

Dance-a-Thon Safety Plan

Fill in before the event. Copies to the event lead, safety lead, first aid lead, DJ and the front office. Your school, district, venue and insurer rules come first.

Event: _____ Date and time: _____ Venue: _____

Decision makers and contacts

Role	Name	Mobile phone
Event lead (decides pause, stop or evacuate)		
Safety lead		
School nurse or first aid lead		
Administrator on site		
Venue or facility contact		
DJ / sound lead		

Venue and exits

Capacity as posted by the fire marshal: _____
Exits (mark on a floor plan): _____
Exits checked clear by: _____
Emergency / reunification point: _____
Address and door to give 911: _____

Sound, quiet zone and lighting

Sound plan (who checks, how often): _____
Volume-down signal: _____
Quiet zone location: _____
Ear protection kept at: _____
Strobe / flashing lights: ☐ not used ☐ used; families told by: _____

Supervision

YOUR ratio: one adult per ____ dancers (source: _____) _____
Student helpers under 18 do not count toward adult supervision _____
Adults on the floor at peak: _____
Adults per room or area: _____
Buddy rule for restrooms and leaving the room: _____

Lost child procedure

Who is told first: _____
Announcement or signal: _____
Exits watched by: _____

Medical and allergies

First aid station location: _____
AED location: _____
Nurse or first aid lead: _____
Allergy list held by: _____
Food rules (what is allowed, where): _____

Hydration and breaks

Water station location: _____
Breaks every ____ minutes, for ____ minutes _____
If the room gets hot, we will: _____
Rest area for anyone who needs it: _____

Sign-in, sign-out and release

Sign-in at: _____
Sign-out at: _____
Released only to adults listed on: _____
ID check: ☐ yes ☐ no _____
If no approved adult arrives: _____

Incident log (keep with the first aid kit)

Time	Who (initials)	What happened	Action taken	Recorded by