

DANCE THEATRE OF HARLEM



EMERGENCY PREPAREDNESS PLAN

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I. INTRODUCTION

The purpose of Dance Theatre of Harlem’s Emergency Preparedness Plan is to prepare employees when emergency situations arise. This plan is designed to minimize injury, loss of human life, and company resources by identifying roles, responsibilities, and processes. This plan applies to all emergencies at Dance Theatre of Harlem’s main facility:

Everett Center for the Performing Arts
466 West 152nd Street
New York, New York, 10031
212-690-2800/phone, 212-690-8736/fax

II. DTH EMERGENCY KEY STAFF CONTACTS

DTH Executive Director	[REDACTED]
DTH Artistic Director	[REDACTED]
DTH School Director	[REDACTED]
DTH Production Stage Manager	[REDACTED]
DTH COVID Compliance Officer and Production Coordinator	[REDACTED]
DTH Management Executive	[REDACTED]
DTH Manager of Finance and Administration	[REDACTED]
DTH Facility Director	[REDACTED]
DTH HR Manager	[REDACTED]
DTH Senior Director of Development	[REDACTED]
DTH Marketing Manager	[REDACTED]
DTH Arts Education and Community Outreach Manager	[REDACTED]

III. VENDOR EMERGENCY CONTACTS

Emergency	911
Police	[REDACTED]
Fire	[REDACTED]
Medical Care	[REDACTED] [REDACTED]
Oil	[REDACTED]
Electric and Gas	[REDACTED]

III. VENDOR EMERGENCY CONTACTS (continued)

Telephone and Internet	[REDACTED]
IT (hardware	[REDACTED]
Telephone Service & Hardware Maintenance (telephone hardware including individual phones, auto attendant, and onsite servers)	[REDACTED]
Building Alarms (burglar & fire)	[REDACTED]
Fire Panel Maintenance	[REDACTED]

IV. DANCE THEATRE OF HARLEM HISTORY AND MISSION

Dance Theatre of Harlem (DTH) was founded in 1969 as a visionary response to the Civil Rights Movement with the aim of providing access to the art form of classical ballet for people of all ethnic and cultural backgrounds. The founders were Arthur Mitchell, the first African American to become a principal dancer with a major U.S. ballet company (New York City Ballet), and his former teacher, Karel Shook.

Established as a school for dance and the allied arts, DTH has occupied a distinguished place in the New York City cultural landscape and at the forefront of American artistic achievement for 52 years, and it remains a strong economic and cultural anchor for Upper Manhattan. Located on a block officially named “Dance Theatre of Harlem Way” in testament to its enduring legacy, DTH owns, occupies, and operates the Everett Center for the Performing Arts, a facility of 30,880 square feet comprised of three floors and a basement that includes four dance studios, costume shop, classroom, kitchen, storage rooms, conference room, boutique, storage rooms, and administrative offices.

The mission of the organization is to:

- Present a Company of African American and racially diverse artists who perform the most demanding repertory at the highest level of quality;
- Maintain a world-class school that trains young people in classical ballet and allied arts; and
- Provide arts education, community outreach, and positive role models for all.

DTH has earned a legacy of creative and artistic excellence that continues to set standards in the performing arts today. The organization now comprises a professional Company, a private studio School, Dancing Through Barriers®, the institution’s premiere arts-in-education program, and Community Programs that offer numerous affordable and free performance and audience engagement activities throughout the year.

Prior to the COVID-19 pandemic, the Everett Center housed DTH’s administrative offices, and long-term tenant the Jose Limón Dance Foundation administration. The dance studios were often rented out to other artists, arts groups, and community organizations.

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V. SAFETY COMMITTEE

Dance Theatre of Harlem Safety Committee was formed in 2016 to ensure a safe workplace for all personnel. The Safety Committee will be comprised of a cross section of staff representing artistic programs and administrative departments.

The Safety Committee is charged with:

1. Providing a forum for DTH staff regarding safety issues and concerns
2. Scheduling and coordinating biannual facility fire drills.
3. Conducting an annual review of the DTH Emergency Preparedness Plan (and update as needed).
4. Educating employees about workplace safety.
5. Creating orientation and training programs.
6. Work collaboratively with key staff in developing DTH Safety Manuals
7. Conduct safety trainings.
8. Propose recommendations for improved safety in the workplace.
9. Review and update (as needed) systems for reporting accidents.

