

CITY OF PUEBLO FIRE DEPARTMENT

Division of Fire Prevention

Temporary Haunted Houses, Special Amusement Buildings and Other Similar Operations



If you have any questions or comments regarding the information contained within,
or if you need assistance interpreting these requirements, please contact:

City of Pueblo Fire Department

1551 Bonforte Boulevard

Pueblo, Colorado 81001

Phone: (719) 553-2830

Fax: (719) 553-2831

Email: cityfire@pueblo.us

Temporary Haunted Houses located within the city limits fall under the jurisdiction of the City of Pueblo Fire Department under the authority of International Fire Code (IFC) as adopted by Title III, Chapter 2, Article II of the City of Pueblo Municipal Code.

- Failure to comply with these requirements, or other orders and directions from the Fire Department, may result in the immediate closure of the event.

PURPOSE

To provide fire safety standards and regulations for the construction and operation of temporary haunted houses and similar attractions/events that are open to the public.

SCOPE

These regulations shall apply to temporary Haunted Houses, Ghost Walks, and similar entertainment venues where any of the following are present:

- combustible decorative material
- confusing layout
- confusing sound effects
- confusing visual effects

Events conducted completely outdoors, under open air, are not regulated by this document.

DEFINITIONS

Haunted House – A structure, or portion thereof, which transports people or provides a walkway through a course where the means of egress are either not readily apparent due to theatrical distractions, low illumination, temporary hallways, partitions and/or multiple rooms; or not readily available due to the method of transportation through the structure.

Ghost Walk – Similar to haunted houses and may include both indoor and outdoor areas where the means of egress to the public way are not readily apparent due to similar conditions.

OPERATIONAL PERMIT REQUIREMENTS

1. Obtain a Temporary Use Permit from Pueblo City Sales Tax Department,
150 Central Main Street
Phone: (719) 553-2659
Email: salestax@pueblo.us
2. Obtain approvals from partner agencies such as City Planning & Zoning, Pueblo Regional Building Department and Pueblo City-County Health Department as needed.
 - Zoning use approval *does not* constitute Building Department use approval.
 - Additional permits may be required for any structural and/or electrical modifications.
3. A completed City of Pueblo Fire Department Operational Permit Application.
 - Includes a site/floor plan and a written emergency plan (see below)
 - A \$50.00 non-refundable application/permit fee applies

FIRE SAFETY INSPECTION

Owner/operator shall schedule and allow a minimum of 10 business days for a Fire Safety inspection after all required paperwork and approvals are received from the Building and Fire Departments.

- A Fire Safety Inspection is required prior to occupancy.
- Permits shall be secured from Pueblo Regional Building Department as required for any structural, electrical power modifications, and window or door replacements.

SITE PLAN

Plans shall be submitted a minimum of 10 business days before occupancy to ensure adequate time to review plans, perform field inspections, and process permits.

Site Plan shall be accurately scaled or dimensioned diagrams demonstrating compliance with all codes and regulations.

Provide 2 copies of the site plan on 8 ½" x 11" paper. The plan shall include the following:

1. Indicate the proximity of the event structure to other buildings, fences, property lines
2. Emergency access roads
3. Fire hydrants
4. Paths of travel from the amusement structure or area to the public way.

FLOOR PLAN

Floor Plan shall be accurately scaled or dimensioned diagrams demonstrating compliance with all codes and regulations.

Provide 2 copies of the floor plan on 8 ½" x 11" paper. The plan shall include the following:

1. Dimensions (total square footage, width/type of exits, aisles or interior exit pathways)
2. Locations of exits, exit signs, and emergency lighting units
3. Location of fire extinguishers
4. Location of electrical panel(s) and light switches
5. Location of smoke detectors and/or the fire alarm panel
6. Normal use of any structures(s) (i.e., warehouse, auditorium, school, church, etc.)
7. Staff and performer positions
8. Queue line design and location
9. Temporary structures, large props, bales, canopies/tents and facades
10. Attraction layout, path of show

EMERGENCY PLAN

Emergency Procedure Plan shall demonstrate that staff members and performers involved with the event shall be trained in the emergency procedures contained within, in compliance with all codes and regulations.

Provide 2 copies of the emergency plan on 8 ½" x 11" paper. The plan shall include the following:

ALL staff members and performers shall be trained in the following:

1. Recognition of the Smoke/Fire alarm evacuation signal
2. Recognition of the designated signal for additional emergencies (medical or lost child)
3. Assisting patrons in exiting in the event of an emergency
4. Knowing the location of all exits
5. Knowing the roles/responsibilities of others

DESIGNATED staff members and performers shall carry flashlights, two-way radios and/or cell phones and be trained to perform the following in the event of an emergency:

1. Turning on the house lighting
2. Shutting off all distracting sound and visual effects
3. Communicating emergency notifications to staff, performers and patrons
4. Knowing the location of all exits, light switches, electrical panels
5. Knowing the location and the proper use of all portable fire extinguishers

REQUIRED Designated Staff Members:

1. A Supervisor in Charge must be on site readily available at all times during operating hours.
2. Additional area supervisors may be required on each level or division of event venue.
3. One staff member is required at the main lighting controls in the event of an emergency.

