

WELCOME TO



FRIGHT TEAM HANDBOOK



Welcome to the Crypt team! We appreciate your interest in joining us as a member of The Crypt Haunted Attractions “The Asylum” and “The Crypt” Fright Teams. We know that you will find this endeavor both exciting and rewarding. We appreciate each and every one of you and plan to have an awesome time and frightful fun!

We are assuming that you have joined the Crypt team because, like us, you have a passion for the genre and you enjoy scaring the pants off of people! With our experience we plan to operate one of the scariest and most professional haunts in the country!

As a member of the Crypt team, we ask that you maintain complete secrecy regarding the contents of The Crypt Haunted Attractions. You will also be privy to the secrets of the illusions and special effects inside the haunted attraction. We ask that you not share these secrets, as you will spoil the mystique and mystery surrounding the haunt for our patrons.

Again, I want to reiterate that our first and foremost priority for the team members is that you have as much fun as a Fright Team member as the guests of the haunt have getting scared half to death in the haunt. Because safety of our team members and the patrons is also a top priority, we ask that you read through the following pages of information. We will ask you to sign a document stating that you have read and do understand this information. Prior to the opening of the haunts, we will also conduct safety training to go over this information again.

Lastly, did I say that we want to stress that everyone has fun? Let’s all maintain a positive attitude, work together as an excellent team and create great memories!

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VOLUNTEER/CONTRACTOR STATUS:

All Staff members of Crypt are either Volunteers or Contractors and must be at least 16 yrs of age. First year haunters with The Crypt Haunted Attractions will be on a ½ volunteer ½ contractor paid status (50/50). You must work 4 or more shifts before your total hours are compiled to be paid out at 50/50. If you complete ten shifts in one season, you then qualify to become a second-year haunter in the following season. Second and third year haunters are also ½ volunteer and ½ contractor paid (50/50). The same applies to move from a second to third year haunter and from a third year to a Veteran (fully paid) haunter, 10 shifts must be completed in one season. Veteran Haunters will be on a contractor status. Contractors inform us what days they will be working and will be compensated for the hours worked based on the negotiated hourly rate. We do offer a fun drawing for prizes at the end of the season. You will be given one drawing ticket for each night you volunteer. Payment will be made on the 25th of October for work performed September 27th thru October 14th and then again on the 11th of November for work performed October 17th thru October 31st. If any contractor is paid greater than \$600.00 for the calendar year, The Crypt will issue the contractor a 1099 form for which the contractor will need to include in and pay their individual taxes. Whether you are a volunteer or contractor, please complete the Data Sheet at the end of the handout. **See Attachment 1.**

HOURS OF OPERATION:

On the next page is a calendar for the hours of operation. The Crypt Haunted Attractions will be open the 27th of September thru Halloween. We will be open from 7pm to 10pm Sunday thru Thursday and 7pm to 12am on Friday and Saturday. (7-10 on the First Weekend) These times are subject to change due to crowds – especially the last two weekends. As a volunteer/Contractor you will be instructed by the House Manager what time you must check in by in order to be in costume by the 7pm opening

AVAILABILITY TO VOLUNTEER/CONTRACT:

Please refer to **Attachment 2** and mark with an X those days that the Haunts are open but you are unable to volunteer/contract. If you are scheduled to volunteer/contract and are unable to, please contact Mark or Natalie at the numbers below at least 4 hours prior to opening so that we can make sure your spot is filled.

CONTACT PHONE NUMBERS:

Mark - 480-223-3026

Natalie – 480-223-3025 call first

ATTACHMENTS:

Please be sure to complete and turn in Attachments 1, 2 & 3.

