



**Harrison High School**  
**255 Union Avenue**  
**Harrison, NY 10528**

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Steven T. Siciliano, Ed.D.  
Principal

Lawrence Mastrotta  
Laurie Griffo  
Assistant Principal

August 23, 2013,

Dear Parents:

Harrison High School is committed to providing a safe environment for all students, staff, and visitors. To assist in making the high school a safe environment, we have a School Emergency Response Team (SERT) that meets on a regular basis. The SERT consists of high school administrators and faculty members, including the School Resource Officer, school psychologist, school social worker, the head of security, the head custodian, school nurse, as well as a member of the community.

The SERT is responsible for all emergency drills, including fire drills. New York State requires the school to have eight fire drills by December 1<sup>st</sup> and the remaining four by May 1<sup>st</sup>. We also are committed to having a lockdown drill. A lockdown is required if a dangerous situation occurs in the building or on school grounds. During a lockdown drill, all students and staff lock themselves in the room where they are located, turn off the lights, and move to the safest part of that room. Students and faculty not in a room at start of the drill must enter the closest room available. We also practice sheltering the students and staff in case of dangerous weather. Students and staff are moved into the safest part of the building (depending on the specific weather event) until the dangerous weather has passed. The SERT also engages in research about the appropriate drills to practice. Therefore, during the year we may decide to run different types of drills that we feel are necessary to ensure a safe environment. After each drill, the SERT meets to debrief on the performance of the drill.

Finally, we also are responsible for evacuating the school should the need arise. If Harrison High School needs to enact an early dismissal, the school will use the automated *Alert Now* system to inform parents and guardians. We will attempt to call all phone numbers connected to each family (i. e.; home, work, and cell). Please update the school with any new phone numbers and your e-mail address(es) as soon as possible.

You may e-mail any new information to Ms. Louann Ruiz, our school registrar, at [ruizl@harrisonscd.org](mailto:ruizl@harrisonscd.org) or call 630-3099.

If you have any questions regarding the role of the SERT or any of the safety procedures please do not hesitate to call me at 630-3119.

Respectfully,

Lawrence P. Mastrotta  
Assistant Principal

LPM/lf