

 <p><i>Fire Prevention</i></p>	AFD Fire Prevention Division			
	<p>POLICY</p> <p>Temporary Emergency Shelters</p>			
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Approved By:	<i>B. Dean, Fire Marshal</i>			

The following policy shall be followed for all buildings or portion thereof, structures, facilities, or centers designated as a temporary shelter in accordance with Anchorage Municipal Code Title 16, Chapter 16.120, Emergency Shelter Plan for Homeless Persons.

Section 1.0 Purpose and Objective

- A. The purpose of this policy is to provide guidelines for the temporary use of buildings or portion thereof, structures, facilities, or centers designated as an Emergency Shelter.
- B. The objective of this policy is to work cooperatively with the Anchorage Health Department (AHD) and other Agencies to provide a safe temporary shelter for those in need.

Section 1.1 Role of the AFD Fire Prevention Division

- A. The AFD Fire Prevention Division will provide fire inspections and education for applicants participating in the Emergency Shelter Plan.

Section 1.2 Requirements for Designation Shelters

Before any building or portion thereof, structure, facility, or center can be designated as an Emergency Shelter, a fire inspection shall be performed, and all non-compliance corrected. No provisional approval shall be given without written approval from the Fire Marshal.

1. Currently approved shelters not equipped with complete sprinkler coverage will be limited to 20 occupants or less for overnight sheltering. New Shelters applying after 11/30/17 shall have complete sprinkler coverage.
2. A floor plan drawn to scale shall be submitted showing all areas in addition to those areas used to temporary house individuals. All rooms shall be properly labeled.
3. A responsible person, trained in fire & life safety, shall be on-site the entire time the Temporary Emergency Shelter is activated and until such time all occupants have left the shelter. A fire watch log shall be maintained.
4. A Fire Safety and Evacuation Plan shall be available for review on-site.
5. The sleeping area shall have a posted emergency plan with marked egress routes to a specific gathering place. All occupants shall be made aware of all exits.
6. A minimum of two exits shall be provided from all sleeping areas (at least one of the room's exits shall be directly to the exterior of the building). Alternate means and methods shall be approved in advance by the Fire Marshal.
7. Smoke detectors shall be properly installed in the sleeping area(s) and immediately adjacent to the sleeping area. More than one may be required in a sleeping area.
8. Carbon monoxide detectors shall be provided in the sleeping area and immediately outside of the sleeping area.

9. A fire drill shall be conducted before final approval is given. Only staff need participate. A fire drill conducted in the presence of a fire code official shall serve the purpose of training in fire & life safety required in #3, section 1.2.
10. In buildings equipped with an automatic sprinkler system, a current deficient free annual service report shall be available on-site and submitted with the Temporary Emergency Shelter application.
11. In buildings equipped with a fire alarm system, a current deficiency free annual service report shall be available on-site.
12. Whenever the Temporary Emergency Shelter is activated, the shelter coordinator shall notify AFD dispatch (267-4950) with the location and the number of individuals utilizing the shelter. A written record shall be maintained listing the individuals occupying the shelter.

Nothing in this policy shall limit the use of buildings during an emergency situation as permitted by the Fire Marshal.