

Safety
SLEEPING IN U.S. ARMY RESERVE COMMAND FACILITIES

History. This regulation was originally published on 1 September 1996.

Summary. This regulation contains policies and procedures regarding sleeping in U.S. Army Reserve Command (USARC) facilities.

Applicability. This regulation applies to all U.S. Army Reserve Command organizations, installations, enclaves, and active component personnel assigned to USARC organizations. This regulation impacts on unit readiness and mobilization. Local reproduction is authorized. A link to this regulation and other Command publications is on the USARC INTRANET web site at <http://usarcintra/>

Proponent and exception authority. The proponent of this regulation is the Deputy Chief of Staff, Operations, Safety Division. The proponent of this regulation has the authority to approve exceptions to this regulation that are consistent with controlling laws and regulations.

Supplementation. Supplementation of this regulation is prohibited without prior approval from the Commander, U.S. Army Reserve Command, ATTN: AFRC-OPS, 1401 Deshler Street SW, Fort McPherson, GA 30330-2000.

Interim changes. Interim changes to this regulation are not official unless authenticated by the Director, Army Reserve Information Systems Services (ISS). Users will destroy interim changes on their expiration date unless superseded or rescinded.

DISTRIBUTION: A

1. Purpose

This regulation establishes policies, procedures, and guidelines for transient and incidental sleeping in USARC facilities not designed for billeting, and establishment of billets.

2. References

a. Required publications.

(1) MIL-HDBK 1008B (Fire Protection for Facilities Engineering, Design, and Construction). Cited in paragraphs 3b(1) and (3).

(2) National Fire Protection Association (NFPA) Life Safety Code 101. Cited in paragraphs 3b(3), 4f, 5d, 6e, and 8b(1).

b. Related publications.

(1) Army Regulation 140-483 (Army Reserve Land and Facilities Management).

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Commander, U.S. Army Reserve Command, ATTN: AFRC-OPS, 1401 Deshler Street SW, Fort McPherson, GA 30330-2000.

FOR THE COMMANDER:

MITCHELL M. ZAIS
Brigadier General, U.S. Army
Chief of Staff

OFFICIAL:

SIGNED
MELVIN T. LEONARD, JR.
Director, Army Reserve
Information Systems Services

(2) Army Regulation 385-10 (Army Safety Program).

(3) Army Regulation 405-70 (Utilization of Real Estate).

(4) Army Regulation 420-90 (Fire Protection).

(5) DOD Instruction 1010.15 (Smoke-free Workplace).

(6) Title 29 Code of Federal Regulations, parts 1910 and 1960.

3. Explanation of abbreviations and terms

a. **Abbreviations.**

(1) NFPA.....National Fire Protection Association

(2) NCOICnoncommissioned officer in charge

(3) OIC.....officer in charge

(4) RSCRegional Support Command

b. Terms

(1) **Authority having jurisdiction.** The organization, office, or individual responsible for approving equipment, an installation, or a procedure. Within the USARC, the designated authority having jurisdiction is--

(a) The RSC commander, for transient and incidental use. This authority may be delegated to commanders of Direct Reporting Commands (DRCs) or Direct Reporting Units (DRUs), but in no case will it be delegated below the level of colonel. The RSC commander has final approval authority for all issues regarding transient or incidental sleeping in USAR centers, facilities, or organizations within his or her geographical area.

(b) The ACSIM, for billeting in facilities not in accordance with MIL-HDBK 1008B.

(2) **Approved facility.** A facility that is acceptable to the authority having jurisdiction based on the following:

(a) It meets established life safety standards; or

(b) Alternative measures and modifications within the facility (as equivalent to established standards as practicable) will provide safety to life from fire. However, in no case will any modification afford less safety to life than that which, in the judgment of the authority having jurisdiction, would be provided by compliance with the applicable Life Safety Code.

(3) **Billet.** A permanent room or structure designed for lodging of individuals, equipped with furniture and accompaniments for same, and required to meet the standards contained in NFPA Life Safety Code 101, chapter 16 and MIL-HDBK-1008B.

(4) **Incidental.** Any use of facilities by individual(s), under the command and control of the local or facility commander, lodged overnight in conjunction with drills, annual training, or other duty status operations.

(5) **Transient.** Individual or a group of individuals, under the command and control of an individual other than the facility commander, seeking overnight lodging in conjunction with convoy operations, mobilizations, or other similar operations.

(6) **Hazardous area.** A room, cage, or area whose contents (e.g., material, equipment or machinery) pose a greater than normal degree of hazard to personnel. Such areas include, but are not limited to, flammable or combustible storage areas, hazardous waste collection points, boiler rooms, or other areas or operations determined to be hazardous by the authority having jurisdiction.

