

Severe Cold Weather Shelter Protocol for Religious or Faith-Based Organizations

A religious or faith-based organization may provide emergency, cold-weather temporary housing for indigent persons without obtaining land use and building permits for purposes of providing shelter for severe cold weather events. A cold weather event is when temperatures are forecasted to be at or below 32 degrees Fahrenheit. The organization can register as a Cold Weather Shelter by submitting the following:

- A Fire Escape Plan, which will involve a site visit by the Fire District to inspect the premises. Appropriate emergency procedures should be established that provide an adequate response if a fire incident should occur in the shelter. These procedures will include the means to evacuate the occupants.
- A completed Fire Watch Requirement form in lieu of a fire sprinkler system.

The City will register and agrees to include the organization in its web list of Cold Weather Shelters provided that the City's Building Official, in consultation with the Fire Chief or his designee, approves the Fire Escape Plan and has concluded that the following conditions are, or will be met:

- Safe means of egress
- The building will have operable smoke/carbon monoxide detectors and portable fire extinguishers. They should be checked to ensure they are operable. Volunteers should know how to use them effectively.
- Provide monitors who will stay awake to monitor for fires and/or violations of smoking prohibitions. Individuals assigned to fire watch will be familiar with fire safety practices, know how to use a portable fire extinguisher, know the emergency procedures for the shelter and how to contact the fire department. They should, where possible, be provided with suitable communications, such as a cellular phone or two-way radio.

The signature below represents that the individual has the authority to act on behalf of the organization, and the above protocol will remain in effect until May, 2012. If the City and/or the Fire District determine that the protocol is not being followed, the organization's name will be removed from all references.

Name (Print)

Organization

Address

Signature

Date