

# NEW HAVEN BALLET

Artistic Director Lisa Sanborn

## EMERGENCY PROCEDURE

### General Precautions:

- Call 911
- Become acquainted with nearest fire exit locations.
- **DO NOT ATTEMPT** to extinguish a fire unless you have been properly trained in Fire Extinguisher use.
- Know the location of floor's local fire alarm pull boxes, fire exits, and fire extinguishers.
- Always know the means to escape.
- Do not block access to or prop open fire rated doors, or permit doors to remain open.
- Aisles, corridors, and exit doors must free from all obstructions.
- Fire extinguishers should always be accessible for emergency use.
- All employees should familiarize themselves with these procedures and the emergency evacuation plan.

### Teacher Responsibilities:

- Assemble your class in an orderly line, holding hands or shoulders. **NO TALKING!**
- Retrieve attendance book and flashlight.
- Go to the front of your line and lead class to the exit.
- Check doors for heat before opening.
- If exposed to heat or smoke, stay low to the floor.
- Evacuate the building by the nearest exit.
- Report to your designated meeting point.
- Once outside check Attendance Book to ensure you have all your students.
- Remain at your designated meeting area until you receive further instruction.
- **WALK QUICKLY, BUT DO NOT RUN!**
- **DO NOT PANIC!** Remain calm, wait for help if necessary in the Area of Refuge.
- Do not go back for personal property or for any other purpose.
- Do not return to the building until advised to do so by responsible authorities.
- Students may only be released to a parent, guardian, family member, or person listed as an emergency contact on release form.

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## **Administrator Responsibilities:**

Be sure to visually check that all persons in the following areas have evacuated to the nearest exit. Teachers will be responsible for getting all students out of the classrooms. Search the common area(s) quickly. Check the following areas:

- Behind furniture in Reception Area
- Changing Room(s)
- Restroom
- Close all doors behind you.
- Report to your outside area of assembly and notify First Responder that there is nobody left inside.
- Do not re-enter the building until the “ALL CLEAR” signal is announced.

## **Emergency Evacuation Routes:**

**Audubon:** Anyone in the reception area is to exit through the front doors. Studio 70 is to exit through the side door. Danspace is to exit using either of the fire staircases. Proceed to your designated assembly point, which is: **Leeney Plaza** across street from 70 Audubon Street, New Haven.

**Branford:** Anyone in the reception area is to exit through the front door. Classrooms A and B are to exit through the side door. Proceed to your designated assembly point which is: **Parking lot** at 9 Business Park, Branford.

**Whitney:** Anyone in the reception area is to exit through the front double doors. The classroom is to exit through the classroom exit door. The rear emergency exit is located in the kitchen behind the classroom. This will be used only in situations where other exits are not useable. Proceed to your designated assembly point, which is: **Church of the Redeemer** at 591 Whitney Ave., New Haven.

## **Building Emergency Contact Plan:**

In case of emergency contact the Artistic Director and/or Administrator. Faculty members, NHB Staff and parents may be asked to assist with contacting the individuals that require notice. Procedure is as follows:

- First Call            911
- Second Call        Artistic Director and Administrator
- Third Call(s)        Parents