

STREB Inc.

Emergency Action Plan

September 2021

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- ~~SLAM Front Desk~~
- Brooklyn Police Department, 90th Precinct
- Brooklyn Fire Department, FDNY Engine 221/Ladder 104
- Brooklyn Office of Emergency Management

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Statement of Purpose & Scope

STREB's Mission & Values

STREB's mission is to support, perform, and share widely the work of choreographer Elizabeth Streb. Built around Streb's organizing principle "Extreme Action," a movement style that thrills participants, audiences and students with choreographed feats of physicality, scientifically planned chaos, strength, risk, grace, and elegance, STREB actively engages with, ensures inclusion of, and advances cultural equity for its diverse staff, audiences and communities. This is achieved via a broad range of performance, engagement and education programming that provides access to, and participation in, creation and presentation.

STREB is committed to diversity on our stage, in our audience and student populations, in our partners, vendors and venues which we visit, on our staff, and in our leadership. All emergency protocols and responses should reflect these underlying values.

Emergency Action Plan

The purpose of the Emergency Action Plan (EAP) is to compile and organize information, procedures and protocols developed to prepare STREB, Inc., it's board, staff (administrative, technical, artistic including dancers, teaching artists, crew) and guests for emergencies and disasters that exceed the usual scope of manageable mishaps and accidents. The plan addresses incidents that may overwhelm staff; those that may involve a large part of the nearby community; or those that are composed of several (cascading) incidents. Although emergency planning is comprised of four components (preparedness, mitigation, response and recovery), this plan will be primarily concerned with preparedness and response and will focus on operations at SLAM, the organization's home in Williamsburg, Brooklyn, although it will also outline ways to prepare for and mitigate emergencies which may arise when off-site at an educational partnership or on tour.

Definitions

- An "emergency" is a smaller situation and can usually be handled by one or two people.
- A "disaster" is a larger event, often unexpected, that seriously disrupts your usual operations or can cause a performance cancellation.
- A "catastrophe" is a community wide disaster of a large scale.

Scope

The EPRP is meant to prepare the organization and those within it to address the immediate protection of life, safety, assets and the environment in an emergency situation by ensuring STREB has plans in place to:

- Protect Onsite Personnel, Patrons & Assets

- Contain the Incident
- Implement Command and Control
- Create an Emergency Operations Center
- Assess the Impact
- Keep people Informed
- Plan to return to normal operations as soon as possible

Building Information

SLAM - The STREB Lab for Action Mechanics

Location: 51 N 1st Street, Brooklyn, NY 11249

Located on North 1st Street between Kent and Wythe in Williamsburg, Brooklyn, NY
Bedford stop on the L train

SLAM Interior: [Venue Map 1](#); [Venue Map 2](#)

Risk Assessment

The Building:

- SLAM is located in a former loading facility for the Old Dutch Mustard Company. The space is easily accessible from public facing doors located on North 1st Street and features a ground-level open floor plan with unobstructed dimensions (25' high ceilings and 50' x 100' footprint) and physical character (exposed cinder block walls and steel I-Beams and a street-level loading gate). This multipurpose space accommodates the company's school, 150-seat performance space, rehearsal facilities, flying trapeze rig and administrative offices.
- STREB has an Open Door Policy meant to provide a vision and a model for an artist-driven community institution that breaks from the cultural paradigm of a class-coded, exclusive environment. Performances at SLAM are neighborhood happenings where the company's longtime fans from the art crowd mingle with at-risk kids from the public schools and their parents. At the heart of this machine is the driving force of art and action and the belief that art can provide a service to a community such that voters, taxpayers, and consumers consider it indispensable.
(See: egress procedures, evacuation policy, staff training, building inspections, and maintenance meant to mitigate emergencies pertaining to the risks presented by the location and ethos of the building.)

Risk by category:

- Extreme nature of programming/physical activity (See: Medical Emergencies, training, experience & expertise; protocols, pedagogy & practice; medical supplies, insurance & surveillance cameras)
- Presence of large, custom-built heavy machinery, circus apparatus & equipment, industrial electrical equipment, industrial floor fans, theatrical lighting and audio equipment (See: Equipment Inspections: trainings, warning signage, proper care/storage)
- Theater/Event Protocols (See crowd control, staffing)
- Working with Children (See Medical Emergencies, Kidnapping, Mandatory Reporting)
- Activities which happen "On the road" - partnerships, tours (See: Technical and Conduct rider, protocols and briefings)
- IT - Power Outage, Virus, Hacking (See IT/Storage - Hard and Electronic - Securing Archives & Business Information)
- PR/Media
- An often-changing/evolving floor plan that often changes due to artistic/educational programming?

