

Appendix 1

EMERGENCY PROCEDURES

**Young Children's Program
James Madison University**

**Anthony-Seeger Hall
821 South Main Street
Harrisonburg, VA 22807
Phone: 540-568-6089, 540-568-6800**

EMERGENCY PROCEDURES

General Procedures

In the event of any emergency, a teacher, administrator, or student staff member will contact the JMU emergency authorities (8-6911 from a campus phone, 540-568-6911 from non-campus or cell phones) as soon as possible. The Early Childhood Education Office (568-6292, 568-6255) and the Young Children's Program Coordinator (820-3501, 568-6800, 828-3502) will be contacted to communicate with families regarding the location and procedures for picking up children. Recommendations of campus and local security officials will be followed.

An alarm system in Anthony-Seeger Hall signals the need for evacuation of the building. This alarm can be activated throughout the building, including the YCP wing. Evacuation can also be mandated by a code phrase known to staff members. Evacuation routes for persons in the Young Children's Program are posted inside each classroom door. The primary means of egress is through the main entrance doors to the program at the bottom of the stairs. The secondary route is through the glass doors and down the stairs past The Breeze office. If multiple exits must be used, the meeting location is the white railing between the west playground fence and the University Services Building.

If alternative shelter is needed in the event of an emergency, students and staff of the Young Children's Program will move to the University Services Building, Room 102 (University Training Center). This room is located on the ground floor of the USB near the Warsaw Avenue Parking Deck exit. This exit will serve as the primary egress; secondary will be the main USB entrance in the front of the building. If time allows, campus police will be asked to escort the evacuation. If it becomes necessary for children to be picked up from this location, the following instructions will be given:

Turn off South Main Street onto Warsaw Avenue; park in the parking deck. Enter the south door of the University Services Building and go downstairs to the ground floor. Room 102 is the first room on the left.



When it becomes necessary for a teacher or staff member to move children from YCP facilities, the following items should be taken along if it is possible without endangering the safety of students or staff. These items should be prepared for easy access in emergencies.

- student attendance sheets or a class roster
- staff attendance sheets
- emergency procedure instructions
- emergency contact forms for students and staff
- child release authorization forms
- vital healthcare supplies (those required for treatment of emergency reactions to chronic health conditions)
- a cell phone, if available

As soon as possible during an emergency and at frequent intervals, the teacher or a designee should use the student and staff attendance sheets to determine if all persons are accounted for. If it is not possible to secure the attendance sheets before evacuation, determine the number of children in the group as quickly as possible and take frequent head counts to assure that all are accounted for. If, at any point, a child or staff member becomes missing, this should be reported immediately to the emergency authorities.

Children will remain in the care of a YCP staff member or College of Education official until released to a parent or authorized person. If, after a reasonable amount of time and repeated attempts to reach all persons on the Emergency Contact and Child Release Authorization forms, local police will be contacted for assistance in locating the child's family.

In the event of any emergency, the safety of the children will be the primary consideration. In situations not addressed in the following procedures or in which situational factors dictate alternative action, teachers will make decisions that are most likely to minimize the danger to children and staff. A consistent effort will be made to avoid alarming children excessively.

(Plans for preparing and responding to emergency situations have been developed in consultation with the JMU Department of Police and Public Safety.)

EMERGENCY PHONE NUMBERS

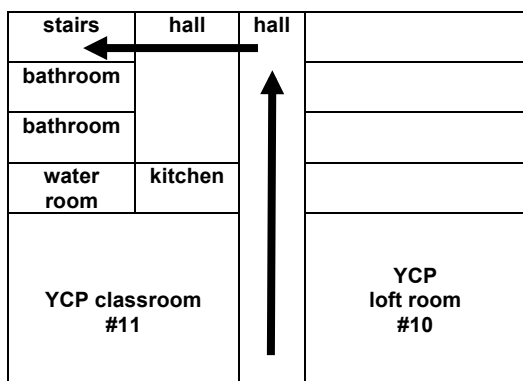
	From Campus Phones	From Non-Campus Phones
JMU Emergency Authorities	8-6911	568-6911
Harrisonburg Emergency Authorities	9-911	911
Harrisonburg Police Department	9-434-4436	434-4436
Poison Control Center	9-1-800-222-1222	1-800-222-1222
Harrisonburg/Rockingham Health Department	9-574-5100	574-5100
Harrisonburg/Rockingham Social Services	9-574-5100	574-5100
Child Abuse and Neglect Hotline	9-1-800-522-7096	1-800-522-7096
VA Dept of Social Services, Richmond Office	9-1-800-522-3431	1-800-522-3431
JMU Early Childhood Education Office	8-6292, 8-6255	568-6292, 568-6255
YCP Coordinator, Sue Hutchinson	8-6800	568-6800, 820-3501, 828-3502

