

DAYVILLE SCHOOL DISTRICT 16J



**EMERGENCY
ACTION PLANS
and PROCEDURES**

Staff Directory

Mrs. Thompson	Language Arts/Early College/YB/Journalism	Ex. 2112	Tiffnie Schmadeka	Superintendent/Principal	Ex. 2103
Mr. Larson	Social Studies/PE	Ex. 2114	Lori Smith	District Secretary/ Nutrition/Technology	Ex. 2102
Mr. McKnab	Science/CTE/Shop	Ex. 2115	Alix Hand	Administrative Assistance/Registrar	Ex. 2101
Mrs. Larson	Math/Special Education	Ex. 2113		Main Office	Ex. 2100
Ms. Perkins	5th/6th	Ex. 2123		Meeting / Staff Room	Ex. 2128
Ms. Lindsay	3rd/4th	Ex. 2122		Art / Music Room	Ex. 2108
Mrs. Fretwell / Miss Kiersten	Kinder/1st/2nd	Ex. 2121		Weight Room	Ex. 2109
Mr. Pinkal / Mrs. Wyllie	Pre-School	Ex. 2120		Shop	Ex. 2107
Mrs. Valade / Mrs. Clark	ELC	Ex. 2124		Gym	Ex. 2106
Mrs. Reyes	Counselor	Ex. 2110	Melissa Jones	Cafeteria	Ex. 2104
Miles Steele	Maintenance/ Transportation	Ex. 2105		Library	Ex. 2111
Braden Spencer	Custodian	Ex. 2105		Elem Resource Room	Ex. 2126
Emma Winkelman	Deputy Clerk / Business Manager	Ex. 4071		ESD Technology	Ex. 4000

Dayville School Phone: (855) 617-2412

In order to reach an outside line, dial '7' first



SCHOOL EMERGENCY RESPONSE PLAN (SERP)

The School Emergency Response Plan addresses Dayville Schools' responsibilities in emergencies associated with natural disasters, human-caused emergencies, and technological incidents. It provides a framework for coordination of response and recovery efforts within the district in coordination with the City of Dayville, Grant County, and the State of Oregon. The Plan establishes an emergency organization to direct and control operations at the school site during a period of emergency by assigning responsibilities to specific personnel.

PURPOSE:

The purpose of the School Emergency Response Plan is to protect the safety and welfare of Dayville Schools' students, employees, visitors, and volunteers, and to ensure the preservation of public property.

SCOPE:

The scope encompasses all Dayville school sites and district facilities. It addresses a broad range of major emergencies. Such events include crimes committed on campus, hazardous material emergencies, weather emergencies, and fire. Also included are procedures for emergencies that may or may not require the full or partial activation of the School Emergency Team (SET).

THE OBJECTIVES OF THE PLAN ARE TO:

- Protect the safety and welfare of students, employees, visitors, and volunteers.
- Provide for a safe and coordinated response to emergencies.
- Protect the school's facilities and properties.
- Enable the school to restore normal conditions in the shortest time possible

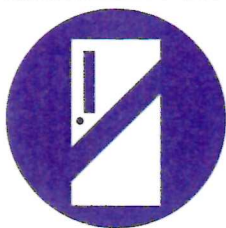
SCHOOL SAFETY TEAM (SST)

- Tiffnie Schmadeka, Superintendent
- Miles Steele
- Shilo Fretwell
- Justin Larson
- Lori Smith

EMERGENCY CONTACTS

JOHN DAY POLICE DEPARTMENT	541•575•0030
GRANT COUNTY SHERIFF	541•575•1131
OREGON STATE POLICE	541•575•1363
GRANT COUNTY HEALTH DEPARTMENT	541•575•0429
POISON CONTROL	1•800•222•1222
U.S. ENVIRONMENTAL PROTECTION AGENCY	1•800•424•8802

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock the door
Account for students and adults
Do business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard

Tornado
Hazmat
Earthquake
Tsunami

Safety Strategy

Evacuate to shelter area
Seal the room
Drop, cover and hold
Get to high ground

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

EMERGENCY CLASSROOM QUICK GUIDE

EARTHQUAKE (DROP, COVER, HOLD ON)

SIGNAL: COMMAND FROM STAFF MEMBER OR SHAKING FELT

PROCEDURES: INSIDE CLASSROOM: DROP TO KNEES, FACING AWAY FROM WINDOWS • GET UNDER FURNITURE/EQUIPMENT • GRASP FURNITURE (TABLE LEG, ETC.) HOLD TIGHTLY/COVER HEAD • WAIT QUIETLY FOR FURTHER INSTRUCTIONS

