

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



Policy# 10-002 Temporary Cold Weather Shelters

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

Section 1.0 Purpose and Objective

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

Section 1.1 Role of the Fire Prevention Division

- A. The role of the Fire Prevention Division is to become a team member of the Homeless Leadership Team by actively participating in the development and implementation of the Temporary Cold Weather Shelter Plan.
- B. The Fire Prevention Division will provide fire inspections and education for applicants participating in the Temporary Cold Weather Shelter Plan.

Section 1.2 Requirements for Designation Shelters

Before any building or portion thereof, structure, facility, or center can be designated as a Temporary Cold Weather 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. 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.
2. A responsible person, trained in fire life safety, shall be on-site the entire time the Cold Weather Plan is activated and until such time all occupants have left the shelter. A fire watch log shall be maintained.
3. A Fire Safety and Evacuation Plan shall be available for review on-site.
4. 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.

5. 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.
6. 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.
7. Carbon monoxide detectors shall be provided in the sleeping area and immediately outside of the sleeping area.
8. 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 #2, section 1.2.
9. In buildings equipped with an automatic sprinkler system, a current deficient free annual service report shall be available on-site.
10. In buildings equipped with a fire alarm system, a current deficiency free annual service report shall be available on-site.
11. Whenever the Cold Weather Plan 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.

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.