

RESOLUTION NO. 2020-22

A RESOLUTION ADOPTING THE CITY OF ROSEBURG'S SEVERE EVENT SHELTER POLICY.

WHEREAS, City Council adopted Resolution 2020-01 on January 13, 2020, prioritizing the need to explore strategies to address issues related to unhoused individuals within the community as one of six goals the City should focus on through 2020 to 2022; and

WHEREAS, City Council has held multiple meetings over the course of 2020 concerning strategies to address issues related to unhoused individuals within the community; and

WHEREAS, City Council on August 31, 2020, held a work-study session and directed staff to begin working on code updates related to Severe Event Shelters and were provided an update on the proposed amendments at their October 12, 2020, meeting; and

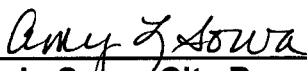
WHEREAS, City Council adopted Ordinance 3545 amending RMC Chapter 12 to define Severe Events and a Severe Event Shelter and establish operational standards by which a Severe Event Shelter may be permitted.

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROSEBURG that:

Section 1. The City of Roseburg hereby adopts the Severe Event Shelter policy, attached hereto as Exhibit "A".

Section 2. This resolution shall become effective immediately upon adoption by the Roseburg City Council.

**ADOPTED BY THE ROSEBURG CITY COUNCIL AT ITS REGULAR MEETING
ON THE 14TH DAY OF DECEMBER, 2020.**



Amy L. Sowa, City Recorder

SEVERE EVENT SHELTER POLICY

BACKGROUND INFORMATION:

This policy has been established in coordination with the City of Roseburg Community Development Department, Fire Department and Administration 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 Department inspection and approval from the Fire Marshal or designee.

OPERATIONAL REQUIREMENTS:

Notification, Application and Operational Permit:

Contact the Roseburg Fire Department and City of Roseburg Community Development Department to request information prior to opening a Severe Event Shelter. Community Development will process the request through a Site Review permit application process, and provide the applicant with a copy of this policy and applicable Fire Department forms. The Community Development Department will authorize the Site Review permit upon review and approval by the Fire Department. Occupancy shall be granted by the Fire Department upon inspection of the shelter. It is encouraged, when possible that a Site Review application for a severe event shelter be submitted a minimum of two months prior to anticipated use. The Fire Department shall be notified a minimum of 48 hours before the shelter opens to schedule a fire inspection to be completed by the Fire Marshal, prior to receiving final approval and the shelter being opened.

In the event of subsequent openings, an additional 48 hours, will need to be provided prior to each non-consecutive use of the severe event shelter. Notification shall include confirmation that the shelter is operating under the same parameters as approved within the original Site Review permit, including the number of occupants being temporarily sheltered and the expected days and times the Severe Event Shelter will be used. The Fire Marshal may require an additional fire inspection prior to the shelter being used for each non-consecutive event. For example, if the shelter opens one week, closes the next, but needs to open back up the following week.

Time limits:

An approved Site Review permit for a Severe Event Shelter is valid for a twelve (12) month period. However, a building may only be used as a severe event shelter for a maximum of ninety (90) days within the twelve (12) month period of time beginning on the first day of occupancy or as approved by the Fire Marshal. During the (12) month period shelters may operate for different severe events as long as the shelter is operating under the same parameters as approved within the original Site Review permit and subsequent inspections have occurred by the Fire Marshal authorizing occupancy.