4. Responsibilities

a. The authority having jurisdiction will--

(1) Determine if transient or incidental sleeping will be permitted in a facility on a case-by-case basis in accordance with procedures described in paragraph 7 of this regulation.

(2) Not issue blanket approvals.

(3) Place command emphasis on implementation of a fire prevention and protection program, as well as identification and abatement of safety and health hazards.

b. The RSC Safety Office will--

(1) Evaluate the facility and conduct risk assessments of each facility under consideration for transient or incidental sleeping in accordance with paragraph 7 of this regulation.

(2) Advise the authority having jurisdiction on the feasibility of permitting transient or incidental sleeping in a specific facility.

c. The Center commander will ensure accomplishment of appropriate briefings, inspections, notifications, and safety and security measures for facilities under consideration for transient or incidental sleeping, as described in paragraph 7 of this regulation.

d. The OIC or NCOIC will comply with procedures in paragraph 7 of this regulation to ensure the safety and proper conduct of personnel using a facility for transient incidental sleeping.

e. Units wishing to convert a USARC Center or part of a center to a billet will comply with the procedures in paragraph 8 of this regulation.

f. The RSC Engineer will ensure the inspection of facilities being established as billets and the identification and completion of facility modifications required to comply with NFPA Life Safety Code 101, chapter 16 requirements, in accordance with procedures in paragraph 8 of this regulation.

5. Use of facilities

Restrictions on use of facilities for sleeping do not apply during times of natural disaster, civil unrest, or mobilization for war. Full use of USAR centers is authorized during wartime and emergency or disaster relief operations.

a. Civic Organizations. Overnight use of USARC facilities is prohibited.

b. Convoys in transit. Units in transit during training missions may use USAR centers for incidental sleeping if a fire watch is used and all incidental sleeping responsibilities of this regulation are met. For recurring training missions that require use of a USAR center for overnight lodging, a billet will be established in accordance with paragraph 8 of this regulation.

c. Conversion of a Center. Recurring need for lodging (other than in support of unit training or mobilization) requires the establishment of a billet. This conversion must conform to NFPA Life Safety Code 101, chapter 16. Procedures for this conversion are in paragraph 8 of this regulation.

6. Policies

a. Only the authority having jurisdiction, or higher headquarters, has authority to approve transient or incidental sleeping in USARC facilities, other than billets. This approval authority is not delegated below the rank of colonel.

b. Organizations must consult their RSC Engineer for appropriate guidance to establish billets.

c. Use of hot plates, camp stoves, or portable heaters (electric, gas, or oil fueled) is forbidden in facilities.

Should messing be required in conjunction with sleeping operations, prior arrangements must be coordinated.

d. Each authority having jurisdiction will publish orders restricting the use of the facility to comply with this regulation. Additionally, he or she will prohibit the consumption, possession of open containers, or importation of alcoholic beverages into the facility. The order will be punitive in nature and will restrict the granting of any exceptions to the authority having jurisdiction.

e. Smoking is prohibited in government facilities per DOD Instruction 1010.15.

7. Transient or incidental sleeping

a. The authority having jurisdiction will--

(1) Consider facility evaluations, risk assessments, effective implementation of risk reduction measures, and mission needs to determine (on a case-by-case basis) whether to permit transient or incidental sleeping.

(2) Ensure command emphasis is placed on—

(a) Implementation of a fire prevention and protection program; and

(b) Identification and abatement of safety and health hazards.

b. The RSC Safety Office will--

(1) Conduct a risk assessment of each facility under consideration for transient or incidental sleeping, identify any conditions that represent a serious threat to life, and develop appropriate risk reduction measures. Conduct separate risk assessments for transient and incidental sleeping operations. Use the sample checklist at appendix A to develop a checklist that fits specific facility requirements.

(2) Conduct annual safety and occupational health evaluations of each facility.

(3) Analyze data (e.g., risk assessments, facility evaluations, identified hazards, and risk reduction measures) and advise the authority having jurisdiction on the feasibility of permitting sleeping in a specific facility.

(4) Ensure that, as a minimum, facilities under consideration will have illuminated, conspicuously identified exits and exit signs, as well as strategically located, operable fire extinguishers.

(5) Ensure personnel will have access to telephones and heating and cooling controls.

(6) Ensure that prior to use as a transient or incidental facility, doors have appropriate, operational panic hardware if they must be secured from outside entry.

c. The center commander will--

(1) Ensure the commander, OIC, or NCOIC of personnel desiring incidental use of the facility to sleep receives a briefing on the facility layout, any hazardous areas or operations, emergency procedures (pre-accident plan), and any pertinent information about the surrounding area, before releasing the keys to the facility.