REQUIRED Documentation

- Documentation of the fire resistant listings or treatment of combustible materials.
- Detailed emergency plans and evacuation procedures.

FIRE & LIFE SAFETY SYSTEMS

1. **Automatic sprinkler systems/piping**, when provided, shall not be obstructed, altered or used to support any decoration.
 - Automatic sprinklers are not required where the total floor area of the haunted house is less than 1,000 square feet and the travel distances from any point to an exit are less than 50 feet.
2. **Automatic smoke detection systems**, are required throughout the venue and shall not be obstructed, altered or turned off.
 - Smoke detector activation shall trigger the initiation of emergency procedure protocols.
3. **Automatic emergency lighting systems**, are required throughout the venue and shall illuminate egress paths during the event of an electrical power failure.
 - Emergency lighting must illuminate any "EXIT" sign that is not self-illuminating
4. **A public address system**, is required and shall be audible throughout the venue.
 - Alternative amplified voice systems must be approved by the Fire Inspector
5. **Fire Extinguishers**, with a minimum (2A, 10-BC) rating, are required.
 - Shall be visibly located at all exits to the exterior and throughout the venue.
 - Travel distance to any fire extinguisher shall not exceed 75 feet.

GENERAL FIRE SAFETY REQUIREMENTS

DECORATIVE MATERIALS

1. Highly flammable materials such as cotton batting, straw, dried plant material, certain plastic, etc. are not permitted for use for decorations or construction.
2. Plastic sheeting of any type is not allowed unless documentation as to the flame retardant properties of the product is provided to the Fire Prevention Bureau.
3. All other decorative materials shall be inherently flame retardant and labeled as such, or shall be treated with an approved flame retardant.
 - These materials include, but are not limited to: curtains, draperies, hangings, props and other textiles, fabrics and woods less than 1/8" thick.
 - If the material is treated by the user, a container and receipt will serve as proof.
 - 3 in x 10 in samples of each locally treated decorative material must be made available to the Fire Prevention Bureau prior to the event opening to the public.

Any materials found not to be flame-retardant will prevent the venue from opening until all non-treated combustible materials are removed or properly treated.
4. Partitions and props shall be constructed in a manner that will prevent them from:
 - Collapsing or falling over during an emergency
 - Obstructing fire sprinkler water spray patterns
5. Exit paths to the exterior shall be clearly identified and readily distinguishable from their surroundings and shall be a minimum of 36 inches wide.

ELECTRICAL

1. Extension Cords shall be 3-wire, UL listed, in good condition, and appropriate for their use.
 - Used when the distance to provided outlets is inadequate
2. Power Strips shall be UL listed with over-current protection and in good condition.
 - Used when the number of outlets provided is inadequate
3. All extension cords and power strips shall be:
 - Plugged directly into provided outlets and shall not be plugged into one another in series
 - Adequately protected from foot traffic if paths of travel cannot be avoided
4. String Lighting – Refer to the manufactures guidelines for maximum number in series.
 - The total amperage of connected strings shall be calculated to ensure they do not exceed the amperage value of the extension cord/power strip and circuit.

5. Gasoline Powered Generators shall:

- Have a GFCI circuit installed and be properly grounded
- Be located outside at least 20 feet away from any structure

SIGNS

1. "EXIT" signs shall be installed or displayed at each exit to the exterior and,
 - Must be either internally or externally illuminated OR Photoluminescent.
2. "NO SMOKING" & "NO OPEN FLAMES" signs shall be displayed at all entrance points.
 - If outside smoking is permitted, ensure that a minimum of 25 feet is maintained from any structure opening and/or combustible material.
3. "Strobe Lights in Use" & "Theatrical Smoke in Use" signs shall be displayed at the ticket booth or entrance of the attraction.
4. "Maximum Occupant Load" sign shall be displayed near the entrance of the attraction.
 - The maximum occupant load (including all staff and performers) shall be determined during plan review.

OPERATION

1. Staffing shall be adequate enough to control the occupant load and assist patrons in exiting should an evacuation become necessary.
 - An appropriate staffing level shall be determined during plan review and may be increased at the discretion of the Fire Inspector.
2. Groups shall be guided and unless specifically approved by the Fire Inspector, the guided groups shall not exceed five (5) patrons for each (1) guide.
 - No more than ten (10) patrons and two (2) guides allowed in venue at any time.
3. Smoke Generators - 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.**
4. Good housekeeping shall be maintained throughout the attraction and exit pathways.

PROHIBITED ITEMS / DISPLAYS

- The use of either a 2-wire extension cord or a 3-prong/2-prong adaptor (cheater plug)
- The use or storage of pyrotechnic displays or fireworks of any class
- The use or storage of any open flame or source of potential fire ignition
- The use or storage of any flammable, or highly combustible gas, liquid or solid.
- The use or storage of any hazardous material.