PROCEDURES: OUTSIDE: STAY CLEAR OF BUILDINGS, POWER LINES, LIGHT POLES • DROP TO THE GROUND • COVER HEAD • HOLD ON TO STABLE OBJECT IF AVAILABLE • REMAIN CLEAR OF OBSTACLES AND WAIT QUIETLY FOR FURTHER INSTRUCTIONS

ALL CLEAR: ANNOUNCEMENT BY STAFF MEMBER THAT INCIDENT IS OVER

FIRE (SCHOOL BUILDING OR ADJACENT AREA BURNING)

SIGNAL: FIRE ALARM

PROCEDURES: EVACUATE TO DESIGNATED AREAS QUICKLY, QUIETLY, AND SAFELY • TEACHERS WILL TAKE ATTENDANCE ROSTERS, TAKE ROLL AND REPORT MISSING STUDENTS • WAIT IN DESIGNATED AREAS FOR INSTRUCTIONS

ALL CLEAR: ANNOUNCEMENT BY STAFF MEMBER THAT INCIDENT IS OVER

SHELTER IN PLACE (AIRBORNE CONTAMINANT, INCLEMENT WEATHER, OR OTHER OUTSIDE HAZARD)

SIGNAL: PA ANNOUNCEMENT, PHONE CALL, MESSENGER, OR E-MAIL

PROCEDURES: INSIDE CLASSROOM: BRING STUDENTS INSIDE • CLOSE AND LOCK ALL DOORS, WINDOWS AND BLINDS • TURN OFF HVAC SYSTEM • COVER VENTS TO THE OUTSIDE AND CRACKS BY DOORS AND WINDOWS • TAKE ROLL AND REPORT MISSING STUDENTS • REMAIN IN ROOM UNTIL THE ALL-CLEAR

ALL CLEAR: ANNOUNCEMENT BY STAFF MEMBER THAT INCIDENT IS OVER

TAKE COVER (GUNFIRE NEARBY)

SIGNAL: COMMAND FROM STAFF MEMBER OR GUNFIRE NEARBY

PROCEDURES: INSIDE CLASSROOM: DROP TO KNEES WITH BACK TO WINDOW, PLACE HEAD IN LAP AND CLASP HANDS BEHIND THE NECK • WAIT QUIETLY FOR INSTRUCTIONS

PROCEDURES: OUTSIDE: SEEK ANY TYPE OF PROTECTION • DROP TO THE GROUND WITH BACK TO HAZARD AND CLASP HANDS BEHIND THE NECK • REMAIN IN THIS POSITION BRIEFLY AND THEN SEEK PROTECTIVE COVER • WAIT FOR FURTHER INSTRUCTIONS

ALL CLEAR: ANNOUNCEMENT BY AUTHORITIES THAT INCIDENT IS OVER

LOCKDOWN (THREAT OF VIOLENCE OR GUNFIRE ON/NEAR CAMPUS)

SIGNAL: PA ANNOUNCEMENT, PHONE CALL, MESSENGER, OR E-MAIL

PROCEDURES: INSIDE CLASSROOM: BRING STUDENTS INSIDE • CLOSE AND LOCK ALL DOORS AND WINDOWS • CLOSE BLINDS • TURN OFF LIGHTS • MOVE STUDENTS AWAY FROM WINDOWS • TAKE ROLL AND REPORT MISSING STUDENTS • REMAIN IN ROOM UNTIL THE ALL-CLEAR SIGNAL

PROCEDURES: OUTSIDE: PROCEED TO THE CLOSEST ROOM AND REMAIN INSIDE UNTIL THE ALL-CLEAR SIGNAL

ALL CLEAR: ANNOUNCEMENT BY STAFF MEMBER THAT INCIDENT IS OVER

JOHN DAY POLICE DEPT: 541•575•0030 GRANT CO SHERIFF: 541•575•1131 OSP: 541•575•1363

LOCKDOWN PROCEDURE

1. EMERGENCY RESPONSE TEAM:

INITIATE LOCKDOWN

CALL 911

2. STUDENTS & STAFF:

- Go to nearest secure area
- Grab any unclaimed students along the way
- Lock all doors and windows
- Turn off lights
- Close blinds
- Direct students to stay away from doors and windows
- Use furniture for protection, concealment, stay low and remain quiet
- Use EMERGENCY RED and GREEN signs only when directed to do so! Once the situation has been neutralized by the police, an announcement will be made instructing teachers to display their cards. One set of cards is to be slid under the door, the other set is to be displayed in an exterior window.
- Do not open the door or leave the room unless otherwise directed to do so by the Superintendent/Principal or Police Department. EVEN IF FIRE ALARMS ARE SOUNDING because there may be a gunman in the hallway. Exit only if you are in imminent danger due to smoke or fire. Exit outside of the building via classroom windows if possible.
- *If an intruder is entering your room: Get students out of the room. Do as the suspect asks: keep attention on you. Talk calmly to the suspect. Try and stay until Emergency Responders arrive.*

ATHLETIC EMERGENCY ACTION PLAN – DAYVILLE GYMNASIUM

Situations when 911 should be called are:

- An athlete is not breathing
- An athlete has lost consciousness
- It is suspected that an athlete may have a neck or back injury
- An athlete has an open fracture (bone punctured through the skin)
- Severe heat exhaustion or suspected heat stroke
- Severe bleeding that cannot be stopped.

