



MEDFORD FIRE-RESCUE FIRE & LIFE SAFETY DIVISION

www.medfordfirerescue.org

“SERVE AND PRESERVE”

200 S. Ivy St., Room #180
Medford, OR 97501
Telephone (541) 774-2300
FAX (541) 774-2514

TEMPORARY SHELTER POLICY

(Based on OSFM Technical Advisory No. 11-14)

Policy Information:

This policy has been established in coordination with the City of Medford Building Safety Department and the City of Medford Planning Department to provide a safe solution for providing temporary shelters for sleeping purposes. This policy provides minimal guidelines to allow a building not normally designated as an R (residential) Occupancy (use of a building, or a portion thereof, for sleeping purposes) to be used as a temporary shelter following a Fire Inspection and approval from the fire code official (Fire Marshal or Deputy Fire Marshal) in cooperation with the Building Safety Director.

OPERATIONAL REQUIREMENTS:

Notification and Operational Permit:

Contact Medford Fire-Rescue to request information prior to opening a Temporary Shelter (see contact information above). A fire inspection shall be completed and final approval shall be received prior to opening a Temporary Shelter. See Business Safety Checklist for typical fire hazards.

Operational Permit: an operational permit may be required.

The fire code official (Fire Marshal or Deputy Fire Marshal) shall be notified 48 hours minimum prior to each non-consecutive use of the Temporary Shelter. Notification shall include the number of occupants being temporarily sheltered and the expected days and times the Temporary Shelter will be used. The fire code official may require a fire inspection prior to the shelter being used.

Time limits:

To meet the allowances of this advisory, a building may be used as a temporary shelter for a maximum of ninety days (90) within any twelve (12) month period of time beginning on the first (1st) day of occupancy or as approved by the local authority having jurisdiction.

Documentation:

Documentation of all fire safety requirements including copies of the temporary shelter evacuation plan shall be maintained on site and shall be immediately available for review if requested by the fire code official.

Fire Watch:

During sleeping hours, a fire watch (see attached Fire Watch packet) shall be maintained continuously. This means at least one responsible person shall be awake and assigned this responsibility. This duty may be rotated among a number of responsible adults during the sleeping hours. The fire watch person shall be equipped with a working flashlight and have access to a phone or carry a cell phone on their person. They shall be familiar with the building, the emergency plan, and shall be trained on procedures during an emergency.

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Emergency Evacuation Plan:

All temporary shelters shall create and maintain an approved emergency evacuation plan addressing the evacuation of all occupants in an emergency event. At a minimum, the emergency evacuation plan shall contain the following:

- Emergency Response Plan: complete and review with a fire code official
- Occupant list: A list of all occupants each night must be made maintained and made available to the emergency personnel in the event of a fire or incident.
- Building floor plans: Building floor plans for each floor of the temporary shelter shall be posted throughout the shelter, and shall include:
 - Sleeping clearly identified.
 - Room size: the square footage of all rooms of the temporary shelter.
 - Evacuation Routes: the primary and secondary egress (exit) paths from all areas of the temporary shelter shall be shown.
 - Accessible egress routes: locations shall be shown on the building floor plans.
 - Life-safety systems: include locations for fire sprinkler system including riser room, fire alarm panel and controls, etc.
 - Manual Fire Alarm Pull Boxes
 - Portable Fire Extinguishers
 - AED (Automated External Defibrillator), if provided

LOCATION PLANNING AND REQUIREMENTS:

Life-Safety Requirements: The following life-safety requirements apply to buildings used as a temporary shelter:

- Fire sprinklers. Buildings used as temporary shelters shall protected throughout with a fire sprinkler system, with the following EXCEPTION:
 - Approval through Medford Fire-Rescue is required in order to locate a temporary shelter in a building not protected throughout with a fire sprinkler system; the location may only be on the first floor (with exits directly to the outside at ground level).

