

**Emergency Procedures
Redwood Raks**



**Emergency Preparedness
Operating Procedures**

Emergency Procedures Redwood Raks

Table of Contents		Page #
I	Introduction	3
II	Staff Contacts	3
III	Emergency & Utility Contacts	3
IV	History & Mission	3
V	Safety Committee	4
VI	Emergency Phone Tree	4
VII	Power Outage	5
VIII	Medical Emergency	5
IX	Active Shooter	6
X	Building Closure	6
XI	Fire Emergency	7
XII	Earthquake Emergency	8
XIII	Tsunami	8
XIV	Redwood Raks as an Emergency Shelter	8

Emergency Procedures

Redwood Raks

I. INTRODUCTION

The purpose of Redwood Rak's Emergency Preparedness Plan is to prepare employees for when emergency situations arise. This plan is designed to minimize injury, loss of human life, and company resources by identifying roles, responsibilities, and processes.

II. Staff Contacts

Board President	Julie Hayes	(707) 822-4858
Board Vice-President	Craig Kurumada	(707) 496-6734
Building Coordinator	Thom Boswell	(707) 502-4080
Space Manager	Ania Vogel	(707) 407-8606

III. Emergency & Utility Contacts

Arcata Police	911 or (707) 822-2428
Fire	911 or (707) 825-2000
PG&E	1-800-743-5000
Brian & Lisa Finnegan (landlords)	(707) 267-5270
Arcata Playhouse	(707) 822-1575

IV. Redwood Raks History & Mission

The Redwood Raks Collective was established in 2019 to carry forward the mission of Redwood Raks World Dance Center established by Shoshanna, Adam, and family. The Collective has become a larger team of people who love the space and want to see it grow, prosper and develop! This non-profit transformation has proven to be an ideal way to keep this treasured community dance space alive, vibrant and viable into the future!

Emergency Procedures

Redwood Raks

We have a committed and talented Board of Directors who welcome community members to participate in myriad ways at the studio and within the dance scene.

V. Safety Committee

- Meets Quarterly to update procedures and coordinate staff training
- Arranges fire extinguisher upkeep and restocking of medical supplies
- Maintains community relationships

VI. Emergency Phone Tree

Person discovering emergency:

Calls emergency services and Board President:

Board President sends group text & email to all board members

Building Coordinator notifies the Finnigans and consults with the Arcata Playhouse

Treasurer notifies and consults with any pertinent utilities and affiliates

The following board members contact effected renters:

Craig:	Cailan:	Shoshanna	Debbie	Ania	Jack	Jamie
Notifies all	notifies	notifies all	notifies	notifies	notifies	notifies
Sunday	all	Tuesday	all	all	all	all
Renters	Monday	renters	Wednesday	Thursday	Friday	Sat. &
	Renters		renters	renters	renters	1-time
						renters

Emergency Procedures

Redwood Raks

VII. POWER FAILURE

- In the event of a **pre-announced power failure**, a Safety Committee member and the Space Manager will confer and make announcements as appropriate, mobilizing the Contact Tree, as necessary.
 - Building Manager will shut off all necessary equipment.
 - Emergency texts may be sent to upcoming renters.
- In a **sudden or unexplained power failure**, instructor(s) will decide to either hold people in place or escort people out.
 - Teachers and others should activate any flashlights on their cell phones
 - Instructor(s) will contact the site manager and/or instigate the phone tree
 - Instructor(s) will attempt to turn off all lights & equipment so they don't all come on when the power is restored.
 - Instructor(s) will make sure building is secure before departing
 - Building Coordinator will investigate cause of outage, whether fuse box is impacted, whether this is particular to Redwood Raks or a wider outage, and try to correct if it is local, as possible.
- If necessary, contact 911.
- Do not leave facility without locking up.

