



The Roxey Ballet Company, Inc
www.roxeyballet.org
info@roxeyballet.org
609-397-7616
Building Bridges Through Dance

THE ROXEY BALLET COMPANY, INC., EMERGENCY PREPAREDNESS PLAN

The Roxey Ballet Company, Inc., General Evacuation Procedures

In the case of an emergency, the situation will be evaluated by the staff on site and a determination will be made on the overall safety of the building and its occupants. If evacuation is ordered by one of the Founders, Staff, or Faculty the following procedures will be followed. If applicable, call 9-1-1 to alert emergency responders. Paramedics are located next door at our current rehearsal location at the Fire House. An announcement will be made verbally or through the speaker system to all individuals present. The announcement will include the following components:

- Please remain calm, do not rush, and do not panic.
- Please safely stop your work (i.e. class, meeting or performance)
- Gather your personal belongings if it is safe to do so. (Reminder: take prescription medications out with you if at all possible; it may be hours before you are allowed back in the building.)
- If safe, close the studio doors, but do not lock them.
- Proceed to the nearest marked exit. The Roxey Ballet Company location is a one floor building and as such there are no stairs or elevators.
- Proceed to the designated Emergency Assembly Area (EAA) located across the street from the firehouse
- Wait for any instructions from emergency responders.
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.
- The Roxey Ballet staff, founders, or faculty will communicate evacuation instructions and be the “Go To” person communicating with emergency responders.

The Roxey Ballet Company, Inc., Evacuation Procedures for People with Disabilities

After an evacuation has been ordered:

- People with disabilities will often need assistance to evacuate.
- Staff will check on people with mobility disabilities during an evacuation.
- Attempt to rescue a person with disability only if you have had rescue training or the person is in immediate danger and cannot wait for professional assistance.
- Always ask someone with a disability how you can help before attempting any rescue technique or giving assistance. Ask how they can best be assisted or moved, and whether





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there are any special considerations or items that need to come with the person.

- The individual with the disability is the best expert in his or her disability, so ask that individual for advice before lifting or moving that person.
- Never separate a disabled person from his or her assistive aids: wheelchairs, canes, hearing aids, medications, special diet food, supplies, etc.
- A disabled person's equipment may not be working after a disaster occurs, or it may be insufficient for emergency circumstances. Communicate with the individuals about their equipment needs prior to moving them.
- A service animal, usually a dog, is an assistive aid used by some blind, deaf and mobility impaired people. A disaster may temporarily confuse service animals and they may not be able to help their owners as effectively as before the disaster. When it comes to canine assistants, their "owners" may have some emotional or mental disorder, in addition to other impairments listed.

The Roxey Ballet Company, Inc., Evacuating Persons with Wheelchairs

- Discuss with the user of the wheelchair how to lift the user and the wheelchair either together or separately. When circumstances necessitate separating the user and the wheelchair, keep the period of separation to a minimum.
- Some parts of a wheelchair are safe to lift from, others will come off when lifted. Always ask the user to confirm where it is safe to lift. Also, ask the user what else about his or her wheelchair you should know in order to lift it safely.
- Wheelchairs with four wheels (not three-wheeled scooters) usually have handbrakes on each side of the chair. When the wheelchair is to remain stationary, set both brakes.
- When more than one flight of stairs is traversed, helpers may need to switch positions since one person may be doing most of the lifting. Switch positions only on a level landing.
- When the lifting is complete, follow the instructions of the chair's user and restore the manual or motorized wheelchair to full operation; then direct the user to a safe area.

The Roxey Ballet Company, Inc., Response To Blindness

- Give verbal instructions to advise about safest routes or direction using compass directions, estimated distances, and directional terms.
- Do not grasp a visually impaired person's arm. Ask if he or she would like to hold onto your arm as you exit, especially if there is debris or a crowd.
- Give other verbal instructions or information





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The Roxey Ballet Company, Inc., Response to Deafness or Hearing Loss

- Get the attention of a person with a hearing disability by touch and eye contact. Clearly state the problem. Gestures and pointing are helpful, but be prepared to write a brief statement if the person does not acknowledge that they understand.
- Offer visual instructions to advise of safest route or direction by pointing toward exits or evacuation maps.

The Roxey Ballet Company, Inc., Response to Mobility Impairment

- It may be necessary to help clear the exit route of debris (if possible) so that the person with a disability can move out or to a safer area.
- If people with mobility impairments cannot exit, they should move to a safer area, e.g. assist them into a safe and easily accessible area such as an office with the door shut which is a good distance from the hazard (and away from falling debris in the case of earthquakes)
- Notify police or fire personnel immediately about any people remaining in the building and their locations
- Police or fire personnel will decide whether people are safe where they are, and will evacuate them as necessary.

