



# PACIFIC DANCEARTS

## *Critical Incident and Crisis Management*

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**Critical Incident and Crisis Management****January 1st 2025**

Name of Policy

Implementation Date

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**School Director****January 1st 2025**

Position(s) Responsible for Administering this Policy

Date of Last Revision

**Statement:**

This policy outlines the procedures for managing critical incidents and crisis situations effectively. It includes the designation of specific staff members responsible for overseeing the institution's response and ensuring the continuity of operations during such events.

This policy applies to all critical incidents and crisis situations that occur on Pacific DanceArts premises. These may include, but are not limited to:

- Natural disasters (e.g., earthquakes, floods)
- Fire incidents
- Medical emergencies
- Violent or threatening situations
- Pandemic outbreaks

**Roles and Responsibilities****Crisis Lead (School Director):**

Oversees the overall management of crises and critical incidents.

Acts as the primary liaison with emergency services when required.

Provides remote guidance and decision-making to on-site instructors during incidents.

**On-Site Instructor:**

Serves as the immediate responder to incidents during their teaching hours.

Takes initial actions such as evacuation, lockdown, or first aid.

Notifies the Crisis Lead and follows emergency protocols.

*The mission of Pacific DanceArts is to assist in the accomplishment of dancers:*

- *By providing consistent high-quality dance training and;*
- *By supporting and respecting each student's unique artistic qualities*

*Pacific DanceArts 2025*



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### **Critical Incident and Crisis Response Steps**

#### **Step 1: Identification and Initial Action by On-Site Instructor**

The on-site instructor identifies the incident and assesses its severity.

If immediate action is required:

Call 911 for emergency services (if needed).

Initiate evacuation or lockdown procedures based on the situation.

Notify the Crisis Lead as soon as it is safe to do so.

#### **Step 2: Crisis Lead Activation**

The Crisis Lead provides remote guidance and support to the on-site instructor and provides internal communication to ensure all students and staff are informed.

#### **Step 3: Response Execution**

Take action to ensure the safety of students and staff and address the incident or situation.

#### **Step 4: Recovery and Continuity**

The Crisis Lead assesses damages and resumes classes when it is safe and practical to do so.

#### **Step 5: Post-Incident Review**

The Crisis Lead conducts a debrief with the on-site instructor and other relevant staff. Document lessons learned and update the Crisis Management Plan as needed.

### **Preparedness**

Ensure every instructor is familiar with the location of safety equipment (e.g., fire extinguishers, first aid kits) and emergency contact procedures.

### **Documentation and Record-Keeping**

Maintain a detailed log of all incidents, responses, and post-incident reviews for at least Three years. Ensure emergency contact information for the Crisis Lead, emergency services, and key internal personnel is easily accessible to instructors.