



# EMERGENCY PROCEDURES

Young Children's Program  
James Madison University

Memorial Hall  
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# TABLE OF CONTENTS

General Procedures.....	3
Shelter-In-Place.....	4-5
Procedures For Specific Emergencies	
Child Abuse and Neglect .....	6
Dental Emergency .....	6
Earthquake .....	7
Field Trip Emergency .....	7
Fire, Bomb Threat, Chemical Spill .....	8
Medical Emergency (child or adult) .....	9
Missing Child .....	9
Natural Emergency .....	10
Intruder, Violence, or Threat of Violence in YCP Facilities and/or Anthony Seeger Hall.....	
	11
Secure-In-Place.....	12
JMU policy Run-Hide-Fight .....	13
Evacuation Preparation.....	14-15
Suspicious Person or Activity.....	16
Emergency Phone Numbers.....	16

# EMERGENCY PROCEDURES

## GENERAL PROCEDURES

In the event of a center-wide emergency, a YCP staff member will contact JMU emergency authorities (8-6911 from a campus phone, 540-568-6911 from non-campus or cell phones) as soon as possible. The Young Children's Program Director or designee 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 Memorial Hall will signal the need for evacuation of the building. This alarm can be activated throughout the building, including the YCP wing. Evacuation can also be mandated through a Procure message sent to all staff. Evacuation routes for persons in the Young Children's Program are posted inside each classroom door.

If alternative shelter is needed in the event of an emergency, students and staff of the Young Children's Program at Memorial Hall will move to the MHAC building.

Exit YCP Memorial through the playground entrance and move to the MHAC building located adjacent to Memorial Hall.

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



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.

- iPad or phone with class roster and parent contacts
- Classroom backpack which contains the following:
- 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)
  - first aid kit

Children will remain in the care of a YCP staff member 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.

In event of fire or smoke staff will activate the alarm by pulling the pull stations. Cell phones will be used as the main form of communication between staff.

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

## SHELTER-IN-PLACE LOCATION

### Memorial Hall

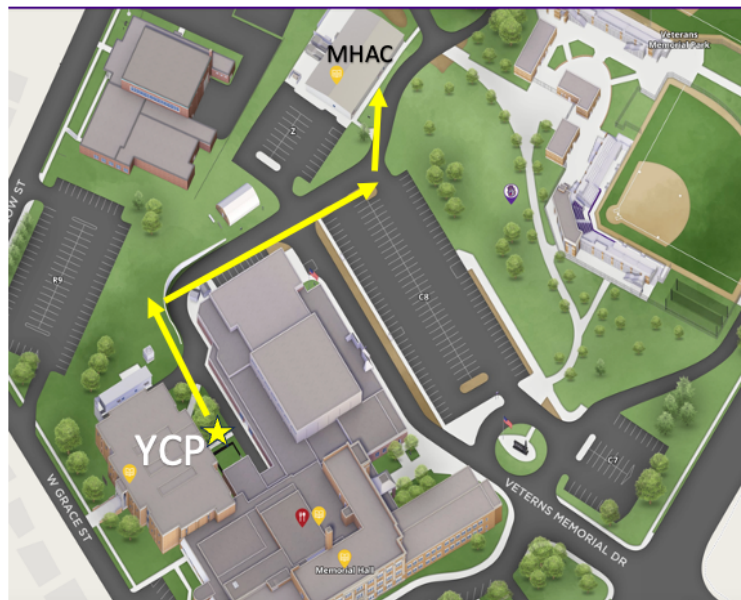
*(For weather emergencies, the classrooms of YCP Memorial Hall remain the safest place. Stay inside the classrooms and monitor Procare and JMU alerts for any updates.)*

## ALTERNATIVE SHELTER

(For emergencies that require evacuation of YCP facilities)

MHAC building

Exit YCP Memorial through the playground entrance and move to the MHAC building located adjacent to Memorial Hall.



## JMU POLICY: SHELTER IN PLACE

When sheltering in-place, you will be safest by moving to the interior of a building area that protects you from the danger. Do not lock doors behind you as others may need to shelter in-place.

### How Do I Shelter-In-Place

- **REMAIN CALM**
- Immediately seek shelter within the closest sturdy building. Act quickly – don't wait until the danger is readily apparent.
- Once inside, stay away from windows, glass, and objects that may fall. Stay put until the danger passes – resist the temptation to personally assess the weather.
- Whenever possible, seek shelter in interior rooms, corridors, and hallways.
- Avoid large free-standing rooms such as auditoriums and gymnasiums.
- **DO NOT** use elevators
- Await instruction from JMU Alerts and emergency responders.
- **DO NOT** leave until an "All Clear" is received.

During a tornado, shelter in the lowest level possible. If necessary, consider crouching near the floor and seeking additional shelter under a sturdy table or desk, or cover your head with your hands.

