



BOBBY JINDAL
GOVERNOR

Office of Louisiana State Fire Marshal Code Enforcement and Building Safety

Department of Public Safety and Corrections
Public Safety Services




H. BUTCH BROWNING
STATE FIRE MARSHAL

INTERPRETIVE MEMORANDUM 2013-04

To: All Fire Prevention Bureaus
Felicia Cooper, Deputy Assistant Secretary/Plan Review, OSFM
Steve Gogreve, Assistant Chief, OSFM
Pat Aronstein, Assistant Chief, OSFM
Boyd Petty, Assistant Chief, OSFM
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Plan Review Staff, OSFM
All SFM District Offices
Local OEP Directors

From: Chief Dan Wallis, Assistant Fire Marshal

Approved By: Chief Butch Browning, State Fire Marshal 

Date: May 13, 2013

RE: Evaluation and use of temporary emergency evacuation shelters

This memo is intended to clarify evaluations and use of temporary emergency evacuation shelters that will be used prior to, during and after a declared emergency. This memo is designed to insure life safety to those who have been evacuated from areas and utilizes alternative systems, devices or methods of life safety code compliance as described in Section 1.3 of NFPA 101.

These provisions will only apply if the following conditions are met and or agreed upon:

*applies only to shelters intended to operate for more than 12 hours and after a formal declaration of emergency is announced.

*applies only to shelters activated after being sanctioned by the local OEP Director.

*shelter must be in compliance with the Louisiana Office of State Fire Marshal guidelines.

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Fire Marshal guidelines for shelters:

*Shelters must adhere to the occupant load factors of 30 square foot per person in areas that will be utilized for sleeping and 15 square foot per person in areas that will be utilized for standing or seating. These numbers are providing that adequate doorways are available and functional to accommodate egress and that a minimum of 44 inches of clear isle space is maintained as a main isle leading to the exit.

*Shelters will be mandated to have on duty “fire watch” personnel assigned and performing functions as stated in the Fire Marshal guidelines for “Temporary Fire Watch” or staffed by Law Enforcement, Military, or Fire Service professionals.

*There shall be no smoking permitted within the shelter

*Any features of fire protection that is required in the facility based on its regular use shall be maintained and in working order while utilized as a temporary shelter.

*Emergency Support Function (ESF) 6 shall be notified of the opening of a shelter they will in turn notify ESF 4 who will notify the State Fire Marshal’s Office of each shelter.

DHW