

Rapid Entry Key System Ordinance

An ordinance providing for the installation of Listed Rapid Entry Key Boxes, Key Switches, and Security Padlocks for use by the Fire Department to gain access to a structure that poses a safety threat due to an alarm or any other action as deemed necessary by the Fire Marshal or his designee.

WHEREAS, many properties are equipped with automatic fire alarm systems and/or sprinkler/standpipe systems, and these automatic systems may cause the Fire Departments of Yadkin County to be summoned at a time when the building or business is not occupied or when the occupant is not available to provide entry for the Fire Department; and,

WHEREAS, the County of Yadkin wishes to prevent damage from forcible entry into structures and provide swift entry into structures by the Fire Department; and,

WHEREAS, the International Building Code and the International Fire Code provide that the Fire Code Official may require certain occupancies to maintain a Rapid Access system as prescribed; and,

WHEREAS, any Fire Department within Yadkin County may identify a need to establish a Rapid Entry System for an occupancy and may make a recommendation to the Fire Marshal; and,

WHEREAS, all rapid entry key boxes, key switches and security padlocks must be made by the approved manufacturer, keyed to the current system and installed in compliance with the manufacturer's guidelines.

NOW, THEREFORE, BE IT ORDAINED by the Yadkin County Board of Commissioners:

SECTION 1. DEFINITIONS:

COMMERCIAL STRUCTURE: Any building with more than 50 percent of its floor space used for commercial activities. Commercial Structures include, but are not limited to: stores, offices, schools, churches, gymnasiums, libraries, museums, hospitals, clinics, warehouses, and government buildings.

FIRE DISTRICT: Areas within Yadkin County assigned to each Fire Department for fire protection.

GATED COMMUNITY: A residential, commercial or mixed use development, which is accessed through a gate or cross bar that impedes ingress through required Fire Lanes by means of a key, swipe card, or manual activation by a stationed guard.

KEY BOX: A box in size and style approved by the Fire Code Official that meets the requirements and uses the same security key code in accordance with the Yadkin County Rapid Entry Key Box Ordinance.

KEY SWITCH: A product of an approved vendor which is an electric override for perimeter gates, parking garages, and gated communities and uses the same security key code in accordance with the Yadkin County Rapid Entry Key Box Ordinance.

RESPONSIBLE PARTY: The property owner, business owner, or other person(s) charged with the responsibility for the use and occupancy of a Commercial Structure.

SECURITY PADLOCK: A padlock approved by the Fire Code Official that utilizes the approved key code in accordance with the Yadkin County Rapid Entry Key Box Ordinance.

SECTION 2. APPLICATION:

A. MANDATORY KEY BOXES FOR ALL COMMERCIAL STRUCTURES

Any Commercial Structures which does not yet have a certificate of occupancy located in Yadkin County shall be equipped with an approved Key Box, installed at a location approved by the Fire Code Official. The requirements of this Ordinance shall also apply to existing Commercial Structures which have a sprinkler system, and or monitored fire alarm system or which house or dispense Hazard Materials, subject to the provisions of Section 2G hereof. In cases where the Commercial Structure is very large or has unusual configurations, installation of additional Key Boxes may be required at the sole discretion of the Fire Code Official.

B. SECURITY PADLOCK

When a Commercial Structure is located on a property that is protected by a locked fence or gate, it shall be equipped with an approved Security Padlock to be installed at a location approved by the Fire Code Official. This will only be applicable of a structure that meets the requirements of Section 2A. It shall then be the responsibility of the Responsible Party to see that the fence or gate is secured properly so that the Security Padlock is accessible.

C. CONSTRUCTION SITES

When a Commercial Structure under construction is to be secured by a locked fence or gate the Commercial Structure will fall under Section 2 Subsection B, during the duration of construction or until said fence or gate is removed. The Security Padlock will be obtained by the Responsible Party and a construction company representative. It shall then be the responsibility of the construction company to see that the fence or gate is secured properly so that the Security Padlock is accessible.

D. NON-APPLICABILITY TO PARTICULAR DWELLINGS

This ordinance shall not apply to owner occupied one and two family dwellings. The requirements of this Ordinance shall apply to multi-family residential structure which are equipped with common control valves, a sprinkler system, and which have a centralized control room containing the control valves for the sprinkler system connections. For such structures, the Key Box shall be required at the entrance to the control room.

