



**NEW
TRIER**
TOWNSHIP HIGH SCHOOL
DISTRICT 203

Principal's Office

2025-26 School Year

AUGUST 22, 2025

Dear New Trier Families,

As part of our ongoing commitment to the safety and preparedness of our school community, we are sharing key updates to our **Emergency Operations Plan** for the 2025–2026 school year. These updates include details on **state-mandated drills**, a new **Parent Safety Video**, our **emergency notification system**, and instructions on how to **update your contact information** to ensure you receive all emergency notifications.

We encourage all parents and guardians to watch our [Parent/Guardian Safety Video](#) to learn about the Standard Response Protocol (SRP), emergency procedures, and the steps we take to ensure a safe and secure learning environment for all students. For additional resources and information, please visit our [School Safety Webpage](#).

Emergency Preparedness

We conduct regularly announced emergency drills throughout the year in close collaboration with local law enforcement and fire departments to ensure our students and staff are well-prepared for any potential emergency. These drills encompass various scenarios, including evacuation, shelter, and lockdown procedures.

This year, we will conduct the **state-required safety drills**:

- Three evacuation (fire) drills – Fall and Spring
- One severe weather drill – Spring
- One announced lockdown drill – Fall

New Trier Safety Day, August 27

All advisers will show the **Student Safety Video** and review the **Standard Response Protocols (SRP)** in their classrooms, including evacuation procedures and designated shelter locations for their space. Advisers will confirm with each advisee that they received the school's test notification, which includes a text message alert, a voice call to their cell phone, and an email to their school account. Advisers will provide instructions to any student who did not receive the notifications.

Parent/Guardian Emergency Notifications (see below for updating your contact information)

In the event of an emergency, text messaging provides a rapid way to keep students, parents/guardians, and staff informed—especially during situations such as severe weather closures, lockdowns, or other unforeseen events.

While staff remain the **primary source of information for students**, we will also use email, automated calls, social media, and the school website to ensure important updates are communicated promptly. In an emergency, our primary job is to keep students safe, and we need to make sure the information we provide is accurate. It is likely you will hear about an emergency before we can provide a mass communication, and misinformation often spreads early in these situations. Please know that we are handling the emergency and working to keep students safe, and we will provide accurate information as soon as we have it. We ask that parents do not come to school during an emergency so first responders can access the building easily.

Student Cell Phone Use During Emergencies

Depending on the situation, students may be asked **not to use their cell phones**. This helps ensure they remain attentive to staff instructions, avoid spreading incomplete or inaccurate information, and keep communication networks clear for emergency responders.

Instructions to Review or Update Parent/Student Contact Information in PowerSchool

To receive emergency communications, please verify, add, or update the cell phone numbers we have on file for you and your student(s):

1. Log into [PowerSchool Student / Parent Portal](#)
2. Click on “Forms” from the left side navigation bar.
3. To update a student's cell phone number - click on “Student Cell Phone Verification Form”.
4. To update parent/guardian information, click on “Update Parent/Guardian Information”
5. Update the forms as necessary and click on Submit.

Testing of Emergency Notification System

On the morning of August 27, parents and students will receive a test notification from ParentSquare. **These alerts are sent via all three methods: a text message alert, a voice call, and an email.** If you do not receive the notifications, please email powerschoolsupport@nths.net for assistance. Student notification details are included above.

The text will come from number **66458**, and the message will state:

TEST: You should receive this message as a text, voice, and email from the New Trier emergency notification system, which will be used in all district/school emergencies. No reply is needed.

If you have any questions, don't hesitate to reach out. Thank you for your partnership in keeping our school community safe

Sincerely,

Denise Dubravec
Principal/Assistant Superintendent, Winnetka Campus

Paul Waechtler
Principal, Northfield Campus