



Fire Department

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Fire Chief

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Haunted House Approval Form

Organization: _____
 Address: _____
 Activity Address: _____
 Contact Name: _____ Phone: _____
 Contact Name: _____ Phone: _____

DATE(S) AND TIME OF EVENT: _____

Thank you for the opportunity to discuss the location and arrangements that will be made for the “Haunted House” project in your facility. Remember, **life safety is the number one priority**. The Fire Prevention Office shall be kept informed as to the progress of and materials used during the “construction phase”. The Fire Marshal or his representative must approve the routes, materials, and methods of operation. This approval must be received before the activity is allowed to begin. We have agreed upon the following:

- ___ 1. Only flame retardant material can be used in the areas the visitors pass through or would come in contact with during the walk-through.
- ___ 2. Representatives of your facility shall act as supervisory personnel and visitors’ escorts during the activities. Escorts shall be knowledgeable of exiting and emergency procedures.
- ___ 3. At least one representative shall be stationed at a light switch at the entrance and/or exit of the walk-through area at all times.
- ___ 4. Fire suppression equipment (fire extinguishers) shall be placed near the entrance and exit of the walk-through area.
- ___ 5. Disabling of building alarm or suppression systems is not allowed.
- ___ 6. Exit and emergency lighting shall be in proper working order.
- ___ 7. The dates and times of the activities shall be given to the Grand Forks Fire Department or their representative, who may at their discretion, inspect the premises during the said activity. If the above rules are not being followed or a fire hazard exists, the operation/activity may be stopped and/or the premises may be evacuated.

Additional comments:

Approved By: _____ Received By: _____
Date: _____ Date: _____

Haunted House Information Sheet

DECORATIVE MATERIAL

- A. Exit doors, exit lights, fire alarm sending stations, wet standpipe hose cabinets and fire extinguisher locations shall not be concealed or obstructed by any decorative material.
- B. All decorative material including, but not limited to, drapes, hangings, curtains, drops shall be treated and maintained in a flame-retardant condition by means of flame-retardant solution or by a process approved by the Grand Forks Fire Department Fire Prevention Bureau.
- C. Treatments used to accomplish this flame-retardation shall be renewed as often as may be necessary to maintain the flame-retardation effect.
- D. No cotton batting, straw, dry vines or leaves, trees, celluloid or other flammable materials shall be used for decorations or displays unless rendered flame retardant.

AISLES, EXITS

The placement of any object that obstructs the aisles and exits in your building constitutes a code violation. Common obstructions include decorations, loose seating, and blocked or locked exit doors.

OVERCROWDING

An overcrowded condition exists whenever there are more people than fixed seating capacity. Churches are encouraged to schedule more services rather than allow overcrowding.

HAUNTED HOUSE PERSONNEL

All personnel working the haunted house must be aware of the locations and method of operation of all fire extinguishers and fire alarm pull boxes.