E. KEY BOX CONTENTS

The Key Box shall contain items designated by the Fire Code Official, including, but not limited to:

- 1) Labeled keys, or one master key to locked doors, whether in interior or exterior of such buildings.
- 2) Labeled keys to the locked mechanical rooms.
- 3) Labeled keys to any fence or secured area not covered in Section 2 Subsections D, and E.
- 4) Labeled keys to any other area that may be required by the Fire Code Official.
- 5) The number of sets of keys shall be determined based on the following criteria:
 - I. 1- story building 1-set
 - II. 2-3 stories 2-sets
 - III. 4+ stories 5-sets
 - IV. Large assembly 5 sets
(Arenas, gymnasiums, schools, stadiums, etc.)

In some cases where the Commercial Structure is very large or has unusual configuration, additional key sets may be required at the sole discretion of the Fire Code Official.

- 6) A card containing the emergency contact persons and phone numbers for each occupancy. This card should contain day/night contact information for not less than three individuals. This card should contain the date of the last update or review.

F. ALERT DECALS

Alert Decals, approved by the Fire Code Official, to alert fire companies of the presence of security features covered by this ordinance, will be displayed on any outside doors or windows as designated by the Fire Code Official.

G. COMPLIANCE

Compliance with requirements herein shall be required prior to the issuance of a certificate of occupancy by the Yadkin County Building Official. Issuance of a building permit for a Commercial Structure shall be conditioned upon compliance with Section 2C hereof regarding

construction sites. The Fire Code Official or his designee shall provide notice of the requirements of this ordinance to the Responsible Party of all existing Commercial Structures (as provided in Section 2A hereof) which shall be required to come into compliance no later than (24) months from the enactment of this ordinance. The cost of purchasing and installing, along with any cost associated with implementation of the requirements of this ordinance at a specific property, will be paid by the Responsible Party.

H. LOCATION OF KEY BOX

Unless otherwise specified by the Fire Code Official, Key Boxes shall be installed adjacent to the main entrance to the Commercial Structure and shall be installed at a height no less than 36 inches walking grade and no greater than 60 inches from walking grade at the installation location. Additional Key Boxes may be required at other locations as determined by the Fire Code Official.

I. PROGRAMMING KEY SECURES

The County of Yadkin Information Technology Department shall have the responsibility of programming ALL key secures within the System.

J. ORDERING PROCEDURE

To obtain a Key Box for a particular location, the Responsible Party or his designee, must visit the Yadkin County Fire Marshal web page and follow the link for approved Key Box Manufacturer.

K. KEY PLACEMENT PROCEDURE

Upon proper installation as outlined in Section H, the Responsible Party or his designee must call the Yadkin County Fire Marshal to schedule a time when the appropriate item(s) outlined in Section E can be secured inside the Key Box.

L. ASSIGNED KEYS

Each Fire Department will be issued one secure key for each secured key box installed on an apparatus approved by the Fire Marshal in accordance with the manufacturer's guidelines.

M. LOST KEY PROCEDURE

If a Responsible Party loses a key it has been assigned, the Responsible Party and/or his assigned agency shall be responsible for re-keying ALL Rapid Entry Key Boxes, key secures, key switches and security padlocks within the System.

N. MAINTENANCE

The responsible party or designee shall immediately notify the Yadkin County Fire Marshal's Office of any changes or additions of keys to be added to the Key Box, this includes changes of emergency contact

information. The Responsible Party must maintain access to the Key Box free and clear of any and all obstructions.

O. FIRE DEPARTMENTS' RESPONSIBILITIES

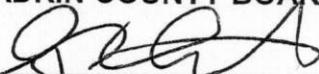
- a. No Fire Department Personnel shall maintain a personal Key Box key.
- b. All Key Box access keys shall be secured in a key secure box system properly installed in the apparatus approved by the Fire Marshal.
- c. During annual fire pre-plan inspection the key box will be inspected, lubricated per manufacturer's recommendations, and contact information updated.

P. NON-COMPLIANCE

Non-compliance of this ordinance will be subject to fines in accordance with the fee schedule of the Yadkin County Fire Marshal. Continued non-compliance may result in revocation of the certificate of occupancy by Building Code Officials.

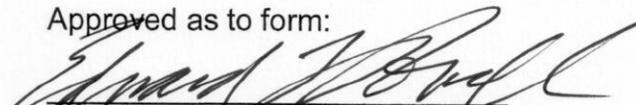
AND IT IS SO ORDAINED this 7 th day of December, 2015

YADKIN COUNTY BOARD OF COMMISSIONERS



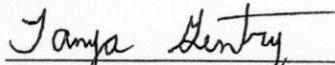
Kevin Austin Chairman

Approved as to form:



Ed Powell County Attorney

ATTEST:



Tanya Gentry, Clerk to the Board