

Superintendent's Office

Wayne Woolridge
Superintendent

Sarah Tatro
Human Resources Manager

Maria Webb
Executive Assistant

Patricia Wallace
Director of Special Services

Justin Therieau
Director of Technology

Karen Thompson
Director of Teaching and Learning

Business Office

Jodie Holmquist
Business Administrator

Gretchen Higgins
Accountant

Dear Parents,

November 18, 2022

If an emergency or disaster situation ever arises while your child is in school, please be aware that our school is prepared to respond effectively. Our school district has a detailed plan that has been formulated to respond to a large or small emergency and includes evacuation to an off-site location. This plan has been developed in conjunction with local emergency management teams.

The decisions to keep students at school or at an off-site location will be based upon recommendations from our local responders. In the event our students are evacuated to an off-site location, and we have permission to dismiss them, we will release students **only to parents or the person(s) you have specified on the registration sheet** you completed at the beginning of the school year. Please keep this information up to date throughout the year. We will follow our dismissal process to ensure student safety. Please be patient and be sure to have identification available.

Be assured, your child's safety is of paramount importance to us. Our entire staff is trained to respond to emergencies in a calm, reassuring manner. In an emergency, please:

- **DO NOT telephone the school.**
Our telephone lines may be needed for emergency communication with police, fire, and other emergency personnel.
- **DO NOT come to the school until notified that it is safe to do so.**
During an emergency, access to the school must be kept clear for emergency vehicles. By coming to the school, you may jeopardize the safety of your child.
- **DO NOT call or text your child's cell phone.**
Not only can cell phone connections create an unsafe electrical charge (in the case of a bomb threat) but conflicting and unconfirmed information is better left to be sorted by the adults on site.
- **BE SURE** your children understand the need to follow the directions of any school personnel. Failure to do so may result in disciplinary action.

The following off-site locations will be used in case of an evacuation:

1. **HES** students will evacuate to the First Congregational Church, 36 Main Street, 603-336-7020.
2. **HMS** students will evacuate to the Community Center, 19 Main Street, 603-336-5726.
3. **HHS** students will evacuate to the Town Hall, 11 Main Street, 603-336-5719.

Although no one likes to dwell on emergency situations, we believe that planning ahead will help alleviate added stress and concern. Please contact your school Principal if you have any questions about our emergency plans.

Sincerely,
Hinsdale School District

The Hinsdale School District
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website: www.hnhsd.org
Home of the Hinsdale Pacers - Hinsdale Middle High School
Home of the Colts - Hinsdale Elementary School