

In the event of an emergency at SteppingStone Theatre, procedures are in place to keep your student safe and accounted for. If necessary, SteppingStone Theatre will contact you via email or phone, to notify you of the situation and relay further instructions. We leave it to your discretion to check your student out of class in the event of an emergency or false alarm.

*The content below details information regarding what you can expect in the event of an emergency.*

### **STUDENT CHECK-OUT**

- If a different person than usual will be picking up your student at check-out time, we ask that this person please bring a **photo ID** and **proof of relation to your student** (ex: a signed note). Please also notify SteppingStone Theatre, prior to pick up, informing us of such a change.
- We will not, under any circumstance, let a student leave with someone they do not recognize or someone the student was unaware would be picking them up.

### **HAZARDOUS WEATHER**

- If hazardous conditions become a threat, students will be ushered into a safe location at SteppingStone Theatre. Instructors will stay with their students until the weather emergency has passed or expired.
- Cancellation due to summer storms: Rarely will a storm cancel or delay class. The only exception is if the building has lost power, in which case you will be notified via email before the start of class.
- Cancellation due to snow: Cancellations due to snow will be decided on a case-by-case basis taking into consideration road conditions, snow/ice accumulations and current weather conditions. If class is canceled due to snow, you will receive notification via email at least one hour before the start of class.

### **FIRE/EVACUATION**

- If the SteppingStone building is evacuated, classes will go to the fire station on the corner of Ashland and Victoria (directly north of our building).
- SteppingStone theatre will notify you in the event an early pick up is needed due to evacuation. Please park along the side streets (Portland, Holly, or Ashland avenues) and walk to the pick up location specified in the notification you received. Parking in the alleyway is prohibited.

### **ADDITIONAL CONCERNS** (*medical, threats, suspicious activity, police or fire on scene, etc.*)

- Please know procedures are in place to ensure the safety of your student. If necessary, a staff member at SteppingStone will contact you via email or phone to notify you and relay further instructions.

*Please contact Erin Granger, Manger of Youth & Family Programs, at 651-225-9265.*