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ORDINANCE 2019-07

**An Ordinance Creating Requirements For The Installation Of A "Knox Box" System
For Certain Structures**

The City Council of the City of Waterloo, Jefferson County, Wisconsin do ordain as follows:

Section I: Section 200-5 is hereby created and added to the municipal code with the section remainder renumbered. It reads as follows:

Sec. 200-5 FIRE PREVENTION RAPID ENTRY REQUIREMENT - KNOX BOX SYSTEMS

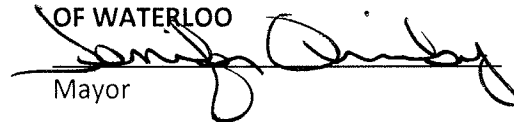
- (a) **Definition.** The term "Knox Box" shall be defined as a lock box from the Knox Company which allows emergency responders to gain access to secured buildings and perimeters without forceful entry.
- (b) **Buildings Subject to this Section.** The following structures shall be equipped with a Knox Box at or near the main entrance or such other location approved by the Fire Chief or designee:
- (1) Commercial or industrial structures protected by an automatic alarm system or automatic suppression system, or such structures that are secured in a manner that restricts access during an emergency.
 - (2) Multifamily residential structures with Four (4) or more units that have restricted access through locked doors or have a common corridor for access to the living units.
 - (3) Governmental structures as required by the Fire Department.
 - (4) Nursing care facilities.
 - (5) All public and private educational facilities.
 - (6) All newly constructed structures subject to this section shall have the Knox Box installed and operational prior to the issuance of an occupancy permit.
- (c) **Buildings requiring a Knox Box shall be subject to numbering or lettering.**
All buildings over five-thousand (5,000) square feet and with more than two (2) doors must number or letter their doors (and windows when required by the fire chief or his/her designee). Numbering /lettering must be no less than eight (8) inches in size, reflective and a contrasting color to the door. Numbers/letters shall be placed on each door starting at the main entrance and progressing around the building clockwise. Numbers/letters must be at least five (5) feet above ground level. Where double doors or a grouping of doors exists close together, they may be numbered as one.
- (d) **Contents.**

- (1) The owner or operator of a structure required to have a Knox Box shall, at all times, keep keys in the box that will allow for access to the following:
- a. Keys to locked points of ingress or egress, whether on the interior or exterior of such buildings.
 - b. Keys to locked mechanical rooms.
 - c. Keys to elevator controls.
 - d. Keys to rooms containing fire control systems.
 - e. Keys to other areas as directed by the Fire Chief.
- (2) Each key shall be legibly labeled to indicate the lock that it opens in such a manner as is approved by the Fire Chief or his/her designee.
- (3) A floor plan of the rooms within the building may be required at the discretion of the Fire Chief or his/her designee.
- (e) Compliance.** After the effective date of this ordinance, all newly constructed buildings, not yet occupied or buildings currently under construction and all buildings or businesses applying for an occupancy permit shall comply. Existing buildings that are not in compliance on the effective date of this ordinance shall comply with requirements of the ordinance within sixteen (16) months of the effective date of this section. Any person who owns or operates a structure subject to this code shall be subject to the penalties set forth in section (h) of this code for any violation of this section.
- (f) Rules and Regulations.** The Fire Chief or his/her designee shall be authorized to implement rules and regulations for the use of the lock box system.
- (g) Brand.** The "Knox" brand will be the only lock box permitted by the City of Waterloo.
- (h) Penalties.**
 Except as otherwise specifically provided in this chapter, any person who shall violate any provision of this chapter or any order, rule or regulation made hereunder shall be subject to a forfeiture as provided. First offense shall be a forfeiture of \$50 plus court costs and penalty assessments. Second offense shall be a forfeiture of \$100 plus court costs and penalty assessments. Third and subsequent offenses shall be a forfeiture of \$200 plus court costs and penalty assessment.

Section II: This ordinance shall take effect and be in force from and after its passage and posting as provided by law.

Dated: 11/7/2019

BY ORDER OF THE CITY COUNCIL OF THE CITY
OF WATERLOO


Mayor

Attest: Mo Hams

Date Adopted: 11/7/2019
 Date Published: 11/14/2019