

From: [Fire Prevention and Building and Safety Commission](#)
To: "Rev. Forrest Gilmore"
Cc: [Jason Moore](#); [Tim Clapp](#); "jgerstbauer@co.monroe.in.us"; [Robert LaRue](#)
Subject: RE: Request of Rule Modification
Date: Wednesday, April 22, 2020 3:04:00 PM
Attachments: [image001.png](#)

Rev. Gilmore,

On behalf of the Fire Prevention and Building Safety Commission of the State of Indiana (the Commission), I have received your notification to utilize the Commission's rule modification(s) for the purposes of your temporary shelter during the State of Indiana's public health emergency created by the COVID-19 virus. Your notification will be provided to the Commission at its next meeting, currently scheduled for Wednesday, May 6, 2020, for the Commission's awareness. As provided in the Commission's notice (<http://www.in.gov/dhs/files/COVID19-Rule-Modifications-Shelters-Care%20Facilities-Hospitals.pdf>), no additional approval or order from the Commission is required to utilize the modification(s) within their approved scope. However, you may still need to work with your local authorities having jurisdiction to further obtain any necessary permitting and/or certificate of occupancy for you to continue operating in your current capacity, if such necessary local approvals have not already been obtained.

In addition to including Chief Moore and Inspector Clapp with the Bloomington Fire Department on this message, I have copied Commissioner Jim Gerstbauer and Inspector Robert LaRue with the Monroe County Building Department (local building official having jurisdiction for this location) on this message for their awareness as well. I will also pass your notification along to some of my colleagues within the Indiana Department of Homeland Security (IDHS), including State Building Commissioner Craig Burgess, State Fire Marshal Joel Thacker, and our Code Enforcement Chief Kristin Settle, for their awareness, should IDHS be asked or need to provide additional support. If you have any additional questions or concerns, please feel free to contact me.

Sincerely,

Douglas J. Boyle | Director – Fire Prevention and Building Safety Commission
Indiana Department of Homeland Security
302 W. Washington Street, Room E-208
Indianapolis, IN 46204
Tel: (317) 650-7720
Email: DoBoyle@dhs.in.gov
Web: www.in.gov/dhs



From: Rev. Forrest Gilmore <forrest@shalomcommunitycenter.org>

Sent: Monday, April 20, 2020 11:25 AM

To: Fire Prevention and Building and Safety Commission <buildingcommission@dhs.in.gov>

Cc: Jason Moore <moorja@bloomington.in.gov>; Tim Clapp <clappt@bloomington.in.gov>

Subject: Request of Rule Modification

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To Whom It May Concern,

I'd like to request a rule modification on the address 300 W. Hillside Drive, Bloomington, IN 47403.

We are currently using the site as a temporary homeless shelter to address social distancing concerns related to COVID-19.

We are unable to comply with Indiana Code 675 IAC 12-4-11(b) and 675 IAC 12-6-2(f).

With respect to 675 IAC 12-4-11(b), the current structure was built as a warehouse and office space and doesn't meet residential criteria. With respect to 675 IAC 12-6-2(f), we have been granted a temporary emergency order for thirty days, but request it be extended for the duration of the state of emergency.

The building's use is temporary and, if permitted, we will vacate the property at the end of the state of emergency.

I'm attaching the temporary order granted by the City of Bloomington Fire Department.

Thank you!!

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Rev. Forrest Gilmore, Executive Director

Shalom Community Center

620 S. Walnut Street, Bloomington, IN 47401

(812) 334-5734, ext. 122

forrest@shalomcommunitycenter.org

Jason Moore
Fire Chief

Jayme Washel
Deputy Chief

Tania Daffron
BC/Training



Roger Kerr
Batt Chief / A Shift

Travis Drescher
Batt Chief / B Shift

Neville Vaughan
Batt Chief / C Shift

City of Bloomington Fire Department

Respect – Integrity - Service - Excellence

“Saving Lives and Protecting Property with Honor and Professionalism”

Shalom Center
Bloomington IN 47402
Attn: Forest Gilmore

April 4, 2020

Temporary Emergency Order

This letter is to authorize the temporary use of the facility located at 300 W Hillside Dr Ave Bloomington IN as a sleeping area for no more than 50 of your clients for a period of no more than thirty Days (30) from today's date with the following conditions:

The occupant load for this facility for night/sleeping purposes (7:00 PM to 7:00 AM) only is 50 (fifty) persons. Day (7:00 AM to 7:00 PM) occupant load activities for showers is limited to 32 (thirty two) persons.

This is an excerpt from the Indiana State General Administrative Rules in reference to temporary use of a class 1 structure for a shelter purpose.

All existing exit signs shall be fully operational at all times.

All means of egress shall be completely clear and unobstructed. All rooms used for sleeping shall exit to a corridor or exterior exit door.

All emergency lighting shall be fully operational at all times. If emergency lighting is not installed in the building, it shall be installed in accordance with the current Indiana building code.

All fire alarm systems, including manual pull stations, smoke detectors, horns, and strobes shall:

(A) be fully operational; and

(B) have been tested in accordance with the rules of the commission within the preceding twelve (12) months.

Test documentation shall be maintained on the premises for inspection by the fire official.

For buildings without an automatic alarm system, battery-operated smoke alarms shall be located in each room or space in which people will be sleeping. These alarms shall be:

(A) tested at least monthly; and

(B) kept fully operational at all times.

Test documentation shall be maintained on the premises for inspection by the fire official.

The area in use for this facility will require 4 smoke detectors located on the ceiling and spaced evenly apart not to exceed 30 feet separation between detectors.

P.O. Box 100 Bloomington, Indiana 47402 / office: 812.349.3899 / fax: 812.332.9764

No extension cords shall be used. Power strips with circuit breakers are permitted.

Smoking within the building or buildings shall be prohibited at all times. "No Smoking" signs shall be posted in all areas used for residential purposes.

Emergency evacuation plans shall be established in writing, including the following:

Procedures to be followed in case of emergencies.

(B) The locations of exits.

(C) Gathering places outside for assembly after evacuation in the event of a fire or other emergency.

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All individuals using the building shall be trained in the emergency evacuation procedures.

There shall be telephone access at all times for notification of emergencies.

The officer on duty at the nearest responding fire station shall be notified that the building is being used for a residential occupancy, and a calendar shall be provided to the fire station:

(A) showing the dates that people will be using the building for a residential occupancy; and

(B) listing a contact phone number for a representative of the organization that uses the structure for residential purposes.

All of the members, volunteers, and employees of the following who are present when the building is used for residential occupancy shall be trained in emergency procedures and shall be equipped with flashlights:

(A) The entity that operates the facility for nonresidential purposes.

(B) The organization that uses the structure for residential purposes.

At least one (1) adult member, volunteer, or employee of the:

(A) entity that operates the facility for nonresidential purposes; or

(B) organization that uses the structure for residential purposes;

shall be awake and on duty at all times that people are sleeping in the building.

There shall be at least one (1) adult member, volunteer, or employee of the:

(A) entity that operates the facility for nonresidential purposes; or

(B) organization that uses the structure for residential purposes; on site for each fifteen (15) people who will be sleeping in the building.

In addition to the above requirements the structure shall have 2 working fire extinguishers 2A10BC (10 pound). One installed near each exit door.

Respectfully,



Timothy H. Clapp
Fire Inspection Officer
Bloomington Fire Department