**Watford City High School**

**Emergency Procedures**

|  |  |
| --- | --- |
| **Emergency Numbers** | **Explain Situation** |
| * **School Phone: 701-444-3624 ext. 2** * **Police: 701-842-2280** * **Sherriff: 701-444-3654** * **Fire: 701-444-3516** * **Hospital: 701-842-3000** | * **Where are you?** * **What is going on?** * **Who is involved?** |

**Containment**

* **Threat outside of school**
* **Severe weather**

**Action taken**

* **Keep student inside school building**
* **Passing period allowed**
* **Exterior doors are locked**

**Tornado**

* **Evacuate to 1st floor locker area, wrestling room, locker room, theater**

**Shelter in Place**

* **Keep hallways clear**
* **Drug dogs, fight, and medical emergency, hazardous material spill, report of a weapon, etc.**

**Action taken**

* **Keep students in the classroom**
* **No cell phone use is allowed**
* **Cafeteria will evacuate to the locker rooms, theater, wrestling room, & band room**
* **During passing period find the nearest classroom**
* **Classroom instruction & work will continue**

**Lockdown**

* **Violence**
* **Intruder**
* **Abduction, hostage, neighborhood threat, civil unrest**

**Action taken**

* **Lock doors, do not open door for anyone**
* **Gym go to Mechanical room, do not open door for anyone**
* **Students out of sight**
* **Close window blinds**
* **Cafeteria will evacuate to the locker rooms, wrestling room, theater, & band room or follow announcement instruction.**
* **During passing period find the nearest classroom or follow announcement instruction.**
* **Student in hallway find shelter in closest restroom or unlocked room.**
* **No cell phone use is allowed**

**Evacuation**

* **Fire alarm**
* **Bomb threat**
* **Hazardous material in the building**
* **Violence**

**Action Taken**

* **Go to designated area**
* **Staging area will be determined by police force**
* **Hold up your Teacher Name signs**

**All Clear**

* **Wait for the ALL CLEAR announcement to be called by the office administrator or Law Enforcement.**
* **Resume class schedule and instructional work.**