



EMERGENCY PROCEDURES



POLICE/FIRE/MEDICAL EMERGENCY DIAL: 540-568-6911

Dial just **6911** from any on-campus phone or **540-442-6911** from a cell phone if JMU phone circuits are not working.

FIRE

- * Activate the nearest fire alarm pull station and call **568-6911** if possible to report the location and cause of the fire if you know what it is.
- * **EVERYONE MUST LEAVE IMMEDIATELY** when a fire alarm is activated, even if there are no obvious signs of an emergency!
- * **DO NOT** use the elevator!
- * Remain calm and assist others in safely getting out.
- * Confine the fire by closing all doors and windows if possible.
- * Extinguish the fire if you have been trained and it is safe to do so.
- * Evacuate the building to a safe location away from the structure.
- * Take any personal belongings you may need with you. (including wallets, purses, keys, cell phones, etc.)
- * If circumstances permit, secure your area by closing doors and locking them if you would normally do so when you leave for the day.
- * Follow directions given by emergency personnel and respond to location designated by your building coordinator outside the structure to await further instructions and so that everyone can be easily accounted for before leaving the area.
- * Do not re-enter until authorized to do so by public

WEATHER EMERGENCY

- * Listen for the JMU Lightning Prediction System's audible air horn alarms:
SINGLE 15-second air horn blast - RED ALERT
THREE 5-second air horn blasts - ALL CLEAR
- * Seek shelter inside a building until notified by University officials that it is safe to leave.
- * If flooding occurs, seek higher ground and avoid walking through standing or moving water.

OFFICIAL JMU COMMUNICATIONS

During a campus emergency, JMU will distribute information to the campus community utilizing the following methods:

- * Madison ALERT- Campus Horn & PA System
- * JMU Radio **AM-1610** Broadcasts
- * JMU Web page at www.jmu.edu
- * Blast e-mail to "___@jmu.edu" accounts
- * SMS Text Messages to registered users -
 - > Faculty & Staff register through MyMadison
 - > Students register through e-campus
- * Building Coordinators
- * ORL Hall Directors & Resident Advisers
- * Interdepartmental & Building Phone Trees
- * Emergency FAX Notifications to JMU Departments
- * Police Loudspeakers and PA Systems
- * JMU Lightning Prediction System "RED ALERT" Horns
- * Local Media/Campus TV/Radio Broadcasts

HOSTILE INTRUDER

- * Remain calm, do not engage the intruder.
- * If safely possible, try to escape the area quickly and quietly.
- * If attempting to escape, do not carry phones or other objects in your hands. As you move through open areas keep your **HANDS ELEVATED** with **OPEN PALMS** visible, especially if encountering responding law enforcement officers. Follow all the instructions officers may give you.
- * If you **CANNOT SAFELY EXIT** the building, seek shelter in a room where the doors can be locked or barricaded securely.
- * Close and lock windows, lower blinds, remain out of sight, turn off lights.
- * Once secured inside, take cover behind concrete walls, thick desks, filing cabinets, away from windows and doors.
- * Remain quiet, turn off cell phone ringers.
- * **ONLY ONE PERSON** from the room should **call Police at 568-6911** and tell them where you are, where the intruder is and the condition of others with you. Follow their instructions. If you cannot speak, leave the line open so the dispatcher can hear what is going on.
- * Assist others if they are injured.
- * Do not respond to any unfamiliar voice commands until you can be sure that they are coming from a police officer.
- * Do not open the door until you can be positive that it is a police officer or a recognized campus official coming to help you.

EMERGENCY PREPAREDNESS

Review JMU Comprehensive Safety Plan
www.jmu.edu/safetyplan/index.shtml