In the event of hazardous material incidents requiring sheltering in place, close exterior windows and turn off heating, ventilation, and air conditioning (HVAC) systems.

**Always use common sense; there are exceptions for all guidance and prescribed directions.**

### Weather Definitions

**Watch:** Conditions are favorable for the development of severe weather. Closely monitor the situation in case it gets worse.

**Warning:** Severe weather has been observed. Listen closely to instructions provided by weather radios/emergency officials.

# 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:

Any person suspecting that a child at the Young Children's Program is a victim of child abuse or neglect shall notify the Lead teacher and/or the Director.

A staff member or the Director must promptly notify the Virginia Department of Social Services, Child Protective Services, or if the child is in immediate danger, the local police.

The YCP staff shall keep accurate records of all suspicious incidents, language, or physical markings that may indicate abuse.

Phone numbers for reporting child abuse:

Child Abuse and Neglect Hotline	1-800-552-7096
VA Dept of Social Services, Richmond Office	1-800-552-3431
Harrisonburg/Rockingham Social Services	1-540-574-5100
Harrisonburg Police Department	1-540-434-4436

*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.*

## DENTAL EMERGENCY – CHILD OR ADULT

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

YCP staff should attend immediately to the person needing dental care. (If possible, this should be done by a staff member who is trained in First aid). Take steps to stop any bleeding and make the person as comfortable as possible.

YCP staff will move the other children to a different room if possible, to enable proper care and avoid alarming them excessively. YCP will maintain adequate supervision of all children.

YCP staff will 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.

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. When possible, 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).

Keep the person as comfortable as possible and follow any instructions provided by the dentist until a family member arrives.

## EARTHQUAKE

In the event of an earthquake, the following procedures will be followed:

If an earthquake occurs while children, students, or staff are in the building, YCP staff will help children seek refuge under the tables. Staff and children should stay away from windows, shelves, and heavy equipment or furniture.
Most often the greatest danger in an earthquake is outdoors—from falling debris or power lines. For this reason, it is best to remain inside unless the building appears damaged or unstable.
If evacuation appears necessary based on observation of building conditions OR if the building evacuation alarm sounds, exit the building at the safest location.
Once outside, move to a clear area that is as far away as possible from buildings. Do not return to an evacuated building unless directed by a university official.
*IF CAUGHT UNDER DEBRIS, instruct adults and children to remain still and cover their mouths if possible. Avoid yelling if possible, because of the danger of inhaling large amounts of dust. Tap on a wall or pipe so rescuers can find you.
Contact YCP Director, to inform her of the existing emergency.
Contact parents of children using the Emergency Contact Numbers. If neither of the child's parents can be reached, attempt to contact other persons authorized to pick up the child.
As parents or authorized persons arrive, record the name of the person who picks up each child.
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.

## FIELD TRIP EMERGENCY

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

Ensure all children are in a safe location as quickly as possible. If an adult staff person is injured, YCP staff should assume responsibility for the children on their lists and children from the injured staff member's list.
Contact appropriate emergency authorities.
When emergency personnel arrive, follow their instructions related to the location, safety, and dismissal of children from the scene.
If a child is injured, parents should be called immediately and provided with information about 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 accompany the child and rescue personnel.
Contact YCP Director, to inform her of the existing emergency.
As parents or authorized persons arrive, record the name of the person who picks up each child.
Children should remain in the care of the YCP staff until released to a parent or authorized person. After a reasonable amount of time and attempts to reach all persons on the Emergency Contact and Child Release Authorization forms, local police should be contacted for assistance in locating the child's family.

## FIRE, BOMB THREAT, CHEMICAL SPILL

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

If the emergency occurs in the YCP classrooms, YCP staff will direct children to move toward exit doors. 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 or the Procure app. Infant and toddler rooms are equipped with evacuation cribs to transport the children safely outside.
YCP staff will designate which adult will check all classroom, bathroom, hall, office, and closet areas to assure that all persons leave the building.
If a suspicious device is located, DO NOT USE YOUR CELL PHONE
Contact emergency services. DIAL 911
Alert others in the building by activating the alarm system.
Secure essential documents and a cell phone, if possible.
Follow the safest evacuation route based on the location of the emergency.
Meet at the designated meeting area on the sidewalk near the ROTC wing of Memorial.
YCP staff will take attendance and/or a face to name check of students and staff. Notify emergency authorities of any missing person as soon as possible.
If shelter or evacuation from the area is necessary, YCP staff will move children to MHAC Building or the location directed by local emergency personnel. Upon arrival, again take attendance or face to name check.
YCP staff will contact YCP Director, to inform her of the existing emergency.
Director, designee, or staff will notify parents that they should pick up their children at the MHAC building. Leave a phone number for communicating with the teacher or a staff member if YCP phone or Procure app is unavailable.
YCP staff will contact parents using the Emergency Contact Information. 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.
Director or designee will assign a staff member to stand at the door facing the Parking Lot to watch for parents and escort children to their vehicles. Use the Procure app (or a blank piece of paper if it is unavailable) to record who picks up each child.
Children should remain in the care of the YCP staff 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.



