

**DAYVILLE SCHOOL DISTRICT 16J**

**EMERGENCY ACTION PLANS  
& PROCEDURES**



**IN CASE OF  
EMERGENCY!**

Ph. 855-617-2412  
 Fax 866-847-2155  
 Dayvilleschools.com

# DAYVILLE SCHOOL DISTRICT 16J

SCHOOL DIRECTORY 2024-2025

285 School House Rd. |  
 P.O. Box C  
 Dayville, Oregon 97825

## STAFF DIRECTORY

Superintendent/Principal	•	Jose Melendez	•	Ext. 2103	•	MelendezJ@grantfed.k12.or.us
Business Manager	•	Emma Winkelman	•	Ext. 4071	•	WinkelmanE@grantfed.k12.or.us
District Secretary	•	Lori Smith	•	Ext. 2102	•	SmithL@grantfed.k12.or.us
Administrative Assistant/Registrar	•	Alix Hand	•	Ext. 2101	•	HandA@grantfed.k12.or.us
Athletic Director/SPED	•	Tiffnie Schmadera	•	Ext. 2115	•	Schmaderat@grantfed.k12.or.us
English/Journalism/Yearbook	•	Sydney Thompson	•	Ext. 2112	•	ThompsonS2@grantfed.k12.or.us
Physical Education/Social Studies	•	Justin Larson	•	Ext. 2114	•	JLarson@grantfed.k12.or.us
Science/Spanish	•	Ed Knapp	•	Ext. 2115	•	KnappE@grantfed.k12.or.us
Shop	•	Miles Steele	•	Ext. 2107	•	SteeleM@grantfed.k12.or.us
Elementary - K-2	•	Shilo Fretwell	•	Ext. 2121	•	FretwellS@grantfed.k12.or.us
Elementary 3-4	•	Lindsay Clark	•	Ext. 2122	•	ClarkL@grantfed.k12.or.us
Elementary - 5-6	•	Emmaleigh Larson	•	Ext. 2123	•	LarsonE@grantfed.k12.or.us
Elementary - Paraprofessional	•	Carol Buce	•	Ext. 2124	•	BuceC@grantfed.k12.or.us
Elementary - Paraprofessional	•	Kiersten Kirkhart	•	Ext. 2120	•	KirkhartK@grantfed.k12.or.us
ELC/Daycare	•	Emma Valade	•	Ext. 2104	•	ValadeE@grantfed.k12.or.us
Pre-School Head Teacher/Transportation Coordinator	•	Greg Pinkal	•	Ext. 2105	•	PinkalG@grantfed.k12.or.us
Pre-School Co-Teacher/Art	•	Shelley Wyllie	•		•	WyllieS@grantfed.k12.or.us
Head Cook	•	Sissy Dawson	•		•	DawsonS@grantfed.k12.or.us
Facilities Coordinator	•	Miles Steel	•		•	SteeleM@grantfed.k12.or.us
Custodian	•		•		•	

## GRANT COUNTY ESD

Superintendent	•	Robert Waitenburg	•	Com# 2148	•	WaitenburgR@grantfed.k12.or.us
Payroll Management	•	Heidi Hallgarth	•	Com# 2149	•	HallgarthH@grantfed.k12.or.us
Deputy Clerk/Business Manager	•	Emma Winkelman	•	Com# 2150	•	WinkelmanE@grantfed.k12.or.us
Accounting Specialist	•	Tara Young	•	Com #2151	•	YoungT@grantfed.k12.or.us

## ROOM PHONES

Gym	Ext. 2106	Cafeteria	Com# 2141	English	Com# 2148	Daycare	Com#2162
Shop	Ext. 2107	Special Ed HS	Com# 2142	Gym	Com# 2149	Preschool	Com#2165
Music	Ext. 2108	Science	Com# 2143	Weight Room	Com# 2150	Grades K-2	Com# 2166
Weights	Ext. 2109	Social Studies	Com# 2144	Music	Com #2151	Grades 3-4	Com# 2163
Crow's Nest	Ext. 2110	HS Hall	Com# 2145	HS Basement	Com# 2152	Grades 5-6	Com# 2164
Library	Ext. 2111	Shop	Com# 2146	Preschool Mod	Com# 2160		
Elementary Teachers Lounge	Ext. 2125	Library	Com# 2147	Playground	Com# 2161		

## ROOM INTERCOM

English	Com# 2148
Gym	Com# 2149
Weight Room	Com# 2150
Music	Com #2151
HS Basement	Com# 2152
Preschool Mod	Com# 2160
Playground	Com# 2161

## ROOM INTERCOM

Daycare	Com#2162
Preschool	Com#2165
Grades K-2	Com# 2166
Grades 3-4	Com# 2163
Grades 5-6	Com# 2164



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### **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 Safety Team (SST).

#### **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)**

- José de Jesús Meléndez, Superintendent
- Miles Steele
- Shilo Fretwell
- Tiffnie Schmadeka
- 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: WHEN YOU HEAR IT, DO IT!



## TEAM RESPONSE (SST)

### Activate School Emergency

Team response is activated when there is a medical emergency or some non-threatening incident that requires staff to control movement inside the school.

#### Students:

Immediately return to their classrooms.

#### Teachers:

Return to classrooms.

Take roll, account for students.

Increased situational awareness.

Business as usual inside classroom.



## COMMUNICATE

### Administrators:

Remain in communication with staff and students during an emergency.

Provide information and updates to parents as soon as its safe to do so.

### Staff:

Keep students informed and calm.

Relay information to first responders if able.

Communicate with administration of possible.