Means of Egress (Exits):

- All floor levels with temporary shelter areas shall have a minimum of two means of egress (exits) from each floor level, and shall have exit signs and emergency lighting. All means of egress (exit) paths shall be maintained free of obstructions at all times. Exits from sleeping areas shall be as follows;
- Sleeping areas located on the ground floor of a temporary shelter with an occupant load of 49 or less shall have a least one (1) exit and at least one (1) window qualifying as an escape or rescue window as defined by the building code.
- All other floor levels used as temporary shelter sleeping areas that have an occupant load of 10 or more shall have two (2) exits from the area. The exits serving the areas shall be separated by a distance equal to at least 1/3 of the longest diagonal distance of the area.

Maximum Number of Occupants Allowed:

The maximum number of allowable temporary shelter occupants shall be calculated using an occupant load factor of one (1) individual for every thirty-five (35) square feet of room area. For example, a room with 980 square feet would be allowed to provide temporary shelter for up to 28 occupants. 980 divided by 35 = 28. The occupant load shall be approved by the fire code official.

PLEASE NOTE: Additional requirements will apply when the occupant load exceeds 49 people

Smoke Alarms and Detection:

- All temporary shelter sleeping areas shall be provided with approved smoke alarms or a complete approved smoke detection system.
- All other areas of the building used for temporary shelter operations shall be equipped with smoke alarms or a smoke detection system as required by the local fire code official.
- Smoke alarms may be battery operated.

Carbon Monoxide (CO) Alarms and Detection:

- All temporary shelter sleeping areas shall be provided with approved carbon monoxide alarms or a complete approved detection system in buildings that have a carbon monoxide source such as a heater, fireplace, furnace, appliance or cooking source that uses coal, wood, petroleum products and other fuels that emit carbon monoxide as a by-product of combustion. This would include buildings with an attached garage with a door, ductwork or ventilation shaft that communicates with the rooms intended for sleeping.
- Carbon monoxide alarms may be battery powered.

Temporary Shelter Application Information:

NOTE: Please fill out this form and provide to Medford Fire-Rescue.

Name: _____

Telephone Number: (Personal) _____ (Work) _____

E-mail: _____

Applicant: _____ Date: _____
(Signature)

Confidential Fire/Police Dispatch Center Information (please print):

Commercial Business Name: _____

Site Address: _____

Business Phone: _____

Names and Phone Numbers for after business hours Emergency Contact(s):

1. _____
2. _____
3. _____

(This information required for Business Licenses only)

Additional Information and Special Requirements:

APPENDIX N

FIRE WATCH

The provisions contained in this appendix are guidelines intended to assist the fire code official and are not adopted by the State of Oregon

SECTION N101 GENERAL

N101.1 Scope. When a fire watch is required by this code and/or the *fire code official* in an existing structure(s) or portions thereof, or for a fire protection system that is out of service, or other fire hazard situation, it shall be in accordance with this appendix.

SECTION N102 DEFINITIONS

N102.1 Definitions. For the purpose of this appendix, certain terms are defined as follows:

FIRE CODE OFFICIAL. See Section 202.

FIRE WATCH. See Section 202.

SECTION N103 REQUIREMENTS

N103.1 Fire watch. A fire watch shall have all of the elements listed in this section.

N103.2 Dedicated person(s). At least one dedicated person is required to conduct patrols. Additional personnel shall be added as necessary to meet the interval requirements of Section N103.3. All personnel shall meet the following criteria and be:

1. At least 18 years of age.
2. Competent to identify fire hazards.
3. Capable of effectively communicating the need for a fire department response.

4. Physically capable to perform patrols and self-preservation.
5. Familiar with the structure and the emergency plan for the structure.

N103.3 Patrol intervals. The structure or portions thereof shall be checked for fire hazards every 15 minutes or as required by the *fire code official*.

N103.4 Notification. At least one method of communication to initiate a fire department response is required. Fire watch personnel shall have a cellular phone or other means of communication acceptable to the *fire code official*. In the event of a fire, fire watch personnel shall alert occupants and take appropriate action.

N103.5 Activity log sheet. An activity log sheet is required to document the activities of the fire watch. The log shall list the name of the person(s) who conducted the fire watch, time of each activity, and description of activity performed.

N103.6 Termination. A fire watch shall continue until the initiating circumstances have been abated and the *fire code official* has been notified.

