

Inter-Lakes School District

Parent/Guardian Emergency Guide



The Inter-Lakes School District, in partnership with its communities, will provide outstanding educational opportunities and resources for all students to achieve academic excellence in order to reach their highest potential and to succeed as responsible, contributing citizens in a global society.

Overview

The mission of the Inter-Lakes School District is to ensure quality educational experiences for our students. The cornerstone to these experiences is a safe and orderly environment. In order to guarantee that these environments are in place for learning, each school has an established Emergency Plan. As part of each plan, emergency responses have been identified and appropriate actions outlined. The next two pages of this document explain the various responses and what you and your student(s) should know and do.

Communication with Families

We value and appreciate good communication with our families. However, **our first and most important job is keeping your children safe during an emergency.** Depending on the nature of the incident, communication may be delayed as administrators and staff take the necessary precautions. As soon as it is possible, **we will communicate** to families. In addition to emergency responses, we communicate weather related school delays and closures. Below is a chart that outlines the communication methods used by the district.

Communication Method	Emergency Response Activated	School Delay/Closure
Honeywell Instant Alert System	Yes* (as soon as possible/after incident)	Yes
WMUR Channel 9 WCSH Portland 6	Only in extreme cases	Yes
E-mail thru ALMA Student Management System	Yes	No

*Only if the incident appears to be for an extended period of time, otherwise, parents/guardians will be notified only at the end of the incident.

Each school practices the various responses. Many drills are routine for students and parents, such as a fire drill. Although a lockdown drill is practiced, it also may be one that parents wish to discuss and process with their children. Therefore, after a lockdown drill is conducted parents/guardians will be notified by the school. This notification may be by an e-mail through ALMA and/or a letter sent home at the end of the day.

Culture of Respect, Responsibility and Safety

A positive school culture, one where students feel safe, valued, respected and included, is one of the greatest proactive steps schools and communities can take to create a safe environment. Achieving this culture is done through our daily one-to-one interactions with students and families and through more global efforts, such as Choose Love, an evidence-based social and emotional (SEL) classroom program teaching children how to choose love in any circumstance. The program focuses on four important character values – Courage, Gratitude, Forgiveness and Compassion in Action – which cultivates optimism, resilience and personal responsibility. Included elements are positive psychology, mindfulness, neuroscience, character values and more.

Developing genuine and authentic relationships with our students is an essential key to a successful school experience on all levels including safety. Such relationships mean that students feel safe and comfortable expressing concerns. When adults know of concerns, steps can be taken to address issues in productive and safe ways. Additionally, strong relationships with our families mean that parents/guardians are more likely to contact us if problems arise, which allows us to assist with positive resolutions. The motto being shared throughout our State and nationally is *“see something, say something.”* Never hesitate to contact your child’s Building Principal with a concern.



Emergency Response	Description	How will I know what is going on?	What should I do as a parent/guardian?	What should I do as a student?
Evacuation	This procedure is activated when there is a concern for an inside hazard (e.g. fire). Students and staff report to their designated areas outside the building. Depending on the nature/length of the evacuation, the school community may relocate to another facility.	The nature of the emergency response determines how and when you will be notified of the events at school.	<ul style="list-style-type: none"> • Keep your contact information up-to-date with current phone numbers and e-mail addresses; please do so by contacting your school. • Wait for the school to communicate before taking any action; do not call or go to the school • Use school communication tools to get information: Honeywell Instant Alert System, ALMA • Do not go to the school, unless directed to go to the school or other location. • If you happen to be at the school during an emergency response, you will need to follow the directions of school personnel. • If you see something, say something 	<ul style="list-style-type: none"> • Follow the directions of school staff and administration • If you see something, say something to your Principal
Reverse Evacuation	This procedure is activated when there is a concern of an outside hazard (e.g. a wild animal).	If the response is relatively short and the threat minimal, you will be notified after the event by at least one of the following:		
Secure Campus	This procedure is activated if there is a concern beyond the school campus. Students and staff stay within the building and normal operations continue.	<ul style="list-style-type: none"> • Honeywell Instant Alert and/or • Letter home • ALMA Email 		
Shelter-In-Place	This procedure is activated if there is an airborne hazard (e.g. smoke from a fire off school property). Students and staff stay in their location and take precautions to protect the air.	If the response will be in place for a longer period of time and/or the threat is of a more serious nature, you will be notified as soon as reasonably possible of the event and thereafter, as needed via:		
Lockdown	This procedure is activated when there is a serious internal or external threat of violence. Students and staff follow the lockdown procedures for their location.	<ul style="list-style-type: none"> • Honeywell Instant Alert 		
Drop/Cover/Hold	This procedure is activated if there is a concern for falling objects or items that may become projectiles (e.g. severe wind/weather event).			
Scan	This procedure is activated when it is necessary for staff to look around an area for an item that does not belong.			
Clear and Close	This procedure is activated when privacy is needed and should be respected (e.g. individual needing medical attention). Students and staff stay in their classroom and continue normal functions inside the classroom.			
Parent/Guardian Child Reunification	If an emergency occurs that might affect the area around one of our schools (such as a hazardous material release), students may need to be taken to an alternative location. In the event of this type of whole school dismissal, Parents/Guardians would be informed through a Honeywell Instant Alert with directions on where students are and how they will be dismissed.	<ul style="list-style-type: none"> • Honeywell Instant Alert • ALMA E-mail 	See above, plus: <ul style="list-style-type: none"> • Follow instructions for reunification. • Bring identification with you to the reunification site. 	<ul style="list-style-type: none"> • Follow the directions of school staff and administration.