VIII. Medical Emergency

- Don't panic.
- If the emergency isn't life threatening:
 - Make the injured person comfortable
 - Any qualified First Aid Responder can apply first aid
- If life threatening:
 - Do not move victim unless absolutely necessary. No staff should attempt any actual medical care.
 - **call 9-1-1**: you are at Redwood Raks World Dance Studio: **824 L street** (in the old creamery building), Arcata, CA.
 - Assign someone to flag down the emergency personnel
 - Notify Space Manager if the incident will effect upcoming classes/events
 - Notify injured person's parent, guardian, or emergency contact

Emergency Procedures

Redwood Raks

IX. ACTIVE SHOOTER

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits
 - Jade Studio has the green room, back door, and passageway to Bella Studio
 - Bella Studio has the passageway to Jade and the passageway to the Arcata Playhouse
- If you are in a hallway, get into a room and secure the door
- As a last resort, attempt to take the active shooter down
- When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.
- **CALL 911 WHEN IT IS SAFE TO DO SO!** you are at Redwood Raks World Dance Studio: **824 L street** (in the old creamery building), Arcata, CA.
- Instigate the phone tree

X. BUILDING CLOSURE EMERGENCIES

- There are instances in which the facility may close due to external factors (weather, external threat, internal building malfunctions, etc.).
- Determination to close the Facility rests with the Collective Board.
- Staff will be notified through traditional communication channels should a building closure be determined (email, phone tree).
- A determination will be made if activities are fully canceled, reduced, or delivered in another format (i.e., moving from in person activity to online).
- A determination will be made regarding external communications pertaining to the building closure.

Emergency Procedures

Redwood Raks

XI. FIRE EMERGENCIES

- Don't panic.
- Fire Extinguisher is located ?
 - If the fire is small, try to extinguish it if you can by aiming at the base of the fire.
- Personal safety is paramount and takes precedence.
- **Call 9-1-1** give your name and our address: **826 L Street** (in the old creamery building), Arcata.
 - Assign someone to direct emergency personnel.
- Start the phone tree.
- Disconnect electrical equipment if on fire and safe to do so.
- Immediately evacuate the area if unable to extinguish fire. Close all doors upon evacuation.
 - Direct all patrons, visitors, vendors, and guests to rendezvous in the big field off 8th, between L & M streets.
- Do not attempt to open or break windows.
- Do not open hot doors. (Before opening a door, touch it near the top. If it is hot or if smoke is visible, do not open.)
- Do not save personal or company possessions.
 - Personal safety is paramount and takes precedence.
- All individuals evacuating the building will stay clear of doorways and emergency exits to allow for emergency vehicles and fire department personnel. The person who called 911 will provide the fire department with details of the situation, any hazards in the building, and any remaining personnel, patrons, visitors, vendors, and guests.
- All individuals should not return to the facility until receiving the all-clear from fire department personnel.

Emergency Procedures

Redwood Raks

XII. EARTHQUAKE

- Don't panic.
- Advise all to drop and cover their heads
- If the earthquake isn't life threatening:
 - Assess for injured people **follow procedures for Medical Injuries**
 - Assess the space for damage that might make it unsafe.
- If life threatening:
 - Assess for injured people **follow procedures for Medical Injuries**
 - Direct all patrons, visitors, vendors, and guests to the nearest exit and rendezvous in the big field off 8th, between L & M streets.
 - If you have children, keep them all together
 - Notify injured person's parent, guardian, or emergency contact

XIII. TSUNAMI

- Your warning for a localized Tsunami will probably be an earthquake
 - Drop, cover, and hold on til the quake is over
- The [Creamery Building is not in a worst-case Tsunami Zone](#) and there is an additional factor of safety built into these maps, so do not panic. We are about a half-mile from the nearest evacuation zone. In an extreme event it might be prudent to head for higher ground. Beware that transportation routes such as Highway 101 in low-lying areas could be affected.
- A tsunami that would effect the creamery district would most likely be preceded by a large local earthquake (see above procedures).
- Direct everyone to head up 8th & 9th streets towards higher ground
- Avoid fallen powerlines and weakened structures
- Stay on foot. Fallen powerlines, damaged roads, and collapsing buildings could make driving too hazardous.
- If you have children: keep them together and notify their parents of their location

XIV. REDWOOD RAKS as an EMERGENCY SHELTER

- If the Creamery building survives and is in good condition after a natural diaster, the facility may be used as a distribution center and/or temporary shelter.
- If this is the case then all scheduled activities would be suspended until the disaster is resolved.
- Renters would be notified by text and email by the building supervisor.