Severe event declarations:

Severe Event Shelters may be allowed based on factors and criteria listed below. If a severe event shelter is necessary during an incident outside of these criteria, the Mayor or City Manager, or their designee, may consider declaring a Severe Event in order to allow for the operation of a Severe Event Shelter. Severe event qualifying conditions include:

- 1) Cold Weather
 - a) Forecasted low temperatures of 30 degrees Fahrenheit or less.
 - b) Forecasted temperatures at 32 degrees Fahrenheit or less, and additional factors and considerations that would reasonably cause a person to be at increased risk of exposure to cold, including:
 - i) Precipitation
 - ii) Wind
 - iii) Humidity, including dense fog
 - iv) Sustained temperature, including during the day
 - v) Consecutive days (cumulative effects)
 - vi) Overall weather patterns (e.g. precipitation, then drop in temperature)

- 2) Hot Weather
 - a) Forecasted high temperature of 102 degrees Fahrenheit or more
 - b) Forecasted temperatures of 95 degrees Fahrenheit or more, and additional factors and considerations that would reasonably cause a person to be at increased risk of exposure to heat, including:
 - i) Precipitation
 - ii) Humidity
 - iii) Wind
 - iv) Duration and potential for cumulative effects (hours per day, consecutive days)
 - v) Overall weather patterns

- 3) Air Quality
 - a) Air Quality index value of 201 or higher (very unhealthy)

Fire Watch:

During sleeping hours, a fire watch (see attached Fire Watch packet) shall be maintained continuously if the building is not equipped with automatic fire sprinklers. 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.

Emergency Evacuation Plan:

All severe event 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:

- 1) Emergency Response Plan: Complete and review with the Fire Marshal or designees, as required.
- 2) Occupant list: A list of all occupants each night must be maintained and made available to the emergency personnel in the event of a fire or incident.
- 3) Building floor plans: Building floor plans for each floor of the severe event shelter shall be posted throughout the shelter, and shall include:
 - a) Sleeping areas clearly identified.
 - b) Room size: the square footage of all rooms of the severe event shelter
 - c) Evacuation routes: the primary and secondary egress (exit) paths from all areas of the severe event shelter
 - d) Accessible egress routes: locations shall be shown on the building floor plans
 - e) Life-safety systems: include locations for fire sprinkler system including riser room, fire alarm panel and controls, etc.
 - f) Fire alarm pull station locations
 - g) Portable fire extinguisher locations
 - h) AED (Automated External Defibrillator), if provided

Operations Plan:

All severe event shelters shall create an approved operations plan. Some of these items may be shown on the building floor plan required as part of the Emergency Evacuation Plan as long as all items required are identified and the plan is legible. At a minimum, the operations plan shall contain the following:

- 1) Sleeping areas clearly defined. This includes individual space or area provided per person (occupant) for sleeping purposes. Individual areas shall meet the following dimensions, unless other prescribed state guidelines are in place:
 - a) 4 ft. x 7 ft. if no storage area is provided. This area does not include area required for means of egress.
 - b) 3 ft. x 7 ft. if a separate storage area is provided. This area does not include area required for means of egress. This is the minimum individual area to be provided when adequate storage space is provided for storage of personal belongings. The occupants may have small items within their individual space, such as a purse or small bag.
 - c) The operators shall be responsible for maintaining egress paths free of obstructions. Markings, such as tape or another approved method, shall be provided to designate and define the exit access including aisles and exits. Markings may also be used, and are encouraged, for individual areas.
- 2) Location of storage areas. Provisions for storage shall be provided in order to maintain egress and allow storage of items that are not permitted within the shelter.
- 3) Location of restroom facilities and trash disposal. Toilets, handwashing and trash disposal shall be provided.
- 4) Standards involving how a list of the names of occupants staying for the night will be created as part of the Emergency Evacuation Plan.
- 5) Standards for client interaction and overall shelter use.
- 6) Standards surrounding the times in which the shelter will open and close.
- 7) Standards involving overall shelter operations and maintenance.
- 8) Safety and security provisions, including the following requirements:
 - a) Alcohol and drugs shall not be in possession or used.
 - b) No smoking inside. Outside smoking, if allowed, shall be in designated locations and non-combustible receptacles shall be provided. Smoking shall be a minimum of 10 ft. away from entrances, exits, windows, ventilation intakes, etc.
 - c) Potential fire ignition sources such as lighters and candles shall not be allowed in shelters, unless stored in supervised or locked storage areas.
 - d) Use of portable heaters or unvented fuel-fired heaters shall be prohibited inside. Outside use may be approved.
 - e) Separate locations or areas for different populations including families, single men, etc shall be required, unless approved otherwise.

