



## Emergency Procedures

Dear Parent(s)/Guardian(s):

Should an emergency or disaster situation ever arise in our area while school is in session, we want you to be aware that NMSA has made preparations to respond effectively. In fact, public schools in New Mexico are built to meet stringent construction standards that may even be safer than many homes in the event of a disaster.

Should we have a major disaster/emergency during school hours, your student(s) will be cared for at this school. NMSA has a detailed crisis plan, which has been formulated to respond to major catastrophes.

Parent/guardian cooperation is imperative during an emergency. Please adhere to the following instructions in case of emergency:

1. Please do not telephone the school. Telephone lines may be needed for emergency communication. See #3 below for alternatives for communications.
2. In the event of a serious emergency, students will be kept at school or at an off-campus relocation site until they are picked up by a parent/guardian who has been pre-identified as an emergency contact. Please instruct your child to remain at school until you or a designee arrives.
3. If electrical service is not affected, information will be relayed via text, phone messages, and email through the school's mass notification system. You will be notified as soon as possible during an emergency. It is important that we have your correct phone number and email address so that you will receive the messages. Please do not call the school or your child's cell phone during an emergency, as phone lines will need to remain clear for emergency services.
4. Impress upon your children the need for them to follow the directions of any school personnel during an emergency.
5. During some emergencies, students may be taken to an off-campus relocation site. If this occurs, the school's re-location and family reunification plan will be activated, which means that students will be released from the relocation site only to parents/guardians or emergency contacts.

The decision to keep students at school or to relocate will be based upon, among other factors, whether or not streets in the area are open and/or safe for travel. NMSA will always work in coordination with emergency response personnel. If an early release occurs, parents/guardians will be alerted via our mass notification system. Parents/guardians will receive instructions on how and where to pick up their student.

In case some areas around the school become unsafe, due to for instance to severe weather, hazardous materials release, or police activity, shelter-in-place procedures will be implemented to provide on-site protection from the outside elements. All students and staff will be directed inside. "Shelter-in-Place" signs will be placed on entrance doors. Students arriving at school during a shelter-in-place event should report to Front Office. When the dangerous incident has subsided, an all-clear signal will be sent via text, phone and email.

Please discuss these matters with your child and immediate family members. Planning ahead will help alleviate concern and confusion during emergencies.

Sincerely,

Eric Crites,  
Head of School