SECTION N104 DOCUMENTATION

N104.1 Documentation. The fire code official may use Figure N104.1A to order a fire watch and require Figure N104.1B to be used by fire watch personnel as documentation of the duty.

Company Name

Address

Telephone

Contact Name

Title

Last Revision Date

Policy and Organizational Statements

Identify the goals and objectives for the emergency response plan.

Define what your emergency response team is expected to do during an emergency (e.g., evacuate employees and visitors, provide first aid, etc.)

Identify any regulations covered by your plan (e.g., OSHA, fire code, etc.)

Evacuation Plan

Evacuation may be required if there is a fire in the building or other hazard. The evacuation team will direct the evacuation of the building and account for all employees outside at a safe location.

Employees will be warned to evacuate the building using the following system:	
Employees should assemble at the following location for accounting by the evacuation team:	

(Post a map showing the location(s) in a conspicuous location for all employees to see.)

Person who will bring the employee roster and visitor log to the evacuation assembly area to account for all evacuees. The evacuation team leader will be informed if anyone is missing or injured.	
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Evacuation Team	Name / Location
Evacuation Team Leader	
Floor Wardens (one for each floor)	
Searchers (one per floor)	
Stairwell and Elevator Monitors	
Aides for Persons with Disabilities	
Assembly Area Monitors (account for evacuees at the assembly area and inform incident commander if anyone is missing or injured)	

Severe Weather/Tornado Sheltering Plan

If a tornado warning is issued, broadcast a warning throughout all buildings instructing everyone to move to shelter.

Shelter-In-Place Team Assignments	Name / Location
Team Leader	
Person to monitor weather sources for updated emergency instructions and broadcast warning if issued by weather services	
Persons to direct personnel outside to enter the building	
Persons to direct employees to designated tornado shelter(s)	

Tornado Warning System & Tornado Shelter Locations

Location of tornado warning system controls	
Location of tornado shelters	

Shelter-In-Place Plan

If warned to "shelter-in-place" from an outside airborne hazard, a warning should be broadcast and all employees should move to shelter.

Shelter-In-Place Team Assignments	Name / Location
Team Leader	
Direct personnel outside to enter the building; then close exterior doors	
Shutdown ventilation system and close air intakes	
Move employees to interior spaces above the first floor (if possible)	
Person to monitor news sources for updated emergency instructions	
Assembly Area Monitors (to account for evacuees at the assembly area)	

Shelter-In-Place Shutdown of Ventilation System

Location of controls to shutdown ventilation system:	
Location of air handling units, fan rooms, or air intakes:	

Lockdown Plan

Persons trained to use the warning system to warn persons to "lockdown"

Name	Location

Instructions for Broadcasting Warnings

Where to Access the Warning System
(e.g., telephone, public address system, etc.)

Instructions for using the system

Medical Emergency Plan

If a medical emergency is reported, dial 9-1-1 and request an ambulance. Provide the following information:

- Number and location of victim(s)
- Nature of injury or illness
- Hazards involved
- Nearest entrance (emergency access point)

Alert trained employees (members of the medical response team) to respond to the victim's location and bring a first aid kit or AED.

Personnel Trained to Administer First Aid, CPR, or use Automated External Defibrillator (AED)

Name	Location / Telephone

Locations of First Aid Kits and Automated External Defibrillator(s)

Locations of First Aid Kits and "Universal Precautions" kit (used to prevent exposure to body fluids)	
Locations of Automated External Defibrillator(s) (AEDs)	

Procedures

- Only trained responders should provide first aid assistance.
- Do not move the victim unless the victim's location is unsafe.
- Control access to the scene.
- Take "universal precautions" to prevent contact with body fluids and exposure to bloodborne pathogens.
- Meet the ambulance at the nearest entrance or emergency access point; direct them to victim(s).

Fire Emergency Plan

If a fire is reported, pull the fire alarm, (if available and not already activated) to warn occupants to evacuate. Then Dial 911 to alert Fire Department. Provide the following information:

- Business name and street address
- Nature of fire
- Fire location (building and floor or)
- Type of fire alarm (detector, pull station, sprinkler waterflow)
- Location of fire alarm (building and floor)
- Name of person reporting fire
- Telephone number for return call

Evacuation team to direct evacuation of employees and visitors.

