

CAPITAN MUNICIPAL SCHOOLS

Home of the Tigers



Dear Parents and Guardians,

Capitan Municipal Schools is committed to providing a safe and secure learning environment for all students. At the beginning of each school year, the district is required to notify parents and guardians of the procedures and protocols that may be used in the event of an emergency occurring on campus while students are at school.

While it is not possible to outline every potential emergency situation, families should be aware that the district has established response protocols for situations including, but not limited to, **Active Shooter, Shelter-in-Place, Evacuation, and Family Reunification**. These procedures are designed to prioritize student and staff safety and are implemented in coordination with local emergency responders when appropriate.

Capitan Municipal Schools conducts **age-appropriate emergency drills and annual safety inspections** as required by the New Mexico Public Education Department to ensure emergency procedures, communication systems, and response protocols are functioning as intended. These drills help students and staff practice appropriate responses and allow the district to review and improve safety measures.

In the event of an emergency, parents and guardians will be notified as soon as practicable through the district's official communication systems. Notifications may be sent via **phone call, email, and/or text message**, and information may also be posted on the district or school website and the school's **social mobile application**, when available. Families are asked **not to come to the school campus unless directed to do so**, as this may interfere with emergency response efforts.

If a **family reunification process** is necessary, parents and guardians will receive specific instructions regarding the **designated reunification location, identification requirements, and release procedures**. Students will only be released to authorized adults listed in school records.

It is critical that the district has **current and accurate contact information** for all families. Parent and guardian contact information is collected during student registration each year. Parents and guardians are responsible for notifying the school of any changes to their contact information after registration to ensure they receive emergency notifications without delay.

If you have questions regarding school emergency procedures or communication protocols, please contact your school office or district administration.

Thank you for your continued partnership in keeping our students and school community safe.

Sincerely,
Capitan Municipal Schools