

**Ascension Dance
Space City Championship and Challenge
Iowa Colony High School Emergency Plan**

****Communication is key to our safety. In the event of an emergency, please follow these steps:**

1. Notify Ascension staff/Legends Staff (Brittany Lane 713-814-7558)
2. Notify campus police on site
3. Notify participants of shelter in place procedures

Shelter In Place (Hazard, Tornado, Hazmat)

1. Bring everyone into the building
2. Secure exterior doors
3. Help clear the halls and check the restrooms
4. Notify is missing, extra, or injured students or adults
5. Minimal movement within the building (all students must be escorted).

Secure (Lockout) Get inside. Lock outside doors

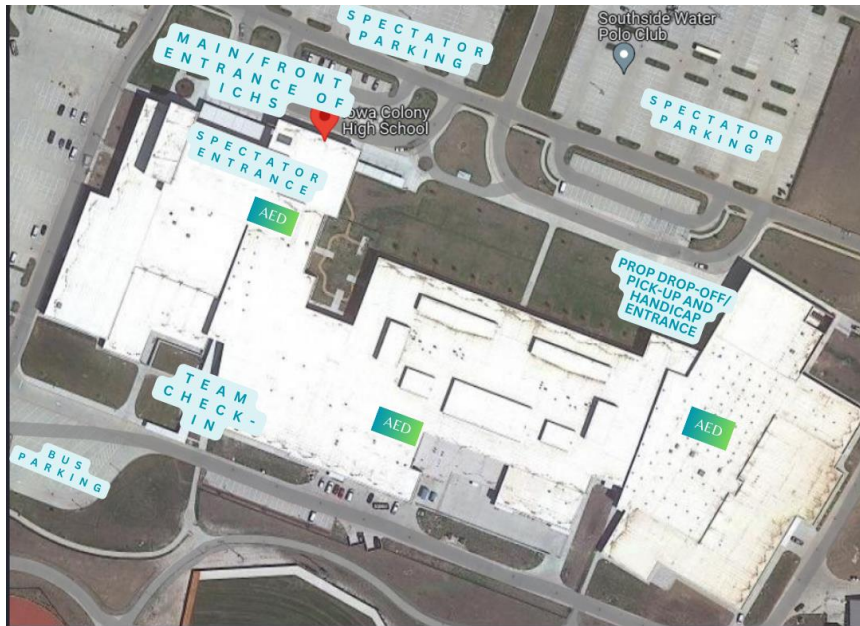
1. Bring everyone indoors
2. Lock outside doors (front office place sign in front of building)
3. Increase situational awareness
4. Account for students and adults
5. Do business as usual

Lockdown (Lock, Lights, Out of Sight)

1. Recover students from hallway if possible
2. Lock your door
3. Move away from sight. Stay within the green triangle located on the floor of each room.
4. Maintain silence
5. Turn off the lights and close blinds
6. Be prepared to evade or defend

Fire

1. Grab emergency bag and lead to evacuation areas. If that is blocked, use the closest exit.
2. Take attendance
3. If someone from your group is missing or if you have additional students, notify the nearest police officer, Ascension staff member, or Brittany Lane
4. Stay off of any road so emergency vehicles can enter freely.



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