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## **FUNBOX OPERATING PLAN MESA, ARIZONA**

### **SAFETY AND MAINTENANCE**

Before opening each day, the staff, management and operator conduct the pre-opening procedure. The procedure includes a daily safety inspection on all inflatables, electrical equipment, and other items. The inflatable is cleaned daily during operations and a deep sanitization is conducted weekly. The team ensures that the park and all surrounding areas of the event are well maintained during every day of operations. All areas are clear of any tripping hazards, electrical equipment is inaccessible to the general public. The main inflatable has 6 emergency exit doors in accordance with California Building Code. All other inflatables will have up to 2 emergency exits. All emergency exits are marked clearly.

### **SECURITY**

We are a family-based children's event. Most guests are between the ages of 3-12. We do not sell alcoholic beverages. We maintain a family friendly environment with music tailored to children including disney hit songs and other PG family songs. Hired Security is not important for this event as guests are attending with young children and are very behaved. The Space is secured overnight with a locked fence. All tools and equipment including the generator and electrical equipment are locked when not in operations. After hour security is managed with the help of mall security making several nightly drives around the event area to ensure no abnormal activity. Crowd control is managed with line barricades for both our event entry and our exits. 90% of ticket sales are sold in advance online and it is a very smooth operation. The Entrance and the Exit areas are clearly marked and



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separated to prevent any issue. All customer areas will be staged away from vehicular traffic. Staff is positioned at the event fence entrance area to ensure no runaway children without guardians.

## **IMPACT TO SURROUNDING AREA**

The parking lot and landscaping are maintained daily by staff. We install turf on the parking lot to prevent any guests' discomfort around entering and exiting the inflatables without shoes.

We do not employ any live music or acts in our event and therefore our noise level is well controlled and is below 70 decibels outside of the event perimeter. No smoking or alcohol consumption is allowed on site. Our event ends before 8pm and will not disturb the peace.

## **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, we can do much to decrease the odds of such occurrences. Safety is our # 1 focus as a team. Our staff undergoes pre-opening training, on the job training and additional resources to make sure we are delivering a safe event for the community. To express our concern for safety, we provided documentation to all governing bodies regarding this event including a safety Emergency Action Plan (EAP), our standard operating procedure (SOP) for a safety inspection, a copy of of liability waiver, as well as the guest and staff responsibilities which are clearly posted for staff and guests visiting the



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attraction. All of this information is included below in our Team Handbook, which is distributed to each of our staff members upon hiring and is covered again with training upon completion of onboarding. We are providing you this information so that you can review it, it is our hope that you will find it sufficient.

## **INTRODUCTION AND PURPOSE**

The plan set forth in the policies and procedures are to be followed in various types of emergencies. The plan is to prevent a fire, the loss of life, injury, property damage, and other incidents which could result from emergency situations.

## **DEFINITIONS**

“Park” shall mean the inflatable attraction located at the Superstition Springs Center Mall.

“Team”, “Staff” shall mean the persons hired to do site construction, operations, or any other supporting role to run the inflatable attraction, which may include volunteers, employees, or vendors.

“FUNBOX” is the brand name of the inflatable event that is operating.

“Guests” shall mean members of the general public attending the event.

“Site”. Shall mean the site of the event at the mall and its surrounding areas.

“Fire Department” shall mean the Mesa Fire Department

“Police Department” shall mean the Mesa Police Department

## **ONLINE TICKETING/CAPACITY**

A significant amount of tickets are sold online to manage the capacity and traffic of the event during daily operations. Most guests will arrive with a



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ticket, a ticket time, and will line up at the entrance of the event 15 minutes before their ticket time. We manage the capacity by only allowing up to 400 tickets to be sold for every 90 mins time slot. At the end of the 90 minutes guests will be guided to exit with auditory directions, staff support and the duration of the visit is known on the ticket time.

## **STAFF RESPONSIBILITIES**

### **GENERAL MANAGER**

Each operating day, the **manager** will serve as the leader of all departments, both leads report directly to the manager. All team members including the **General Manager** will be provided with a 2-way radio during the entirety of the operation. In the event of an emergency, the **Manager** will notify all staff to begin our safety protocol. All staff inside the inflatable will be equipped with a 2-way radio as well to report any such incidents from inside the attraction. The general managers responsibility is to serve as the main point of contact to the public, first responders, and authorities in the event of an emergency. Both the park lead and the front lead have assigned procedures to follow to support the manager. The manager must follow up with both leads to ensure procedures are followed.

