November 3, 2023

Dear Manhasset School Community,

The New York State Education Department requires school districts to test their emergency plans in each school building through exercises and drills throughout the year. When an emergency occurs, the first and foremost concern of every staff member is the safety of the children in our care. We practice drills so that our students and staff know how to respond in the event of an emergency.

The District is required to conduct lockdown drills annually. Our first lockdown and lockout drills are scheduled to take place on Wednesday, November 8. Representatives from the Nassau County Police Department will be present to observe the drills in each building.

A lockdown is used to secure school buildings and grounds during incidents that pose an immediate threat of violence in or around schools. A lockdown of the building requires all students and staff to remain in the room that they are in, lock all doors, and stay out of sight. Students and staff in a hallway are directed to the nearest classroom. The drill will begin with an announcement over the public address system. The principal of each school will communicate that they are conducting a safety drill and will provide clear directions for students and staff to follow.

Immediately following the lockdown drill we will conduct a lockout drill. A lockout is used to secure school buildings and grounds during incidents that pose an imminent concern outside of the school. During a lockout, classroom instruction, and interior activities continue as typical. However, external doors are locked and secured and no students, staff members, or visitors are permitted to enter or leave the building.

The District will test its communication systems by sending a text message during and after the drills.

If you have any questions or concerns, please contact your child's building principal.

Sincerely,

Dr. Gaurav Passi

Superintendent of Schools