

Pointe of Grace Dance Academy – Emergency Action Plan (EAP)

Purpose

The safety and well-being of our students, instructors, and visitors is our top priority. This Emergency Action Plan (EAP) provides clear procedures for responding to medical emergencies, fire, severe weather, and other urgent situations that may occur in or around the dance studio.

1. General Emergency Procedures

When any emergency occurs:

1. Stay calm.
2. Assess the situation and ensure your own safety first.
3. Call 911 immediately if emergency services are needed.
4. Notify the most senior staff member on-site, studio director, and parent contact.
5. Provide care within your level of training until professional help arrives.
6. Document the incident using the studio's Incident Report Form.

2. Medical Emergency Procedures

If a student, staff member, or visitor becomes ill or injured:

1. Call 911 for any life-threatening condition.
2. Provide First Aid/CPR if trained and it is safe to do so.
3. Do not move the injured person unless there is immediate danger.
4. Send someone to meet emergency responders and direct them to the scene.
5. Notify the parent/guardian immediately if the injured person is a student.
6. Complete an Incident Report after the situation has been resolved.

3. Fire Emergency Procedures

If you discover fire or smoke:

1. Activate fire alarm and shout "FIRE!"
2. Evacuate students immediately through the nearest safe exit using evacuation plan.
3. Use fire blanket (located in Studio B) or fire extinguishers if fire is very small.
4. Call 911 once safely outside.
5. Close doors behind you if possible.
6. Gather at the large field across from Boys and Girls Club
7. Account for all students and staff.
8. Do not re-enter until cleared by authorities.

4. Severe Weather / Shelter-in-Place Procedures

If a tornado or severe weather warning is issued:

1. Move everyone to the interior hallway.
2. Avoid windows and mirrors.
3. Have students sit on the floor and cover their heads.
4. Stay inside until 'All Clear' is given.
5. Use flashlights if power is lost.

5. Lockdown / Intruder Procedures

Refer to the Pointe of Grace Dance Academy Lockdown Plan for detailed steps.

1. Lock all doors and turn off lights.
2. Move students away from doors and windows to designated lockdown locations.

3. Maintain silence.
4. Wait for 'All Clear' from authorities.

6. Evacuation Procedures

When evacuation is ordered:

1. Instructors lead students to the nearest exit.
2. Grab attendance roster.
3. Do not stop for belongings.
4. Proceed to assembly point.
5. Take attendance.
6. Remain outside until authorized to return.

7. Missing Child / Custody Concern

If a student is unaccounted for:

1. Notify the Studio Director immediately.
2. Search the facility while maintaining class safety.
3. Call 911 if the child cannot be located quickly.
4. For custody disputes, do not release the child and contact authorities.

8. Chemical Spill or Utility Emergency

If you detect gas or chemicals:

1. Evacuate immediately.
2. Do not use lights or electronics.
3. Call 911 and utility company.
4. Move to a safe upwind location.
5. Await instructions from responders.

9. Communication Plan

In any emergency:

- 911 will be called first.
- The Studio Director will contact parents, staff, and the building owner as needed.
- Information will be shared with families via text, email, or studio communication platforms.

10. Staff Responsibilities

Studio Director: Lead emergency response and communication.

Instructors: Supervise students, follow procedures, take attendance.

11. Emergency Contacts

Police / Fire / EMS: 911

Poison Control: 1-800-222-1222

Studio Director: Katie Anderson 706-347-0454

Assistant Director: Marie Hayes 706-818-8434

12. Training and Drills

Staff receive annual emergency training including fire, and lockdown drills. Drills are conducted annually. The plan is reviewed and updated annually.

13. Approval and Review

Approved by: Katie Anderson

Title: Studio Director/Owner

Date: October 15, 2025