

CHAPTER 119.

Key Lock Box System

- § 119.01. Key Lock Box System.
- § 119.02. Violations of chapter.
- § 119.03. Key Lock Box System - type.
- § 119.04. Key Lock Box Location and Master Key.
- § 119.05. Key Lock Box Contents.
- § 119.06 Rules and Regulations.
- § 119.07 Update of Keys and Information.
- § 119.08 Limitation of Liability.

Sec. 119.01. Key Lock Box System.

(a) The following structures shall be equipped with a key lock box at or near the main entrance:

- (1) new or existing commercial or industrial buildings or property that have security gates or locked exterior doors or are otherwise secured in a manner that restricts access during an emergency;
- (2) multi-family residential structures, fraternities, sororities and cooperative housing arrangements that have a common corridor for access to the 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;
- (3) governmental structures, nursing care facilities and religious or church affiliated structures; and,
- (4) any building or facility containing a quantity of hazardous materials which would require compliance with Title III of SARA (Superfund Amendment Reauthorization Act).

(b) All newly constructed buildings, not yet occupied or buildings currently under construction and all buildings or businesses applying for a certificate of occupancy and/or building permits will be required to comply with this ordinance. All other structures in existence on the effective date of this section and subject to this section shall have one year from the effective date of this section to have a key lock box installed and operational. The cost of purchasing and installing, along with any cost associated with implementation of the program at a specific property, will be born by the building or business owner. (Ord. No. 3-03 § 1.)

Sec. 119.02. Violations of chapter.

Any person who owns or operates a structure subject to this section is guilty of an infraction for any non-compliance with this chapter. Each day of noncompliance shall constitute a separate infraction. The minimum fine for a conviction for a violation of this section shall be \$100.00 per day. Continued non-compliance may result in revocation of the Certificate of Occupancy or Building Permit. (Ord. No. 3-03 § 1.)

Sec. 119.03. Key Lock Box System – type.

The fire chief and police chief shall designate the type of key lock box system to be implemented within the City of West Lafayette and shall have the authority to require all structures to use the designated system. (Ord. No. 3-03 § 1.)

Sec. 119.04 Key Lock Box Location and Master Key.

The key lock box shall be installed on the front of the building or facility at or near the main entry door. (Ord. No. 3-03 § 1.)

Sec. 119.05. Key Lock Box Contents.

(a) The key lock boxes shall contain the following clearly labeled keys, swipe cards or access codes to the following areas:

- (1) Locked points of access on the exterior of the building or facility;
- (2) Locked points of access to common areas, such as hallways or utility rooms, contained within such buildings or facilities;
- (3) Locked mechanical rooms;
- (4) Locked electrical rooms;
- (5) Locked fenced or secured areas;
- (6) All other locked areas, other than individual apartments or rented rooms; and,
- (7) Any other areas that may be required by the fire chief or police chief.

(b) The key lock boxes shall also contain:

- (1) A card containing the emergency contact person for the business or property; and,
- (2) Hazardous materials Material Safety Data Sheets if applicable, as well as a floor plan or written description indicating the location of the general areas where these materials will be found within the building. (Ord. No. 3-03 § 1.)

Sec. 119.06 Rules and Regulations.

The Chiefs of the Fire Department and Police Department may establish policies, rules and regulations for the placement and maintenance of the Key Lock Box within the City of West Lafayette. Proposed rules and regulations will be submitted to the Board of Public Works and Safety and shall become effective fourteen (14) days after submission to the Board of Public Works. (Ord. No. 3-03 § 1.)

Sec. 119.07. Update of Keys and Information.

The owner or person in control of any building, facility or property required to have a Key Lock Box under this chapter shall maintain current information regarding hazardous materials stored in the building, facility or on the property in the key lock box or, if the volume of material is too large to place in the repository, shall file

said information with the Chief of the Fire Department and the local Emergency Planning Committee. (Ord. No. 3-03 § 1.)

Sec. 119.08. Limitation of Liability

The City of West Lafayette assumes no liability for any of the following:

(a) Any defects in the operation of the key lock box, or any of the keys contained within such key lock box or any information stored within the key lock box or otherwise provided to the City of West Lafayette;

(b) The failure or neglect to respond appropriately upon receipt of an alarm from an alarm system;

(c) The failure or neglect of any owner or person in control of a building or facility required to have a key lock box or to provide access to the key lock box; or

(d) The security of any property required to have a key lock box due to access to the key lock box by any person.

(Ord. No. 3-03 § 1.)