



# Wyoming Department of Education

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## MEMORANDUM NO. 2011-008

**TO:** School District Superintendents  
Principals

**FROM:** Bruce Hayes, School Safety Consultant  
Health, Safety & Nutrition Division

**DATE:** January 21, 2011

**SUBJECT:** School Safety Committee Recommendations

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### SCHOOL SAFETY RESPONSIBILITIES

Attached is a summary of baseline school safety recommendations assembled by the School Safety Committee (a multi-disciplinary team representing the District Superintendents, Fire Marshal's Office, Wyoming Department of Education, Sheriff's Office, Wyoming Department of Health, Wyoming Office of Homeland Security, LCCC, and a local architectural firm – Noel Griffith and Associates).

They do not represent all a school can do regarding school safety, but represent "at least" a baseline from which to build. The first half originates in Wyoming statute. The second half represents operational recommendations.

If you have any questions, please call 307-777-6198 or email me at [bhayes1@educ.state.wy.us](mailto:bhayes1@educ.state.wy.us).

BH:rs

Attachment

# **Recommended Security/Safety Measures for Wyoming Public Schools**

by  
**The Wyoming School Safety Committee**

January 13, 2011

The Wyoming School Safety Committee, a multi-agency group of committed volunteers whose interest is to see Wyoming schools safe and healthy places to learn, takes an active interest in identifying leading protective practices in schools. American educational institutions continue to be a significant potential soft target for acts of violence and (foreign or domestic) terrorism.

## **A. Requirements from Statute or Federal Guidelines:**

1. All chemistry labs should follow the School Facilities Hazardous Materials Safety Guidelines distributed by the Wyoming Department of Education. [W.S. 21-2-202 (a)(xxii)]
2. W.S. 35-9-505 specifies a fire alarm test for other non-fire safety drills. This may actually be done when kids are not in school or at another time in the day. Testing aside, fire alarms should be used exclusively for the purpose of alerting personnel in a fire drill or actual fire.
3. All playground equipment should follow the 2008 federal safety guidelines. [Public Playground Safety Handbook, U.S. Consumer Product Safety Commission, Publication #325]
4. Districts must ensure that policies regarding harassment, intimidation, and bullying are consistent with W.S. 21-4-311 to W.S. 21-4-315.
5. Eye protection must be worn by all laboratory students while engaged in class activities involving risk. See W.S. 21-9-203.
6. Students must be given adequate notice of pesticide application. See W.S. 35-7-375.
7. Health services must be consistent with W.S. 21-15-115, Chapter VI School Accreditation, Section 17 (a), and 29 CFR 1910, 1030 per OSHA Publication 3127.

## **B. Operational Recommendations:**

1. Schools should maintain only a single point of entry.
2. Official ID should be carried by all staff in schools of significant size. Visitor sign-in is expected. (This includes repair personnel and vendor verification.)
3. All staff/students need to be trained to report unusual behavior to someone in authority—it is okay to question individuals not seen before.
4. The school's crisis management plan, strategic plan, and effective partnering with emergency services should all be topics included in staff training.
5. Random searches of school lockers for illicit drugs and other contraband should be conducted on a regular basis – consistent with current Wyoming law.
6. Administrators should have a properly stocked and supplied emergency “go bag\*” in a suitable location.

\*This should contain as a minimum: MSDS, names of attending and non-attending students for off-site accounting purposes, adequate first aid supplies, floor plan of the school, list of chemicals in the school, CDs, grades, and other administrative information necessary to continue operation should the main office sustain damage or record destruction.

7. It is critical that a commitment to create a culture of student camaraderie and accountability be made. This may take the form of an anti-bullying program, mentor program, character education program, or other concrete effort that supports the safety and climate goals of the school.
8. An emergency first-aid kit and spill kit should be quickly and easily accessible in each classroom. Training should be current.
9. To the extent possible, SRO's should be a part of the school's or district's safety plan.
10. Teacher responses to anticipated disasters should be up-to-date and easily accessible at the door of each classroom.
11. Access to reports, articles, websites, references, and other helpful resources is available at [www.k12.wy.us/HS/safety.asp](http://www.k12.wy.us/HS/safety.asp).
12. Have teachers and students know the statewide School Safety Anonymous Tip Line **(1-800-78-CRIME)** and cultivate an environment that would encourage a willingness to use it.
13. Other goals as required by local, active school, or district crisis management / preparedness teams.

C. School Safety Committee Contacts:

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