

LUNA STAR FINE ARTS — SAFETY & EMERGENCY RESPONSE PLAN

FIRE SAFETY PLAN

In the event of a fire or emergency evacuation, follow the steps below to ensure everyone's safety.

Immediate Action Steps:

If you see fire or smoke, pull the emergency fire alarm if it is safe to do so.

If you're unable to pull the alarm, evacuate immediately and call 911 once you reach the meeting location at Burger King.

Evacuation Routes:

Front Exit (Main Door on Spruce St.):

Exit the building and walk toward San Andres Plaza.

Continue through the San Andres parking lot, then circle back around to Burger King.

Meet on the side of Burger King facing Luna Star Fine Arts.

Back Exit (Rear Door/Alley):

Exit through the back and walk directly to Burger King.

Meet on the side of Burger King facing Luna Star Fine Arts.

Instructor Responsibilities:

Before exiting, instructors must:

Grab the yellow safety vest and the emergency contact list (children's names and phone numbers) and first aid kit.

These items are located at both the front and back doors.

Put on the safety vest so you are easily identifiable.

Once outside:

Take attendance using the emergency contact list.

Keep children together and stay at the meeting location until cleared to leave.

If 911 hasn't been called, do so from your cell phone once you're safely at Burger King.

Designated Meeting Spot:

Burger King – on the side facing Luna Star Fine Arts.

This is the official regrouping area for all staff, students, and visitors.

Safety Reminders:

Stay calm and move quickly.

Do not stop to collect personal items.

Assist children and anyone who needs help.

Do not re-enter the building under any circumstances until emergency services say it is safe.

Staff Role:

Lead instructors are responsible for guiding participants.

Admins grab emergency binder and first aid kit on the way out.

Luna Star Fine Arts Emergency Protocol

Active Shooter / Violent Intruder

Response Strategy: RUN. HIDE. FIGHT.

RUN

If there is a clear path, evacuate immediately and quietly.

Leave belongings behind.

Guide children or students out calmly and quickly.

If safe to do so, instructors should grab the following items on their way out:

First Aid Kit

Yellow Safety Vest

Emergency Contact List (children's names and phone numbers)

These are located near both front and back exits.

Evacuate to a safe location and call 911 as soon as possible.

HIDE

If evacuation is not possible:

Lock and barricade doors with furniture or heavy items.

Silence phones and devices.

Turn off lights.

Stay quiet, low to the ground, and out of sight.

Designated Hiding Locations for Students:

On the stage – lock students in the dressing room or supply closet.

In the kitchen – if an intruder enters through the back metal door, staff and students should evacuate through the front door or secure themselves in the kitchen.

FIGHT (Only as a Last Resort)

If confronted and there are no other options:

Use any available objects to defend (chairs, scissors, fire extinguisher, etc.).

Act with full force and commit to stopping the threat.

This step is only if your life is in immediate danger.

After the Incident:

Call 911 if not already done.

Tend to the injured only if trained and it is safe to do so.

Remain where you are unless directed by law enforcement.

Do not re-enter the building until cleared by authorities.

Benny Jasso come speak to staff

ICE OR IMMIGRATION ENFORCEMENT

Luna Star Fine Arts is a designated safe and sensitive location. We protect the privacy and dignity of all.

If ICE is seen near or enters the property:

1. Do not let agents enter without a signed judicial warrant (not an administrative warrant).
2. Ask to see the warrant through a closed door. Take a picture or copy.
3. Do not speak to agents or share information without legal review.
4. Alert the Executive Director immediately. If unavailable, follow the call chain.
5. Notify families if ICE presence is near and advise Know Your Rights protocols.
6. Designate a trained point person to de-escalate and document the event.
7. Keep Know Your Rights flyers in English and Spanish visible and accessible.

GENERAL MEDICAL OR SAFETY EMERGENCY

Steps:

1. Call 911 if needed.
2. Administer first aid only if trained.
3. Notify emergency contacts listed in student/staff files.
4. Fill out an incident report after the situation is stable.

MISSING CHILD OR PARTICIPANT

1. Secure the building entrances/exits.
2. Conduct a quick search of restrooms, hiding spaces, and exit routes.
3. Notify police and guardians within 5 minutes if the person is not found.
4. Document all actions taken. Fill out an incident report after the situation is stable.

POWER OUTAGE

Use flashlights, not candles.

Evacuate if visibility or ventilation is compromised.

Keep emergency lighting and battery-operated lights on hand.

Cancel class if it's after dark and call all participants' emergency contacts (if they are unable to drive themselves home)

SUPPLIES & PREPARATION

Emergency binder with contact lists and health info

Updated sign-in sheets

First aid kit

Emergency go bags with:

Flashlight

Water

Whistle

Copies of emergency plans

Know Your Rights flyers

Fire evacuation maps posted visibly

EMERGENCY NUMBERS (Post in all rooms):

911 – Emergency Services

Non-Emergency Police: (575) 546-3011

Director: Crystal Gonzales- (575) 494-0840
Sarah Williams- (575) 636-0272

Emergency Contact for Participants: On file in binder

OUR VALUES DURING EMERGENCIES

At Luna Star Fine Arts, we lead with compassion, clarity, and courage. We prepare not out of fear, but to offer a sense of grounded security to every soul who walks through our doors. In every emergency, we:

Remain calm and rooted.

Act with protection and dignity.

Support our community in body and spirit.