



Township of Upper Pottsgrove

MONTGOMERY COUNTY, PENNSYLVANIA

1409 Farmington Avenue Pottstown, PA 19464-1829
Phone: 610-323-8675 Fax: 610-327-1967

ALARMED LOCATION REGISTRATION FORM

Please send this form to: Upper Pottsgrove Township, 1409 Farmington Avenue Pottstown, PA 19464-1829 or Fax: to 610-327-1967 or Email to: administration@uptownship.org

ANY LOCATION WITH AN ALARM SYSTEM SHALL HAVE ITS STREET NUMBER CLEARLY POSTED SO THAT THE SAME WILL BE VISIBLE AT NIGHT FROM THE STREET.

FOR OFFICE USE ONLY
ACCOUNT # _____

Date: _____

County: **Montgomery** Municipality: **Upper Pottsgrove Township** Tax Parcel # **60-00-**_____
(Call the Township if you need assistance with the Parcel #.)

Registrant Name: _____ Phone # _____

Location Address: _____ E-Mail: _____

Owner's Name: _____ Phone # _____ Fax # _____

Mailing Address: _____ E-Mail: _____

Emergency Contact ~ At least one contact must be able to respond within 30 minutes of an emergency and have the authority and ability to enter the premises.

Contact #1 Relationship to Registrant: _____

#1 Name: _____ Phone 1 # _____

Phone 2 #: _____ E-Mail: _____

Contact #2 Relationship to Registrant: _____

#2 Name: _____ Phone 1 # _____

Phone 2 #: _____ E-Mail: _____

Monitored By: _____

_____ Phone # _____

Use/Purpose of Alarm System: _____

I, _____, acknowledge that in the event of an alarm, Emergency Services may forcibly enter the premises if warranted, as determined by the officer-in-charge, and that there shall be no liability for damages or injuries resulting from the response to the alarm, forcible entry, and search of the premises.

Attachment: Ordinance No. 484

Webpage: uptownship.org
Email: administration@uptownship.org

ORDINANCE NO. 484

AN ORDINANCE OF THE UPPER POTTS GROVE TOWNSHIP BOARD OF COMMISSIONERS REQUIRING THE REGISTRATION OF ALARM SYSTEMS, AND FOR CERTAIN STRUCTURES TO HAVE A KEY LOCK BOX INSTALLED TO PROVIDE FOR RAPID ENTRY INTO THE BUILDING BY EMERGENCY SERVICE PROVIDERS DURING TIMES OF EMERGENCY.

NOW, THEREFORE, BE IT ENACTED AND ORDAINED, by the Upper Pottsgrove Board of Commissioners, Montgomery County, Pennsylvania, and it is hereby ENACTED and ORDAINED by the authority of same as follows:

SECTION 1. Definitions. For the purposes of this ordinance the following words and phrases, shall have the meanings given to them in this section, unless the context clearly indicates otherwise:

"Alarm System" - Any assembly or equipment - mechanical, electrical, or battery-operated - arranged to signal any Emergency Services dispatch of the occurrence of a Fire Emergency, Police Emergency, or Hazard Emergency requiring urgent attention.

"Building Owner" - the record owner of any improved real estate within Upper Pottsgrove Township.

"Commercial Building" - a building, structure, or facility that is not a Residential Building.

"Emergency Services" - any emergency medical unit dispatched to respond to a Fire Emergency, Police Emergency, or Hazard Emergency in Upper Pottsgrove Township, including but not limited to the Fire Department and Police Department.

"False Alarm" - an alarm activated willfully, or by inadvertence, negligence, or unintentional act, and in the absence of the need for Emergency Services, to which Emergency Services in fact respond.

"Fire Department" - the Upper Pottsgrove Township fire department, their successors, and their designated backup units.

"Fire Emergency" - fire, smoke, or heat condition, or an activation of an automatic extinguishing system due to fire or heat condition indicating a fire.

"Hazard Emergency" - an explosion or leak of a toxic gas, liquid, or solid, or a potential explosion or leak of a toxic gas, liquid, or solid, or an electrical or other utility leak, short, or interruption of any nature that may cause a hazard to the public.

"Knox Box" - a high-security key box system manufactured by the Knox Company of Irvine, California, designed to give Emergency Services access to locked buildings and other secured areas.

"Lock Box" - A Knox Box or other lock box of similar quality and design which meets or exceeds the specifications of Knox Box 3200 series.

"Police Department" - the Upper Pottsgrove Township police department, its successors, and its designated backup units and/or departments.

"Police Emergency" - any activation of an Alarm System, automatic, manual, or by any other means, that would generate a request for immediate police response.

"Residential Building" - detached one-family and two-family dwellings and multiple single-family dwellings which are not more than three stories in height with a separate means of egress, and includes accessory structures.

SECTION 2. Registration of Alarm System. Building

Owners shall register with the Township all Alarm Systems

located within the Township. All Alarm Systems subject hereto within the Township and active as of the effective date of this ordinance shall be registered with the Township within sixty (60) days thereof. All Alarm Systems subject hereto and installed or, if previously installed, activated after the effective date this Ordinance shall be registered with the Township within twenty-one (21) days of installation or activation, as applicable.

There shall be no fee for any registration occurring within the applicable time period. Late registrations shall require a fee as set from time to time by resolution of the Board of Supervisors of Upper Pottsgrove Township.

