

JOSH B. GREEN, M.D.
GOVERNOR



KEITH T. HAYASHI
SUPERINTENDENT

STATE OF HAWAII
ILIMA INTERMEDIATE SCHOOL
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September 5, 2024

Dear Ilima Intermediate School Families,

At Ilima Intermediate School, the safety and well-being of our students is our top priority. As part of our ongoing commitment to ensuring a secure learning environment, we will be conducting a series of safety drills throughout the school year. These drills are designed to help students and staff understand how to respond appropriately in the event of an emergency.

The following drills will be conducted regularly:

- **Fire Drills:** Each quarter.
- **Shelter-in-Place:** Once a year during the 1st semester.
- **Earthquake:** Once a year during 1st semester.
- **Campus Evacuation:** Once a year, also during the 1st semester.
- **Lockdowns:** Conducted periodically throughout the year.

To best prepare for any situation that may arise, these drills could take place at various times, including **before school**, **after school**, **during class time**, and **during lunch or recess**. Our goal is to ensure that everyone is ready to respond effectively no matter when an emergency occurs. As we often say, "If we fail to plan, we can plan to fail." We believe that by working together, we can ensure the safety and security of our students.

During a lockdown situation or drill, we will be implementing the following terminology to ensure clear communication with all stakeholders to minimize panic:

- **Hold:** All students and staff should clear walkways and courtyards and enter a classroom. This indicates a minor situation. Regular activities will continue inside the classrooms.

- **Secure:** Everyone clears the walkways and courtyards, and outside doors are locked. This is an increased awareness situation due to an incident near campus that could affect our school.
- **Lockdown:** All individuals must stay in their classrooms with doors locked, lights off, and everyone out of sight. This indicates an immediate threat on campus, and no doors should be opened.

In the unlikely event that we need to evacuate to an alternate location, parents and guardians will be notified promptly via email and text message with information on the evacuation site.

In the event of an actual emergency, we ask that parents and guardians refrain from coming to the school campus. While we understand this may be difficult, arriving on campus during an emergency can hinder the efforts of the Honolulu Police Department (HPD), Honolulu Fire Department (HFD), and Emergency Medical Services (EMS), depending on the incident. Our goal is to ensure that everyone—students, staff, and first responders—remains safe from harm.

Additionally, if a student feels the need to leave campus for their own safety during an active threat emergency, it is critical that we know they are safe. In such a case, students are instructed to either call 808-687-9300 or fill out the Emergency Check-In Form (<https://forms.gle/FqWHXEQmuEL666wD8>) to inform us of their safety and current location. This information will also be located on our school website. We pray that we never have to use this.

Please note that all drills will be clearly identified as drills in our communications. You will be informed via email and text message when these drills occur, as well as in the event of an actual emergency.

To help us keep our safety procedures as effective as possible, we ask that you ensure your contact information—especially email addresses and cell phone numbers—are up to date in our system. If any changes are needed, please notify our office immediately.

If you have any questions or concerns regarding our safety protocols, please do not hesitate to reach out to our school administrators. **We are all in this together. We are strongest together!**

Thank you for your continued support in keeping our students safe.



Shayne Greenland - Principal