DTH Safety Committee Members

- Management Executive (Committee Lead)
- Manager of Finance and Administration (Committee Lead)
- Facility Manager
- Company Representative
- School Representative
- Community Programs Representative
- COVID-19 Compliance Officer
- HR Manager
- Development Department Representative
- Marketing Department Representative

The Safety Committee will meet quarterly or more as needed. Agenda and meeting minutes will be made available to all DTH employees.

VI. DTH CONTACT TREE

In the event of an emergency and/or employees should be contacted outside of business hours, a “contact tree” system is in place to ensure that all employees are contacted and informed. The call tree system will also be implemented for the purpose of providing status check in for situations that could have an immediate impact on DTH operations (i.e. boiler malfunction, city black out, etc.).

The call-/text list is a tool to utilize in an emergency, especially if an event happens after business hours and/or when people are offsite during the business day, to ensure that all staff members (including appropriate independent contractors, e.g., teachers) are okay and know what role they should play after a disaster in regard to incident management.

Artistic Director	will call	<ul style="list-style-type: none"> • Company Manager • Production Stage Manager • Ballet Master
Production Stage	will call	<ul style="list-style-type: none"> • Dancers • COVID Compliance Officer/Production Coordinator
Company Manager	will call	<ul style="list-style-type: none"> • Wardrobe Supervisor • Light Supervisor
Executive Director and/or Management Executive	will call	<ul style="list-style-type: none"> • Executive Director • Management Executive • Assistant to the Executive Director • Sr. Director of Development • Marketing Manager • School Director • Arts Education and Community Outreach Manager • Manager of Finance and Administration • HR Manager • Facility Manager • Booking Manager • Media Outlets
School Director	will call	<ul style="list-style-type: none"> • Associate School Directors • School Affairs Officer
Associate Directors and/or School Affairs Officer	will call	<ul style="list-style-type: none"> • School Faculty • Accompanists • Volunteers
Arts Education and Community Outreach Manager	will call	<ul style="list-style-type: none"> • Teachers • Community partners • K-12 Schools
Facility Manager	will call	<ul style="list-style-type: none"> • Custodial • DTH Vendors
Manager of Finance and Administration	will call	<ul style="list-style-type: none"> • Controller • Accountant • Boutique Vendor

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		<ul style="list-style-type: none">• DTH Vendors
Sr. Director of Development	will call	<ul style="list-style-type: none">• Director of Individual Giving• Director of Institutional Giving• Manager of Individual Giving• Manager of Institutional Giving• Development Associate
Marketing Manager	will call	<ul style="list-style-type: none">• Marketing Associate• Social Media Coordinator• Media Outlets

VII. FIRE EMERGENCIES

1. Don't panic.
2. If the fire is small, try to extinguish if you can. Personal safety is paramount and takes precedence.
3. Call 9-1-1 and state DTH facility address and your name: 466 West 152nd Street (between Amsterdam and St. Nicholas Avenues), New York, New York, 10031.
4. Notify most immediate personnel and supervisor if able.
5. Disconnect electrical equipment if on fire and safe to do so.
5. Immediately evacuate the area if unable to extinguish fire. Close all doors upon evacuation.
6. Activate fire alarm from the closest pull box.
7. Do not attempt to open or break windows.
8. 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.)
9. Never use the elevator.
10. Do not save personal or company possessions.
11. Direct all patrons, visitors, vendors, and guests to the nearest exit (following the evacuation routes (see next section).
12. 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 DTH personnel, patrons, visitors, vendors, and guests.
13. All individuals should not return to the facility until receiving the all-clear from fire department personnel.

