

Roseburg Fire Department  
Fire Prevention Bureau  
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**Haunted House or Similar Temporary Installations Permit / Checklist**

Revised – (9/26/07)

Location: \_\_\_\_\_ Date(s) of Operation: \_\_\_\_\_

Organizer / Responsible Person: \_\_\_\_\_

The following requirements will be used for guidance in the issuance of a fire department permit for haunted houses, fun houses, or similar installations which are open to the public and set up for 90 days or less inside a structure not designed for this specific use. All conditions are taken from the 2007 Oregon Fire Code (OFC) Appendix H.

Initials (Applicant)

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There shall be no dead-end corridors, and there must be an obvious exit out of any maze every 50 feet of linear travel. All aisles shall be a minimum of 4 feet wide and 6 feet, 8 inches high. All stairways must be illuminated at a level of at least 1 foot-candle.

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Groups shall consist of not more than 20 persons. Each group of children ages 12 and under must be accompanied and supervised by a staff person who is 18 years of age or older. The staff person must have in her/his possession an operable flashlight and be completely familiar with the facility and the approved emergency plan.

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There will be no smoking allowed at any time inside the occupancy as noted in 2007 OFC Section 310.2.

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All electrical installations shall meet the requirements of the Oregon Electrical Specialty Code.

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The Fire Prevention Bureau shall be contacted for an inspection and the planning of an evacuation procedure prior to opening the facility to the public. The evacuation plan and occupancy shall be approved by the Fire Prevention Bureau prior to public access.

\_\_\_\_\_ A floor layout shall be provided to the Fire Prevention Bureau at the time of inspection.

\_\_\_\_\_ The total number of occupants in the facility at any time shall be limited to a number determined by the Fire Prevention Bureau.

\_\_\_\_\_ No open-flame devices or temporary heaters are allowed in the occupancy.

\_\_\_\_\_ Use of untreated combustible material is prohibited. All combustible material shall be treated or protected so that it is essentially rendered and maintained flameproof in a manner acceptable to the Fire Prevention Bureau. This includes all harvest decorations such as cornstalks, dry branches, and hay.

\_\_\_\_\_ Exits shall be a minimum of 3 feet wide and 6 feet, 8 inches high. Each exit shall have exit signage as per Fire Prevention Bureau requirements. Blocking, locking or in any way impeding ready access to any marked or required exit is prohibited. All exit ways shall be kept clear of any obstructions or storage.

\_\_\_\_\_ A sufficient number of fire extinguishers shall be provided to ensure that the maximum travel distance to any extinguisher does not exceed 50 feet. The minimum acceptable rating (size) is 2A:10B:C. All fire extinguishers shall be mounted in a conspicuous location. Staff members shall be instructed in the proper use of the extinguishers.

\_\_\_\_\_ Staff guides shall be provided with two-way communications that have a demonstrated capability of being heard throughout the entire facility. A central public address system or a portable system can be used in place of the two-way communications provided that it has the ability to be controlled in a central location. Communications shall be used for the purpose of giving directions during emergency situations.