Procedures

- Evacuate building occupants along evacuation routes to primary assembly areas outside.
- Redirect building occupants to stairs and exits away from the fire.
- Prohibit use of elevators.
- Evacuation team to account for all employees and visitors at the assembly area.
- Meet Fire Department Incident Commander (IC). Inform the IC if everyone has been accounted for and if there are any injuries. Provide an update on the nature of the emergency and actions taken. Provide building floor plans, keys and other assistance as requested.
- Assign personnel to verify that fire protection systems are operating normally and to operate building utility and protection systems as directed by the fire department.

Property Conservation

Identify preparations before a forecast event such as severe weather.

Identify how you will assess damage; salvage undamaged goods; and cleanup the building following an incident.

Identify the contractors, equipment, and materials that would be needed. Update the resource table at the end of this plan.

Annexes

Hazard or Threat-specific

Instructions: Review the following list of hazards and identify those hazards that are foreseeable. Review the links to information provided within the Ready Business website to develop specific emergency procedures.

Natural hazards (geological, meteorological, and biological)

Geological hazards

- Earthquake
- Tsunami
- Volcano
- Landslide, mudslide, subsidence

Meteorological Hazards

- Flood, flash flood, tidal surge
- Water control structure/dam/levee failure
- Drought
- Snow, ice, hail, sleet, arctic freeze
- Windstorm, tropical cyclone, hurricane, tornado, dust storm
- Extreme temperatures (heat, cold)
- Lightning strikes (Wildland fire following)

Biological hazards

- Foodborne illnesses
- Pandemic/Infectious/communicable disease (Avian flu, H1N1, etc.)

Technology caused event

- Utility interruption or failure (telecommunications, electrical power, water, gas, steam, HVAC, pollution control system, sewerage system, other critical infrastructure)

Human-caused events (accidental and intentional)

Accidental

- Hazardous material spill or release
- Nuclear Power Plant Incident (if located in proximity to a Nuclear power plant)
- Explosion/Fire
- Transportation accident
- Building/structure collapse
- Entrapment and or rescue (machinery, confined space, high angle, water)
- Transportation Incidents (Motor Vehicle, Railroad, Watercraft, Aircraft, Pipeline)

Intentional

- Robbery
- Lost Person, Child Abduction, Kidnap, Extortion, Hostage Incident, Workplace violence
- Demonstrations, Civil disturbance
- Bomb threat, Suspicious package
- Terrorism

Appendices

Emergency Response Teams

Identify the members of emergency response teams not identified elsewhere.

- Facilities or building management staff familiar with building utility and protection systems and those who may assist with property conservation activities.
- Security
- Others trained to use fire extinguishers, clean up small spills of hazardous materials.

Team	Member Name	Location	Work Telephone	Home/Cell Telephone

Public Emergency Services & Contractors

Emergency Service	Name	Emergency Telephone	Business Telephone
Fire Department			
Emergency Medical Services			
Police Department			
Emergency Management Agency			
Hospital			
Public Health Department			
State Environmental Authority			
National Response Center (EPA)			
Electrician			
Plumber			
Fire Protection Contractor			
Elevator Service			
Hazardous Materials Cleanup			
Cleanup / Disaster Restoration			

Warning, Notification & Communications Systems

The following systems are used to warn employees to take protective action (e.g., evacuate, move to tornado shelter, shelter-in-place, or lockdown) and provide them with information. The Communications capabilities enable members of our emergency team to communicate with each other and others.

Warning System	Fire Alarm	
	Public Address	
	Other (describe)	
Notification System	Electronic	
	Telephone call tree	
Communications Capabilities	Telephone	
	Two-way radio	

Fire Protection Systems

Document the fire protection systems including the types of systems, location, area, or hazard protected, and instructions.

System Type	Location	Access Point / Instructions
Sprinkler System	Control Valve	
	Control Valve	
	Control Valve	
Fire Pump		
Special Extinguishing Systems	Computer Room	
	Kitchen	
	Manufacturing Area	

Revision History

Revision No.	Date	Description of Changes	Authorization

Plan Distribution & Access

The Plan will be distributed to members of the emergency response team and department heads. A master copy of the document should be maintained by the emergency response team leader. The plan will be available for review by all employees.