VII. A. FIRE EVACUATION PLAN

Facility Location	Evacuation Route	Building Exit	Outdoor Safety Location
Studio 4	Occupants should move quickly and quietly to Stairwell B toward the 1st floor.	Emergency exit #2 on 1st floor.	Anyone exiting from Emergency exit #2 should move quickly across the street and past the building line (to the far left) .
Studio 3; 2nd Floor Offices; Terrace	Occupants should move quickly and quietly to Stairwell A, B or C toward the 1st floor.	Emergency exit #2 on 1st floor.	Anyone exiting from Emergency exit #2 should move quickly across the street and past the building line (to the far left) .
Studios 1, 2; First Floor Offices; Boutique	Occupants should move quickly and quietly to Stairwell B toward the 1st floor.	Emergency exit #2 on 1st floor.	Anyone exiting from Emergency exit #2 should move quickly across the street and past the building line (to the far left) .
Basement (male and female dressing rooms)	Occupants should move quickly and quietly to Stairwell C toward the 1st floor.	Emergency exit #3 on 1st floor.	Anyone exiting from Emergency exit #3 should move quickly across the street and past the building line (to the far right) .
Basement (Company changing rooms)	Occupants should move quickly and quietly to Stairwell B toward the 1st floor.	Emergency exit #2 on 1st floor.	Anyone exiting from Emergency exit #2 should move quickly across the street and past the building line (to the far left) .
Basement (Classroom & Lounge)	Occupants should move quickly and quietly to the Stairwell left of the Classroom, PT and Lounge moving toward the stairs leading to the street level.	Emergency exit #1 or #2 on 1st floor.	Anyone exiting from Emergency exit #1 or #2 should move quickly across the street and past the building line (to the far left) .

Evacuation maps are located in each studio, office space, boutique, and basement spaces.

VII. B. DTH SCHOOL INSTRUCTOR FIRE EMERGENCY PROCEDURES

The follow procedures will be followed when DTH School activities are scheduled during a fire emergency.

1. When the fire alarm is given, the teacher shall give the warning Fire Drill. All instructions and activity shall cease, electronic equipment should be shut off, and the students should remain still and quiet to await further orders.
2. The teacher shall give the command STAND. Students should stand and remain silent. The teacher shall then take the “roll book” or such other record of attendance as may be available and keep possession of it until the end of the drill.
3. The teacher will open the classroom door, determine the route to be taken per the Fire Safety Plan, and give the command MARCH. The teacher will then supervise the class out of the building in an orderly manner, to a predetermined point of safety. Students will remain in formation until dismissed by the School Director or person in charge.
4. Students outside the classroom and still in the building (other than the basement level) shall go to the nearest corridor and join with any class or, if close to an exit, shall leave the building and report to their particular class outside the building.
5. Once assembled at the predetermined point of safety, the teacher shall check the names and the number of students. If there are any missing or additional students, the teacher shall report this to either the School Director or person in charge, giving the names, the classroom, and the location.
6. The School Director or person in charge shall make every effort to ensure that no student remains in the School.
7. DTH School staff will notify parents using the Student Information System’s Parent Alert System.

The DTH Safety Committee will schedule and implement biannual fire drills.

VIII. MEDICAL EMERGENCIES

1. Don't panic.
2. If the emergency isn't life threatening, notify most immediate personnel and supervisor, if able.
3. If life threatening, call 9-1-1 and state DTH facility address and your name: 466 West 152nd Street (between Amsterdam and St. Nicholas Avenues), New York, New York, 10031, 212-690-2800.
3. Notify most immediate personnel and supervisor if able.
4. Do not move victim unless absolutely necessary. No staff should attempt any medical care.
5. Complete Incident Report no later than 48 hours after incident (Appendix A). Report should be submitted to supervisor and Human Resources Department (App
6. Any job-related injury or illness, regardless of severity, must be reported immediately to the employee's supervisor, and the Human Resources Department. The employee's supervisor will complete the Work-Related Injury/Illness Report no later than 48 hours after incident (Appendix B).

IX. BUILDING CLOSURE EMERGENCIES

There are instances in which the DTH facility may close due to external factors (weather, external threat, internal building malfunctions, etc.). Determination to close the DTH Facility rests with the Executive Director.

1. Staff will be notified through traditional communication channels should a building closure be determined (email, phone).
2. A determination will be made if activities are fully cancelled, reduced, or delivered in another format (i.e., moving from in person activity to online).
3. A determination will be made regarding external communications pertaining to the building closure.
4. Essential building staff may be required to report to work, depending upon the situation (Facility Manager, custodial).

While this plan provides some direction, DTH recognizes these situations are different, unpredictable, and can shift at any time.

X. SEVERE WEATHER/TORNADO

Signs of a tornado include green sky, large hail, a sound like a roaring train. Management Executive and Building Manager monitor NotifyNY and should get word of any impending Tornado Watch or Warning.

A Watch means prepare.

A warning means get to safety.

They will advise through all established means and mobilize EST. If you are on your own and/or do not get word and no one comes to you, but see the warning signs:

1. For regular business hours, when there is no event (including regular business hours):

- Proceed to the basement if there is one; **do not** use the elevators, avoid wide open areas, any place where there is a wide roof.

