

EMERGENCY RESPONSE NUMBERS

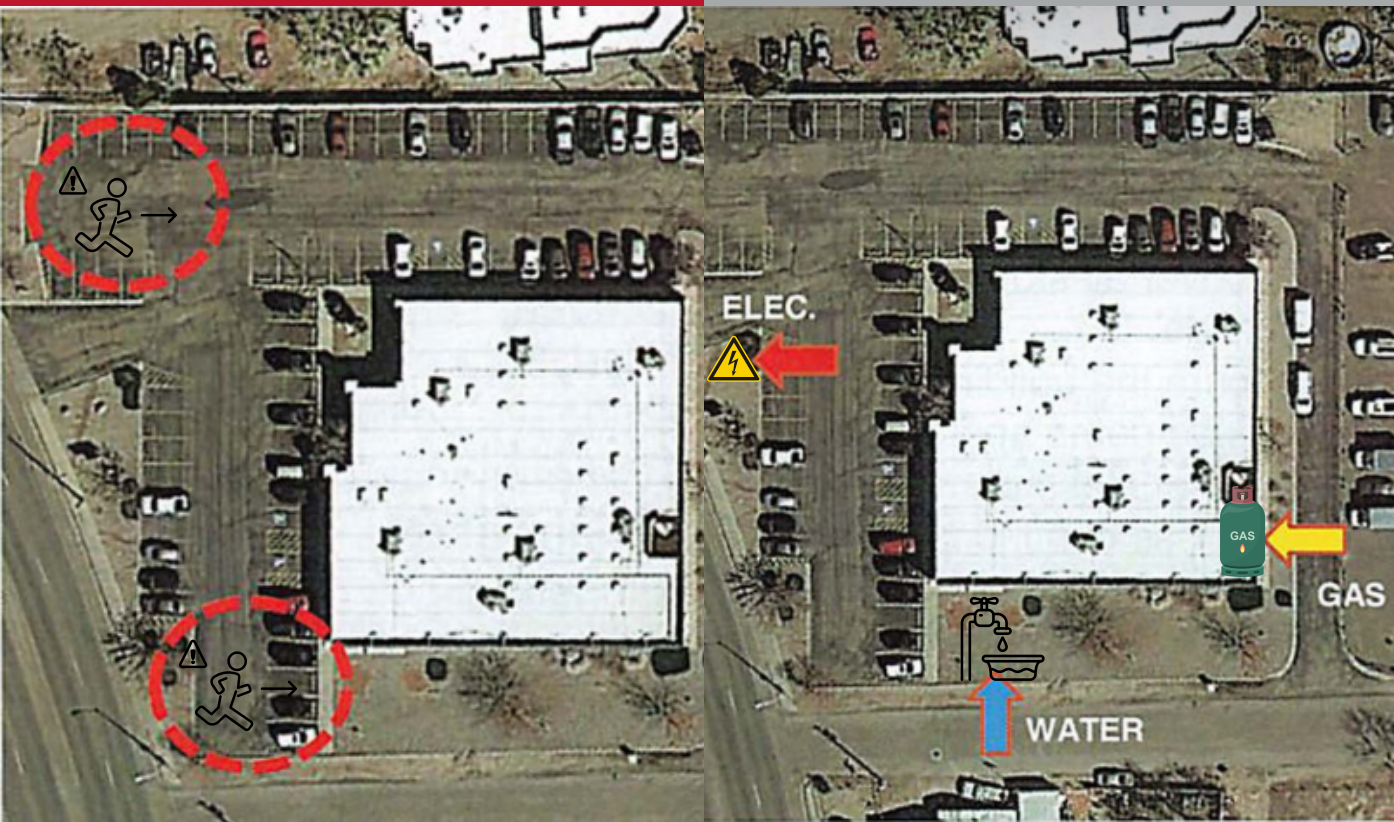
Superintendent Montaño: 505-379-1059

Terry Darnell: 505-220-3253

Sandy Darnell: 505-404-5682

Police/Fire: 911

BPS Administration Complex Evacuation Points



EVACUATION POINTS

Locations indicated below
are intended to be used for
BPS administrative staff and
visitors.

District Office Utility Cut-Offs

EMERGENCY RESPONSE PROTOCOL



Lockout



Lockdown



Evacuate



Shelter



**Bernalillo Public
Schools**



Why is this plan important?

- A strong safe school plan has a uniform response to any incident.
- Weather events, fires (like the recent NM fires), threats of violence or otherwise are scenarios that are planned and trained for.
- In order for our schools to be on the same page, we use the same vocabulary to elicit a specific action that is standard throughout the district.

What should I know?



Lockout – This is used when the potential threat is outside the school.

- Recover all students and staff from outside.
- Secure the building perimeter by locking gates and outside facing doors.
- Regular classroom and department business continues inside the building.
- No movement between buildings.
- Communicate your location to your supervisor if outside of your normal working area.



Lockdown – This is used when a potential threat is inside the school.

- Lock classroom/office doors.
- Turn off all the lights.
- Silence all cell phones.
- Students and staff should be out of sight of windows.
- Email or text the following information:
 - Room or department
 - # of people inside
 - Condition



Evacuate – This is used to move students/staff from one location or building to another.

- Move students and staff quickly and orderly to a pre-designated location (leave belongings behind).
- Verify the presence and absence of students/staff.
- Wait for instructions.
- Communicate the following:
 - Class or department
 - # Present, # Missing
 - Condition



Shelter in Place – This is used when outside conditions/events require occupants to stay in the building.

- Take Shelter where you are.
- Isolate the inside environment from the outside environment.
- Follow additional instructions from the main office.
- Email or text the following:
 - Room or department
 - # Present, # Missing
 - Condition