



Emergency Procedures

Emergency procedures are developed in consultation with JMU emergency authorities.

Emergency procedures and phone numbers are compiled in a booklet and stored at adult height near the interior door of each classroom and beside the bathroom exit door. Also in each emergency box is a clipboard which holds contact information for all children and staff members. Copies of the emergency procedures and all contact forms are also kept in the field trip bag, in the Early Childhood Education office, and in the coordinator's office.

Evacuation maps are posted at each classroom door, along with a notice of the outdoor meeting location.

Evacuation drills are conducted and recorded monthly and shelter-in-place drills are conducted twice during each school year.