2. During events:

- Event staff should move all guests to basement or lowest level possible in an inside hallway--remain inside.
- Keep away from windows.
- Do not go outside.
- If you cannot get to the lowest level, shelter in a protected stairwell area so long as it is distant from windows.
- Try to shelter under a desk or other heavy object.
- If you cannot do this, cover your head and neck. Advise children or other visitors to do this. Use yoga mats, coats, or blankets if available.
- Get to the center of a room if other things not possible, away from any potential flying debris.
- If nothing else is available, get under a doorframe, although this is obviously not practical for a group of people.

3. Specific Duties:

- DTH Safety Team Members or backup will oversee directions to all.

XI. POWER FAILURE

- In the event of a power failure, a Safety Committee Member or Manager of Facilities will confer and make announcements as appropriate, mobilizing the DTH Contact Tree, as necessary. Emergency Texts may be sent to staff.
- The Building Manager will activate flashlights and other sources of light, make their way to their floors via stairwells, and either hold people in place or escort people out, as per direction from a Safety Committee Member.
- Building Manager will investigate cause, whether fuse box is impacted, and this is particular to the DTH facility or a wider outage and try to correct if it local, as possible.
- Manager of Facilities and Administration will investigate with power company, check NotifyNYC and other alert systems, utilize battery or solar powered radio to determine extent of outage and inform Manager of Facility, Safety Team, and rest of occupants of

facility.

- Building Manager will shut off all necessary equipment.
- Teachers and others should activate any flashlights on their cell phones or utilize flashlights in studios.
- Wait calmly for Building Manager or Safety Team Member to arrive to support you.
- Any messaging will occur in consultation with ED to parents and other stakeholders.
- If evacuation is necessary, it will be supervised by Building Manager. There is emergency lighting in all stairwells.
- Do not attempt to use elevator.
- If it is after hours and you are there, activate emergency lighting available to you, contact Building Manager and wait for his arrival, or carefully evacuate, if he/she authorizes you to before his/her arrival. If children are with your or a lot of guests, await his/her arrival. Try to confirm if this is local to facility, neighborhood, or city wide. Check news sources.
- If necessary, contact 911.
- Do not leave facility without locking up

XII. BOMB THREAT ON PHONE

All bomb threats are serious. Stay calm and don't hang up. Keep caller on the phone as long as possible. Ask questions including "where is the bomb located, when will it explode and what does it look like." Listen for any characteristics which would describe the caller's voice (age, sex, accent, slang etc.). Also listen for background noise (traffic, music, other voices etc.). Notify a nearby colleague, as able, Executive Director, and/or Building Manager. They will contact fire/police department. Be prepared to evacuate—wait for instructions from fire/police department.

XIII. ACKNOWLEDGEMENTS

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**APPENDIX A
DANCE THEATRE OF HARLEM
INCIDENT REPORT**

Employee Name: _____

Supervisor's Name: _____

Date and Time of Incident: _____

Location of Incident: _____

Description of Incident: _____

(add additional page if needed)

Parties involved in the incident: _____

Witnesses: _____

Incident Reported to: _____ **By:** _____

Action taken by: _____ **Reported to HR on:** _____

Description of action taken: _____

(add additional page if needed)

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**APPENDIX B
DANCE THEATRE OF HARLEM
WORK-RELATED INJURY/ILLNESS REPORT**

Employee Name: _____

Mailing Address: _____

Phone Number: _____

Time of day employee began work on date of injury:

Where did the injury/illness happen (e.g., Studio 3, 466 W. 152nd St.): _____

Has the employee given DTH notice of injury/illness? ___ Yes ___ No

If yes, notice was given to: _____ orally or in writing

Employee's supervisor: _____

Did supervisor see injury happen? ___ Yes ___ No

Date of Injury/illness: ____/____/____

Time of injury: ____/____/____

Date of this Report: ____/____/____

Did anyone else see the injury happen? Yes No If yes, give name(s):

How did the injury/illness occur? _____

Explain fully the nature of the employee's injury/illness; list body parts affected (e.g., twisted left ankle and cut to forehead) _____

Where did the employee receive first medical treatment for this injury/illness? ___ On site

___ Doctor's office ___ Emergency Room ___ Clinic/Hospital/Urgent Care Hospital

Who treated the employee and where? _____

