

# Site Emergency Procedures 2012-2013

## **Emergency Procedures**

Follow these steps in case of an Emergency:

1. Determine if emergency assistance is required.
2. Determine if the area is safe for rescue personnel (Check for fire, exposed electrical line, chemical etc.) Do not attempt a rescue if it could result in your being injured.
3. Call 911. Stay on the phone with the 911 operator until she/he tells you to do otherwise.

Our Rehearsal location is:

Center for Spiritual Living  
1014 W. 39<sup>th</sup> St  
Kansas City, MO. 64111  
(816) 931-2395

We are located at the intersection of **39th Street** and **State Line Road** in **Jackson** County.

4. Stay with the individual until you are relieved by a doctor, an Emergency Medical Technician (EMT) or by someone with superior training or experience.

### **FIRE PROCEDURES**

Do not attempt to go into a fire area unless it is safe for you. Possible hazards Include; burns, smoke inhalation, fallen debris and chemical explosion and electrocution.

#### **Minor Fire**

(If the fire is small and easy to control, follow these steps)

1. Call for help
2. Use one or more of the club's fire extinguishers. Do not use water on any fire if it is around or involved.
3. Attend to any life-threatening burns if you have the knowledge to do so.
4. Remove hazardous chemical, aerosol cans, etc., from the fire area.
5. Call POKC's Business Manager. (contact number listed below)
6. Call the Paris Assistant. (contact number listed below)
7. Clean the area of debris and water.
8. Complete an accident report form as soon as possible.

## **Major Fire**

(If the fire is *not* easy to control)

1. Call for help.
2. Evacuate all people (young artists, staff, board member and volunteers) from the immediate area.
3. Call 911. Stay on the phone with the 911 operator until she/he tells you to do otherwise.

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4. Attend to any life-threatening burns if you have the knowledge to do so.
5. Call POKC's Business Manager (contact number listed below)
6. Call Parish Assistant (contact number listed below)
7. If and only if it is safe for you to perform emergency fire fighting procedures and you have been properly trained, do the following:
  - a) Use any of the available fire extinguishers. (See FLC's "Location of Safety Equipment"). Do not use water on any fire that is around electricity or chemicals of any kind.
  - b) Remove hazardous chemicals, aerosol cans, etc., from the area.
8. Assist in the evacuation of:
  - a) 1<sup>st</sup> People
  - b) 2<sup>nd</sup> Materials
  - c) 3<sup>rd</sup> Equipment

## **POWER FAILURE PROCEDURES**

1. Use any wireless phone available to notify Venue Administrator
  - a) Notify the maintenance department or crew
  - b) Notify POKC's Business Manager
2. Make note of any emergency lighting malfunctions.
3. If the power will be restored shortly:
  - a) Inform members and staff of its status.
  - b) Monitor situation until power is restored

4. If power will not be restored within 60 minutes (emergency light failure time):
  - a) Inform Business Manager or Member of the Board as a decision will be made to dismiss rehearsal.
  - b) Monitor situation until Business Manager or Member of the Board give you further instructions.

### **TELEPHONE FAILURE PROCEDURES**

(Telephone failure can become a critical problem if communication with emergency personnel cannot be facilitated during an emergency)

1. Use any wireless phone available to notify Venue administrator
  - a) Notify the maintenance department or crew
  - b) Notify POKC's Business Manager

### **FIRST AID KIT**

First Aid Kits or Boxes will be supplied by the Venue. The kit supplies should be found in the box in the designated area of the venue. Items that should be included but not limited to;

Supplies for treating these types of minor traumatic injuries:

- Burns
- Cuts
- Abrasions (scrapes)
- Stings
- Splinters
- Sprains Strains

In addition to the supplied listed above the kit should contain items to help alleviate the common symptoms of viral respiratory infections such as these:

- Fever
- Nasal Congestion
- Cough
- Sore Throat

It should also contain items to treat these ailments:

- Cuts
- Mild pain
- Gastrointestinal problems
- Skin problems
- Allergies

**EMERGENCY CONTACT DIRECTORY**

Emergency Contacts		
Police Department	911	
Fire Department	911	
Kansas City Police Department	816-234-5510	
Kansas City Fire Department	816-358-4222	

PerformOUTKC Contacts		
Elven Hickmon	Business Manager	816-286-3413 (Cell) 816-659-7899 (Office)
Ken Strickland	Board President	816-863-8782 (Cell)
Michelle McIntire	Artistic Director	816-809-6389 (Cell)