THE CRYPT

HAUNTED ATTRACTIONS

2019 Season

The Haunts are open all days except those marked closed. Sunday Thru Thursday 7pm-10pm.
 Friday and Saturday 7pm-12am. (7-10 First weekend only)
 (hours subject to change)

The House Manager will advise what time you must check in.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Please mark an X on those dates that you are <i>not</i> available to work. You will be notified by the House Manager which of those days you are available you will be scheduled to work. Name: _____ Phone # _____						
					27 7-10pm	28 7-10pm
29 CLOSED	30 CLOSED	1 CLOSED	2 CLOSED	3 CLOSED	4	5
6	7 CLOSED	8 CLOSED	9	10	11	12
13	14 CLOSED	15 CLOSED	16	17	18	19
20	21 CLOSED	22 CLOSED	23	24	25	26
27	28	29	30	31st All actors wk Unless oked by boss		

INTRODUCTION & PURPOSE:

This plan sets forth the policy and procedures to be followed in various types of emergencies. The plan purpose is to prevent and minimize loss of life, injury, and property damage which may result from emergency situations.

DEFINITIONS:

“Haunted House” shall mean the annual event sponsored by The Crypt

“Staff” shall mean the persons constructing, operating, performing in, or otherwise supporting the haunted house production, and includes volunteer/contractors of The Crypt

“Visitors” shall mean members of the general public attending the haunted house.

“Building” or “Facility” shall mean the space located at Fiesta Mall leased by The Crypt for a purpose or producing the haunted house amusement event.

“Security” shall mean Security contracted by The Crypt..

Box Office Manager

For each public performance a staff member shall be designated to serve as Box Office Manager. Box Office Manager shall be provided with a two-way radio. In the event of a fire or other emergency requiring outside assistance, the House Manager or Safety/Security Staff will notify (in person or by radio) the Box Office Manager, who will then call for such assistance.

STAFF RESPONSIBILITIES:

House Manager

For each public performance a staff member shall be designated to serve as House Manager. The House Manager shall be present on the premises for the duration of the time the haunted house is open to the public. If the House Manager must leave the premises (even for a brief period), he/she shall delegate responsibilities to another staff member. The House Manager shall have overall responsibilities for the safe operation of the House and for the implementation of the Emergency Action Plan.

Continued...

Safety/Security Staff

For each public performance staff members shall be designated as Safety/Security Staff. Safety/Security Staff shall conduct frequent safety inspections of the public and non-public areas of the facility. Unsafe conditions (fire hazards, electrical hazards, tripping hazards, etc.) shall be corrected immediately, if possible, or reported to the House Manager.

Safety/Security Staff members will each be equipped with two-way radios. At least one hired Security Member will also serve as a Safety/Security Staff member. He/She will also be equipped with a two-way radio and will call for any outside assistance, or notify the Box Office Manager to do the same.

COMMUNICATIONS:

At all times when the Haunted House is open to the public, the following Staff shall remain in contact via two-way radios:

- House Manager

- Box Office Manager

- Safety/Security Staff, including any hired security members

Emergency instructions and announcements shall be made by word of mouth

Lighting/Sound Technician

For each public performance, a staff member shall be designated to serve as the Lighting/Sound Technician. In the event of an emergency requiring an evacuation, and as directed by the House Manager or Safety/Security Staff, the Lighting/Sound Technician shall:

- Turn ON house lights

- Turn OFF all house music and sound effects

- Turn OFF all scene lighting and power

- Make Announcements

Staff and Volunteers

All Haunted House Staff shall take responsibility for their own safety and for the safety of those in their immediate vicinity. Observations of unsafe conditions shall be immediately brought to the attention of the Safety/Security Staff or other responsible persons. Staff shall familiarize themselves with the Haunted House layout, exits and emergency corridors, and the path to primary and alternate exits from the particular location in which they are working.

Continued...

Portable Fire Extinguishers

The House shall be equipped with at least one multi-purpose fire extinguisher per emergency exit. House Staff shall be instructed that the portable fire extinguishers have been placed for use by trained individuals and for FD use.

Staff shall not be permitted to use the portable fire extinguishers unless they have been trained to do so.

Emergency Exits & Means of Egress

The building has at least 6 exits located on all sides.

The Haunted House set (walls, scenes, mazes, etc.) shall be designed and constructed in such a way to ensure that each point along the public pathway through the House has an accessible route to the primary exits. Each point along the public pathway shall also access at least one other alternate exit.

FIRE PREVENTION PLAN:

Emergency Exits & Means of Egress, cont.

