

Key Lock Box System

A. The following structures shall be equipped with a key lock box at or near the main entrance or such other location required by the Fire Marshal:

1. Commercial, industrial, or assembly 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. Multi-family residential structures that have restricted access through locked doors and have a common corridor for access to the living units;
3. Governmental structures, nursing care, and educational facilities;
4. Any other building deemed necessary by the fire marshal for efficient emergency entry;
5. **Exemption:** Residential one- and two-family dwellings

B. The key lock box shall be located:

1. Immediately adjacent to the public entrance on the exterior of the structure;
2. The lock box shall be located at a height of five (5) feet above grade unless otherwise specified by the fire marshal;
3. The lock box shall be displayed in a fashion that is easily identifiable and in plain view for arriving fire companies;
4. If the building contains its own “sprinkler room” with a door directly to the exterior of the building, a lock box may be placed on the exterior door of this room. Obtain approval from the fire marshal on exact location;
5. More than one location may be required due to the size of the building, number of keys, or special hazard.

C. Keys Required:

- a. Master exterior entrance or grand master key;
- b. Master interior including mechanical room, boiler room, and electrical room;
- c. Fire alarm panel/enunciator and pull stations;

- d. Sprinkler riser room
- e. Each key shall be placed separately on a single ring stating its use.

D. All newly constructed structures subject to this section shall have the key lock box installed and operational prior to the issuance of an occupancy permit. All 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.

E. The Hibbing Fire Marshal shall designate the type and mounting location of all key lock box systems to be implemented within the city.

F. The owner or operator of a structure required to have a key lock box shall, at all times, keep a key in the lock box that will allow for access to the structure.

G. The Hibbing Fire Marshal shall be authorized to implement rules and regulations for the use of the lock box system.