

Operation Plan/Project Description

Background

This is a SUP request to exceed the maximum number of days allowed for a special event (Sanctum of Horror) in the LC-BIZ district. Section 11-31-27 (A) of the Mesa Zoning Ordinance (MZO) limits a special event to a maximum of four (4) consecutive days but Section 11-31-27.D.1 specifies this maximum may be exceeded with the approval of the SUP.

Sanctum of Horror is a family owned and operated haunted house attraction that has been operating in Mesa for the past 11 years. In 2015 the haunted house was moved to the West parking lot of Superstition Spring Center just east of the loop between sears JCPenney's. The haunted house has operated annually at this location since 2015 and is proposing to operate in the same area with this application.

The applicant is proposing to begin construction of the open-air haunted house in August. Set up, tear down and operational hours are as follows.

Friday August 9th we start building by taking occupation of the parking lot, the attraction perimeter fencing is installed on this date.

Saturday August 10th, we start bringing the panels and all tools needed to start construction.

Sunday August 11th through Thursday September 25th we build daily from 6am to 11am and again in the evenings from 6pm to 10pm.

Open days

Friday September 26 th	7pm-10pm
Saturday September 27 th	7pm-10pm
Friday October 3 rd	7pm-11pm
Saturday October 4 th	7pm-11pm
Sunday October 5 th	7pm-10pm
Friday October 10 th	7pm-11pm
Saturday October 11 th	7pm-11pm
Sunday October 12 th	7pm-10pm
Thursday October 16 th	7pm-10pm
Friday October 17 th	7pm-12am
Saturday October 18 th	7pm-12am
Sunday October 19 th	7pm-10pm
Thursday October 23 rd	7pm-10pm
Friday October 24 th	7pm-12am
Saturday October 25 th	7pm-12am
Sunday October 26 th	7pm-10pm
Wednesday October 29 th	7pm-11pm
Thursday October 30 th	7pm-11pm
Friday October 31 st	7pm-12am
Saturday November 1 st	7pm-12am

Tear down starts November 2nd. We work daily and are completed by November 16th, leaving the parking lot in the same condition as when we started.

Signage and/or banners are attached to the exterior of the attraction will be displayed beginning the first day of construction and removed the day after closing. Signage will remain within the fenced area throughout the event at a height of no more than six feet. Security for the event is provided by off duty Mesa police officers, which we schedule through off duty management.

General Plan Character Area Designation and Goals

The Mesa 2040 General Plan character area designation for this site is Mixed Use Activity District. Per Chapter 7 of the General Plan, Mixed Use Activity Districts are areas designated for large-scale community and regional activity areas, which include a mix of retail, entertainment and office uses. The proposed Haunted House (outdoor commercial recreation use) is consistent with the character area designation.

Site Characteristics

The existing development is a large regional shopping center (superstition springs center) in the LC-BIZ district and located on +99 acres with approximately 1,297,424 square feet of retail space. It was constructed in the early 1990s. The property is irregular in shape with only small portions of the lot fronting Southern Ave and Power Rd. The proposed haunted house attraction would be constructed in the west parking lot of the Center, just east of the internal mall loop between the old Sears and JC Penney's. The attraction is not visible from Southern Ave. or Power Rd. The subject property also abuts The US 60 freeway right of way along its southern border however the visibility is very limited from freeway because the freeway is below grade at this location.

History of Operation and Community Engagement

Sanctum of Horror Haunted Attraction is a family owned and operated haunted house that opens in late September through early November. We have been operating in Mesa for the past 11 years, bringing fun and entertainment to the East Valley during the Halloween season. We operate 2 open aired mazes which total up to approximately 6,700 square feet. We are writing to petition to extend the special use permit for as long as possible we pride ourselves on putting on an exciting, family oriented and safe show, for all to enjoy. Our haunted house has an excellent reputation with the local community, the city of Mesa, Mesa Fire Department, Mesa P.D. and mall security and staff.

Every year Sanctum of Horror employs young people in the East Valley as actors, makeup artists, and crew members. This is a tightly knit group of creative minds that bring the haunted house to life. Our business works to help these young people develop a myriad of skills needed for college and career readiness and success. We teach many skills including communication, social interactions, workplace responsibilities, special FX makeup, leadership, safety, and professional conduct and behavior. Many of our actors have used Sanctum of Horror as a reference and gone on to work in film, business, event planning, and customer service.

Lastly, Sanctum of Horror works hard each year to better the Mesa community. Every season we partner with an organization called Vet Tix, we provide hundreds of free tickets to our attraction for military personnel and their families. Our haunted attraction helps generate revenue for the community and Superstition Springs Center. We partner with many local businesses to help encourage our customers to shop local and support family owned and operated businesses across Arizona. Finally, we provide a safe and entertaining environment for Phoenicians in the East Valley to celebrate one of America's favorite holidays.

Sanctum of Horror Fright Team Safety Handbook

Safety / Fire Codes / Security!

When addressing the issue of safety, enough cannot be said about the importance of this topic. Accidents can and may happen; however, you can do much to decrease the odds of such occurrences. To express our concern for safety, we provided documentation to the Fire Department, the Building Inspector and the CRPD Board members including a safety Emergency Action Plan (EAP), our standard operating procedure (SOP) for a safety inspection, a worker's release of liability and damage waiver that is required to be read and signed by all crew members, as well as the house rules which are clearly displayed for patrons visiting the attraction. We included all of this information in our Fright Team Handbook, which we distributed to each of our staff members. I am providing this information so that you can review it and it is my hope and desire that you would implement these safety practices as well. This is information that puts a smile on the face of your insurance agent's face as well.