The Haunts have Glow in the dark exit and directional signage to clearly identify emergency exits. At no time shall access to the exits be obstructed by construction, props, or stored materials. Pathways to the exits shall be unobstructed and free from tripping hazards.

Electrical Hazards

All electrical equipment, lighting fixtures, extension cords, outlet strips, motors, display devices, and accessories, operating at 120 VAC or greater, shall be UL approved and inspected prior to use.

Electrical cords and extension cords which are worn or frayed, have cut or pinched insulation, or exposed conductors, or which have three-pronged plugs with removed or faulty ground prongs, shall not be used. All electrical equipment and cords shall be inspected by qualified person prior to use, and shall be re-inspected periodically. Damaged or otherwise unsafe electrical equipment shall be tagged and removed from service to be repaired or discarded. Temporary power for lighting and powering displays and accessories shall be supplied as follows:

Continued...

Combustible Materials

Combustible waste materials shall not be allowed to accumulate in the house. During construction and operation, trash shall be removed and placed in the dumpster daily. As feasible, combustible scenery, props, and decorations shall be appropriately treated with fire retardant materials and maintained out-of-reach of visitors as they pass through the House. Combustibility shall be a consideration of the selection of props and decorating materials. All wall partitions, wood, and fabric shall be treated with an appropriate fire retardant. All foam sculptures shall be either treated or covered with a non-flammable seal coat.

Smoking

Smoking shall be prohibited inside the Houses at all times. All visitors will be prohibited from bringing smoking paraphernalia into the Houses.

FIRE EMERGENCY PLAN:

In the event of a fire:

- Staff members discovering a fire or smoke shall immediately notify Safety/Security Staff or any member of the staff.
- As instructed by the House Manager, the Lighting & Sound techs shall turn on the house lights, turn off scene and lighting power, turn off music and sound effects, and make announcements
- All Staff and Visitors shall evacuate the house via primary exit for their location.
- If the primary exit is blocked or unsafe, proceed to the nearest alternate exit.
- If smoke makes it difficult to breathe or see, get on your hands and knees and crawl to the nearest exit.
- Once out of the house proceed to the nearest designated assembly area (whichever exit you go out of) and await further instructions.
- Staff and Visitor shall not re-enter the building until the “all clear” is given by the Fire Department.

Accountability Procedure

If possible to do so safely, the House Manager or Safety/Security Staff shall retrieve the cast assignment board and it shall be taken to each assembly area and used to account for each staff member present in the building. The House Manager shall inform the FD of any Staff or Visitors not accounted for.

Continued...

R.A.C.E.

The “RACE” method of fire response shall be followed in this order:

RESCUE

Rescue those in immediate danger.

ALARM

Notify others by word of mouth

CONFINE

If the fire is in an enclosed office or room, confine it by closing doors upon exiting.

EXTINGUISH

—Attempt to extinguish the fire only if it is safe to do so.

—Use the portable fire extinguishers only if you have been trained in their use.

—Extinguishers are located near the exits. This permits you to proceed towards the exit, and return

with an extinguisher when it is safe to do so.

—**ALWAYS** keep a clear path to the exit behind you.

—**NEVER** allow the fire to come between you and the exit.

P.A.S.S.

P.A.S.S. is an acronym for remembering the procedure for using a portable fire extinguisher.

P= pull the pin and completely remove it from the extinguisher handle.

A=aim the extinguisher nozzle towards the base of the flame.

S=squeeze the handle to discharge extinguisher material.

S=sweep the spray of extinguisher material back and forth across the base of the flames.

MEDICAL EMERGENCY PLAN:

In the event of a medical emergency:

—Staff discovering a medical emergency shall immediately notify the House Manager or Safety/Security Staff.

—House Manager shall instruct the Box Office Manager to call for assistance.

—Persons unconscious or seriously injured should not be removed or repositioned.

—Injured or ill persons who are ambulatory should be assisted to the front door to wait for outside assistance.

POWER FAILURE EMERGENCY PLAN:

In the event of a power failure:

—The House Manager and Safety/Security Staff shall circulate through the House and ensure the visitors to be calm.

