyed to the key configuration provided by the Polk City Fire Department.

**37.03 RAPID ENTRY LOCK BOX REQUIRED.** The following structures shall be equipped with a key lock box at or near the front entrance or such location as required by the Fire Chief as described in Section 37.04:

1. All newly constructed commercial or industrial structures receiving a certificate of occupancy on or after July 1, 2007.
2. Any newly constructed apartment building or other rental building containing four (4) or more residential living units and in which access to the building or to common areas or mechanical or electrical rooms within the building is denied through locked doors, receiving a certificate of occupancy on or after July 1, 2007.
3. Any building or facility containing a quantity of hazardous materials which require compliance with Title III of SARA (Superfund Amendment Reauthorization Act).

**37.04 KEY BOX INSTALLATION REQUIREMENTS.** Buildings provided with an alarm system or a sprinkler system shall be provided with a key box at the front of the building, typically adjacent to the main front door(s) at a height of five feet above grade or at a location as directed by the Fire Code official.

**37.05 KEYS REQUIRED.** The owner or person in control of the buildings or facilities described in Section 37.03 is required to have a Rapid Entry Lock Box System and shall cause to have in such unit keys to the following areas:

1. The main entrance door.
2. Alarm room.
3. Mechanical rooms and sprinkler control rooms.
4. Fire alarm control panel.
5. Electrical rooms.

6. Special keys to reset pull stations or other protective devices.
7. Elevator keys, if required.
8. All other rooms as determined during plan review or walk through.

**37.06 ACCESS TO FIRE DEPARTMENT.** The owner or person in control of any building described in Section 37.03 required to have a Rapid Entry Lock Box System or an authorized agent of such person shall be present during access to such Rapid Entry Lock Box by the Fire Department except when the Fire Department has responded to an emergency at the property.

**37.07 UPDATE OF KEYS AND INFORMATION.** The owner or person in control of any building or facility described in Section 37.03 required to have a Rapid Entry Lock Box shall do the following:

1. Provide keys and updated sets of keys capable of access to the areas described in Section 37.05
2. Notify the Fire Department when a key change is made and coordinate to replace keys located in the Rapid Entry Lock Box.
3. Maintain current information of hazardous materials stored in the building or facility with the Fire Department.

**37.08 LIMITATION OF LIABILITY.** The City assumes no liability for any of the following:

1. Any defects in the operation of the Rapid Entry Lock Box, of any of the keys contained within said lock box, or any information stored within the lock box.
2. The failure or neglect to respond appropriately upon receipt of an alarm from an alarm system.
3. The failure or neglect of any owner or person in control of a building or facility to provide the correct or updated required material or keys.

[The next page is 185]