## EARTHQUAKE

Duck, Cover, Hold On

### Students:

Get under a desk/table/hard surface.

Stay away from windows and other objects that could fall.

Wait for evacuation instructions.

### Teachers:

Get under a desk/table/hard surface.

Stay way from windows and other objects that may fall.

Once shaking stops, assess the damage, determine if it is safe to evacuate.

Grab attendance roster and emergency supplies.

Take roll, account for all students.



## FIRE

### Evacuate

Move students and staff to nearest exit and evacuate to designated safe area.

#### Students:

Leave stuff behind.

Form a single line.

Move quickly and safely to the directed location.

#### Teachers:

Grab roster, emergency forms and emergency supplies.

Close classroom door.

Lead students to the evacuation location.

Take roll, account for students.



## SECURE & SHELTER IN PLACE

### Secure the Perimeter and then Remain Indoors

Secure is activated when there is an unsafe situation outside the school building. Designated personnel are assigned to secure the exterior doors to the building.

If there's an air contaminate or threat requiring staff and community to remain indoors, then Shelter In Place.

#### Students:

Follow the instructions of staff.

Be ready to move.

Return and remain inside the school building.

Business as usual inside the classroom.

#### Teachers:

Cancel outside activities.

Bring everyone indoors.

Increase situational awareness.

Lock/Seal windows, doors, and vents if necessary.

Take roll, account for students.

Business as usual inside the classroom.



## LOCKDOWN

### Locks, Lights, Out of Sight

Lockdown is activated when there is a threat inside the school building. Creates a time barrier.

#### Students:

Immediately move away from the threat.

Get to a safe area-classroom or away from the school.

Stay out of sight.

Maintain silence.

#### Teachers:

Immediately bring students into the classroom or safe location if able.

Lock the classroom door and barricade.

Cover interior windows, lights out.

Move away from sight.

Maintain silence.

Wait for First Responders to open the door.

Take roll, account for students.

Think of your options and maintain situational awareness.

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### EMERGENCY ACTION PLAN — GYM

Dayville School has a written emergency plan that should be followed in the event of a medical emergency. All coaches should be familiar with this document and their role and responsibility in an emergency. Any questions should be directed to the athletic director.

An emergency is the need for Emergency Medical Services (EMS) to give further medical attention and/or transport an athlete to the hospital. It is important in these situations that coordination between the athletic director, coaches, administrators, and student responders be effective. This guide is intended to delineate roles and outline the protocol to be followed should an emergency occur. 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 has 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 that 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 Drive.  
Dayville, OR 97825

#### **IMPORTANT PHONE NUMBERS:**

Athletic Director: (541) 620-2881

Main Office: (855) 617-2412

EMS: 911 or 8-911 if calling from a school phone

#### **Zone 1 (Gymnasium, High School, Elementary School)**

**EMS Route:** 285 School House Road, proceed to main entrance of gymnasium

**Primary AED:** Inside foyer of gymnasium

**Secondary AED:** Inside red first aid bag with coach.

#### **Zone 2 (football, track facilities)**

**EMS Route:** Turn on to South Fork Road, continue until the 'Y' in the road. Stay left on Ervin Street. The football field parking lot entrance will be on the right side of the road.

**Primary AED:** Inside foyer of gymnasium (285 School House Road)

**Secondary AED:** Inside red first aid bag with coach.

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### EMERGENCY ACTION PLAN — FIELD

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An emergency is the need for Emergency Medical Services (EMS) to give further medical attention and/or transport an athlete to the hospital. It is important in these situations that coordination between the athletic director, coaches, administrators, and student responders be effective. This guide is intended to delineate roles and outline the protocol to be followed should an emergency occur. Situations when 911 should be called are:

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

#### **ADDRESS:**

**430 Ervin Street  
Dayville, OR 97825**

#### **IMPORTANT PHONE NUMBERS:**

**Athletic Director: (541) 620-2881      Main Office: (855) 617-2412  
EMS: 911 or 8-911 if calling from a school phone**

#### **Zone 1 (Gymnasium, High School, Elementary School)**

**EMS Route:** 285 School House Road, proceed to main entrance of gymnasium

**Primary AED:** Inside foyer of gymnasium

**Secondary AED:** Inside red first aid bag with coach.

#### **Zone 2 (football, track facilities)**

**EMS Route:** Turn on to South Fork Road, continue until the 'Y' in the road. Stay left on Ervin Street. The football field parking lot entrance will be on the right side of the road.

**Primary AED:** Inside foyer of gymnasium (285 School House Road)

**Secondary AED:** Inside red first aid bag with coach.

**EMERGENCY**  
**CLASSROOM QUICK GUIDE**

**FIRE**

**(SCHOOL BUILDING OR ADJACENT AREA BURNING)**

**SIGNAL: FIRE ALARM**

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

**ALL CLEAR:** ANNOUNCEMENT BY STAFF MEMBER THAT INCIDENT IS OVER

\* WILDFIRE (EVACUATION ZONE/ROUTE TBD BASED ON INFORMATION FROM EMERGENCY PERSONEL SOURCES)

**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

**SECURE & 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

**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 AUTHORITIES 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

**IN CASE OF EMERGENCY IMMEDIATELY DIAL 911**

**EMERGENCY CONTACTS:**

JOHN DAY POLICE DEPT.: 541•575•0030

GRANT CO. SHERIFF: 541•575•1131

OSP: 541•575•1363

# LOCKDOWN PROCEDURE

1

## **Emergency Team:**

**INITIATE LOCKDOWN**

**CALL 911**

2

## **Support Teams & Teachers**

- 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.*





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& PROCEDURES**



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