### **PARK LEAD**

Each operating day, the **park lead** will serve as the leader of the inflatable team. All team members including the **park lead** will be provided with a 2-way radio during the entirety of the operation. In the event of an emergency, the **Park lead** will receive notice from the manager to exit the inflatable park. All staff inside the inflatable will be equipped with a 2-way radio as well to report any such incidents from inside the attraction. The park's responsibility is to **exit the inflatable of all guests**. This includes multiple sweeps of the inflatable to be certain we have exited all guests.



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Only after all guests have been exited may the park lead assign team members to assist in other areas.

## FRONT OF HOUSE LEAD

Each operating day, the **front lead** will serve as the leader of the general area in front of the inflatable equipment. All team members including the **front lead** will be provided with a 2-way radio during the entirety of the operation. In the event of an emergency, the **front lead** will receive notice from the manager **to grab the megaphone and begin communicating with all guests, employees and other persons**. All staff inside the inflatable will be equipped with a 2-way radio as well to report any such incidents from inside the attraction. The **front leads** responsibility is to make sure all families have been reunited, to do a headcount of all guests, and to communicate the status of the situation in a timely manner. This includes coordinating and conducting a plan for refunding/rescheduling guests.

## COMMUNICATIONS

At all times when FUNBOX is in open to the public, the following staff members shall remain equipped with a 2-way radio:

- Manager
- Park Lead
- Front Lead
- All Cashiers
- All Park Monitors

Emergency instructions will be announced over a PA. In the event of a complete power outage, the site is equipped with a Megaphone to manually communicate instructions and announcements.



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## **FRONT OF HOUSE LEAD**

For each operating day, the **front lead** will have operating control of the sound. The control source is always manned with a staff member. In the event of an emergency requiring an evacuation and as directed by the manager, the front of house lead will initiate the emergency evacuation process by playing the emergency evacuation announcement. The announcement is controlled by a button on a device. The device will play the announcement as staff assists with the evacuation.

## **ALL TEAM MEMBERS**

All team members 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 Manager or other responsible persons. Staff shall familiarize themselves with the inflatable layout, all exits, and emergency egress corridors and the path to the primary evacuation exits and alternate routes from the particular location they may be working at inside the inflatable.

## **FIRE PREVENTION PLAN**

### **PORTABLE FIRE EXTINGUISHERS**

The site shall be equipped with a fire extinguisher at least every 100 ft around the perimeter of the fencing and one near the generator. Team shall be instructed to find the closest extinguisher in the event of a fire. Staff will be trained to use the extinguishers.

### **EMERGENCY EXITS & MEANS OF EGRESS**

The main inflatable attraction at FUNBOX has a total of 6 exits. The additional attractions each have at least 1-2 exits. All guests are instructed of where to exit in the event of an emergency and all exits will remain clear



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of any obstacles or obstructions to prevent a tripping hazard. All exits will be clearly marked with signage that is easily visible from over 50ft away.

## **EMERGENCY LIGHTING**

This event is primarily a daytime operation. We will utilize mall lighting in the event that our generators fail. We will also utilize flashlights.

## **ELECTRICAL HAZARDS**

All electrical equipment, lighting, fixtures, speakers, extension cords, etc shall be UL approved and inspected prior to use. Electrical cords and extension cords which are frayed or worn, 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 a qualified person prior to use, and shall be reo-inspected daily. Damaged or otherwise unsafe electrical equipment shall be tagged and removed from service to be repaired or discarded. Temporary power for the inflatable and speakers and accessories shall be supplied as follows:

- 1) Power will be routed from the Generator using cable #2 5-banded cam lock cables to Two (2) 200A Distribution boxes.
- 2) Each distribution box will supply up to six (6) 50A spider boxes using a SOO Cable.
- 3) Each spider box will supply up to 5 electrical items.
- 4) At no times shall cables or cords be exposed to the general public or produce a tripping hazard in any path of egress.