Lockout and Lockdown¹

A lockout means that entrance doors are locked and no one is allowed to enter or exit the building if doing so exposes them to danger. Lockouts are used to protect people from danger or threats located outside the building, but could also be used if notification is received of police activity near SLAM. Manager(s) on Duty shall ensure the building is properly locked and all occupants are properly notified of a lockout condition.

Lockdowns are used when there is an immediate threat inside/outside SLAM. When a Lockdown is announced, everyone should be in a locked room, with lights turned off and remain as quiet as possible. During a lockdown, police personnel will be moving through to locate the reason for the lock down. Manager(s) on Duty are the only personnel authorized to lift a lockdown.

SLAM will perform one lock down drill per year. The event will be pre-scheduled and anyone involved will be notified in advance.

¹ Attribution: Adapted from Gorton Community Center Emergency Preparedness Manual

People & Personnel

Key Constituents

Board, Staff, Dancers, Instructors, Crew, Audience, Students, Families, Patrons, Supporters, Public, Venues, Partners

Emergency Escalation Plan:

1) Incidents

All Staff should be trained to respond to "Incidents" (minor injuries, power outages)

2) Emergencies

Escalate Decisions to Leadership Team if Incident has potential to escalate to Emergency (injuries requiring more than medical kit, immediate minor building repair needs (up to \$5,000), weather incident resulting in temporary, limited building closure (up to a week)):

Leadership Team as of August 2021 currently consists of:

- █ [Redacted]
- █ [Redacted]
- █ [Redacted]
- █ [Redacted]
- █ [Redacted]
- █ [Redacted]
- █ [Redacted]

3) Disasters

Escalate Decisions to Senior Leadership if Emergency has potential to escalate to Disaster (more serious damages or injuries, incidents involving potential costs exceeding \$5,000 to fix, or a shutdown of operations for longer than 1 week):

- █ [Redacted]
- █ [Redacted]
- █ [Redacted]

4) Catastrophe

Escalate Decisions to Board of Directors if Disaster has potential to escalate to Catastrophe (pandemic, major building damage, injury or crisis resulting in a potential costs exceeding \$10,000 or shut down of operations for longer than 1 month):

Board of Directors Chair and Vice Chair
See Board of Directors contact list

Succession Planning/Staff Turnover/Transition Planning

The STREB staff and Board recognize that change occurs, and they have worked out a deliberative process for identifying and promoting new leadership from within the organization, or hiring others in a timely fashion, to take the place of senior staff members who may leave, retire, become incapacitated (even temporarily) or in a worse case scenario, die. In such a case, first steps include:

- **Board:** Board members take the lead with senior leadership on developing prospects, cultivating, and inviting new individuals to join the board.
- **Senior Leadership:** The board also takes the lead on developing current staff member's professional skills or, identifying an Interim Senior leader or hiring an individual bringing in a current or new Board member to assume a staff role in a senior leadership position. Such decisions will take into account the impact of the transition on the organization, and communications with appropriate stakeholders including government and institutional supporters, staff, supporters, patrons, participants, partners, and the public, will occur, as appropriate.
- Senior Leadership shall take the lead on managing transitions within the leadership team, including addressing the impact of such transitions on the organization, maintaining accurate job descriptions for recruitment, assigning and maintaining backup protocols, and communicating with appropriate stakeholders including staff, students, families, participants, partners, supporters, neighbors, audiences and public, as appropriate.
- Leadership staff maintains and shares with the executive director and their assigned "back up partner" contingency documentation. Documentation including, but not limited to: job descriptions, key passwords and other vital information for maintaining critical organizational and security functions
- Contingency documentation should be reviewed, updated and re-shared with "back up partner" at least once a year or if any major changes occur.

Media

In the event of a large scale incident that involves media inquiries, the Executive Director shall be the primary point of contact for the media. All public statements made must first be approved by the Executive Director or their designee.