Address, email, phone number changes?

Please contact your school with the information as soon as possible so we may update ALMA!

Honeywell Instant Alert Instructions

Website URL: <https://instantalert.honeywell.com>

FIRST TIME USERS

1. Go to the Honeywell Instant Alert for Schools website listed above.
2. Click on 'Parent' in the New User box.
3. Complete the student information form. Click 'Submit.'
4. Complete the corresponding screen. Click 'Submit.'
5. After receiving the Confirmation message, click 'Proceed' to get started with Instant Alert.
6. Note: Write down your Login Name and Password. The school will not be able to look up your login name and password, that information is kept secure by Honeywell.

RETURNING USERS:

View and check details about yourself and your family members

1. Go to <https://instantalert.honeywell.com> and log in.
2. Upon successful login, click on the tab 'MY FAMILY.'
3. Click on a parent name to view and edit parent details.
4. Click on a student name to view details about your children enrolled in this school.

Additional help is located on the district website www.interlakes.org under DISTRICT QUICK PICKS on the left.

Struggling with your Honeywell account? Please contact your child's school administrative assistant.

Parent Resources

We live in complex times and recognize that as a parent it can be difficult to engage in conversations around school safety. Below are resources on talking to children about safety, dealing with traumatic issues, establishing good boundaries for using social media and bullying.

Description	Resource(s)
Social Emotional Learning	www.jesselewischooselove.org
Safety	www.ncjrs.gov www.parents.com www.Kidpower.org www.sasnh.org www.naminh.org
Trauma	www.nctsn.org www.victimsinc.org www.communitypartnership.org www.asafeplace.org
Social Media/Bullying	www.safesearchkids.com www.mediapoweryouth.org www.stopbullying.gov
Health, Wellness, & Mental Health	www.kidshealth.org www.nh4youth.org www.nhstudentwellness.org www.samhsa.gov www.pphnh.org www.naminh.org

Working together, we can make school a positive and safe learning experience for all students!

Contact Us

**Inter-Lakes School District
Superintendent's Office – SAU #2**
103 Main Street [Street Address]
[City, ST ZIP Code]
Phone: 603.279.7947
Web: www.sau2.k12.nh.us

Inter-Lakes Middle/High School
1 Laker Lane
Meredith, NH 03253
Phone: 603.279.6162
Web: www.interlakes.org

Inter-Lakes Elementary School
21 Laker Lane
Meredith, NH 03253
Phone: 603.279.7969
Web: www.interlakes.org/iles

Sandwich Central School
28 Squam Lake Road
Center Sandwich, NH 03227
Phone: 603.284.7712
Web: www.interlakes.org/scs

Contact Law Enforcement

Meredith Police Department
400 Daniel Webster Hwy
Meredith, NH 03253
Phone: 603.279.4561
Web: meredithnh.org/police-department

Center Harbor Police Department
36 Main Street
Center Harbor, NH 03226
Phone: 603.527.5454
Web: centerharbornh.org/police-department

Sandwich Police Department
68 Maple Street
Center Sandwich, NH 03227
Phone: 603.284.7777
Web:
sandwichnh.org/departments/police_department

Have an Emergency? Dial 911