Documentation:

Documentation of all fire safety requirements including copies of the shelter evacuation plan and Fire Watch log shall be maintained on site and shall be immediately available for review if requested by the Fire Marshal.

Life-Safety Requirements:

The following life-safety requirements apply to buildings used as a severe event shelter:

- 1) Fire sprinklers. Buildings used as severe event shelters shall be protected throughout with a fire sprinkler system, with the following exception:
 - a) Approval through the Roseburg Fire Department is required in order to locate a severe event 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). If this exception is approved, the applicant must maintain a Fire Watch during occupancy.

Means of Egress (Exits):

- 1) All floor levels with 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 paths shall be maintained free of obstructions at all times. Exits from sleeping areas shall be as follows;
- 2) Sleeping areas located on the ground floor of a severe event shelter with an occupant load of 49 or less persons shall have at least one exit and at least one window qualifying as an escape or rescue window as defined by the building code.
- 3) All other floor levels used as shelter sleeping areas that have an occupant load of 10 or more persons shall have two 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 severe event shelter occupants shall be calculated using an occupant load factor of one individual for every thirty-five square feet of room area. For example, a room with 980 square feet would be allowed to provide shelter for up to 28 occupants. $980 \div 35 = 28$. The occupant load shall be approved by the fire code official.

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

Smoke Alarms and Detection:

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

Carbon Monoxide (CO) Alarms and Detection:

- 1) All severe event 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.
- 2) Carbon monoxide alarms may be battery powered.

Responsibilities:

The City of Roseburg will not be responsible for providing locations or staffing for Severe Event Shelters.

Severe Event Shelter Applicant/Responsible Party Contact Information:

NOTE: Please fill out this form and provide to Roseburg Fire Department.

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. _____

Additional Information and Special Requirements:



**ROSEBURG FIRE DEPARTMENT
FIRE PREVENTION DIVISION**

fireprevention@cityofroseburg.org

700 SE Douglas Avenue
Roseburg, OR 97470
Phone (541) 492-6770

**SEVERE EVENT SHELTERS WITHOUT ADEQUATE FIRE PROTECTION SYSTEMS
FIRE WATCH PROCEDURES AND DOCUMENTATION**

Date: _____ Time: _____

Business Name: _____

Address: _____

Person Responsible for Property: _____

Telephone Number: _____

If the building being used as a Severe Event Shelter does not have an automatic fire sprinkler or automatic fire alarm system, as required in such an occupancy by the Oregon Fire Code, the Fire Code Official may require a Fire Watch be conducted while the building is being used as a Temporary Shelter. In such case, a competent adult will make regular tours of the facility in order to provide early notification of a fire or other emergency condition. This person shall have access to the 9-1-1 system at all times. (OFC Section 901.7)

If a Fire Watch is required, the person conducting such watch shall maintain a log (see below), and have that log available for review by the Fire Code Official at all times. The log shall be submitted to the Fire Code Official at the conclusion of this temporary use.

I certify that I represent the building owner and will perform the Fire Watch duties as outlined above.

Print name: _____

Signature: _____

On next page, indicate regular tours completed at least once each hour (example):

Date	6/12	6/12	6/12	6/13	6/13	6/13						
Time	9 PM	10 PM	11 PM	12 AM	1 AM	2 AM						

Initial	MG	JT	MG	RE	JT	MG							
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FIRE WATCH LOG

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For any questions or more information, call the Roseburg Fire Department, at (541) 492-6770 (during business hours) or after hours 541-580-8003.

SCAN THE COMPLETED FORM AND FORWARD IT TO THE FIRE MARSHAL – fireprevention@cityofroseburg.org