

# In Case of An Emergency at Apache Elementary

*Apache Elementary*  
12800 Copper St. N.E.  
Albuquerque, New Mexico

**505.292.7735**

This brochure has been created for parents and caregivers of students at Apache Elementary. It will provide you with information about what will occur in the event of a fire, a lockdown, a shelter in place or a school evacuation.

Information about school delays and cancellations can be found on the last page.

Please keep this information handy so that you can find it quickly.



## ***In Case Of A Fire***

- Students will assemble on the football field, west of the school.
- Teachers and staff members will take attendance immediately to ensure that all students are safe.
- Students will re-enter the building when it has been determined that it is safe to return.

*A.P.S requires that each school conduct a fire drill once a month.*

## ***In Case Of A Lockdown***

A lockdown will be ordered by: the Bernalillo County Sheriff, Albuquerque Police or A.P.S. School Police when a dangerous person is on or near a campus.

- Students are moved out of the hallways and into the nearest classrooms immediately. They must stay in these rooms until they are cleared to leave by public safety personnel.
- All entry, classroom, bathroom and office doors will be locked. ***No one, except for law enforcement, will be allowed to enter Apache Elementary during this time.*** This is done to protect students and staff from any threat.
- Attendance will be taken.

- Communication will occur between the Apache staff via text messages and instant messaging.

In the event of a lockdown, A.P.S. officials ask that parents and guardians ***do not*** come to Apache Elementary for their child(ren).

Our first concern should be the safety of all children and staff members.

## ***In Case of A Shelter-In-Place***

A **shelter-in-place** is similar to a lockdown except that students can move around inside the building that their classroom is in. However, like a lockdown, no one will be allowed to enter any of the buildings.

Students are allowed to continue learning in a supervised classroom that is locked and secure. If restroom breaks, food or medical attention are required, they will be handled with the assistance of A.P.S. Police.

The decision to put a school in shelter-in-place is made the same way it is determined to put a school in lockdown. This decision will be made only when it is confirmed that there is no imminent danger to the students or staff of Apache Elementary.

### ***In Case Of An Evacuation or Relocation***

Students and staff at Apache Elementary will be relocated to another location in the event of a chemical spill, fire, gas leak, etc.

Our relocation sites are:

**East Gate Four Square Church**  
12120 Copper St. N.E.  
(west of Apache Elementary)

**Wilson Stadium**  
12200 Lomas Blvd. N.E.  
(east of Manzano High School)

These locations are within walking distance of our school.

- All staff members will assist in making sure that students arrive at these destinations safely.
- Attendance will be taken and all students will be accounted for.
- We will remain at these locations until it is safe to return to school.
- If it is determined that students will need to be released to parents or guardians, school staff will set up a location for this to occur. **Your patience will be greatly appreciated!** *Identification will be required to check out your child(ren).*

### ***How will parents and guardians be informed?***

In case of an emergency, families will be notified through SchoolMessenger.

**Please do not contact the school for additional information. Our limited phone lines may be needed for emergency communication.**

Information may also be provided by:

- City of Albuquerque Information (311)
- KANW 89.1 FM
- Local television stations



### ***School Delays & Cancellations***

Each winter, we have some days when the weather affects safe travel. When road conditions are a concern, school district staff gathers information from a variety of sources to decide if it is safe to transport students to school. ***Our first concern is the safety of students and staff.***

For delay, cancellation and early dismissal information, check the following places:

1. A.P.S. Website ([www.aps.edu](http://www.aps.edu))
2. Facebook: Albuquerque Public Schools
3. Television and Newspaper websites: KOB Channel 4, KRQE Channel 13, KOAT Channel 7, KLUZ Channel 41, and the Albuquerque Journal
4. Radio: KKOB 770AM, KANW 89.1

When school is delayed or cancelled, you will receive a call or e-mail from SchoolMessenger. Check with the Apache Office to ensure that your phone number and e-mail addresses are correct.

### ***2 Hour Delays***

The abbreviated day schedule is a shortened school day that begins **2 hours later** than the regular schedule but ends at the regular time. **Apache Elementary will begin at 10:35 a.m.**

1. Supervision for students will begin at \_\_\_ a.m. Students should not be on campus until that time.
2. School bus pick up times will be 2 hours later.
3. Breakfast will not be served, lunch will be.

### ***Early Dismissal***

If severe weather conditions develop during the school day that causes an early dismissal, parents and guardians will be notified through SchoolMessenger.