



Dear Parent(s)/Guardian(s) of Carlos Gilbert Elementary:

Should an emergency or disaster situation ever arise in our area while school is in session, we want you to be aware that the school is prepared to respond effectively. In fact, Santa Fe Public Schools are built to meet stringent construction standards and may 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 the school. Our school has a detailed emergency plan, which has been formulated to respond to major catastrophes.

Parent/guardian cooperation is imperative during an emergency. Please follow these instructions in case of emergency:

1. Please do not telephone the school. Telephone lines may be needed for emergency communication.
2. In the event of a serious emergency, students will be kept at school until they are picked up by a responsible adult who has been pre-identified on the school emergency contact list, which is required to be completed and updated by parents/guardians at the beginning of every school year. Please instruct your child to remain at school until you or a designee arrives. It is recommended that you consider the following criteria when you authorize another person to pick up your child at school:
  - He/she is 18 years of age or older.
  - He/she is usually home during the day.
  - He/she could walk to school, if necessary.
  - He/she is known to your child.
  - He/she is both aware of and able to assume this responsibility.

For emergency announcements, go to our Santa Fe Public School website, local media channels, and our social media page. In addition, information regarding day-to-day school operations will be available by calling our school at 505-467-4700 or the District Office at 505-467-2000.

If you opt into our Remind notification system, you will also be notified as soon as possible during an emergency.

It is important that we have your correct phone number and e-mail address so that you will receive these 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. Impress upon your children the need for them to follow the directions of any school personnel during an emergency.

During some emergencies, students may be taken to an off-campus relocation site. If this occurs, the school's relocation and family reunification plan will be activated, which means that students will be released from the relocation site only to custodial parents/guardians or persons identified on the school emergency list.

We appreciate your time and being our partner in keeping our schools safe and we look forward to an awesome 2024/25 school year.

Sincerely,

Kim Pietrocci  
Date: 9/5/2024