

2000
Ordinance No. 75 A

**Beecher Fire Protection District
Beecher, Will County, Illinois**

An ordinance to establish a "Key Lock Box" System

Section 1 - Established

To aid in the suppression of fire and the Fire Department's ability to respond in a timely manner, a lock box emergency access system is hereby established.

Section 2 - Requirements

All premises that meet the following:

- is equipped with an automatic fire alarm system,
- is equipped with a fire suppression system,
- is used for the storage of hazardous materials
- is used to house a business (or businesses in which hazardous materials are used or stored,
- is a multiple family structure,
- Commercial and Industrial buildings constructed after 1-1-2000,
- is determined by the Fire Chief (or his representative) the need for rapid means of entry,

will be required to install and maintain a lock box emergency access system.

Section 3 - Definitions

As used in this article, the following words and phrases shall have the following meanings:

1 - **Lock Box** means a heavy gauge steel box fitted with a locking device requiring a key which cannot be duplicated by a locksmith, approved by the Fire Chief.

2 - **Fire Chief** means the chief officer of the Beecher Fire Protection District.

Section 4 - Installation

Each and every lock box system shall be installed on the front wall of the building, gate, or main premises, at a location to be determined by the Fire Chief.

Section 5 - Authorization

The location and intended use of any and all lock box systems must be approved by the fire chief, or his representative, before installation, or utilization of said box. The owner or occupant of said premises shall complete the necessary documentation as deemed necessary by the fire chief or his representative. All forms must be submitted to the fire chief prior to the issuance of the fire departments approval.

Section 6 - Contents of lock box

Each lock box shall contain the following:

- keys to locked points of ingress (whether interior or exterior),
- keys to locked mechanical rooms,
- keys to locked electrical rooms,
- keys to elevator controls,
- keys to alarm rooms,
- keys to fire alarm control panels,
- keys required to reset pull-stations and fire alarms,
- keys to any other areas as determined by the fire chief or his representative.

Section 7 - Hazardous Materials lock box

Any premises which stores hazardous materials shall be required to install a large enough lock box in which to place a binder which contains the following:

- a current list of responsible persons and their phone numbers (plant manager, owner, all principal employees, management, chemical manufactures, ect.),
- a scaled drawing of the complex, to include room numbers, extinguishing systems (OS&Y valves, fire department connections, hose cabinets, stand pipes, etc.), drains, secondary containment, ventilation systems, and hydrant locations,
- alphabetical list of chemicals, room number locations, and approximate strengths,
- Material Safety Data Sheets of all chemicals in alphabetical order,
- all required keys of the lock box system (Section 6).

Section 8 - Access to Lock Box

It shall be the responsibility of the owner or occupant of the premises to keep the contents of the lock box up-to-date.

It shall also be the responsibility of the owner to keep the lock box free from obstructions.

Section 9 - Administrative Rules and Regulations

The fire chief or his representative is authorized to establish additional written policies and provisions in order to implement the use of the lock box system, and to provide and promote uniformity in the acquisition, installation, and use of the lock box system.

Section 10 - Exemptions from the lock box system

Premises satisfying all of the following criteria shall be exempt from the requirements of the lock box installations:

- the premises has twenty four hour security personnel or other authorized personnel, available to assist the fire chief or fire personnel, on the premises at all times, and
- the above personnel has access to all of the material required to be in the lock box (Section 6).

Section 11 - Penalties

Any person, firm or corporation violating any of the provisions of this article shall be fined a sum of no less than \$100.00 or more than \$1,000.00 per occurrence in a thirty day period.

Section 12 - Compliance

New occupancy - any premises that is established after the passage of this ordinance shall be required to comply with the provisions of this article prior to the occupancy.

Existing occupancy - any premises that is established prior to the passage of this article shall have until midnight on December 31, 2000 to comply with the provisions of this article.

Section 13 - Published

After passage of this ordinance by the Beecher Fire Protection District, this article shall be published in the "Beecher Herald".

Passed by roll call vote this 13 day of JANUARY, 2000.

Ayes: 4

Nays: 0

Absent: 1

Approved:

James J. Hansel
President

Attest:

Robert J. Hansel
Secretary