(2) Ensure the completion of routine and periodic facility inspections and maintenance as scheduled. Additionally, ensure correction of identified hazards in a timely manner. If correction cannot be accomplished at the facility manager level, ensure hazard is elevated to the appropriate level for abatement of the hazard.

(3) Notify local emergency response personnel when transient or incidental personnel are using any portion of the facility for sleeping. As a minimum, provide the number of persons and their specific billeting locations to local response personnel.

(4) Ensure pilferable items, electronic equipment, and other desirable items are secured from theft or misuse by personnel sleeping in the facility.

(5) Use the sample SOP at appendix B to establish unit-specific guidelines for sleeping in centers.

d. The OIC or NCOIC will--

(1) Be the senior individual present when a facility is used for transient or incidental sleeping.

(2) Ensure unit members receive a briefing on the layout of the facility, emergency procedures, hazardous areas or operations in the facility, location of exits, and conduct while in the facility.

(3) Ensure all personnel adhere to the established guidelines for sleeping in the facility.

(4) Ensure all cots, sleeping bags, etc., are properly arranged to provide safe, expedient access to the nearest exit.

8. Establishment of billets

a. Units wishing to convert all or part of a center for lodging (other than in support of unit training or mobilization) will--

(1) Identify the need to the appropriate RSC.

(2) Identify the maximum number of individuals to be lodged and the area(s) of the reserve center required to support lodging.

b. The RSC Engineer will--

(1) Identify facility modifications required to comply with NFPA Life Safety Code 101, chapter 16 requirements and ensure competent fire officials inspect the facility for compliance with NFPA Life Safety Code 101, chapter 16. [Only areas where soldiers will sleep and means of egress to the outside facility must meet Life Safety Code, chapter 16 requirements. The inspecting individual shall prepare an inspection report identifying either compliance with the code or code deficiencies. The intent is not to ask the local fire official for permission to sleep in the facility, but to identify to the command the deficiencies in meeting code requirements.]

(2) Prepare work orders based upon the inspection report and submit the work orders to the Facility Support Planning Board for prioritization and funding. The requesting unit may choose to fund this work from their Operating Tempo (OPTEMPO) dollars.

Appendix A
Sample Facility Inspection Checklist

A	Administrative Data Section	Yes	No	Reoccurrence
	Facility to be used for incidental sleeping:			
	Type Facility to be used:(Admin Area, AMSA, Hangar?)			
	Center Commander:			
	Location:			
	Dates of incidental sleeping:			
	Unit to be billeted:			
	(Billeted) Unit Commander:			
	(Billeted Unit) Collateral Safety Officer:			
	Number of personnel to be billeted:			
	<p>NOTES:</p> <p>1. Reference: <i>USARC Regulation 385-1</i> <i>29CFR1910</i> <i>National Fire Protection Association Regulations(NFPA)</i> <i>National Electrical Standards (NEC)</i> <i>Army Regulation 420-90</i></p> <p>2. The collateral safety officer or fire inspector will inspect facilities.</p> <p>3. The Unit Commander will be responsible for the incidental sleeping plan.</p> <p>4. The _____ Safety Office will be available for consultation as required.</p> <p>** 5. This checklist should provide a solid basis for the unit to inspect a facility to be used for incidental sleeping. The unit should expand this checklist to fit the requirement or unique environment of the facility to be used.</p> <p>6. Discrepancies found during the inspection of the facility should be abated through use of the USARC Form 87-R (TEST). Reduce the risk to the lowest possible level (residual risk) by implementing control measures.</p>			
B	Risk Management	Yes	No	Reoccurrence
	1. Has the unit has performed a risk assessment of the facility using the 5 Step Risk Management Process. (FM 1-114)			
	2. Is the Risk Assessment for incidental sleeping recorded on a USARC Form 87-R (TEST)?			
C	Safety Analysis	Yes	No	N/A
	1. Has the Collateral Duty Safety Officer or local fire inspector conducted the billet inspection of the facility?			
	2. Has the Collateral Duty Safety Officer coordinated for any external inspection, if required? (Example: Local Fire Department or Fire Marshall.)			
	3. Has the Collateral Duty Safety Officer consulted with the RSC Safety Office or the local or Installation Safety Officer, if the facility is located on a government installation?			
	4. Has the Collateral Duty Safety Officer complied with any local regulations that may apply to his or her facility? (Example: Army Installation regulations, Local city or county fire regulations.)			

