

Maumee Fire Department
Stipulations for Churches Having Overnight Guests

1. Smoking shall be strictly prohibited in any portion of the building. Legible “No Smoking” signs shall be posted throughout all areas of the building in which “guests” stay. Candles shall be strictly prohibited, except where allowable in accordance with the Ohio Fire Code.
2. The building’s fire alarm system shall be in operation at all times the “guests” are staying in the building; otherwise there shall be no overnight stays.
3. Emergency evacuation routes shall be posted from all areas of the building in which any person participating in the program has access.
4. No portable cooking or unapproved heating equipment shall be allowed in the building.
5. Portable fire extinguishers must be present and accessible to all persons involved in the program, in all areas in use by the program people.
6. There shall be 2 means of egress from any area or rooms that the program “guest” are staying overnight in the building.
7. “Guests” overnight stays shall be limited between the hours of 6:00 p.m. and 7:00 a.m. There shall be no stays longer than consecutive 7 days.
8. Smoke detectors shall be located and operational in the areas where “guests” are sleeping. A test of all the detectors shall be conducted prior to the occupation of these areas.
9. All persons acting as supervisors to the “guests” shall be trained in the procedures to follow in the event of a fire in that facility.
10. All persons supervising the “guests” shall be awake and oriented between the hours of the presence of the “guests;” 6:00 p.m. to 7:00 a.m.
11. An operational telephone system shall be immediately accessible to any occupant of the building at all times during the program in the event of an emergency.
12. The local fire department having jurisdiction shall be notified of the presence of these “guests” a minimum of 2 weeks prior to commencement of the event. The local fire department shall have the ability to conduct a “walk through” of the facility prior to the event commencing to ensure that all life safety systems and procedures are in place for the program. Any life safety features that are not functional at the time of the “walk through” shall be corrected prior to the commencement of the program. Failure to

correct the problems will result in the variance being granted (program cancelled for that week.)

13. Documentation of the evacuation procedures and subsequent emergency training shall be made available, upon request, to the local fire department officials or state fire marshal's office.

**Maumee Fire Department
Stipulations on Emergency Training
for "Supervisors" of "Overnight Guests"**

Persons acting as "supervisors" of "overnight guests" at churches that house these persons for this program shall be trained in, but not limited to, the following minimal actions for emergency response:

1. Know the location of evacuation routes. including 2 means of egress from any "sleeping area" in the building.
2. Location of the "accountability points" outside the building in case of a fire.
3. Location of and training in the use of portable fire extinguishers.
4. Location of and access to telephones for emergencies of any type.
5. Knowledge of the stipulations placed in the variance for the program to continue. (i.e., local fire department being notified, no portable cooking equipment, no smoking, etc.)

(Updated - Dave Watts, 07/24/11, 22:22)