



Dear Parents:

August 5, 2019

If an emergency or disaster situation ever arises while your child is in school, we want you to be aware that our school has made detailed preparations to respond safely, quickly and effectively. Hampstead Middle School maintains a detailed *Emergency Operations Plan* that has been formulated and updated annually with the assistance of our local emergency responders and *The Department of Homeland Security* when responding to large or small emergencies including evacuations to off-site locations.

Please be assured that your child's safety is our first priority. Our Safety Management Team members and staff are trained to respond to emergencies in a calm and reassuring manner. In an emergency situation, you can assist by following these guidelines:

1. Please DO NOT telephone the school.

Our telephone lines may be needed for emergency communication with emergency departments and personnel. Our electronic "School Messenger" system will notify you in case of an emergency and next steps.

2. Please DO NOT drive to the school until requested.

During an emergency, access to the school must be kept clear for emergency vehicles. All children are assigned to a bus – this is the primary form of transportation for students to get home during an emergency. Please make sure your child has access to your home or an alternative plan with neighbors.

3. If your child has a cell phone, please DO NOT call them. This may cause confusion with conflicting and unconfirmed information. Please allow school personnel to manage the flow of information as needed.

The decision to keep students at school *or* at an off-site location will be based upon evaluation of the situation along with recommendations from our emergency response team. **In the event that our students are evacuated to an off-site location, parents will be notified of the reunification processes through our electronic School Messenger system.** To ensure student safety, we will release students only to parents or persons you have specified through **School Mint** registration.

Being prepared is the most important part of any safety plan. Planning ahead and practicing our drills creates a safe learning environment for all. Please assure your children that whether they are at home or at school, the adults in their lives are there to keep them safe.

Please feel free to call Assistant Principal, Lynne Joseph or me at (603) 329-6743 if you have any questions. *Principal Maria Di Nola*