

Parent/Guardian Emergency Guide

ASHLAND SCHOOL DISTRICT

Overview

The mission of the Ashland 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, our school has an established Emergency Plan. As part of the plan, emergency responses have been identified and appropriate actions outlined. The next 2 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
ALMA Student Management System		

*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.

Our school practices the various responses. Many drills are routine for students and parents, such as a fire drill. However, we appreciated that 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 a Honeywell Instant Alert, ALMA email 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 Courage-to-Care, an evidence-based curriculum for middle school students, designed to increase empathy and care for others, and reduce bullying and meanness.

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.

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.

Parent Resources

Description	Resource(s)
Safety	www.ncjrs.gov; www.parents.com; www.Kidpower.org; www.sassnh.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

PLEASE REMEMBER THAT WE CAN ONLY CONTACT YOU IN AN EMERGENCY IF WE HAVE THE CORRECT INFORMATION ON FILE.

It is imperative that you contact the office with any changes in address, email or phone number as soon as possible so that we can keep your contact information accurate.

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

Contact Us

**Ashland School District
Superintendent’s Office – SAU #2**

103 Main Street
Meredith, NH 03253
Phone: 603.279.7947

Web: www.sau2.k12.nh.us

Ashland Elementary School

16 Education Drive
Ashland, NH 03217
Phone: 603.968.7622
Web: www.aesk8.org

Ashland Police Department

PO Box 885
20 Highland Street
Ashland, NH 03217
Phone: 603.968.4000

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). 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; this includes your Honeywell Instant Alert account 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. 	<ul style="list-style-type: none"> Follow the directions of school staff and administration
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 via: <ul style="list-style-type: none"> Honeywell Instant Alert and/or Letter home ALMA Email 		
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.	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 at the start of the event and approximately every half hour until the event is resolved via: <ul style="list-style-type: none"> Honeywell Instant Alert 		
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.			
Lockdown	This procedure is activated when there is a serious internal or external threat of safety. Students and staff follow the lockdown procedures for their location.			
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.			
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 System ALMA E-mail 	<p>See above, plus:</p> <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.

