



Allison Brown  
Superintendent of Schools

September 17, 2024

Dear Roslyn Families,

Your child's safety is our top priority, and we believe that keeping parents informed about our emergency response protocols is essential. With that commitment in mind, we annually share the New York State Emergency Response S.H.E.L.L. protocol, which outlines the procedures and terminology to be used in the event of an emergency at our schools.

The link below provides an overview of the S.H.E.L.L. protocol, which stands for **Shelter-In-Place, Hold-In-Place, Evacuate, Lockout, and Lockdown**. These procedures are designed to guide students, staff, and first responders in the event of various emergency situations, such as natural disasters, intruders, or other potential threats. Please note that this information can always be found in the Parent section of our website in both English and Spanish.

I want to assure you that these protocols are regularly practiced and our staff members are trained to effectively respond to emergency situations. By sharing this information with you, we hope to ensure that you are aware of the terminology and procedures that would be used should a drill or real emergency response need to take place at our school buildings. Keeping you well-informed about emergency response protocols will help us work together to maintain a safe and secure environment for all. I encourage you to review this information periodically.

[\*\*NYS Emergency Response S.H.E.L.L.\*\*](#)

Should you have any questions or require further information about our schools' emergency preparedness measures, please contact Keith Macias, Roslyn Schools Safety and Security Coordinator/Covert Investigations at [kmacias@roslynschools.org](mailto:kmacias@roslynschools.org) or 801-5023.

Thank you for your attention and continued support.

Sincerely,

Allison Brown  
Superintendent of Schools