ATTACHMENT C
Temporary Haunted Houses, Grad Night & Similar Events

C.1 HOW TO USE THIS ATTACHMENT

This attachment contains information related to *temporary* haunted houses, ghost walks, mazes, grad night events, and other similar indoor and/or outdoor attractions where combustible decorative material and confusing audio and/or visual effects may present a hazard to occupant safety.

In addition to the generic event information listed in the "Submittal Requirements" section in Guideline S-01, the information in the "Additional Submittal Requirements" section of this attachment must be provided with your permit application.

The "Technical Information" section outlines information and safety provisions that apply to these types of attractions in general. The specifications and code provisions for many of the items listed as submittal requirements can be found here, so review of the entire attachment is recommended as you prepare your special event application. As you organize and set up your event, go over the information in this attachment with the crew, operational personnel, and other responsible parties to facilitate a successful fire safety inspection and a safe and code-compliant event.

C.2 ADDITIONAL SUBMITTAL REQUIREMENTS

In addition to the standard special event information listed under the "Submittal Requirements" section in Guideline S-01, the information listed in this "Additional Submittal Requirements" section shall be provided as part of the application. Plans shall be submitted a minimum of ***20*** business days before occupancy to ensure adequate time to review plans, process conditions and permits, perform field inspections, and make any necessary adjustments prior to opening of the attraction.

C.2.1 EXTERIOR PLANS

Include the following on the site plan:

- The proximity of the attraction or building(s) to other structures or hazards
- Location of all queueing areas and any exterior portions of the attraction
- Paths of travel from the amusement structure/area to the public way

C.2.2 INTERIOR PLANS

Include a plan of the interior showing the following:

- location of all temporary facades, walls, partitions, props, and other barriers in addition to walls, stairwells, doors, and other permanent construction features
- dimensions, including square footage of each room/area, total square footage, width of exit openings and exit pathways

- caves and/or other temporary ceilings or covers
- location of exits and emergency lighting units
- location of fog machines, strobes, mirrors, curtains, and similar items or effects that may confuse or obscure the exit path
- placement of fire extinguishers
- location of exit, no smoking, and other signage
- location of emergency lighting fixtures and their power source (battery, generator)
- location of electrical panel(s) and light switches
- location of smoke detectors and/or the fire alarm panel
- identify the original use of any structure(s) (i.e., warehouse, auditorium, school, church, etc.)
- staff and performer positions
- queue line design and location, if located inside a building or other structure
- attraction layout and direction of path travel
- location of audio/visual control rooms

C.2.3 OTHER INFORMATION

- Provide a written emergency plan/procedure (see “Technical Requirements” section below).
- Provide evidence that you have obtained or are in the process of obtaining approvals from other agencies and departments such as Planning, Building, Law Enforcement, City Zoning and Health Departments, as needed.
- Decorative materials that are not fire resistant are prohibited; submit fire retardant registrations or similar documentation for any draperies, swags, paper/plastic/fabric wall coverings, artificial grass, hay bales, streamers, or other decorative materials that will be used

Depending on the scope of the event or other considerations, the inspector reviewing the project may need more information in order to complete an evaluation of the event and provide conditions of approval to mitigate the potential hazards.

C.3 INSPECTION REQUIREMENTS

A fire safety inspection and signed fire department permit is required prior to occupancy. Set-up shall be substantially complete at least 10 days in advance of the event to allow for an initial inspection and sufficient opportunities to address corrections and perform additional reinspections, as needed.

Additionally:

- Permits shall be secured from the local building department as required for any structural or electrical work, window or door replacements, and other modifications.
- Final building department inspection and sign off shall be made prior to OCFA inspection.
- Contact the community development or planning department of your local jurisdiction for zoning information. Clearance from the OCFA ***does not*** constitute zoning or other city clearance.

TECHNICAL INFORMATION

C.4 GENERAL REQUIREMENTS

C.4.1 EMERGENCY PLAN

- A written emergency procedure plan shall be provided with the permit application packet.
- All employees shall be trained in emergency procedures.
- The emergency procedure plan shall include training of staff and familiarization with the fire alarm tone. Specific personnel shall be designated to turn off all distracting noises (i.e., the sound system) and turn on lights when alerted by either the fire alarm system or otherwise notified of an emergency condition.
- All emergency staff shall carry flashlights and know the location of all exits, fire extinguishers, light switches, electrical panels, exterior evacuation assembly points, and emergency phones/communication. For “panic room” attractions, this shall also include the location of all locked doors and the means to immediately unlock them.
- Phone communication shall be readily available for the purpose of calling 911 in the event of an emergency.
- Specialized conditions and additional exiting shall be required for structures that are not approved as an assembly.
- A fire drill may be required.

C.4.2 OCCUPANT LOAD

- The maximum occupant load (including all staff and performers) shall be determined during plan review. Where the number of participants in the attraction is not expressly regulated by the operator (for example, “3 groups of 6 people will be allowed inside at any one time”), the number of occupants shall be computed at the rate of one person per unit of area:

Standing space (e.g., queueing, walking/standing, waiting areas)	*5 sq.ft.*
Concentrated seating (e.g., non-fixed chairs, dance floors)	*7 sq.ft.*

Unconcentrated seating (e.g., tables and chairs) *15 sq.ft.*

- A sign stating the maximum occupant capacity shall be posted in a visible location near the entrance and staff shall control the flow of patrons so as not to exceed this limit.
- The event shall be adequately staffed to control the occupant load and assist patrons in exiting should an evacuation become necessary. An appropriate staffing level shall be determined upon review of plans and may be increased at the discretion of the inspector.

