

IMPORTANT INFORMATION ABOUT EMERGENGIES

Dear Parents,

Keeping parents informed and involved helps to assure student safety and improve student success. With today's on-the-go lifestyles, it has become more difficult for schools to reach families quickly and effectively. This is why our school has implemented the system called Instant Alert for schools several years ago.

Instant alert for Schools is an essential tool for notification and communication. Within minutes of an emergency, school officials can use Instant Alert to deliver a single, clear message to the students' parents or guardians by telephone, cell phone, e-mail, pager or PDA in any combination. Instant Alert can also be used to notify you of a school closing due to inclement weather. It's an equally effective way to keep you informed of everyday activities, such as event times and locations as well as schedule changes.

Instant Alert is internet based, allowing each family to maintain a secure, password protected, on-line profile. Included in this letter is an instruction sheet for accessing the system and creating your profile. You can log into your profile at any time to update your contact information. Maintaining the accuracy of your profile will increase the ability of the school to keep you informed.

In your on-line profile you are asked to:

Input your personal contact information

- Select which type of school information you would like to receive on each of your contact devices
- Send yourself a test text message to make sure your text messaging contact information is entered correctly
- Add contact information of other caretakers of your children, such as a grandparent or neighbor
- Designate these caretakers as the main contact for your children if you are out of town

In addition to receiving communication alerts on your designated contact devices, the alert messages will also appear in you online profile. You can use this feature to read any alerts that may have been erased or deleted accidentally on your other devices. This system is ready to accommodate your information. This is the **ONLY** system we will use to notify you of emergencies. It is imperative that you log on to

www.instant.alert.honeywell.com. If you need assistance with your profile, please send an email to InstantAlertHelp@Honeywell.com, or contact the school at 937-5427.

Sincerely,

Sharon Nease - Director

- OVER -

Simplified steps to log on to the Honeywell instant Alert System:

1. Go to www.instantalert.honeywell.com
2. Enter State and District (choose Diocese of St. Pete in dropdown menu)
3. Enter your child's name and DOB
4. Follow the steps and enter the required information
5. If you have any questions contact InstantAlertHelp@Honeywell.com or call the School Office for further assistance.

*Remember, if no action is taken, messages will still be sent to your primary number that you provided the school on your registration papers. That number is the default number that all messages will be sent. Action ONLY needs to be taken if you wish to receive alerts on any other device.