Policy: Haunted Houses and Mazes	Effective Date: 10/01/2019	Revised: 09/01/2019
Policy Number: FP002	**Section:** Fire Prevention	**Prior Policy Number:** N/A
Department: District	**Initial Policy Date:** 11/01/2011	**Prior Effective Date:** 11/01/2011

Purpose:
The purpose of this policy is to provide consistency among general requirements for the operation of haunted houses and mazes within Windsor Severance Fire Rescue (WSFR). It is the responsibility of the sponsoring entity to become familiar with the requirements of this policy and comply with the provisions. It is the responsibility of the WSFR Life Safety Division to assure compliance with this policy. This policy is general in nature and may not be all inclusive of all codes that may apply for each event. The Life Safety Division will make the final decision at each event on any matters not clearly defined in this policy.

Procedure:

Permitting

- An application and information packet must be submitted for review and approval a minimum of 15 days prior to construction and the planned opening date.

Safety Requirements

- Permits submitted for inspection and approval must include-
    1. Contact information for the designated responsible party
    2. A scale floor plan of the building and interior maze
    3. A written emergency evacuation plan that includes assigned responsibility for confirming areas have been cleared during an alarm. All safety personnel shall be trained to recognize the alarm signal and actions to be taken upon alarm activation.
    4. A written responsibilities sheet detailing assignment and placement of each safety individual working within the haunted house and maze.
    5. A Safety Data Sheet and Specification Sheet for any fire-retardant material utilized within the house; as well as, a Certification letter confirming the product has been applied according to manufacture recommendations, the date the treatment occurred, and by whom.

Operational Requirements

- **There shall be at least two (2) remote exits**, directly outside, serving each floor of a haunted house.
- **All aisle ways shall maintain a minimum 44" unobstructed space** and egress shall be maintained at all times.

- **A lighting system** capable of illuminating the entire house shall be provided and manned at all times.
- **A backup lighting system** shall be provided in case of a power failure emergency.
- **A distinctive emergency signal** shall be available to alert personnel in the house that a problem exists. The signal may be a whistle or horn, but must be audible and capable of alerting people inside the building to evacuate. Safety staff shall be trained to recognize the alarm and take appropriate action. Alarm shall be audible from all areas of the house.
- **A minimum 2A ABC dry chemical fire extinguisher** shall be provided every 75 feet within the house, with a minimum of one (1) on every level.
- **Personnel performing supervisory operations or working within the house**, shall not be under the influence of drugs or alcohol.
- **"No Smoking" signs** shall be posted at the entrance to the house. Smoking within the house is prohibited.
- **All potential ignition sources shall be discussed and reviewed** with WSFR Life Safety Division staff prior to final inspection.
- **Combustible material is prohibited** inside the house or the maze area, including but not limited to the following materials-plastic, straw and non-fire retardant fabric.
- **Wall construction may utilize** sheetrock, rated plyboard, Masonite or other flame-retardant material.
- **Cardboard is not an acceptable construction material.**
- **If music is used in the house**, there shall be an override on the sound system so it may be turned off in the event of an alarm. The sound system may be used to sound the alarm. The system shall be manned at all times.
- **Groups shall be permitted** into the haunted house at reasonable intervals in order to prevent congestion and allow safe exit in the event of an emergency. Group number shall be determined prior to the time of final inspection by WSFR staff.
- **Children ages 12 or under** must be accompanied or directly supervised by a safety staff person who is 18 years of age or older.
- **All safety staff persons** shall have in their possession an operable flashlight and shall be completely familiar with the facility.
- **The responsible party must schedule an inspection a minimum of 48 hours prior to opening to the public.** The house will also be inspected the night of the opening and will be subject to safety inspection while operating, without prior notification. The facility shall also receive approval from local building and electrical inspector, if needed, prior to fire department inspection.
- **Failure to comply with the provisions of this policy** shall result in the haunted house being closed by WSFR staff. Closing may occur as a result of compliance inspections during spot inspections.

Haunted Houses and Mazes
Permitting and Inspection

All applications for Haunted Houses and Mazes are reviewed and inspected according to 2018 International Fire Code (IFC 2018) requirements and the adopted fire prevention policies (FP002) of Windsor Severance Fire Rescue (WSFR).

Haunted houses and mazes cannot be used or occupied without a WSFR inspection and signed permit.

- A minimum of 48 hours' notice is required to accommodate the scheduling of inspections. Inspections will be conducted Monday-Thursday. To schedule an inspection prior to the start on an event, please call 970.686.2626.

- The haunted house or maze will also be inspected the night of the opening and will be subject to safety inspection while operating, without prior notification. The facility shall also receive approval from local building and electrical inspector, if needed, prior to fire department inspection.

- A member of the installation team *must be present* during the inspection of haunted houses and mazes in order to correct any deficiencies found during an inspection.

- WSFR will not issue a signed permit for a haunted house or maze until all deficiencies are corrected.

Permitting fees can be paid with a credit card prior to inspection by calling 970.686.2626 x 329 or by check at the time of an inspection. A re-inspection fee of $75.00 must be paid by the installation contractor if an inspection deficiency cannot be corrected immediately and a repeat inspection is required.

WINDSOR SEVERANCE FIRE RESCUE
LIFE SAFETY DIVISION
100 N. 7th Street • Windsor • Colorado • 80550
970-686-2626 • inspections@wsfr.us

Haunted Houses and Mazes

Permit and Inspection Application

Organization or Point of Contact: _____
Name of Activity: _____
Date(s) of Activity: _____
Location of Activity: _____
Description of Activity: _____

This permit is to be used for the above date(s) and activity only. The area shall be restored to its original conditions following the event. Compliance with the requirements of the 2018 International Fire Code, 2018 International Building Code, WSFR Fire Prevention Policy FP002 (Haunted Houses and Mazes) and the following conditions:

WSFR Life Safety Division conditions:

Permit Fees:

- Haunted House/Maze permit
  $100.00 each X____=_____
- Re-inspection fee
- $75.00 each X____=_____

Total fees to be paid for WSFR inspection = _____

Applicant: _____ Title:_____
Contact Phone:_____ Email:_____
Signature:_____ Date:_____

WSFR Life Safety Division

Permit Issued By:_____ **Title:**_____
Contact Phone:_____ **Email:**_____
Signature:_____ **Date:**_____