Figure A-1. Sample Facility Inspection Checklist

		Yes	No	N/A
D The Incidental sleeping Plan		Yes	No	N/A
1.	Has the Collateral Duty Safety Officer written an "incidental sleeping plan" tailored for the facility being used? The incidental sleeping plan is a packet that includes a copy of this checklist, the USARC 87-R (TEST), the Pre-Accident Plan, and any other applicable document pertaining to the incidental sleeping operation?			
2.	Has the incidental sleeping plan been forwarded to the RSC Safety Office for a Risk Assessment?			
3.	Has the Center Commander accomplished the appropriate briefings, inspections, notifications, safety, and security measures for the facility under consideration. (USARC Reg 385-1, paragraph 7c)			
4.	Has the RSC Engineer inspected the facility being established as an incidental sleeping area and identified and completed any facility modifications required to comply with NFPA requirements? (Only if establishing permanent billets.)			
E Fire Protection and Life Safety		Yes	No	Reoccurrence
1.	Does the unit have an Evacuation Coordinator (fire marshal) appointed on orders? (AR 420-90)			
2.	Have the fire extinguishers in the incidental sleeping area been inspected? The extinguishers should have tags depicting two inspections:			
	a. Annually -maintenance check (29CFR1910.157(e)(3) & NFPA)			
	b. Monthly -visual (29CFR1910,157(e)(2) & NFPA10, paragraph 4-3.4.2)			
3.	Are No Smoking areas designated within the incidental sleeping area? (AR 385-55, 2-12c.)			
4.	Are Fire Exit signs operational or present? (29CFR1910.37(q)(6))			
5.	Are Fire Exits functional and exit from building free from obstruction? (29CFR1910.37(h))			
6.	Are Fire Evacuation Plans posted and briefed? (29CFR1910.40, App to Subpart E.)			
7.	Have personnel received a safety briefing that includes the routes of exit, location of fire extinguishers, telephones, first aid kits, and all other pertinent information?			
8.	Is proposed sleeping area sufficient for the number of personnel requiring incidental sleeping arrangements?			
9.	Are hot plates, camp stoves, or portable heaters prohibited in incidental sleeping facilities? (USARC 385-1, paragraph 6c.)			
10.	Has the Center Commander notified local emergency response personnel when transient or incidental personnel are using the facility for sleeping? (USARC 385-1, paragraph 7c(3))			
11.	Are all cots, sleeping bags, etc., properly arranged to provide safe, expedient access to the nearest exit? (USARC 385-1, paragraph 7.d.(4))			
12.	Has the facility where individuals will be billeted been inspected by a local fire official? (USARC Reg 385-1, paragraph 8b(1))			
13.	Are smoke detectors present in the facility to be used for incidental sleeping? Are they functional?			
14.	Are fire alarms or pull boxes present in the facility to be used for incidental sleeping? Are these alarms or pull boxes functional? (Date of last function test.)			
F Pre-Accident Plan		Yes	No	Reoccurrence
1.	Does the unit have a Pre-Accident Plan? (i.e.; What to do in case of an injury, fire, emergency)			
2.	If not at home station, does the unit have a Pre-Accident Plan written for the current location?			

Figure A-1. (continued) Sample Facility Inspection Checklist

		Yes	No	Reoccurrence
G	General Safety			
1.	Are all incidental sleeping areas clean and orderly?			
2.	Are miscellaneous warning signs in good readable condition? (29CFR1910.144(e))			
3.	Are any unusual hazards present in the incidental sleeping areas?			
4.	Is there potable drinking water available to the workers? (29CFR1910.141(b)(1))			
5.	Are bathrooms clean and have available cleaning materials? (29CFR1910.141(c) &(d))			
6.	Are Alcoholic beverages restricted from consumption within the facility? (USARC Reg 385, paragraph 6d)			
7.	Is the facility in need of repair (roof, heat or air, etc.)?			
8.	Is the sleeping area heated and air-conditioned for soldier comfort and safety? Does the OIC or NCOIC have access to the controls?			
9.	Do personnel have access to telephones for emergency purposes?			
10.	Are fuels or combustibles stored in the vicinity of the billeted facility?			
11.	Are there any known physical hazards present in the incidental sleeping area?			
12.	Will vehicles be parked in the same room where personnel are to be billeted?			
H	Authentication Section: <i>(Sign and Check Yes or No in the block)</i>			
1.	Center Commander or Designated Representative: Recommend Approval:			
2.	Unit Commander (Billeted Unit): Recommend Approval:			
3.	Unit Collateral Duty Safety Officer: Recommend Approval:			
4.	RSC Safety Office: Recommend Approval:			
5.	DCSENG Representative: Recommend Approval:			

Figure A-1. (continued) Sample Facility Inspection Checklist

Appendix B
Sample Format for Sleeping in Reserve Center SOP

XXXX SOP #-#

SLEEPING IN RESERVE CENTER
STANDING OPERATING PROCEDURES

Applicability. This SOP applies to all personnel using the XXXXXXXX XXXXX Reserve Center for transient or incidental sleeping.

