



**ANCHORAGE FIRE DEPARTMENT  
FIRE PREVENTION  
4700 Elmore Anchorage, Alaska 99507  
(907) 267-4900**

### **Policy# 08-001 NON-RESIDENTIAL “SLEEP-OVERS”**

This policy applies to the incidental/exceptional use of approved buildings for the purpose of over-night sleeping events. This policy applies to public and private buildings within the Anchorage area. An Assembly permit to sleep in a non-residential building shall be obtained from the Anchorage Fire Department, Division of Fire Prevention (AFD), by submitting the standard assembly permit application at least 2 weeks prior to the proposed event.

#### **The following criteria must be met for consideration of the application:**

1. The building may have no more than 12 “sleepovers” per calendar year.
2. Sleepovers shall be permitted only in conjunction with an event applicable to that building or tenant. No sleepovers when just passing through Anchorage.
3. For large numbers of sleeping persons, more than 30, AFD may require a roving fire watch while any persons are sleeping. The number of security personnel shall be determined by AFD. The fire watch shall commence 1 hour before sleeping times and continue 1 hour after “wake up”. The members of the fire watch must be in radio contact with each other, cell phones are not adequate. Security personnel must have a means of direct contact to the emergency dispatch system.

#### **The building housing the sleepover must meet the following criteria:**

1. The building must have a current, violation free fire inspection report, and
2. The building must have an approved automatic fire sprinkler system, with a current, and compliant, inspection report on site, and
3. The building must have a full automatic monitored fire alarm system, with a current, and compliant, inspection report on site, and
4. The rooms to be used for sleeping must have at least two exits (at least one of the room’s exits must be directly to the exterior of the building), and
5. On the day of the event, AFD dispatch and the responding station shall be notified by calling 267-4950.
6. The sleeping rooms must have a posted emergency plan with marked egress routes to a specific gathering place, and
7. There must be smoke detectors installed in the sleeping room(s) and the area(s) immediately outside the sleeping room. Number and location to be determined at the plan review stage.
8. There must be carbon monoxide detectors installed in the sleeping room(s) and the area(s) immediately outside the sleeping rooms.
9. A fire drill must be conducted before the first night of sleeping, guests must proceed to their “meeting place.” AFD personnel shall inspect the facility before the first night sleep. Applicable inspection fees shall be charged.

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