Chain of Command:

- Athletic Director
- Administrator
- Head Coach
- Assistant Coach
- Other Athletes

The highest person in the chain of command who is present at a scene will be the designated person in charge, or leader. That person is responsible for deciding whether or not to call 911, instructing others how they may be of help and will be the person who stays with the athlete until EMS arrives.

Once it has been decided that EMS should be called, the following protocol should be followed:

- The highest person on the chain of command will be deemed the leader and will stay with the athlete to monitor the athlete's condition and administer necessary first aid. If possible, someone else on the chain of command should also stay and assist. The front office or an administrator should be notified that there is an emergency situation on campus.
- The highest person on the chain of command will make the call to EMS or will designate another person to make the call. EMS should be told what the emergency is, the condition of the athlete and how to get to where the athlete is. Also, tell EMS that someone will meet them at the front door to aid in directing the ambulance. **CALLER NEEDS TO STAY ON THE LINE TO ANSWER THE DISPATCHER'S QUESTIONS.**
- Phones at Dayville School are located in the foyer of the gymnasium and the main office. The athletic director will also have a cell phone to use in the event of an emergency.
- The leader will send a runner to wait at the front entrance to direct the ambulance to the injured athlete.
- The leader will designate another person to attempt contact with the athlete's parents. Emergency contact information can be found in the Emergency Contact Binder which the head coach will have at all times. If a parent is not present, the athlete and parent information should accompany the athlete to the hospital.
- If transport is deemed necessary by EMS, the athlete will be taken to Blue Mountain Hospital at 170 Ford Rd. in John Day, OR unless the parent requests otherwise.

LOCATION OF AED'S

The AED is located in the foyer of the gymnasium. It is hanging on the wall next to the main door.

*Coaches should take note of the closest AED to their practice and game locations.

ADDRESS: 285 School House Road, Dayville, OR 97825

Athletic Director: 541-620-2882

Main Office: 855-617-2412

EMS: 911 or 7-911 if calling from a school phone

ATHLETIC EMERGENCY ACTION PLAN – FOOTBALL/TRACK FIELD

Situations when 911 should be called are:

- An athlete is not breathing
- An athlete has lost consciousness
- It is suspected that an athlete may have a neck or back injury
- An athlete has an open fracture (bone punctured through the skin)
- Severe heat exhaustion or suspected heat stroke
- Severe bleeding that cannot be stopped.

Chain of Command:

- Athletic Director
- Administrator
- Head Coach
- Assistant Coach
- Other Athletes

The highest person in the chain of command who is present at a scene will be the designated person in charge, or leader. That person is responsible for deciding whether or not to call 911, instructing others how they may be of help and will be the person who stays with the athlete until EMS arrives.

Once it has been decided that EMS should be called, the following protocol should be followed:

- The highest person on the chain of command will be deemed the leader and will stay with the athlete to monitor the athlete's condition and administer necessary first aid. If possible, someone else on the chain of command should also stay and assist. The front office or an administrator should be notified that there is an emergency situation on campus.
- The highest person on the chain of command will make the call to EMS or will designate another person to make the call. EMS should be told what the emergency is, the condition of the athlete and how to get to where the athlete is. Also, tell EMS that someone will meet them at the front door to aid in directing the ambulance. CALLER NEEDS TO STAY ON THE LINE TO ANSWER THE DISPATCHER'S QUESTIONS.
- Phones at Dayville School are located in the foyer of the gymnasium and the main office. The athletic director will also have a cell phone to use in the event of an emergency.
- The leader will send a runner to wait at the front entrance to direct the ambulance to the injured athlete.
- The leader will designate another person to attempt contact with the athlete's parents. Emergency contact information can be found in the Emergency Contact Binder which the head coach will have at all times. If a parent is not present, the athlete and parent information should accompany the athlete to the hospital.
- If transport is deemed necessary by EMS, the athlete will be taken to Blue Mountain Hospital at 170 Ford Rd. in John Day, OR unless the parent requests otherwise.

LOCATION OF AED'S

The AED is located in the foyer of the gymnasium. It is hanging on the wall next to the main door.

*Coaches should take note of the closest AED to their practice and game locations.

ADDRESS: 430 Ervin Street, Dayville, OR 97825

Athletic Director: 541-620-2882

Main Office: 855-617-2412

EMS: 911 or 7-911 if calling from a school phone