

In the event of an emergency at SteppingStone, procedures are in place to keep your student safe and accounted for. When necessary, SteppingStone Theatre will contact you via email or phone (call or text), 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, is unauthorized to pick them up, or did not realize was picking them up.

HAZARDOUS WEATHER

- If hazardous weather becomes a threat, students will be ushered into a safe location at SteppingStone. 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 text & email 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 receive.

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

- In the event of any emergency, please know procedures are in place to ensure the safety of your student. When necessary, a staff member at SteppingStone will contact you via email or phone to notify you of the situation and relay further instructions.