Sanctum of Horror Haunted House EMERGENCY ACTION PLAN

*****This Emergency Action Plan and the Safety Team Handbook was developed to be a comprehensive introduction and training manual for the team members who would be participating in the Sanctum of Horror haunted attraction.**

Attraction Location: 6555 E Southern Ave. Mesa, AZ 85206

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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 haunted attraction located in the Power Square Outlet Mall. "Staff" shall mean the persons constructing, operating, performing in, or otherwise supporting the haunted house production, and includes volunteer/employees. "SOH" indicated a staff member of the Sanctum of Horror haunted house.

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

"Attraction Maze" or "Facility" shall mean the space located at the Power Square Outlet Mall, Mesa, AZ. for a purpose or producing the haunted house amusement event. "Fire Department" shall mean the Mesa Fire Department. "Police Department" shall mean the Mesa police.

Box Office Manager

For each public performance, Sanctum of Horror Staff member or adult volunteer 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, Sanctum of Horror Staff member or adult volunteer 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 or another adult volunteer. The House Manager shall have overall responsibilities for the safe operation of the House and for the implementation of the Emergency Action Plan.

Safety/Security Staff

For each public performance, SOH staff Employees and Adult Volunteers 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 uniformed security officer 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 uniformed security officers
- Emergency instructions and announcements shall be made by word of mouth

Lighting/Sound Technician

For each public performance, SOH Employee 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 initiate the emergency evacuation process by activating anyone of 8 emergency control panel switches located throughout both haunted attractions, (please see Emergency Control Panel Schematic attached). The push button switches will activate the automated voice announcement to evacuate the haunt and will automatically shutdown/activate the following:

1. -Turn ON house lights
2. -Turn OFF all house music and sound effects
3. -Turn OFF all scene lighting and power
4. -Make Announcements to Calmly Evacuate the Attraction

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 EGRESS corridors, and the path to primary and alternate exits from the particular location in which they are working.

Portable Fire Extinguishers

The House shall be equipped with at least one multi-purpose dry chemical 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 attraction maze Sanctum of horror has a total of 5 exits located on either side of the Haunted House and the Breach has 4. 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.

Emergency Lighting System

The attraction emergency lighting has a back-up battery-power, which will activate in the event of a total power failure. Proper functioning of the system shall be demonstrated to the satisfaction of the FD prior to first opening of the House to the public.

FIRE PREVENTION PLAN:

Emergency Exits & Means of Egress, cont.

The attraction maze emergency exit signage shall be supplemented with battery back-up exit signs and directional signage to clearly identify corridor access to the emergency exits. At no time shall access to the attractions 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:

1. Power will be supplied to corridors and scene rooms by means of "spines" made up of ISO grounded extension cords with molded plugs and fused outlet strips with three-prong grounded receptacles. The spines shall be connected to existing building electrical panels. Care shall be taken to distribute the load to several building circuits.
 2. The spines shall be routed along the top of the eight-foot high House partitions and shall be secured by non-conductive means.
 3. Connections to a spine outlet or outlet strip may be by means of the electrical devices cord or by an extension cord (2 or 3 wire, as appropriate).
- The electrical system and lighting shall be designed in such a way so as to minimize the device-to-spine distance (preferably less than 6 feet).

4. At no time shall any 120 VAC or greater electrical cord be run behind or under any rugs, fabric, decorations or other highly combustible materials in such a manner that the cord may be damaged, pinched, or abraded by contact with persons or objects.

Combustible Materials

Combustible waste materials shall not be allowed to accumulate in the building. 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 (i.e., hydrocal).

Smoking

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

MSDS

Material Safety Data Sheets will be kept in the Manager's Office.

FIRE EMERGENCY PLAN:

In the event of a fire:

1. Staff members discovering a fire or smoke shall immediately activate the emergency evacuation control panel and notify Safety/Security Staff.
2. Upon activation of emergency control panel, house lighting will turn on, all scenes, music and sound effects will immediately shut off will turn off. A recording will make an announcement over the public address system instructing staff and visitors to evacuate.
3. All Staff and Visitors shall evacuate the building via primary exit for their location.
4. If the primary exit is blocked or unsafe, proceed to the nearest alternate exit.
5. If smoke makes it difficult to breathe or see, get on your hands and knees and crawl to the nearest exit.
6. Once out of the building, proceed to the nearest designated assembly area (whichever exit you go out of) and await further instructions.
7. Staff and Visitor shall not re-enter the building until the "all clear" is given by the FD.

Accountability Procedure

If possible to do so safely, the House Manager or Safety/Security Staff shall retrieve the cast assignment board 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.

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 or by activating pull box.

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 Police Officer or 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 emergency lighting system will activate in the event of a total power failure.
- The House Manager and Safety/Security Staff shall circulate through the House and ensure the visitors to be calm.
- Each room in the House will be equipped with a flashlight to safely exit the haunt and to help visitor exit as necessary.
- No one shall enter the House until light has been restored.

BOMB THREAT EMERGENCY PLAN:

In the event that a bomb threat is received:

- Any Staff member receiving a bomb threat shall immediately notify the House Manager. Staff members shall not exercise judgments regarding the validity of any such threat.
- Upon notification of a bomb threat, the House Manager shall instruct the Box Office Manager to inform the FD and PD, and immediately initiate an evacuation of the building.
- Clearance to reoccupy the building shall be obtained from the FD and/or PD only.

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 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.

Sanctum of Horror SAFETY INSPECTION

We perform a safety inspection every night one-hour before we open, again halfway through the night (plus this gives the workers a little break), 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 haunted house
14. Take out all garbage
15. Check battery life on 2-way radios
16. Put juice in fog machines
18. Check flashlights for operability
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. Both Stairwells will be completely lit at all times and without any obstruction
23. At no time will guest line up or stand in any stairwell.
24. Lock and close all doors.