



**STATE OF HAWAII  
DEPARTMENT OF EDUCATION**

**MA'EMA'E SCHOOL  
319 WYLLIE STREET  
HONOLULU, HAWAII 96817**

July 31, 2019

Dear Ma`ema`e Parents and Guardians,

Subject: Preparing for School Emergencies

In the event of a natural or man-made emergency such as a hurricane, bomb threat, or release of an unknown substance into the air that threatens the health and safety of our students and school personnel, our school has emergency response plans developed. Moreover, we are required to practice emergency drills on an annual basis to minimize exposure to dangers.

This letter is to inform you that in the event of an emergency, your child will be cared for by our staff in accordance with school plans and guided by emergency response personnel such as police, fire, and emergency medical services.

In case an emergency situation occurs on campus, we ask your cooperation by:

- Remaining where you are and not rushing to the school. This will help to keep roadways clear and allow emergency responders quick access while not exposing you to danger.
- Listening to the radio or watching the television for information and instructions.
- Picking up your child(ren) at the regular dismissal time unless otherwise directed.
- Avoiding calls to the school to keep phone lines open for communications with emergency responders.

There may be instances when we will need to keep your child(ren) at the school or at the evacuation site for long periods of time to ensure their health and safety. Please wait for an "all clear" signal from appropriate authorities before going to the school or evacuation site.

Your attention and assistance is deeply appreciated. We strongly suggest you opt-in to receive alerts from our school via School Messenger. See the flyer on the back of this page. Please feel free to contact me at 595-5400 if you have questions.

Your Partner in Education

Sincerely,

Lenn Uyeda  
Principal