SHELTER-IN-PLACE LOCATION

Basement Hallway, West Wing, Anthony-Seeger Hall

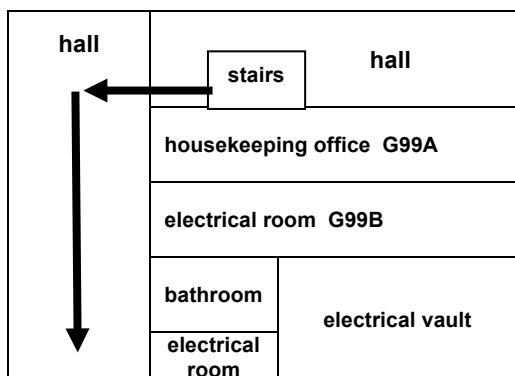
(For evacuation due to weather emergencies or when it is necessary to evacuate the classroom and remain in the building)

FIRST FLOOR (north)



(south)

BASEMENT (north)

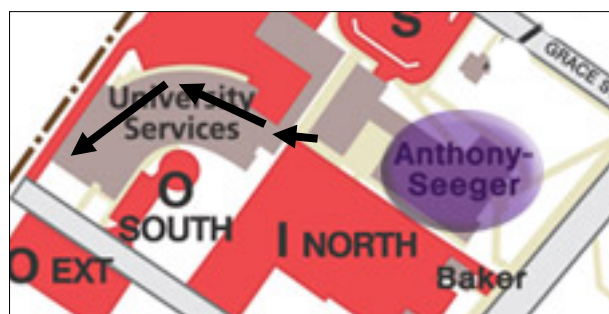


(south)

ALTERNATIVE SHELTER

Room 102, Ground Level
University Services Building

(For emergencies that require evacuation of YCP facilities)



Go in the side entrance of the University Services Building (nearest the playground) and down the stairs to the ground floor level.

Walk to the end of the hall. Room 102 (the University Training Center) is the last room on the right (nearest Warsaw Avenue.)

An alternative location is the Grace Street House on the north side of Anthony-Seeger Hall.

PROCEDURES FOR SPECIFIC EMERGENCIES

CHILD ABUSE OR NEGLECT

In the event abuse or neglect of a YCP child is suspected, the following procedure will be followed:

What should be done?	Who is responsible?
Any person suspecting that a child at the Young Children's Program is a victim of child abuse or neglect shall notify a teacher and/or the Coordinator.	all staff
A teacher or the Coordinator must promptly notify the Virginia Department of Social Services, Child Protective Services, or if the child is in immediate danger, the local police.	teacher or coordinator
The teacher shall keep accurate records of all suspicious incidents, language, or physical markings that may indicate abuse.	teacher
Phone numbers for reporting child abuse: Child Abuse and Neglect Hotline 1-800-522-7096 VA Dept of Social Services, Richmond Office 1-800-522-3431 Harrisonburg/Rockingham Social Services 574-5100 Harrisonburg Police Department 434-4436	teacher or coordinator
<i>Staff who report suspicions of child abuse or neglect are immune from discharge, retaliation, or other disciplinary action for that reason alone unless it is proven that the report is malicious.</i>	

DENTAL EMERGENCY – Child or Adult

In the event of a dental emergency, the following procedures will be followed:

What should be done?	Who is responsible?
Attend immediately to the person needing dental care. (If possible, this should be done by the teacher or another adult trained in first aid). Take steps to stop any bleeding and make the person as comfortable as possible.	teacher/staff
Move the other children to a different room if possible in order to enable proper care and avoid alarming them excessively. Arrange for adequate supervision of all children.	staff
Contact the family member(s) of the person needing care (using the Emergency Information form). Communicate the nature of the emergency and your exact location. Suggest that the family member contact the person's dentist for instructions.	teacher or designee
If a tooth has been knocked out, retrieve it if possible and rinse while holding it by the crown. Do not scrub it or remove any attached tissue fragments. Place the tooth in a small container of milk (or a cup of water that contains a pinch of table salt if milk is not available).	teacher or designee
Keep the person as comfortable as possible and follow any instructions provided by the dentist until a family member arrives.	teacher or designee

FIELD TRIP EMERGENCY

If an emergency occurs on a YCP field trip, the following procedure will be followed:

