

Archdiocese of Santa Fe

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Dear Parents or Guardians

In an effort to share information about critical incidents in the Archdiocese of Santa Fe Catholic Schools, we would like to provide you with some guidance, should a Lock Down or "shelter in place," occur at your child's school. The City of Albuquerque has designated its 311 Center to be the point of contact for information pertaining to an incident at the school. 311 will be working directly with both the Archdiocese of Santa Fe Catholic Schools and Albuquerque Police Department to share information about what is taking place at the school and where parents are to meet to reunite with their student. We ask parents not to call the school, as the administration at the school may not be answering the phones. Information also will be available on the Catholic Schools Office web site at www.csadmin.org.

We would also like all parents to know we will be practicing Lock Down procedures at your child's school in an effort to familiarize and prepare, should a real critical incident ever take place. It is very important that you do not instruct your children to run or flee from school while it is in a Lock Down, unless the threat is immediate to your student. During a Lock Down, the students and teachers need to stay in a locked classroom until the police have ensured there is no longer a threat present at the school.

All students, teacher and administrators must be vigilant and aware of their surrounding. Any suspicious, bizarre or unusual behavior should be reported to school staff immediately. Please know that the Archdiocese of Santa Fe and the Albuquerque Police Department will not tolerate threats made to students or staff members of Archdiocese of Santa Fe Catholic Schools even if the threat is made in jest. We are all working together to ensure your student is safe during school, and we need your cooperation in this effort.

Martin J. Chaves
Mayor

Susan M. Murphy
Superintendent of Catholic Schools

Chief Raymond D. Schultz
Albuquerque Police Department