Preparedness

Preventative Maintenance

The STREB EAP should be reviewed and updated annually by the Executive Director and a relevant team of staff including but not limited to the Technical Director (facilities and operations) and Director of Programming (trainings updates) to ensure correct contact information, diagrams, maps, and other content. In addition, if there are any significant changes (staffing, facilities, etc), response to an actual disaster, or the conduct of an exercise, the Plan

should be updated to reflect new information and lessons learned. Plan review and updates will be drafted by the Executive Director, but should be conducted collaboratively, and will include all staff and management.

External partners (educational partnerships and tour venues) may be requested to review and comment, and updated plans and excerpts may be distributed to partners as they are completed.

Employee Training

- Executive Director will maintain an active log of all employee certifications, including when they expire;
- All managers, active teaching staff and front desk workers must maintain CPR/AED/First Aid Certification and follow protocols and direct other staff and patrons as outlined in those trainings. Director of Programming is responsible for scheduling annual trainings and coordinating with relevant staff and vendor;
- At least 2 staff members should be Fire Marshall certified and should follow protocols and direct staff and patrons as outlined in that training;
- All employees must complete and present certificate for Anti-Sexual Harassment training annually due at the end of October;
- All employees must complete and other mandatory trainings as scheduled throughout the year, including anti-Racism workshops, de-escalation and by-stander intervention training, and they agree to code of conduct upon the start of employment; Executive Director may suggest other trainings to select staff, depending on their experience and roles;
- Teaching Artists must attend Regular Instructor Trainings developed by Associate Artistic Director focused on special topics (equipment, spotting, class management);
- Dancers must attend ongoing company class and rehearsals to train and prepare for their responsibilities;
- Associate Artistic Director keeps Curriculum updated and aligned with safety standards of USAG training
- Technical Director keeps active safety certifications as appropriate and sets protocols, logging, and training for specialized equipment
- Trapeze Director keeps protocols in place for training and operation of aerial rigging, truss operation, and other building maintenance.

Building Maintenance

- Building Inspections - Technical Director and Trapeze Director shall manage maintenance, damage prevention and repair of (See Institutional Calendar):
 - Fire and Life saving equipment inspections (Sprinklers, extinguishers, egress)
 - Garage Door Annual maintenance (June)
 - Emergency Lighting Testing
 - Electrical (theatrical lights, equipment related wiring)
 - Hoists/company equipment PD's and cable runs, AV power & cable runs

- Plumbing (Bathrooms, sink, Ice machine)
- Gas Line (inspection every 4 years - last completed April 2021)
- Alarm/Remote Notifications (Director of Programming has remote access to security cameras, HVAC Nest; Company Manager has access to HVAC Nest)
- Ongoing Emergency Supplies/First Aid Kit replenishment
- HVAC system
- Equipment Inspections
 - Company Action Machines (rotating) inspected and serviced regularly per internal protocols by staff/tech director/Hudson Scenic/Noe Espana/engineers
 - All permanently installed aerial rigging, truss operation and other equipment used for SLAM programming inspected and serviced regularly per protocols by staff/tech director/Hudson Scenic/ESTA/engineers - inventory list and maintenance log kept updated regularly by appropriate staff in conjunction with each other (TD - Co equipment; ESTA - trapeze rigging and rental aerial points)
 - Personnel lift & ladders
- Signage & Scripts - Director of Programming in charge of managing:
 - Updated OSHA, Emergency Contacts
 - Warnings on Equipment
 - PSAs
 - Event Flow
 - Entry Policy (Health, Code of Conduct, Prohibited Items)

Egresses, Evacuation and Emergency Closing Procedures

Egresses: Daily Operations

SLAM has 1 large glass garage door, 2 small glass doors all on the street-facing south side of the building.

For daily operations, Entrances and Exits should only occur on the MAIN Door (west-most door) where front desk/box office/check in is located.

In emergencies and for larger events/gatherings/shows, the garage gate and east door may be used to control and/or expedite the flow in and out of SLAM. In those cases, staff will be positioned to help direct patrons.

Both egress pathways must remain accessible at all times and may not ever be blocked, even temporarily with equipment.

Regular Protocols:

Front Desk Manager Greets all who enter and ensures compliance with:

- All visitors: Any public health protocols in place per local, city, state, federal and world health guidelines; Posted code of conduct
- All Active Participants & Renters: Must have completed STREB Participant Agreement, Release, and Assumption of Risk Form on file; Participants Under 18 must have waiver signed by parent/guardian.
- Staff must have paperwork complete before working including an emergency contact sheet on file.
- External Instructors require additional \$1 Million Liability Insurance Policy with STREB listed as Additionally Insured.