EAP TRAINING:

All Haunted House Staff shall be trained on the contents of this Emergency Action Plan. Prior to each performance, just before admitting the public, the House Manager and Safety/Security Staff shall circulate through the House and ensure that the staff is familiar with the means of egress from the particular location in which they are working. Each Staff member will receive a copy of the Emergency Action Plan and will have to sign a statement confirming that they personally received a copy of it. **See Attachment 3**

The Crypt Haunted Attractions Safety Inspection

We perform a safety inspection every night one-hour before we open, throughout the night, and one more one-hour after we close. The following listed items will be checked:

1. Floors clear of snags and trip hazards
2. Walls clear of snags and sharp objects
3. Fire extinguishers clearly marked
4. Wires and switches out of reach and hidden
5. AC outlets covered
6. All lighting and effects properly working
7. Exits clearly marked and visible
8. Flammable materials located off site
9. Exterior lights working
10. Condition of masks & costumes
11. Plug-in and turn on all fog machines and EFX lighting prior to opening
12. Turn-off and unplug all fog machines and EFX lighting before closing
13. Pick-up litter around the house
14. Take out all garbage
15. Check battery life on 2-way radios
16. Put juice in fog machines
17. Check flashlights for operability
18. Fill gas tank on generator
19. Main power off at end of night
20. Sound systems and effects working properly
21. Check for hot spots (**one-hour after closing**)
22. Lock and close all doors and gates

Please notify the House manager and/or Security team if you see anything that is in need of repair or if you see any safety hazards.

VOLUNTEER/CONTRACTOR DATA SHEET

NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE: _____

Email: _____

IN CASE OF EMERGENCY

NOTIFY: _____

TELEPHONE: _____

FOR CRYPTIC USE ONLY

CIRCLE ONE: VOLUNTEER, ½ VOLUNTEER OR CONTRACTOR

IF CONTRACTOR: HRLY RATE: _____

ID #: _____ TYPE: _____

VERIFIED: _____ BY: _____

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20	21 CLOSED	22 CLOSED	23	24	25	26
27	28	29	30	31st All actors wk Unless oked By boss		

VOLUNTEER/CONTRACTOR'S RELEASE OF LIABILITY AND DAMAGE WAVIER

I _____ will participate in The Crypt Haunted Attractions "The Asylum" and/or "The Crypt" Haunted Houses during the months of September and October 2018. My volunteer/contract duties in this event consist of _____ (fill in if they are acting, running controls, security etc.), monitoring guests for safety violations, and at times escorting guests to the appropriate exit. As an event volunteer/contractor, I understand that Management must be notified of all incidents relating to guest problems, equipment failure, and safety violations.

As a volunteer/contractor, I understand that my actions (both good and bad) are viewed by the public and directly affiliate me with The Crypt, and the sponsors. I understand that if my actions are deemed inappropriate, my volunteer/contract duties will be cancelled and that I will be removed from the event without warning.

I do not hold The Crypt and/or affiliates of this event responsible for damage or loss of property, and/or injury or death to myself while participating in The Crypt Haunted Attractions - "The Asylum" and/or "The Crypt" Haunted Houses. I fully acknowledge the risks of participating in this event and hereby forfeit my right to penalty, lawsuit, and/or legal action against the stated parties.

I have read and understand the safety training and Emergency Action Plan (EAP).

I have also read and understand that I am a Contractor and not an employee of The Crypt making me responsible for all individual taxes if necessary.

Signature_____ Date_____

Witness_____ Date_____

Management_____ Date_____

50/50 (1/2 volunteer 1/2 contractor status) ACCEPTANCE SHEET

I, _____, by signing below acknowledge that:

My participation at The Crypt Haunted Attractions is strictly on a 1/2 volunteer 1/2 contractor paid basis for three seasons.

I acknowledge I must work 4 or more days before my total hours are compiled and I am paid out at 50/50. (Example, if I work less than 4 shifts all of my hours will be considered volunteer and I will not be compensated for that time).

I acknowledge if I complete ten shifts in one season, then I qualify to become a second-year or third-year haunter the following season.

Signature_____Date_____

Witness_____Date_____

If under 18 yrs of age, acceptance by a parent or guardian is required:

Parent/Guardian:_____Date:_____

Management_____Date_____