## **COMBUSTIBLE MATERIALS**

Combustible waste material will not be allowed to accumulate in any area of the site. During construction, operation, trash will be removed and placed in the dumpster daily. Our plastic passes the NFPA 701 Class II flame test.





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## **NON-SMOKING**

This is a family based event, and is non-smoking. All visitors and team members are prohibited from bringing or smoking any paraphernalia at the site.

## **NFPA 701**

Material Certificate will be kept on site.

## **FIRE EMERGENCY PLAN**

In the event of a fire:

1. Team members discovering the fire or smoke shall immediately report the incident to all team members so that evacuation procedure may begin.
2. Upon the notification of a fire, the team will begin evacuation orders as instructed by the manager, the front of house lead and the park lead. Announcements will be made and evacuation from the inflatable will begin as instructed.
3. All staff and visitors will evacuate immediately to the nearest exit under the instructions of park staff.
4. If a primary evacuation exit is blocked or unsafe, proceed to the nearest alternate evacuation route.
5. If smoke makes it difficult to breathe or see, get on your hands and knees and crawl to the nearest exit.
6. Once the inflatable is completely evacuated proceed to the designated assembly point and await further instructions.
7. Manager will notify authorities.
8. No one is allowed to enter the inflatable until FR gives the “all clear” notice.

## **ACCOUNTABILITY PROCEDURE:**





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Managers and staff members will take account of all employees and guests present during the event. The manager will inform authorities of any persons not accounted for.

## **R.A.C.E:**

The “R.A.C.E” method of fire response shall be followed in this order:

### **RESCUE:**

Rescue those in immediate danger. Children and elderly may need additional help.

### **ALARM:**

Notify others with the 2 way radio, PA, word of mouth or other ways.

### **CONFINE:**

If the fire is in an enclosed area, confine it by closing its doors upon exiting.

### **EXTINGUISH:**

Attempt to extinguish the fire only if it is safe to do so. Use the fire extinguishers only if you are trained to do so. Extinguishers are located around the perimeter of the fence and site. Onl return with the Extinguisher when it is safe to do so. Always keep a clear path behind you. NEVER allow the fire to come between you and the exit.

## **P.A.S.S:**

The “P.A.S.S” method is for remembering the procedure for using a fire extinguisher:



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### **PULL:**

Pull the pin and completely remove it from the extinguisher handle.

### **AIM:**

Aim the extinguisher nozzle towards the base of the flame.

### **SQUEEZE:**

Squeeze the handle to discharge the extinguisher material.

### **SWEEP:**

Sweep the spray of the extinguisher material back and forth across the base of the flames.

## **MEDICAL EMERGENCY PLAN:**

In the event of a medical emergency:

1. Staff discovering the medical emergency shall immediately notify the manager or security.
2. Manager shall call for assistance from first responders.
3. Persons unconscious or seriously injured should not be removed or repositioned.
4. Incident forms shall be kept of all such occurrences.

## **POWER FAILURE PLAN**

In the event of a complete power outage:

1. Staff will begin evacuation procedures.
2. Park team evacuates the park.
3. Front team accounts for and communicates with all persons.
4. No one shall enter the attraction until the power is completely restored.



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## **BOMB THREAT EMERGENCY PLAN**

In the event of a bomb threat:

1. Anyone who observes or receives a bomb threat shall immediately notify the manager and all authorities.
2. No one shall judge the validity of such threats.
3. Park team evacuates the park.
4. Front team accounts for and communicates with all persons.
5. No one shall enter the attraction until authorities have approved us to do so.

## **EAP TRAINING STATEMENT**

All staff members will be trained on the contents of this emergency action plan. All staff members will receive a copy of this EAP and sign an acknowledgement of receipt of the EAP.

## **FUNBOX SAFETY INSPECTIONS**

We perform a daily inspection every day before operating and again during operations. The following items will be checked:

- Floors clear of hazards.
- Inflatable clear of snags or sharp objects
- Fire extinguishers clearly marked
- Strong Electrical Connections
- All electrical working properly.
- Generator working properly.
- Fans working properly.
- Exits clearly marked and visible.
- Conditions of equipment.
- Weather conditions



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- All electrical equipment will go through a 2 hour cycle before opening to the public.
- Pick up all trash and debris
- Keep electrical equipment clear of any debris.
- Inspect all inflatable equipment
- Check battery life on radios
- Inspect all sound equipment
- Entrance/Exit to the event will be clearly marked.
- Site and equipment locked when not in use.