Special Considerations when working with minors:

- Children should only be released as directed by parents/guardians
- In the case of kidnapping or suspected kidnapping, call 911 immediately

Evacuation:

Manager on Duty should announce that an evacuation should take place if it is determined that it is safer outside than inside the building (fire, explosion, active shooter, hazardous material spill, structural insecurity) and staff and visitors can safely reach the evacuation location without danger. Evacuation signs and routes are posted in hallways, stairwells and near exits per OSHA guidelines.

Shelter Guidelines

Evacuation Guidelines

Designated Assembly Locations

Accounting for Staff/Call Trees

Safe return

Emergency closures:

Leadership may determine that it is necessary to delay opening or close if it is not possible to operate safely. Follow procedures for notifying patrons and communicating with the public as appropriate. See: Inclement Weather closure; Covid-19 Closing/Re-Opening Procedures/Policies/Checklists/Communication

Medical Emergency

Call 911 - For Emergencies from Front Desk or Cell phone

General Injury Protocols

1. Identify the problem/disruption - staff nearest to the incident
2. Report it to Front Desk Manager on Duty
3. Front Desk Manager on Duty identifies the person in crisis

4. Front Desk Manager on Duty clears the area
5. Front Desk Manager on Duty identifies if it's an emergency and identifies staff to stay with the person in crisis.
6. Front Desk Manager on Duty identifies the individual to call 911 and person in crisis' emergency contact.
7. Front Desk Manager on Duty fills out and submits Incident Report Form to Finance Manager who files report to appropriate Insurance Company representative.
8. Front Desk Manager alerts Director of Programming who secures and backs up security camera footage including incident.
9. Front Desk Manager on Duty notifies and debriefs with appropriate directors for any follow up steps which may include: for employees - filing of workers comp claim, follow up treatments; for students - following up with student/family, issuing credits where appropriate;
10. Steps for return - follow up with injured party; depending on injury may need a doctor's clearance to resume activity

Building/Safety Emergency

Power Failure

- Remain calm and remind others to do the same. Get a flashlight if available (cell phones may serve as a flashlight). All on-site staff to provide assistance to visitors and other staff in immediate area.
- During a performance: House Manager will announce that the audience needs to remain seated while we determine if the power will come back in a reasonable time or if there is imminent danger. If the power may come back, we will hold the audience in their seats. If there is imminent danger, we will evacuate the building immediately. The House Manager will announce evacuation procedures and instruct everyone to exit the building.

Fire/Explosions

Call 911 immediately from a safe location. If qualified staff can extinguish a small fire with the use of fire extinguishers, do so. Only employees certified as fire marshalls and trained in using fire extinguishers should use them. Do not take any unnecessary risks in extinguishing the fire. If staff is not able to extinguish the fire, follow the evacuation protocol above. Fire drills should be practiced regularly as advised.

Severe Weather

When weather related situations occur that are serious enough to impact normal business operations, the leadership team may make the decision to close early or may choose to delay individual programming on a day-to-day basis and will communicate to the impacted parties.

Should a weather related incident warrant a longer closure, senior leadership will notify all staff with detailed instructions and a communication plan. Any decision to fully close offices and operations during such emergencies would also be issued by the Executive Director.

When possible, full building closures, performance and event cancellation decisions will be made at least 4 hours prior to the scheduled time to effectively execute a communication plan.

Watch & Warnings

- If a Severe Weather (e.g. tornado, hurricane, flood) Watch is issued, STREB will monitor the weather service for changes in activity. During the watch, people should review safety rules and be prepared to close the facility and move to an Area of Refuge if threatening weather approaches. Management will determine next steps for safety for all involved.
- In the event of a Severe Weather Warning, the Manager on Duty will initiate closures and initiate evacuation when appropriate to working staff.

Bomb Threat

If you receive a bomb threat, remain calm and **do not hang up - stay on the line as long as possible**.