Provide print copies of this plan within the room designated as the emergency operations center (EOC). Multiple copies should be stored within the facility EOC to ensure that team members can quickly review roles, responsibilities, tasks, and reference information when the team is activated.

An electronic copy of this Plan should be stored on a secure and accessible website that would allow team member access if company servers are down.

Electronic copies should also be stored on a secured USB flash drive for printing on demand.



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BUSINESS AND PUBLIC SAFETY CHECKLIST

Exterior Premises

- Address - identifiable
- Access - maintained
- Hydrants - 3' clearance around
- Housekeeping - not an arsonist target

Egress

- Two (2) or More Means of Egress Required:
 - Common path travel distance (B's / M's, typically 75' if no fire sprinklers, 100' with fire sprinklers)
 - Occupant Load (typically 49 or more on first floor, 29 or more on second floor)
 - Where 2 or more required, also need exit signs and emergency lighting.
- Recognizable - exit signs, distinguishable from surrounding
 - If indicated as an exit (exit signs, etc), shall act as an exit (can't be blocked or locked)
- Unobstructed - nothing in exit pathways obstructing required exit width
- Unlocked - all egress doors shall be unlocked while the building is occupied
- Illuminated - means of egress must be illuminated when building is occupied
- Combustible storage - prohibited near exits, exit enclosures, or under stairways

Electrical/ Mechanical

- Circuit Breaker Panel Boxes - labeled breakers, proper access in front of (30" x 78"), cover panel closed
- Electrical/Mechanical Room Housekeeping - no combustible storage allowed
- Overloaded circuits? - Recommend extra circuit or use power taps
- Extension cords - plugged into outlet or power tap directly, not piggybacked, proper size, not used as substitute for permanent wiring, serves only one portable appliance, listed for intended use
- Power Taps (Power Strips) - shall be listed, directly plugged into permanently installed receptacle, not piggybacked
- Electric Motors - maintained & clean

Fire Extinguisher

- Training - "**PASS**" (Pull pin, Aim at base/seat of fire, Squeeze, Sweep side to side)
- Proper extinguishers
 - Low hazard-min. 2A10BC, 75' travel dist.
 - Ordinary hazard-min. 2A10BC (30'), 2A20BC (50')
 - Extra hazard-min. 4A40BC (30'), 4A80BC (50')
 - Type K in commercial kitchens-within 30' of heat producing equipment
- Proper locations - near exit doors where possible, not exceeding maximum travel distance, properly mounted (max. 5' high if <40 lbs., max 3 ½' if >40 lbs. In all cases, min. 4" above ground)
- Proper maintenance - annual service required, six year service collar on extinguishers requiring a 12 year hydrostatic test

Fire/Smoke Separations

- Properly maintained - self closing doors not propped open, smoke and fire doors able to fully close upon activation, no holes (penetrations) in walls and ceilings

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Flammable Storage

- Liquid storage indoors - >10 gallons must be stored in liquid storage cabinet(s)
- Retail Class 1 liquids - max. total 30 gal. unsprinklered building, 60 gal. sprinklered building; max. height 6' on metal shelves or 4' 6" on pallets, piles or racks; max. metal container size=5 gal.; no combustibles stored above.

Heat Sources

- Ignition sources - prohibited near fumes, clearance to combustibles to be maintained
- Portable Heaters - tip over and high temperature limiting features required and 3' clearance to combustibles

Combustible Materials/Storage

- Combustible indoor storage - to be orderly, 2' from ceiling (unsprinklered), 18" or more below sprinkler heads
- Combustible outdoor storage - dumpsters min. 5' from buildings, 10' from property lines
- Decorations - to be non-flammable or treated flame resistant

Fire Protection/Detection Maintenance

- Sprinkler system - annual service
- Alarm system - annual service
- Kitchen hood suppression system - 6 mos. Service
- Standpipe systems - every 5 years

Special Occupancy Requirements

- Consult Fire Department