

## To Parents & Guardians

We know you share our belief that safety and security is of highest importance in our schools. The following guidelines will ensure that your child is as safe as possible:

- ◆ Do not come to the school during an incident.
- ◆ Parents and the community will be given as much information as possible through the local media and the SFPS website: [www.sfps.info](http://www.sfps.info)
- ◆ If you must speak to someone call SFPS main number at 505-467-2000
- ◆ In an evacuation, your child will be escorted to a safe site. To find out when and where to pick up your child, listen to local media or check the SFPS website. Students will be released to parents or an authorized adult at the relocation site at the earliest possible time.

## Shelter in Place Restricted Movement

All students will remain in classrooms or supervised areas until the administrator gives the “All Clear” signal. Students are free to move about the building or immediate indoor areas.

**Shelter in Place** is used to protect students and staff from potential dangers such as:

- ◆ Gas leak outside of the school
- ◆ Hazardous material spills
- ◆ Police activity in surrounding areas

## Lockdown No One In and No One Out

All students will remain in classrooms or supervised areas until the “All Clear” signal. The perimeter of the school is secured so that no one can come in or go out of the building. No movement permitted.

**Lockdown** is used when there is a perceived threat such as:

- ◆ Armed Intruder
- ◆ Hostage Crisis
- ◆ Special Police Operation

## Evacuation Everyone Out of the Building

All students and staff will be moved to a safe school building or off-site location. The administrator will give directions.

In an evacuation, your child will be escorted to a safe site. To find out when and where to pick up your child, listen to local media or check the SFPS website. Students will only be released to parents or an authorized adult with proper identification, at the relocation site at the earliest possible time.

An evacuation might be ordered when there is:

- ◆ Fire
- ◆ Bomb Threat
- ◆ Major water or gas leak or sewer backup

## How Can You Help

- ◆ Are your emergency contact numbers updated at the school?
- ◆ Are the correct legal guardians or persons authorized to pick up your child on record with the school?
- ◆ Sign up for the free email, cell phone and text messaging alert service from Santa Fe City and County:  
[www.nixle.com](http://www.nixle.com)
- ◆ Attend the monthly District Safety Meetings to keep updated with the Safety & Security protocols and procedures being implemented within the Santa Fe Public Schools District.

**Contact  
Santa Fe Public Schools  
Safety & Security  
Department  
For more information**



**[www.SFPS.info](http://www.SFPS.info)**

**Safety & Security Department  
610 Alta Vista  
Santa Fe, NM 87505  
505-467-3440  
[www.sfps.info](http://www.sfps.info)**

Santa Fe Public Schools

## Safety & Security 2018-2019

**Parents' Guide to  
Crisis Response  
Incidents**