The Roxey Ballet Company, Inc., Response To An Assault on Child or Staff

- Contact the current supervisor on duty
- Secure the area
- Render First Aid
- Contact the police (and EMS, if needed)
- Staff member will stay with the victim until police, family or others arrive
- Document incident

The Roxey Ballet Company, Inc., Responses To Bloodborne Pathogen Exposure

- If eyes are affected, splattered with blood or body fluids, flush immediately with water for at least five minutes. It is best to rinse under clean running water.
- If blood or any body fluids get into your mouth, rinse your mouth with 50/50 mix of hydrogen peroxide and water, and rinse with plain water.
- For incidents involving both eyes and mouth, report to your health care provider or medical authority immediately for follow-up treatment and care.
- If you get a needle stick or puncture wound, the wound should be milked to induce





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- bleeding. Wash the area thoroughly with soap and water.
- For any bite, scratch, or lesion that may have had blood or body fluid exposure, do the following:
 - a. Wash the area thoroughly with soap and water, or pour a small amount of hydrogen peroxide on the wound. (Hydrogen peroxide is known to destroy HIV and other viruses within seconds.)
 - b. Cover the wound with a sterile dressing
 - Ensure spill is removed with proper procedure and universal precautions in place
 - Seek medical attention for future action.
 - Contact supervisor
 - Document incident

The Roxey Ballet Company, Inc., Response To Bomb Threats

- Note as much detail concerning the call as possible including: gender, accent, age, emotion, background noise and details of the threat
- Immediately notify the founder, staff, or faculty duty
- Contact the police; follow their instructions; they are now in charge
- Ensure that all members, participants and staff are safe
- Follow evacuation procedures if directed to do so by police
- Document incident

The Roxey Ballet Company, Inc., Response To Disorderly Persons

There are many different situations that may occur which could cause staff and patrons discomfort because of the improper actions of others. These actions may or may not be illegal, but if they are inconsistent with the organization's values or procedures, they should not be tolerated. In the event a staff person encounters an irate or disruptive person, staff should:

- Remain as calm as possible
- Remember that their personal safety and that of other staff or patrons is a priority
- Activate the emergency plan and ask for assistance – contact the police if needed
- Attempt to diffuse the situation by listening and engaging the person in conversation, using active listening techniques
- Ask the person to leave if appropriate
- Document the incident
- Report the incident to the founders, faculty, or staff on duty





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Behavioral expectations for patrons and staff should be communicated through a code of conduct and through posted rules within the facility. Staff should be trained in conflict resolution and workplace violence prevention so they are able to identify potentially bad situations before they explode and deal with people without escalating their distress.

The Roxey Ballet Company, Inc., Response To Earthquake

- Instruct all occupants to “drop, cover and hold and remain that way until the earth stops moving
- Stay away from windows, bookcases, and filing cabinets.
- Hold onto the item you are using as a cover, if it moves, move with it.
- If no items are available for cover, crouch by a load-bearing wall and cover your head with your with your arms
- Clear pools
- Check on health and safety of all occupants after the threat has passed
- Check utilities for disruption/damage (gas, water, sewer)
- Contact EMS before any evacuation of the facility if damage has occurred
- Document incident

The Roxey Ballet Company, Inc., Response To Electrical Storm

- Turn off computers
- Avoid use of landline phones
- Encourage all members, guests and staff to stay indoors away from windows and doors
- Wait 30 minutes

The Roxey Ballet Company, Inc., Response to Fire Alarm/Emergency

If smoke or fire is seen:

- Activate fire alarm if not sounding
- Evacuate everyone in facility, including staff; drop and crawl to avoid smoke and close doors behind you
- Call 911 from outside the building
- Staff in charge of youth should take attendance

The Roxey Ballet Company, Inc Response to Weapons Lockdown

When to activate a Lockdown?

- When notified to do so by local police or government
- When an armed person (gun/weapon) is identified in the facility or on the grounds





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- The sound of a discharged firearm is heard

Who activates a Lockdown?

- The Executive Director or their designee may activate a Lockdown when an appropriate (see above) emergency is evident
- Any immediate life-threatening situation must be reported immediately
- Anyone observing or suspecting a dangerous situation must immediately notify Executive Director or their designee
- The Executive Director or their designee will immediately notify the Police upon activation of a Lockdown

Prior to an emergency:

- Review lockdown and evacuation procedures with staff, patrons, youth and parents. Clearly communicate how parents should respond to the emergency and how their children will be protected.
- Identify communication strategies for notifying police, fire, health officials, staff, patrons and parents. These may include radio, landlines, cell phones, text messages, email and other means. Secondary means for communications should be identified in the event the primary communication method is not available. Prepare phone and other communication lists.
- Identify meeting room - select an internal room, preferably one without windows for those in the facility to assemble.

During an emergency:

1. Activate Lockdown
2. Notify all concerned
3. Staff account for all children and occupants
4. Secure facility, post signage
5. Move to meeting place/room
6. Wait for further instructions and/or until Lockdown is cleared

Everyone needs to take responsibility for preparing for emergencies. The Roxey Ballet Company, Inc., remains committed to the safety of all members of the community.

