



The Traveling Dojo

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Emergency Procedures

Updated July 23, 2025

Emergency Procedures

These Emergency Procedures are designed to ensure the safety of all students, staff, and visitors at The Traveling Dojo. All staff and volunteers must be familiar with and follow these protocols during emergencies.

Due to the traveling nature of our business, a copy of these procedures must be in the possession of the Lead Instructor at all times.

When classes are held at a private residence, public or commercial facility not operated by The Traveling Dojo, the emergency procedures in place at that respective facility will supersede these procedures, if available. If no procedures are readily available or made known, then these procedures will be followed.

Medical Emergencies

- Call 911 immediately if the injury is serious or life-threatening.
- Do not move the injured person unless there is danger in their current location.
- A certified first aid responder should provide assistance until emergency personnel arrive.
- Notify the child's parent/guardian as soon as possible after ensuring the person is safe.
- Document the incident, including the date, time, nature of the injury, and actions taken using The Traveling Dojo Incident Report Form.

Fire or Building Evacuation

- Activate the fire alarm if one is available and call 911.
- Follow the posted evacuation route to the designated assembly area. If there is no marked route exit through the safest route available.
- Instructors should take attendance and account for all students and other people that were present during class instruction.
- Do not re-enter the building until emergency personnel have indicated it is safe to do so.
- Assist any individuals with disabilities or special needs.



Intruder or Active Threat

- Lock all doors and windows and secure the training area if safe to do so.
- Move students away from windows and doors and remain quiet.
- Call 911 and provide as much detail as possible.
- Remain in lockdown until law enforcement has identified the scene to be all-clear.
- Do not confront the intruder unless, as a last resort, it is to protect life.

Missing or Abducted Child

- Search the immediate area while alerting all school and facility staff and the homeowners as appropriate.
- Contact the child's parent/guardian immediately.
- Call 911 if the child cannot be located quickly or if you suspect abduction.
- Provide a detailed description and last known location.
- Preserve any security footage or eyewitness accounts for authorities.

Natural Disasters

- Follow guidance specific to the event (e.g., drop-cover-hold for earthquakes).
- Move students to a designated safe location inside the building (e.g., interior hallway, away from windows).
- Turn on local news on the TV, radio or other devices where instruction to the public is made available.
- Stay indoors and listen to public broadcasts for emergency updates or instructions.
- Keep calm and reassure students and those in attendance until the danger has passed.

Acknowledgment

By participating in The Traveling Dojo's martial arts and self-defense programs, you agree to abide by these emergency procedures. Your cooperation helps us maintain a safe, respectful, and productive environment for all.