1. Obtain as much information as possible:

- Write down the number from where the call is coming
- Write down the exact time of the call
- Detail as accurately as possible the statements made
- Listen to the voice and note any distinguishing features (sex, dialects, accents, lisps, intonations, repeated phrases or tics, etc.)
- Listen for background noises to identify any distinguishing features (loud, echo, sirens, announcements, other voices)
- If possible, try to signal for someone else to also listen on the telephone line
-

2. Keep the bomb threat caller talking, and ask as many questions of the caller as you can:

- When will the bomb go off?
- How much time remains?
- Where is the bomb located?
- What does it look like?
- What kind of bomb is it?
- How do you know about this bomb?
- Why was it placed here?
- Who are you?

3. ONCE THE CALLER HANGS UP, or immediately upon receiving a written threat, CALL 911 IMMEDIATELY

Active Shooter

There are three basic responses to any Active Shooter event: Run, Hide, and Fight.

- Run is always the first and best option. No exceptions, provided that people run away from the danger, do not re-enter the danger zone, and not let others slow them down.
- Hide is the second-best option.
- Fight is always a last resort, and should only be your choice if your life is in immediate danger.

In order to Run or Hide, effectively, it is imperative that you make yourself familiar with all potential exits and how to access them.

Behavioral Emergency

Violence/Intolerance/Sexual Harassment/Racism

Staff will be trained to intervene, disrupt and report violence, intolerance, sexual harassment, racist or discriminatory behavior for visitors to SLAM. Management will be trained to understand what violence, intolerance, sexual harassment, racist or discriminatory behavior looks like and sounds like, and management will be willing to investigate and handle all reports seriously. Should this behavior be witnessed by an employee of STREB, refer to the Employee Handbook for reporting procedures.

General Protocol:

1. Identify the problem/disruption (Anyone)
2. Report it to Manager on Duty
3. Manager on Duty assesses the situation and identifies the person(s) in crisis.
4. Manager on Duty identifies if it's an emergency. (Stay at the scene).
5. If appropriate, Manager on Duty identifies the individual to call 911
6. Incident Report Form/Security camera footage/Insurance reporting protocols followed per medical emergencies if appropriate
7. Otherwise - notify appropriate director to debrief, escalate and handle consequences

Child Safety

Employees who work with children will receive more detailed training on how to ensure the general safety, safeguarding and protocols for working with children as well as guidance on reporting suspected abuse.

In an emergency

Teaching artists shall be responsible for the supervision of children and shall remain with children during an emergency situation.

Responsibilities may include:

- Supervising students under their charge

- Taking steps to ensure the safety of students (evacuation/shelter-in-place)
- Rendering first-aid and/or CPR if necessary
- Assisting students to inside or outside assembly and reunification areas
- Reporting missing students to the Director of Programming & the Executive Director

Shelter-in-place & Reunification

STREB will shelter-in-place in SLAM during an emergency situation where evacuation will pose a greater danger than attempting to leave. STREB staff will follow the lockdown procedures noted above.

Staff will set up an adult report area for parents to sign-in and to check identification and a child release area where children will be escorted to meet their parent and be signed out. Students should only be released to authorized persons listed on the child's contact sheet.

IT Disaster Recovery Planning (IT DRP)

The staff who oversee archives and financial and business record keeping along with the IT consultant will be responsible for the recovery and restoration of IT-specific hardware and/or programs after an incident.

Off Site Emergency Planning Procedures

STREB partners with venues, educational and community organizations to provide access to and participation in extreme action through performances and classes.

Educational and Community Organization Partners

Director of Programming ensures that staff and students will encounter a safe environment by working with partners on expectations set forth in and signed off in:

- Letter of Agreement
- Insurance Requirements Documentation
- Waiver Collection

Venue

- Technical Director ensures Technical Rider is up to date and followed to ensure a safe performing space
- Company Manager ensures Code of Conduct expectations are mutually agreed upon with venue and completes any pre-tour research and briefing if necessary (e.g. Abu Dhabi)

Appendix

Useful Contact Information:

911 - Emergencies from Front Desk or Cell phone

311 - City

General Contractor:

(HVAC/Electricity/Plumbing):

[Redacted]
[Redacted]
[Redacted]
[Redacted]

Plumbers

Gas Line inspection:

[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]

Back up plumber:

[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]

Building, General Advice

[Redacted]
[Redacted]

Internet and Phone:

[Redacted]
[Redacted]

[Redacted]

Voicemail

[Redacted]

Computers and IT :

[Redacted]

Cleaning:

[Redacted]

Locksmith:

[Redacted]

Doors & Security Cameras

[Redacted]

Glass Garage Door

[Redacted]

Trash:

City- 311

[Redacted]

Trash pick up days and details:

Wednesday- Unlimited trash and recycling goes out before 9pm.