## **HOURS AND ESTIMATED ATTENDANCE**

Construction is roughly 7-10 days depending on conditions.

Open days and times may vary slightly. Open Fridays-Sundays for 90 days and also open on holidays when kids are out of school. The following is an approximate of our attendance and hours per day. We are open every day of the week during holiday vacation in the school district's calendar year.

## **HOURS AND ESTIMATED ATTENDANCE**

### **Regular Hours**

<b>Day Open</b>	<b>Session Time</b>	<b>Est. Attendance</b>
<b>FRIDAY</b>	1:30 PM	150
	3:00 PM	200
	4:30 PM	250



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<b>SATURDAY</b>	10:30 AM	150
	12:00 PM	200
	1:30 PM	250
	3:00 PM	250
	4:30 PM	200
<b>SUNDAY</b>	10:30 AM	150
	12:00 PM	200
	1:30 PM	250
	3:00 PM	250
	4:30 PM	200

## EVACUATION PLAN

Complies with ASTM Designation F2374-20  
Standard Practice for Design, Manufacture, Operation, and Maintenance of  
Inflatable Amusement Devices.  
Section 7.5.2 Page 14 Evacuation Plan

**CODE RED** – The park must be evacuated within 5 minutes of announcement. All team members are on walkie talkies and are trained for evacuation.

### **Generator Failure/Deflating for any reason/Fire/Damage**

All team members are trained to be on the constant look out for park deflation regardless of the cause. This includes a single section



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deflation or the entire park deflation. All members are trained to constantly be aware of deflation on their feet, scan any deflation at the highest point such as the front entrance columns or high points such as the slides. Front customer team is also trained.

If ANYONE in the team feels that the park is deflating, they must announce on walkie talkie CODE RED. CODE RED means to evacuate the park.

Inside the park - all park attendants announce to immediately exit the park slowly.

Park attendant #1, #2, #3 go to blue zones and evacuate

Park attendant #5 go to blue zone nearby and evacuate

Park attendant #4 front door enters the front part of the park and helps guests exit the park.

All front attendants have all people exit the front entrance tent and toddler park.

## **RAIN**

If the rain is light or sprinkles a little, ask your manager and we can continue to be open. If the rain continues for more than 10-15 minutes or if the manager announces, then **CODE RED** shall be performed.

## **WIND**

If the manager announces the wind has exceeded the allowed winds speeds, then **CODE RED** shall be performed.

# **FUNBOX EVACUATION PLAN**

















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## SITE PLAN

### Funbox Superstition Springs Mall

#### Funbox

-  Main Park
-  Obstacle Course
-  Mountain
-  Toddler Park
-  Porta potty
-  Park
-  Entrance
-  Vinyl Banners
-  Vinyl Banners
-  Privacy Screen
-  Emergency Exit
-  Emergency Exit
-  Emergency Exit
-  Emergency Exit







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## HOURS AND ESTIMATED ATTENDANCE

### Special Holiday Hours

Date Open	Session Time	Est. Attendance
<b>Monday</b>	10:30 AM	200
	12:00 PM	200
	1:30 PM	200
	3:00 PM	200
	4:30 PM	200
<b>Tuesday</b>	10:30 AM	200
	12:00 PM	200
	1:30 PM	200
	3:00 PM	200
	4:30 PM	200
<b>Wednesday</b>	10:30 AM	200
	12:00 PM	200
	1:30 PM	200
	3:00 PM	200
	4:30 PM	200
<b>Thursday</b>	10:30 AM	200
	12:00 PM	200
	1:30 PM	200
	3:00 PM	200
	4:30 PM	200



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<b>Friday</b>	10:30 AM	200
	12:00 PM	200
	1:30 PM	200
	3:00 PM	200
	4:30 PM	200
<b>Saturday</b>	10:30 AM	200
	12:00 PM	200
	1:30 PM	200
	3:00 PM	200
	4:30 PM	200
<b>Sunday</b>	10:30 AM	200
	12:00 PM	200
	1:30 PM	200
	3:00 PM	200
	4:30 PM	200
	4:30 PM	200