

 <p>Fire Prevention</p>	AFD Fire Prevention Division		Number	02-23
	<p>POLICY</p> <p><b>Non-Residential "Sleep-Overs"</b></p>		Created	1/04/2003
			Revised	6/16/2023
			Pages	1
	Approved By:	B. Dean, Fire Marshal		

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 Anchorage Fire Department (AFD) Operational Permit to sleep in a non-residential building shall be obtained from the Anchorage Fire Department, Fire Prevention Division. The standard AFD Operational Permit application shall be submitted at least 30 days prior to the proposed event.

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

1. The AFD Operational Permit application must include a floor plan with dimensions of area, event narrative and fire safety & evacuation plan.
2. The building may have no more than 12 "sleepovers" per calendar year.
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 personnel shall be determined by AFD. The fire watch shall commence 1 hour before sleeping times and continue 1 hour after "wake up" and adhere to AFD Fire Watch Policy.

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

1. The building must have a current, violation free fire inspection report.
2. The building must have an approved automatic fire sprinkler system, with a current, and compliant, inspection report on site.
3. The building must have a full automatic, monitored fire alarm system, with a current, and compliant, inspection report on site.
4. The rooms used for sleeping must have at least two exits and at least one of the room's exits must be directly to the exterior of the building.
5. The sleeping rooms must have a posted emergency plan with marked egress routes to a specific gathering place.
6. There must be system smoke detectors or stand-alone smoke alarms installed in the sleeping room(s) and the area(s) immediately outside the sleeping rooms. Number and location to be determined at the plan review stage.
7. There must be carbon monoxide detectors installed in the sleeping room(s) and the area(s) immediately outside the sleeping rooms.

**Operational requirements:**

1. A responsible person at least 18 years of age must be designated to provide operational oversight and remain in attendance at all times.
2. The responsible person must maintain a contact list of all persons sleeping overnight.
3. An emergency evacuation orientation must be conducted prior to the first night of sleeping. Guests must be informed of evacuation procedures and the location of the post evacuation "gathering place."
4. AFD personnel may inspect the facility before the first night sleep. Applicable inspection fees shall be charged.
5. On the day of the event, AFD dispatch and the responding station shall be notified by calling (907)267-4950.

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