Registration shall require all of the following:

- (1) Name and street address of the owner, lessee, or occupant of any building containing an Alarm System.
- (2) Name, address, and telephone number of an adult non-resident able to respond to the premises within thirty (30) minutes in the event of an emergency and who has the authority and ability to enter the premises.
- (3) An acknowledgment by the registrant that, in the event of an alarm, Emergency Services may forcibly enter the premises if warranted, as

determined by the officer in charge, and that there shall be no liability for damages or injuries resulting from the response to the alarm, forcible entry, and search of the premises.

SECTION 3. **Visibility of Street Number Address.** Any location with an Alarm System shall have its street number clearly posted so that the same will be visible at night from the street.

SECTION 4. **Installation of Lock Box.** After the effective date of this ordinance, Building Owners shall be required to install a Lock Box, the number and location of which shall be prescribed by the Township or its designee, when:

- (1) any Commercial Building connected to an Alarm System which experiences two False Alarms within twelve (12) consecutive months.
- (2) an Alarm System is installed in any Commercial Building. A certificate of occupancy shall not be issued until said Lock Box is installed and placed into service.
- (3) any Commercial Building undergoes a change in the use-occupancy.

- (4) hazardous materials capable of producing a Hazardous Emergency are handled, used, or stored within any Commercial Building.

SECTION 5. **Key Lock Boxes.** The Building Owner of any structure subject to this ordinance is required at all times to keep a key in the Lock Box that will allow access to the structure. The Lock Box shall contain the following:

- (1) keys to locked points of egress, whether in the interior or exterior of such buildings;
- (2) keys to locked mechanical rooms;
- (3) keys to locked elevator rooms and controls;
- (4) keys to any fence or secured areas;
- (5) keys to any other area that may be required by the Township or its designee after written notice;
- (6) a card containing the emergency contact persons and phone numbers for such building;
- (7) keys to areas of the building where Alarm Systems panels and fire protection systems are located;
- (8) an inventory of the keys posted inside the Lock Box; and
- (9) if hazardous materials are handled, used, or stored within any building or structure on the subject property, the emergency services material

safety data sheets (MSDS) or hazardous chemical inventory forms under the Superfund Amendments and Reauthorization Act of 1986 (SARA Title III).

With respect to Commercial Buildings, in lieu of having the interior keys in an exterior Lock Box, a second interior Lock Box may be located within the main lobby of the building to hold the interior keys.

SECTION 6. **Lock Box Maintenance.** Any Building Owner subject to this ordinance shall immediately notify the Township or its designee when any lock relevant hereto is changed or rekeyed, and provide the Township or its designee a new key. The new key shall be secured in the Lock Box.

SECTION 7. **Access to Lock Box.** Any Building Owner subject to this ordinance shall ensure that Emergency Services have completely unobstructed access to the Lock Box at all times.

The Building Owner subject to this ordinance, or a designated agent, shall be present whenever Emergency Services access any Lock Box except when Emergency Services have responded to a Fire Emergency, Police Emergency, or Hazard Emergency at the building.

Emergency Services shall maintain a written record of when any Lock Box is accessed, and when any keys are removed or used for entry, including the name of the individual removing the key

or keys, as well as the time and date of the access, and the reason for such removal of the key or keys.

SECTION 8. **Rules and Regulations.** The Township or its designee may establish uniform rules and regulations governing all buildings subject to this ordinance with regard to the type, location, installation, use, maintenance, and replacement of any Lock Boxes within the Township.

SECTION 9. **Violations/Penalties.** Any Building Owner subject of this ordinance that is found to be in violation of the requirements herein shall be subject to the fines mentioned in this section.

Any Building Owner subject to this ordinance who shall violate any section herein shall, upon conviction in a summary proceeding, be punishable by a fine of not less than fifty dollars (\$50.00) or more than one thousand dollars (\$1000.00) together with the costs of prosecution or to imprisonment for a period of ninety (90) days, or both. Each day or portion thereof that such violation continues, or is permitted to continue, shall constitute a separate offense. This ordinance shall be enforced by action brought before a Magisterial District Court in the same manner provided for the enforcement of summary offenses under the Pennsylvania Rules of Criminal Procedure.

Fines and costs imposed under the provisions of this ordinance shall be payable to Upper Pottsgrove Township.

SECTION 10. **Rights and Remedies Cumulative.** The rights and remedies of the Township as prescribed by the ordinance or otherwise by law with respect to Lock Boxes, and the criminal sanctions herein provided, shall be cumulative, and the pursuit of one shall in no way preclude simultaneous or subsequent pursuit of another.

SECTION 11. **Severability.** If any section, subsection, paragraph, sentence, clause, or phrase of this Ordinance shall be declared invalid for any reason whatsoever, such a decision shall not affect the remaining portions of the Ordinance, which shall remain in full force and effect, and for this purpose the provisions of this Ordinance are hereby declared severable.

SECTION 12. **Effective Date.** This Ordinance shall be effective immediately upon enactment.

ENACTED and ORDAINED this 21st day of March, A.D., 2016.

UPPER POTTS GROVE TOWNSHIP
BOARD OF COMMISSIONERS

BY:

Edward Taylor
President

ATTEST:

Cynthia D. Taylor
Secretary