

# EMERGENCY PROCEDURES

Revised July 2018

WDE Accreditation Version\*

\*This version is intended to show the content of the FCSD#21 Emergency Procedures without providing details to protect students and staff from people who would do harm.



**FREMONT COUNTY SCHOOL  
DISTRICT #21**

# INTRODUCTION

## EMERGENCY PREPAREDNESS

### Fremont County School District #21, Fort Washakie

Emergencies, disasters, accidents, injuries, and crimes can occur without warning at any time. Being physically and psychologically prepared to handle unexpected emergencies is an individual as well as, an organizational responsibility.

This *Emergency Preparedness Manual* has been developed to assist in minimizing the negative effect from such events. Please read this manual thoroughly before an emergency occurs, become acquainted with the contents and keep this manual available for immediate reference. **DO NOT FILE THIS DOCUMENT!** Once you are familiar with the information enclosed, you will be better prepared to protect yourself, your students and your co-workers.

## WHAT YOU CAN DO NOW TO PREPARE

- Emergency supplies are kept in the Nurse's Office.
- Keep this *Emergency Preparedness Manual* in a visible location in your office/classroom.
- Know the four (4) key Standard Response Protocol (SRP) actions.
- Become familiar with the quickest exit routes from your building.
- Locate the nearest fire extinguisher and pull station.
- Register for CPR, first-aid, crime prevention, or other safety training courses.

### SUPPLIES FOR FCSD #21

- Current American National Red Cross First Aid/CPR/AED Manual (Located in the Nurse's office)
- Staff should consider American National Red Cross First Aid and CPR/AED training
- Portable stretcher
- Cot: Mattress with waterproof cover
- Blankets
- Sink and paper towels
- Covered waste receptacle with disposable liners
- Bandages, scissors, tweezers, needles
- Digital Thermometer with disposable covers
- Expendable supplies:
  - Sterile cotton-tipped applicators, individually packaged
  - Sterile adhesive compresses (1"x3"), individually wrapped, cotton balls
  - Sterile gauze squares (2"x2", 3"x3"), individually packaged.
  - Adhesive tape (1"with)
  - Gauze bandage (1" and 2" widths)
  - Splints (ling and short) •
  - Triangular bandages for sling
  - Tongue blades
  - 70% isopropyl alcohol
  - Safety pins
  - Soap (plain) or solution containing hexachlorophene
  - Disposable facial tissues
  - Paper towels
  - Eyedroppers
  - Disposable gloves (consider vinyl if latex allergy possible)
  - Pocket mask/face shield for CPR
  - One-ounce emergency supply of Ipecac (dated)

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## **EMERGENCY PHONE NUMBERS**

### **Fremont County School District #21**

Emergency	<u>911</u>
Wind River Police Department	332-3112, 332-6880, 856-5394
Fremont County Sheriff's Office	332-5611, 856-7200
Federal Bureau of Investigation	335-7559
BIA Criminal Investigator	332-3112, 332-7808
Ft. Washakie Indian Health Service	332-7300, 856-7605
Ft. Washakie Mental Health Service	332-2726, 332-2716
Arapahoe Indian Health Service	332-7016, 856-9281
Superintendent FCSD #21	332-5983, ext 1400 / 307.206.6940
Principal of FWS PK-8	332-2380, ext 1500
School Security	332-2380, ext 5019 or 349-4445
Transportation Supervisor	349-1408
Building Supervisor	349-1409
Principal of FWHS	332-0142, ext 4202
School Nurse	332-2380, ext 1800

(3)

<b><u>CRISIS TEAM CONTACT NUMBERS</u></b>			
Security		<u>332-2380</u> <u>349-4445</u>	Ext 4026 Ext 5022 Ext 5019
Superintendent		332-5983 office 206.6940 cell	Ext 1400
Principal Elem/Middle		332-2380	Ext 1500
Front Office		332-2380	Ext 1600
Principal FWHS		332-2380	Ext 4202
School Nurse		332-2380	Ext 1800
Transportation		332-2380 349-1408	Ext 1700
Maintenance		332-2380 332-5983 349-1409	Ext 1710
Grounds		332-2380 332-5983 349-1407	Ext
Elem/Middle Counselor		332-2380	Ext 2900
FWHS Counselor		332-2380	Ext 4204
Wind River Police Department		332-3112	
Fremont County Sheriff's Office		332-5611	

(4)

Fremont Counseling		<u>332-2231</u>	<u>332-0193</u>
Poison Control		1-800-955-9119	
Lander Valley Medical Center		332-4420	
Riverton Hospital		856-4161	
<b><u>OTHER CONTACTS</u></b>			
KFTW-FM		335-8039	
KOVE/KLDY		332-5683	
KTAK-FM		856-2251	
KWRR		335-8740	
KCWC-TV		856-6744	
KTRZ		856-2922	
KVOW-AM		856-8851	
Wind River News/Wyoming State Journal		332-2323	
Riverton Ranger		856-2244	

Emergency Guidelines  
Fremont County School District #21  
Fort Washakie, Wyoming

**Fremont County School District #21 is dedicated to a safe, orderly learning environment in our school. This set of guidelines is meant to be a practical guide that provides general procedures to follow in case of various emergencies. Staff members are expected to know these procedures and know the specific plans and procedures that are created for the specific work site or school in which they work.**

IF AN EMERGENCY ARISES:	
1.	Be sure the Principal or Principal Designee, and School Office is notified and help is summoned.
2.	Follow the guidelines outlined in this booklet and apply the Standard Response Protocols (SRP).
3.	Reassure your students; your own calm approach will help students follow instructions that could save lives during an emergency.
4.	Be prepared to react to instructions from law enforcement or school administration.

*Fort Washakie School's vision is to provide a healthy learning environment that promotes and empowers students to become successful in society.*

*By working together, all of us will help make Fremont County School District #21 a very safe place to work and learn.*