



We have evaluated this facility for the potential use as a shelter utilizing the 2015 International Building and Fire Codes as required by RCW 19.27. Subject to the mitigation measures as outlined below, this facility is able to be approved as a shelter for a maximum of 180 days within a calendar year.

- Two separate exits, properly separated and in obvious locations.
- Illuminated exit signs at the exits.
- Emergency lighting (battery backup capable of operating for 90 minutes).
- Two exits located at or near grade. A minimum of one exit should comply with accessibility requirements (ramp or level entrance).
- Smoke detectors installed in the shelter space, adjacent perimeter spaces at the facility entrance and along the means of egress path. (Battery operated smoke detectors shall be tested weekly during operation of the shelter.)
- An approved fire watch program with a log indicating that staff has inspected the premises for fire at least every 30 minutes during shelter occupation.
- No more than 100 shelter occupants allowed (not including staff).
- Adult supervision – meaning awake adult staff at all times, including during the sleeping hours, with appropriate assigned responsibilities.
- No smoking, open flames, candles, etc. during shelter sleeping hours, except candles required for religious services when continuously monitored.
- No flammable plastic, curtains or other materials shall be used to separate individual sleeping areas.
- Any quantities of combustible materials in the areas used for sleeping and egress, and areas that are atmospherically connected to those areas, shall be subject to inspection and approval on-site by the Fire Department. Materials shall meet the 2015 International Building Code section 806 when appropriate.
- Provide a copy of the shelter policy on expectations for occupants and their behavior.
- A facility evacuation plan shall be posted near all exits.
- Nearby availability and access to public streets, fire hydrants (including adequate water flow) and fire department equipment access to the site.
- No other activities shall occur in the shelter area or the immediate adjacent building areas on the same floor level without proper separation of the two differing occupancy classifications, during the hours of operation for the shelter.
- Fire extinguishers shall be added per the approval of the Fire Department.
- A daily registration (count) of all occupants shall be available for Fire Department rescue purposes.
- Sufficient restroom facilities shall be provided. Portable restrooms shall be provided for facilities with inadequate provisions.

These mitigation measures are intended to provide for a minimum standard of safety for shelter occupants and is unique to this facility, the number of permitted occupants, and the specified time period.

Other requirements may be directed if an on-site inspection deems them necessary. The building and fire inspector will determine the final requirements during the pre-inspection before the facility opens for operation. City inspectors may perform inspections during the period of operation and shall be allowed full access to the shelter area and adjacent vicinities. The City will take care to minimize any interruptions during programs for shelter occupants.

Please incorporate this pre-application approval letter into the on-site documents for the shelter. Also include with this letter:

- A description of the use: program synopsis
- Hours of operation
- Adult supervision procedures
- Smoking/drinking policies
- Fire extinguisher locations.
- Floor plan with a proposed layout of the sleeping mats
- Location of exits and egress path to such exits.

Please make an appointment with Travis Ripley (425.452.6042) or Tom Miller (425.452.5369) prior to submittal to review your documents and arrange an inspection of the facility prior to its opening.

Sincerely,

Ken Carlson
Fire Marshal

Gregg Schrader
Building Official