What should be done?	Who is responsible?
Remove children from the scene to a safe location as quickly as possible. Staff and volunteers should assume responsibility for the children on their lists and other children if necessary because of adult injuries.	teacher, staff, and volunteers
Contact appropriate emergency authorities.	teacher or designee
When emergency personnel arrive, follow their instructions related to the location, safety, and dismissal of children from the scene.	teacher and staff
If a child is injured, the parents should be called immediately and provided with specific information about the child's location and plans for transporting the child to the hospital if necessary. If parents of an injured child cannot be reached or it is necessary for the child to be transported to the hospital before parents arrive, a staff member should be designated to accompany the child and rescue personnel.	teacher
Contact the Early Childhood Education Office (Becky Elia or Juanita Swartz). Communicate details of the emergency and the names of children, staff, and volunteers present. Direct that parents should be called to pick up their children at the present location (provide specific directions). Leave a phone number for communicating with the teacher or a staff member. If an adult has been injured and is being transported to the hospital, request help in contacting a family member.	teacher or designee
Contact Sue Hutchinson, YCP Coordinator, to inform her of the existing emergency.	ECED office staff
Contact parents using the Emergency Contact Forms. If neither of the child's parents can be reached, attempt to contact other persons authorized to pick up the child. Continue efforts to reach a parent or authorized person as long as possible. Contact the family of injured children and adults as necessary.	ECED office staff or designee
As parents or authorized persons arrive, record the name of the person who picks up each child.	teacher or designee
Children should remain in the care of the YCP teacher until released to a parent or authorized person. If, after a reasonable amount of time and attempts to reach all persons on the Emergency Contact and Child Release Authorization forms, the teacher will contact local police for assistance in locating the child's family.	teacher

FIRE, BOMB THREAT, CHEMICAL SPILL

In the event of a fire, bomb threat, chemical spill, or other emergency that requires evacuation of Anthony-Seeger Hall, the following procedure will be followed:

What should be done?	Who is responsible?
If the emergency occurs in the YCP classrooms, notify staff and children and direct them to move toward exit doors. Student staff should immediately assume responsibility for the children in the areas they are supervising. If the emergency occurs at other locations in the building, notification will be made by the building alarm system.	teacher
Direct an adult to check all classroom, bathroom, hall, office, and closet areas to assure that all persons leave the building.	teacher
Contact emergency services.	teacher or designee
Alert others in the building by activating the alarm system.	teacher or designee
Secure essential documents and a cell phone, if possible.	teacher or designee
Follow the safest evacuation route based on the location of the emergency.	teacher
Meet at the designated meeting area.	teacher
Take attendance and/or a head count of students and staff. Notify emergency authorities of any missing person as soon as possible.	teacher
If shelter or evacuation from the area is necessary, move children and staff to Room 102 on the ground floor of the University Services Building or the location directed by local emergency personnel. Upon arrival, again take attendance or a head count.	teacher
Use a cell phone or office phone in the USB to contact the Early Childhood Education Office (Becky Elia or Juanita Swartz). Communicate details of the emergency and the names of children present. Direct that parents should be called to pick up their children at the USB location (park in the Warsaw Street Parking Deck). Leave a phone number for communicating with the teacher or a staff member.	teacher or designee
Contact Sue Hutchinson, YCP Coordinator, to inform her of the existing emergency.	ECED office staff
Contact parents using the Emergency Contact Forms. If neither of the child's parents can be reached, attempt to contact other persons authorized to pick up the child. Continue efforts to reach a parent or authorized person as long as possible.	ECED office staff or designee
Designate a staff member to stand at the door facing the Warsaw Street Parking Deck to watch for parents and escort children to their vehicles. Use the student attendance sheet (or a blank piece of paper if it is unavailable) to record who picks up each child.	teacher
Children should remain in the care of the YCP teacher until released to a parent or authorized person. If, after a reasonable amount of time and repeated attempts to reach all persons on the Emergency Information and Child Release Authorization forms, the teacher will contact local police for assistance in locating the child's family.	teacher

INTRUDER, VIOLENCE, OR THREAT OF VIOLENCE IN YCP FACILITIES

In the event of an intruder, violence, or threat of violence in YCP facilities,
the following procedure will be followed:

INTRUDER, VIOLENCE, OR THREAT OF VIOLENCE IN YCP FACILITIES	
What should be done?	Who is responsible?
All persons unknown to the teacher who enter YCP facilities should immediately be approached and asked the reason for their presence. Persons without justification should be asked to leave.	teacher
If the tone of the conversation between the teacher and the person indicates reason for concern OR the teacher communicates the emergency code statement either verbally or in writing OR a violent act occurs, staff members should immediately assume responsibility for the children in the areas they are supervising, and assuring that all children are included, move them to a location as far away from the scene as safely possible. If it is possible to leave the building, move children to Room 102 on the ground floor of the University Services Building. If it is necessary to stay in Anthony-Seeger, an ideal location is a windowless room that can be locked from the inside (basement is desirable). If possible, children should be seated out of visual range of a person entering the room. Secure essential documents and a cell phone if safely possible.	staff
Upon arrival at a safe location, take attendance and/or a head count of students and staff.	staff member
One staff member should attempt to notify emergency authorities regarding the situation and any missing individuals. The location of the teacher AND the children/staff should be communicated, in addition to a contact phone number and a description of the intruder if possible. Emergency personnel should also be directed to contact the Early Childhood Education Office so appropriate information can be communicated to parents and the YCP Coordinator.	staff member
Contact Sue Hutchinson, YCP Coordinator, to inform her of the existing emergency and, if possible, to meet the staff and children.	ECED office staff
Contact parents using the Emergency Information forms. If neither of the child's parents can be reached, attempt to contact other persons authorized to pick up the child. Continue efforts to reach a parent or authorized person as long as possible. Provide clear directions for a safe pickup location.	ECED office staff or designee
Be calm and reassuring to the children in order to avoid alarming them excessively.	staff
Follow the instructions of emergency personnel related to the location, safety, and dismissal of the children to their parents or authorized persons.	staff
Use the student attendance sheet (or a blank piece of paper if it is unavailable) to record the name of the person who picked up each child.	staff
Children should remain in the care of a YCP staff member until released to a parent or authorized person. Staff members may be replaced by the teacher (if available), the YCP Coordinator, or other College of Education official. If, after a reasonable amount of time and repeated attempts by the ECED Office to reach all persons on the Emergency Information and Child Release Authorization forms, local police will be contacted to provide assistance in locating the child's family.	Staff member, teacher, coordinator, or COE official

INTRUDER, VIOLENCE, OR THREAT OF VIOLENCE IN ANTHONY-SEEGER HALL

In the event of an intruder, violence, or threat of violence in Anthony-Seeger Hall (other than the YCP facilities) or a local terrorist event, the following procedure will be followed:

INTRUDER, VIOLENCE, OR THREAT OF VIOLENCE IN ANTHONY-SEEGER HALL (other than YCP facilities)	
What should be done?	Who is responsible?
If word is received through code statement or otherwise that there is an intruder in the building, children should be moved to the closest space that has limited hall access (the water room off Room 11 or the office/closet off Room 10). Children should be seated out of visual range of a person entering the room as effectively as possible and doors should be locked. Secure essential documents and a cell phone if possible.	teacher or designee
An adult should check all classroom, bathroom, hall, office, and closet areas.	staff member
Take attendance and/or a head count of students and staff.	teacher or designee
If a telephone is available, contact emergency authorities to notify them of the situation, your location, any missing individuals, and a contact phone number. Emergency personnel should also be directed to contact the Early Childhood Education Office so appropriate information can be communicated to parents and the YCP Coordinator.	teacher or designee
Contact Sue Hutchinson, YCP Coordinator, to inform her of the existing emergency.	ECED office staff
Contact parents using the Emergency Information Forms. If neither of the child's parents can be reached, attempt to contact other persons authorized to pick up the child. Continue efforts to reach a parent or authorized person as long as possible. Provide clear directions for a safe pickup location and procedure.	ECED office staff or designee
Follow the instructions of emergency personnel related to the location, safety, and dismissal of the children to their parents or authorized persons.	teacher or designee
Use the student attendance sheet (or a blank piece of paper if it is unavailable) to record the name of the person who picked up each child.	Teacher or designee
Children should remain in the care of the YCP teacher until released to a parent or authorized person. If, after a reasonable amount of time and repeated attempts to reach all persons on the Emergency Contact and Child Authorization forms, local police will be contacted to provide assistance in locating the child's family.	teacher

MEDICAL EMERGENCY – Child or Adult

In the event of a medical emergency, the following procedures will be followed:

What should be done?	Who is responsible?
Attend immediately to the person needing medical care. (If possible, this should be done by the teacher or another adult trained in first aid and CPR.) Avoid moving the person unless necessary to ensure safety. If the person is a child with an emergency care plan for a known medical condition, follow the procedures outlined in the plan.	teacher/staff
Contact JMU PD Dispatch, 8-6911 or 568-6911, and they will notify appropriate emergency medical authorities.	staff member
Move the other children to a different room if possible in order to enable proper care and avoid alarming them excessively. Arrange for adequate supervision of all children.	staff
Contact the family member(s) of the person needing care (using the Emergency Information form). Communicate the nature of the emergency, your exact location, and that emergency medical personnel have been called. Determine whether the family member will meet the child or adult at Rockingham Memorial Hospital or come to the YCP. If the family member cannot reach the YCP before emergency medical personnel are ready to transport, the teacher should accompany a child to RMH and stay until a family member arrives. All health documents provided by the family should be taken by the teacher to the hospital. If the person needing care is an adult, the Coordinator or a student staff member should accompany him or her.	teacher or designee
Contact the Early Childhood Education Office (Becky Elia or Juanita Swartz). Communicate the nature of the emergency, that emergency medical personnel have been called, and that the teacher needs to accompany the child to the hospital.	teacher or designee
Contact Sue Hutchinson, YCP Coordinator, to inform her of the existing emergency and the need for a substitute teacher. If Mrs. Hutchinson is not available, contact Martha Ross, another ECED faculty member, or the YCP graduate assistant to fill this role immediately.	ECED office staff
Student staff will assume all responsibility for the class until a substitute arrives OR the teacher returns.	student staff

MISSING CHILD

In the event a YCP child becomes missing, the following emergency procedures will be followed:

What should be done?	Who is responsible?
If a child becomes missing during school hours, search the school building and grounds immediately.	staff
If the child is not found, continue to search beyond school grounds.	staff
If the child is not found within ten minutes, contact emergency authorities.	teacher or designee
Contact a parent of the missing child. Communicate the nature of the emergency, the procedures that have been followed, and the information that emergency personnel have been called.	staff
Continue to have all available staff search on and beyond the school grounds. Be sure adequate supervision is available for the remaining children.	teacher or designee
Contact the Early Childhood Education Office (Becky Elia or Juanita Swartz). Communicate the nature of the emergency and that emergency medical personnel and the child's parents have been called (or have arrived).	teacher or designee
Contact Sue Hutchinson, YCP Coordinator, to inform her of the existing emergency.	ECED office staff
When emergency personnel arrive, follow their instructions and provide as much assistance as possible.	teacher and staff

NATURAL EMERGENCY

In the event of a natural emergency, the following procedures will be followed:

What should be done?	Who is responsible?
Information regarding a natural disaster warning (severe storm or tornado) will come via campus emergency authorities. An Early Childhood Education Office staff member will notify the YCP teacher of the warning and the recommended response.	ECED office staff
If JMU cancels classes or the YCP announces closure, parents are required to pick up their children as soon as possible.	YCP parents
If the recommended response is to seek special indoor shelter, children and staff will move to the basement hallway of the west wing of Anthony-Seeger Hall and remain there until the warning is lifted. Secure essential documents and a cell phone if possible. Instructions should be left on the classroom door so parents who come to pick up children can locate them.	teacher
Contact the Early Childhood Education Office (Becky Elia or Juanita Swartz). Communicate details of the emergency, your location, and the names of children, staff, and volunteers present. Direct that parents should be called to pick up their children at their present location (provide specific directions). Leave a phone number for communicating with the teacher or a staff member.	teacher or designee
Contact Sue Hutchinson, YCP Coordinator, to inform her of the existing emergency.	ECED office staff
Contact parents of children who remain at the YCP using the Emergency Contact Forms. If neither of the child's parents can be reached, attempt to contact other persons authorized to pick up the child. Continue efforts to reach a parent or authorized person as long as possible.	ECED office staff or designee
As parents or authorized persons arrive, record the name of the person who picks up each child.	teacher or designee
Children should remain in the care of the YCP teacher until released to a parent or authorized person. If, after a reasonable amount of time and attempts to reach all persons on the Emergency Contact and Child Release Authorization forms, the teacher will contact local police for assistance in locating the child's family.	teacher

EMERGENCY PHONE NUMBERS

	From Campus Phones	From Non-Campus Phones
JMU Emergency Authorities	8-6911	568-6911
Harrisonburg Emergency Authorities	9-911	911
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Harrisonburg/Rockingham Social Services	9-574-5100	574-5100
Child Abuse and Neglect Hotline	9-1-800-522-7096	1-800-522-7096
VA Dept of Social Services Richmond Office	9-1-800-552-3431	1-800-552-3431
JMU Early Childhood Education Office	8-6292 8-6255	568-6292 568-6255
YCP Coordinator, Sue Hutchinson	8-6800	820-3501 568-6800 828-3502