



STATE OF HAWAII
ILIMA INTERMEDIATE SCHOOL
KA 'OIHANA HO'ONA'AUAO
91-884 FORT WEAVER ROAD
EWA BEACH, HAWAII 96706

September 17, 2026

Ilima Intermediate School Families,

The safety and well-being of our students, faculty, staff, and school community will always be our top priority. As a school, we continually practice and prepare for emergencies that may occur on or near our campus. While we hope we never have to use these procedures, we want our families to understand how we respond and how we will communicate with you should an incident or tragedy occur.

Our primary goal is simple: **Everyone who comes to school should be able to go home safely.**

Our Three Primary Safety Procedures

Ilima Intermediate School follows three primary safety procedures, depending on the nature of the situation.

1. HOLD — Stay in Your Classroom or Designated Area

A **Hold** may be used when there is a situation inside the school that requires students and staff to remain in their classrooms or designated areas. This allows the school to address the situation while keeping hallways and common areas clear.

2. SECURE — Bring Everyone Inside and Secure the Campus

A **Secure** may be used when there is a potential safety concern outside or near our campus. Students and staff will be brought inside, and exterior doors will be secured. Instruction may continue indoors while we monitor the situation and follow the directions provided by emergency responders.

3. LOCKDOWN — Immediate Safety Response

A **Lockdown** may be initiated when there is an immediate threat inside or near the school that requires students and staff to take protective action. Students and staff will follow established safety procedures and directions from school personnel and emergency responders.

Each situation is different. Our response will depend on the nature, location, and severity of the incident.

Communication with Parents and Guardians

We understand that when an emergency occurs, families want to know that their children are safe. We will make every effort to communicate with you as quickly as possible.

- **Email:** Our primary method of communication for general school correspondence, updates, and information.
- **Text Message:** Text messages will be used only in the event of an emergency situation.

In the event that we need to evacuate the campus or provide an early dismissal, specific instructions will be communicated to families at that time.

If students need to be relocated to a secondary evacuation site, that location will also be provided when appropriate. The designated location may vary depending on the nature of the emergency, the safety of the surrounding area, and whether nearby schools are also responding to the same situation.

Please make sure your contact information is current in our school records so that you can receive important communications.

In the Event of an Extreme Emergency

Although we sincerely hope we never experience this type of situation, we prepare our students and staff for the possibility of a serious or life-threatening emergency.

During an extreme emergency, our students are taught that their personal safety must come first. If remaining on campus is unsafe and a student has a safe opportunity to get away from the danger, they should prioritize getting to safety and follow directions from emergency responders.

We also encourage students to maintain communication with their parents or guardians as soon as it is safe to do so.

Ilima has a student safety check-in link available on our school website where students can report that they are safe. We encourage families to become familiar with this resource and remind students to use it when appropriate and safe. [Emergency Check-In Link](#)

Please understand that during a major emergency, communication may be delayed or limited as our staff focus on protecting students and responding to the situation.

How Families Can Help Us Prepare

We ask that all families take a few moments to:

- Make sure your current email address and cell phone number are on file with our school.
- Talk with your child about the importance of following directions during an emergency.
- Remind your child to prioritize personal safety and communicate with you when it is safe to do so.
- Become familiar with our school website and the student safety check-in resource.

- Wait for official school communication regarding evacuations, reunification, early dismissal, or designated pickup locations.

During an emergency, please avoid coming directly to campus unless instructed to do so. Unplanned arrivals may interfere with emergency responders and school safety procedures. We will provide directions regarding where and when students can be picked up or reunited with their families.

We Are Better Together

We recognize that no emergency plan can anticipate every possible situation, and we know that we are not perfect. However, we are committed to continually practicing, learning, and preparing so that we can respond to the best of our ability when our students and school community need us most.

As a HIDOE school, our responsibility is to protect our students and staff and to do everything we can to ensure that everyone who attends or works at Ilima returns home safely.

We hope we never have to put these procedures into action, but we are committed to being prepared if we do.

Thank you for your continued trust, partnership, and support. Please feel free to reach out to our school should you have any questions or concerns.

With appreciation,

Shayne Greenland
Principal
Ilima Intermediate School
(808) 687-9300

BETTER TOGETHER — #ILIMASTRONG!