



## Wyoming Department of Education

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### MEMORANDUM NO. 2007 - 085

**TO:** School District Superintendents  
Principals

**FROM:** Jim McBride, Ed.D.   
Joe Moore, Director  
Wyoming Office of Homeland Security 

**DATE:** April 18, 2007

**SUBJECT:** Ensuring Preparedness Steps Are in Place

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### IMPORTANT INFORMATION

The potential impact of a natural or man-made disaster poses a critical concern toward the protection and safeguarding of our children and school facilities. These may include wild-land fires, tornados, hazardous material releases, etc. Terrorist attacks may include the use of biological, radiological, nuclear or explosive elements.

In a joint effort to initiate appropriate precautions and necessary countermeasures to prepare and recover from these disasters, we respectfully urge you to review your current Crisis/Emergency Operations Plans and do the following:

1. Ensure your shelter in-place and evacuation procedures address your specific nearby environmental risks (hazardous train cargos, chemical plants, nearby highways, fault lines, etc.).
2. Appropriately **practice and drill with your students and staff** to prepare for likely scenarios that would result from a problem or disaster associated with these risks.
3. Coordinate with local law enforcement and first responders to know when to shelter in-place and when to evacuate.
4. Ensure that appropriate relationships and lines of communication are open with key individuals to facilitate immediate evacuation, if it should ever be required.

The Wyoming Office of Homeland Security (WOHS) can provide suggestions and recommendations to address this request. In all cases, getting the students and staff to know what they quickly need to do in a crisis can save lives. As a reminder, it is very important that you fax the Crime Reporting Information Sheet (909-987-2477) that was recently sent to you with Memorandum No. 2007-060—School Safety Anonymous Tip Line. The anonymous tip line has proven itself as a useful tool to mitigate man-made events.

Any questions or concerns should be addressed to Mr. Jim Case, WOHS Analysis Unit Chief, at 307-777-4918. (Contact Bruce Hayes, Facilities and School Safety Consultant, at 307-777-6198 for WeTip questions.) We appreciate your cooperation and ask you to please inform the WOHS upon completion of the four items listed in this request.

JM:JM:DLP:BH