

BIG HORN COUNTY SCHOOL DISTRICT NUMBER ONE  
Box 688  
Cowley, Wyoming 82420  
POLICIES AND REGULATIONS  
File: EBCA

**DISASTER PLANS**

It is imperative that pupils, staff, and the public be protected in case of emergency and that the educational process of the school be carried out with the least amount of disruption.

Common sense should dictate the reaction of school personnel to emergency situations. All situations cannot be neatly defined into a category for which hard and fast guidelines can be drawn.

The principal of each building has the prime responsibility for developing a building disaster plan and for the dissemination of emergency procedures to his/her staff. In addition, he/she must set up a designated chain of command so the safety procedures are carried out in event of his/her absence from the building.

Any emergency will call for any one of the three following actions, depending upon severity:

1. Evacuation: Evacuate the building and send students and staff home.
2. Retention: Building principals have their individual school plan for sheltering pupils and teachers in the event there is less than 30 minutes before an attack.
3. No warning: All pupils and teachers stay in their rooms and drop to the floor and seek protection. Get under desks and place your hands over your heads. Stay away from windows. True leadership ability and common-sense judgment will prevail in the event there is no warning.

**Checkerboard Alert Plan**

The Checkerboard Alert Plan is the County Emergency Civil Defense Plan used to transmit warning messages to the District regarding nuclear attack and weather warnings (tornadoes, blizzards, severe storms, etc.).

When Checkerboard Alert comes into the Administration Office of Big Horn County School District Number One, located at Cowley, 548-2254, the following action should work as a relay alert to the attendance areas in our school district:

The District Office will call:

- |                                     |          |
|-------------------------------------|----------|
| 1. Rocky Mountain Elementary School | 548-2211 |
| 2. Rocky Mountain Middle School     | 664-2252 |
| 3. Rocky Mountain High School       | 548-2723 |
| 4. Burlington Schools               | 762-3333 |

Each attendance area then calls the Lovell Police Department at 548-2215.

In a case of something more than an Alert, the message will be given as to what instructions to follow.

Radio stations will be notified as to civil defense actions.

**Civil Disturbance**

If a civil disturbance occurs, such as a riot, an unruly crowd at a school event, stay away from the area where the trouble is. Notify the Sheriff's office at 548-7022 or 911 as quickly as possible.

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