



FIRE PREVENTION & PUBLIC SAFETY BUREAU

DIRECTIVE #43

COLD/WET WEATHER TEMPORARY SHELTERS

A cold/wet weather temporary shelter for purposes of these requirements is a temporary shelter operating during the winter months and for a maximum of 90-days.

1. Occupant load. See attached sample sketch. The intent is for six foot aisles and four foot side aisles. Eight foot aisles are shown expecting that persons will have duffel/storage at end of beds that will take away some of the eight foot aisles. Aisles leading to exit doors shall be eight feet wide and unobstructed by any storage material. Bed and furniture arrangements shall comply with the attached sample sketch.
2. This directive is applicable only to those shelters with a maximum occupancy load of **49** or less. Any facility wishing to establish a shelter or temporary shelter with an occupant load greater than 49 should contact the Los Angeles Department of Building and Safety (LADBS) for permit requirements and guidance.
3. Provide a 24-hour **Fire Watch**. A minimum of one person shall be required to perform the duties of the fire watch. The intent is that if one person cannot survey all areas of the shelter, then additional persons will be required. Fire watch personnel are dedicated to that task, not serving food or performing other tasks. They have the responsibility for a continuous patrol of the shelter for the purpose of detecting fire or other emergencies and transmitting an immediate alarm to the Los Angeles Fire Department (LAFD) and the occupants.
4. Provide a **basic fire alarm sounding device**. One pull station and a bell device in each area that fire watch personnel can activate to alert the occupants of a fire or emergency. A manual device (i.e., whistle or large school bell) may be sufficient.
5. Provide a **fire extinguisher(s)** 2A rating, within 75' of travel in every portion of the facility.
6. No temporary partitions or construction without obtaining a permit/approval from the LADBS.
7. Provide **smoke/carbon monoxide** detectors. If occupancy has existing hard-wired devices, these devices must be operable. If occupancy is not equipped with an existing hard-wired smoke/carbon monoxide detection system, battery operated detectors may be utilized. Battery operated detectors shall be installed and maintained in accordance with the specific manufacturers'

recommendations and at a minimum, one smoke/carbon monoxide detector shall be installed in each room/area utilized as a shelter or auxiliary room/space. A **weekly** detector test record shall be maintained on-site.

EXCEPTION: Shower facilities

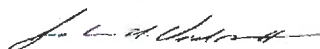
8. Provide **emergency lighting** in each room/area utilized as part of the shelter. Each exit pathway and required aisle shall be maintained with lighting equivalent to one foot candle power and be equipped with a battery back-up. Lighting fixtures can be of the type that plug into the house power.
9. Two exits per floor are required and/or two exits per 50 occupants. Maintain all means of egress free of any storage or other materials that would render egress hazardous in case of an emergency.
10. Provide **exit signs**, reflective paper or illuminated. The signs shall bear the word "EXIT" in letters not less than six inches high with a $\frac{3}{4}$ " stroke on a sharply contrasting background at all exit doors. Exit signs and evacuation routes may be on the same map and shall be centered on all shelter interior walls at a height of not less than five feet.
11. If food preparation is to be done on-site, requirements for cooking facilities will be determined on a case by case basis depending on fire/life safety factors. On-site use of open flame devices and cooking operations will result in additional restrictions along with permit and inspection fees.

These are Fire Department guidelines. Other City agencies should be contacted to comply with requirements or guidelines that they may have in place. These guidelines should be viewed as providing minimum fire and life safety for all persons in the temporary shelters.

All entities wishing to operate as a "Temporary Shelter" shall notify the LAFD, Fire Prevention Bureau five business days prior to shelter occupation by submittal of the following "SELF CERTIFICATION" documents to LADBS at <http://elninoshelter.lacity.org/>.

- Notification for Temporary Shelter
- Statement of Self-Certification
- Statement of Ownership
- Statement of Insurance
- Statement of Liability
- Statement of Compliance with fire watch procedures
- Statement of Compliance with all associated City codes
- Sketch of Shelter Lay-Out (evacuation paths) (posting required)

APPROVAL BY:



JOHN N. VIDOVICH, Deputy Chief
Fire Prevention & Public Safety Bureau

4.4.2016

DATE