Friday- Trash bags only (*Up to 6 bags only). No later than 10pm

Sunday- Unlimited Trash and all recycling. No later than 9pm.

*If we have more than 6 bags on Friday night call 973-623-7600

Pests - [REDACTED]
[REDACTED]
[REDACTED]

Insurance

Company, D&O, Property
[REDACTED]

School Insurer
[REDACTED]

Scripts

Sample “Watch” Script (to be adapted for weather, building safety, etc. as appropriate):

Dear STREB Community,

We are continuing to monitor updates from the New York City government, including the Health Department and the Office of Emergency Management, as well as the CDC to be sure we – and you – have up-to-date information regarding COVID-19. As we communicated to our staff, students and families last week, we will continue to update you on the ever-evolving situation, and about everything we are doing here to take proper precautions to make sure everyone feels safe.

All of our programs are continuing as scheduled, but we are again emphasizing to our staff and community to:

- Stay home if you are feeling sick and monitor your symptoms. Avoid close contact with people who are sick.
- Continue to be vigilant and wash hands often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer.
- Don't touch your face—nose, mouth, or eyes.
- Get a flu shot. While the flu shot will not protect you from COVID-19, it will help prevent the flu which has similar symptoms to this coronavirus.

We have positioned hand sanitizer throughout the space and have posted helpful signs around SLAM to remind everyone about the things you can do to help protect yourselves and our community against the Coronavirus. Again, in addition to the regular professional cleaning schedule we already have in place, given the current situation, we have increased our day-to-day cleaning protocols to include a more frequent cleaning and sanitization of our mats and other frequently touched surfaces and equipment.

We will continue to keep you informed if anything changes, and you can check www.streb.org/important-updates for the most up to date information about any changes to our programming. You can also reference www.nyc.gov/health/coronavirus for updates and other helpful information.

Sincerely,
STREB Management

Sample Temporary Closure and Suspension of Programming (to be adapted for weather, building safety, etc. as appropriate):

SLAM Temporary Closure and Suspension of Programming Effective March 13

We have been monitoring the updates regarding COVID-19 very closely and though there is still much uncertainty, STREB has decided to proactively act on what we think is best for the health and safety of our community. We have decided to suspend all programming starting Friday, March 13 – Sunday, March 22. At this time, we hope to resume classes in some way on Monday, March 23, though we will continue to monitor the situation and update you accordingly on our plans. We will now also plan to offer programming during our previously scheduled spring break (April 9-19) as a makeup for next week. Of course we will remain in close communication with you about any further changes as things develop.

Prior to this closure, we had implemented, and will continue to practice an enhanced cleaning protocol, and we will continue to monitor local, state, federal and world health organizations for the latest updates and guidance. While we don't have any confirmed cases connected to SLAM, we believe that we must do all that we can to ensure a safe and healthy environment for our community. We look forward to soon announcing our plans, and are eager to welcome back everyone to SLAM.

Please continue to watch this page, www/streb.org/updates for the most up to date information regarding programming.

Our staff will be working remotely, so please reach out via email to be in touch with your questions. Thank you for continued patience and support as we and the world continue to navigate these uncharted waters.

Sincerely,
STREB Management

Sample Re-opening script

We're excited to let you know that we've begun a soft reopening of SLAM! After extensive HVAC upgrades, cleaning, PPE stocking, inspections, scenario planning, and protocol training, our dancers, educators, and staff have returned to the space to begin training and readying our equipment. We

are still moving forward extremely carefully, and in strict adherence to Covid-19 protocols outlined by federal, state, and local health departments, but it feels great to be "home" again, in person. Our soft opening is beginning this coming week with opportunities for private PopAction, trapeze and trampoline classes (contact [REDACTED]) and aerial point rentals (contact [REDACTED])

Forms

Incident Report
Whistleblower Report
Suspected Abuse Report

Checklists

Opening/Closing
Safety checklists
Rigging checklists
Off site checklists

Hardware/Software Inventory

Gmail/Google Suite
SLAM RAID
Dropbox
Mindbody
Constant Contact
Little Green Light
Give Butter
Adobe
CAD
Vimeo
Computer and Hard drive lists