1. Purpose. This SOP establishes policies and procedures for transient and incidental sleeping in the XXXXXXXX XXXXX Reserve Center.

2. References.

- a. USARC Regulation 385-1 (Sleeping in U.S. Army Reserve Command Facilities).
- b. Army Regulation 420-90 (Fire Protection).

3. Responsibilities and Procedures.

a. The XXXXXXXX XXXXX has established a **Sleeping Area** to provide our junior enlisted soldiers with a place to sleep during drill who have to travel greater than 50 miles one way to the facilities. These beds are available at no expense to the soldier.

b. The XXXXXXX sleeping area is located in XXXXX XXXXX Building, room(s) ###. Sleeping accommodations consist of XXXXXX XXXXX XXXXX XXXXX and are currently capable of accommodating ### soldiers.

c. The following guidelines are established in the management of the XXXX XXXXX sleeping area:

- (1) XXXXXXXXXX XXXXX XXXXXXXX.
- (2) XXXXXX XXXXX XXXX.

d. The facility XXXXXXXX XXXXX is responsible for the management and upkeep of the sleeping area. That individual will manage the reservation of beds, notify the supporting fire and security personnel, and ensure this room is maintained in a high state of cleanliness.

e. Soldiers can reserve a bed for drill by calling their unit's XXXXXXXX XXXXX, who will consolidate requests and submit them to XXXXXXXX XXXXX. Soldiers in pay grades E-4 and below have priority in the use of the sleeping area.

f. All requests must be received by XXXXXXXX XXXXX NLT COB XX XXXX XXXX, prior to Drill. Reservations will be made on a "first-come, first-serve" basis. Beginning on XX XXXX XXXX prior to drill, all soldiers who have requested sleeping space in the XXXXXXXX XXXXX facility will be provided confirmation of their reservation. Beds will be issued by rank, starting with the lowest ranking soldiers. All conformations will be issued prior to 1200 hours on the Friday before drill.

g. Each XXXXXX has been issued a key to the XXXXX XXXXX Building and the sleeping room (s). It is the unit's responsibility to ensure their soldiers have access to the sleeping area.

h. During drill, the sleeping area will be kept clean and orderly. The senior soldier sleeping in this room is responsible for ensuring it is properly maintained and thoroughly cleaned prior to the end of drill. The senior soldier will clear this room prior to COB on Sunday with the XXXXX XXXXX.

i. Food and drinks are not permitted in this room at any time. Alcoholic beverages and smoking are prohibited.

3. For additional information or questions, please contact XXXXXX XXXXXXXXX or the undersigned.

JOHN DOE
MAJ, AG, USAR
Commanding

Figure B-1. Sample "Sleeping in Reserve Center" SOP Format

BUILDING SECURITY CHECKLIST

- 1. No smoking in building.**
- 2. No alcoholic beverages on military grounds.**
- 3. Last soldier out must ensure all doors and windows are closed and locked.**
- 4. No use of any material in building that emits toxic fumes.**
- 5. Ensure all electrical switches and appliances, to include electrical stove in break room, are turned off.**
- 6. No use of flammable material in building.**
- 7. No unauthorized personnel permitted in building.**
- 8. NCOIC or OIC must ensure each area of responsibility is cleaned each morning (e.g., sleeping room, break room, and latrine).**
- 9. No pornographic material permitted in building.**
- 10. No personal calls on military phones except in emergency cases.**
- 11. In case of a FIRE, refer to fire plan located at both exits in this room.**

BUILDING FIRE PLAN

- 1. Sleeping room NCOIC is responsible for designating fire extinguisher operators (primary and alternate). Fire extinguishers are located at both room exits.**
- 2. Sleeping room NCOIC is responsible for designating what soldier(s) will close all windows and doors when exiting building.**
- 3. Smoke alarms are installed at each end of the sleeping room. NCOIC must ensure they operate correctly each evening prior to going to sleep.**
- 4. If a smoke alarm is sounding all soldiers must exit building in accordance with the fire evacuation posted at each exit in sleeping room.**
- 5. Sleeping room NCOIC is responsible for ensuring fire extinguishers are properly charged.**

Figure B-1. (continued) Sample “Sleeping in Reserve Center” SOP Format