

	<p align="center">City of Casa Grande Development Center Policies & Procedures</p>	<p>Effective Date: July 1, 2016</p>
	<p>Title:</p> <p align="center">Temporary Special Amusement Buildings (Haunted Houses)</p>	<p>Date Reviewed: May 1, 2016</p>
		<p>Department of Primary Responsibility: Building Safety & Fire Marshal's Office</p>
		<p>Policy Number: B - PR - 009 – 2016</p>

City of Casa Grande Policy
based on 2012 International Fire Code and International Building Code

Scope:

Haunted or funhouses or other similar installations set up for 90 days or less inside a structure not designed for this specific use.

Permits:

Both a Temporary Use Permit from the Development Center including an Operational Permit from the Fire Department must be obtained before opening. Attach to each permit application a floor plan and evacuation plan showing the following:

Floor Plan

1. Dimensioned floor plan of the space. Provide dimensions of the area being used (include total square footage, width of exits, aisles or interior exit pathways, etc.)
2. The path of travel participants will take. Include the layout of any mazes, mirrors or other display items that may confuse the egress path
3. A brief description of what will be depicted in each room or area along the walk or course including what type of special effects will be utilized
4. Location of exits, exit signs, and emergency lighting
5. Location of electrical panel(s) and light switches
6. Identification of what the normal or prior use of the structure(s) being used is (i.e.: auditorium, school, church, etc.)
7. Accessible egress routes.
8. Areas of refuge (if any).
9. Automatic fire detection system
10. State if the structure is fire sprinklered
11. Fire alarm panel location (if any) or other alarm system
12. Describe the emergency voice/alarm communications system
13. Manual fire alarm pull station and horn/strobe locations (if any)
14. Portable fire extinguisher locations.

Evacuation Plan

1. Procedures for reporting a fire or other emergency.
2. Procedures for accounting for occupants and staff after evacuation has been completed.
3. Identification and assignment of personnel responsible for rescue or emergency medical aid.
4. The means of notifying occupants (both patrons and event personnel) of a fire or emergency.
5. Identification and assignment of personnel in charge that can be contacted for further information.
6. A description of the emergency alarm, voice/alarm, alert tone or preprogrammed voice messages.

7. A statement that all personnel will carry flashlights and know the location of all exits, fire extinguishers, light switches, electrical panels, and emergency phones. Additionally, that personnel will be trained on fire safe practices and fire evacuation.
8. A statement that personnel will be designated to turn off all distracting noises (i.e.: sound system) and turn on lights when alerted by either fire alarm or otherwise notified of an emergency condition.

All of the following operational requirements must be followed:

1. Dead-end corridors are not permitted. Aisles are at least 4 feet wide and 6 feet 8 inches high.
2. There must be an obvious (signed) exit out of any maze for every 50 feet of linear travel.
3. All stairways must be illuminated to a level of at least 1 foot-candle.
4. Groups shall not exceed 20 persons. Each group of children age 12 or under shall be accompanied and supervised by a staff person who is 18 years of age or older. The staff person shall have an operable flashlight and be familiar with the facility.
5. Smoking is not permitted in the facility, post "No Smoking" signs.
6. Electrical installations shall meet the requirements of the Electrical Code.
7. The maximum number of persons allowed in the facility at any time shall be determined during the review of the permit application.
8. Open-flame devices and temporary heaters are not permitted in the facility at any time.
9. Decorative materials (wood, foam, textiles, cornstalks, hay, dry branches, etc.) shall be flame resistant. Untreated combustible materials are prohibited. Proof of flame resistive treatment shall be provided with the application and confirmed during the inspection.
10. Exhibits and decorative materials shall not obstruct, confuse, or obscure exits, exit pathways, exit signs, or emergency lights.
11. Exits are a minimum 3 feet wide and 6 feet 8 inches in height and all exits have egress signage as required by the fire official. All required exits and access to exits shall not be obstructed or locked. Every exit way shall be kept clear of obstructions and storage.
12. Travel distance to a portable fire extinguisher shall not exceed 50 feet The minimum classification (type) shall be 2-A:10-B:C and mounted in a conspicuous location no higher than 5 ft. Staff members shall be instructed in the proper use of the extinguishers.
13. An automatic fire sprinkler system shall be provided. Exception: If the building or portion thereof used for the haunted house is small (less than 1000 square feet) and the travel distance to a building exit is short (less than 50 feet) and only used on a temporary basis automatic sprinklers are not required. (International Building Code Section [F] 411.4 exception) All other code requirements must be met.
14. Actuation of a single smoke detector, the fire sprinkler system or other automatic fire detection device shall immediately sound an alarm at the structure in a constantly attended location.
15. Provide an emergency voice/alarm communication system which may be linked to the PA system or provided by trained staff via approved equipment.
16. Travel distance to a portable fire extinguisher shall not exceed 50 feet The minimum classification (type) shall be 2-A:10-B:C and mounted in a conspicuous location no higher than 5 ft. Staff members shall be instructed in the proper use of the extinguishers.