C.4.3 EGRESS

- **Exit Quantity and Location**—Exits shall be provided as indicated below.

Occupant Load	Minimum Number of Exits	Minimum Width of Each Exit
10 to 49	1	36”
50 to 299	2	36”
300 to 500	2	36” *
501 to 999	3	36” *
1,000 or more	4	36” *

* At least one inch of exit opening width shall be provided for every 5 occupants. The main exit must accommodate at least 50% of the occupants.

- **Exit Quantity and Location**—Exits serving 50 or more people shall swing in the direction of exit travel.
- **Exit signs**—exit signs shall be provided in each space with 50 or more occupants and as otherwise needed to clearly identify the exit path through and from the attraction. Low-level exit signs and/or pathway markings may also be required.
- **Door Hardware**—exit doors and gates serving 50 or more people shall not be locked or latched unless it is by use of panic hardware. Where locks are proposed on exit doors, such as for “panic room” attractions, an approved method that will immediately opening the lock in the event of an emergency shall be provided.

C.4.4 DECORATIVE MATERIALS

- All decorative materials (such as decorations, drapes, backdrops, and props) shall be inherently flame retardant and labeled as such or treated with a flame retardant registered with the California State Fire Marshal. Any material not appropriately labeled or registered as fire retardant shall be subject to flame testing and approval by OCFA.
- Decorative materials shall not obstruct fire sprinklers, fire extinguishers, fire alarm pull stations, smoke detectors, fire alarm horns/strobes or any other fire protection equipment inside or outside the building.

C.4.5 ELECTRICAL HAZARDS

- Extension cords shall be UL listed, in good condition, and appropriate for their use.
- Only UL listed power strips with over-current protection shall be used when the number of outlets provided is inadequate. Power strips shall be plugged directly into provided outlets and shall not be plugged into one another in series.
- All extension cords and power strips shall be adequately protected from foot traffic (i.e., bridged) if paths of travel cannot be avoided.
- An electrical permit may be required. Contact your local building department for requirements.
- Flood and strobe lights shall be plugged directly into a wall outlet, a listed multi-plug power strip, or a single listed extension cord. For string lighting, refer to the manufacturer's installation guidelines for the maximum number of string lights that may be connected. When plugging the string lights together, the total amperage of all the light strings shall be calculated to ensure they do not exceed the amperage for the extension cord and circuit.
- Generators shall be outside and at least 20 feet away from any structures. Generators cannot interrupt the means of egress. Each generator shall be provided with an approved portable fire extinguisher complying with CFC Section 906 that is placed in an approved location.

C.4.6 OTHER HAZARDS

- **Fire Extinguishers**—Fire extinguishers shall be a minimum of a (2A:10B:C) rating and properly mounted 5 feet from the floor to the top of the extinguisher. They must be visible and accessible at all times. Travel distance to an extinguisher shall not exceed 75 feet.
- **Flame and Heat Sources**—Open flame or other devices emitting flame, fire, sparks, or heat or any other unapproved devices shall not be permitted inside or near the attraction while open to the public. Devices using charcoal, wood, and other solid fuel are not permitted.
- **Smoking**—Smoking shall not be permitted inside or within 20 feet of the attraction. Approved "NO SMOKING" signs shall be provided at the entrance, back stage staff locations, and other locations as determined by the inspector.
- **Standby Personnel**—A Firewatch may be required when, in the opinion of the fire code official, it is essential for public safety in a tent or membrane structure used as a place of assembly or any other use where people congregate.
- **Hazardous Materials**—Storage and/or use of flammable or combustible liquids, gasses and solids are prohibited.

C.4.7 MISCELLANEOUS

- **Smoke/Fog Machines**—Care and consideration shall be used with respect to smoke generators and smoke detector locations. Use of smoke generators may be restricted if they are determined to be incompatible with smoke detectors.
- **Housekeeping**—Good housekeeping shall be maintained throughout the attraction and exit pathways.
- **Warning Signage**—Provide signage at the ticket office and/or entrance of the attraction notifying the public if strobe lights and theatrical smoke effects are used.
- **Tents**—Tents or membrane structures under 1000 sq.ft. may be used if the maximum travel distance from any point to an exit is less than 50 feet.

C.5 FIRE & LIFE-SAFETY SYSTEM REQUIREMENTS

C.5.1 SPRINKLERS

- An approved fire sprinkler system shall be provided

  Exception: When the total floor area of interior portions of the attraction is less than 1000 square feet *and* the travel distance to an exit is less than 50 feet.

  Exception: Existing unsprinklered assembly spaces, such as gymnasiums, when used for assembly purposes such as grad night.
- Fire sprinkler systems/piping, when provided, shall not be obstructed, altered, or used to support any decorations.

C.5.2 ALARM SYSTEM

- An approved automatic smoke detection system shall be provided.

  Exception: When the total floor area of interior portions of the attraction is less than 1000 square feet *and* the travel distance to an exit is less than 50 feet.

  Exception: Existing assembly spaces that are not equipped with a smoke detection system when used for assembly purposes such as grad night.
- Automatic smoke detection systems or devices, when present, shall not be obstructed, altered, or turned off.
- A public address system shall be provided in accordance with the CBC requirements for amusement buildings.

  Exception: When the total floor area is less than 1000 square feet and the travel distance to an exit is less than 50 feet, manually activated devices suitable for sounding an alarm or another approved method of alerting staff, shall be provided as approved by the OCFA. The alarm shall be distinctive in tone and be audible throughout the attraction.