

Date: December 17th, 2012

To: Families of Holy Trinity Academy

From: Mr. M. Basaraba, Principal

Good Morning,

It is with a heavy heart that I feel it necessary to send you this memo. In light of the tragedy that occurred at the Sandy Hook Elementary school in the town of Newtown, Conn. last Friday, I am asking your families to pray for the young victims, Principal and teachers along with their families and the community of Newtown as they deal with their grief this week. It is at times such as these that we often reflect and consider how precious each day is and how quickly events such as these can bring upon deep sadness in the lives of many.

In this same respect, I would like to reassure our HTA community that STARCATHOLIC has policies and procedures in place should an emergency situation ever arise in one of our schools.

* Each of our administrators and counselors have received from Kevin Cameron, facilitated by our Inclusive Education Coordinator, Marilyn Kunitz, “Crisis/Trauma Response Training.
* **Fire Drills and Lockdown Drills are** practiced in our schools.
* We have the **STAR Catholic Crisis Responder Team** who are available on site immediately following a crisis in one of our schools and are prepared to assist with whatever task is required of them by the principal
* As per our **Crisis Response Planning Guide** - When emergency service responders (fire, police, etc.) have been called in, the School Crisis Team, together with emergency service responders and STAR Catholic Crisis Responder Team Leader will form an ad hoc Incident Response Team.  Direction of this team will be under the lead emergency response service (fire, police, etc.) for the duration of the active situation.  School and division personnel provide support to the emergency responders and maintain a primary focus on the safety and security of students and staff.

If you would like more information regarding our policies and procedures, please feel free to contact me at (780) 621-5735.

It is an unfortunate reality that we must be prepared for events such as these and I hope that you know we take very seriously the safety of your children… our students.

I wish you God’s peace over the holiday season….

Mr. M. Basaraba, Principal

Holy Trinity Academy