## MEDICAL EMERGENCY – CHILD OR ADULT

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

YCP staff should attend immediately to the person needing medical care. (If possible, this should be done by a staff member trained in MAT or 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 which can be found in the classroom emergency binder.

YCP staff will designate someone to contact 9-1-1 or JMU PD Dispatch, 8-6911 or 568-6911, and they will notify appropriate emergency medical authorities.

YCP staff and volunteers will 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.

YCP staff will 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 Sentara Rockingham Memorial Hospital or come to the YCP. If the family member cannot reach the YCP before emergency medical personnel are ready to transport, a staff member should accompany the child to SRMH and stay until a family member arrives. The child's medication, medication administration log, registration forms, and all health documents provided by the family should be taken by the staff to the hospital. If the person needing care is an adult, the Director or another staff member should accompany him or her.

Contact YCP Director to inform her of the existing emergency and the need for a substitute staff member if needed. If Director is not available, contact the staff administrative designee or program assistant to fill this role immediately.

YCP staff will assume all responsibility for the children until a substitute arrives OR the staff member returns.

## MISSING CHILD

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

If a child becomes missing during school hours, designated YCP staff will search the building and grounds immediately. YCP staff will ensure that all other children are accounted for and kept safe.

If the child is not found within 5 minutes dial JMU campus police at 540-568-8911 and continue to search beyond school grounds. YCP staff will call parents and notify them of the emergency.

Contact the YCP Director. Communicate the nature of the emergency and that emergency personnel and the child's parents have been called.

Continue to have all available staff search on and beyond the school grounds. Be sure adequate supervision is available for the remaining children.

When emergency personnel arrive, follow their instructions and provide as much assistance as possible.

## NATURAL EMERGENCY

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

Information regarding a natural disaster warning (severe storm or tornado) will come via campus emergency authorities. A departmental office staff member will notify the YCP teacher of the warning and the recommended response.

If JMU cancels classes or the YCP announces closure, parents are required to pick up their children as soon as possible.

If the recommended response is to seek special indoor shelter, children and staff will stay in their classrooms of Memorial Hall and remain there until the warning is lifted. Secure essential documents and a cell phone if possible.

Contact YCP Director, to inform her of the existing emergency.

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.

As parents or authorized persons arrive, record the name of the person who picks up each child.

Children should remain in the care of the YCP staff 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.

## INTRUDER, VIOLENCE, OR THREAT OF VIOLENCE IN YCP FACILITIES AND/OR MEMORIAL HALL

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

All persons unknown to the staff who enter YCP facilities should immediately be approached by a staff member and asked the reason for their presence. Persons without justification should be asked to leave or escorted out. If they do not leave, call JMU police department for assistance.
INITIATION -If the tone of the conversation between staff and a person indicates reason for concern OR the staff communicates the emergency 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 assure that all children are moved into a classroom and begin lockdown procedures. YCP staff will cover all windows and lock the doors. When possible, seat children out of visual range from a person entering the room. YCP staff will secure essential documents and a cell phone if safely possible.
If directed to do and it is safe to leave the building, move children to the MHAC building on site.
YCP staff shall be calm and reassuring to the children to avoid alarming them excessively.
ACCOUNTABILITY -Upon arrival at a safe location, YCP staff will take attendance and complete a face to name of children.
YCP staff will follow the instructions of emergency personnel related to the location, safety, and dismissal of the children to their parents or authorized persons.
A staff member should attempt to notify emergency authorities regarding the situation and any missing individuals. The location of the staff AND the children should be communicated, in addition to a contact phone number and a description of the intruder if possible.
YCP staff will contact YCP Director, to inform her of the existing emergency and, if possible, to meet the staff and children.
Contact parents using the Emergency Information. 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.
Use the Procare attendance app (or a blank piece of paper if it is unavailable) to record the name of the person who picked up each child.
Children should remain in the care of a YCP staff member until released to a parent or authorized person. If, after a reasonable amount of time and repeated attempts by the staff to reach all persons on the Emergency Information and Child Release Authorization forms, local police will be contacted to help in locating the child's family.

## JMU POLICY: SECURE-IN-PLACE

When it is necessary to secure-in-place, you will be the safest by placing a locked door or other barricade between yourself and the associated violence or danger.

### How Do I Secure-In-Place?

- **REMAIN CALM**
- If outside during a secure-in-place emergency, seek shelter in the nearest unlocked building.
- If the buildings in your immediate area have locked exterior doors, continue to move away from the danger, seek cover, move to another unlocked building, or leave campus if safe to do so.
- Once inside, find an interior room and lock or barricade the door(s).
- To minimize vulnerability, turn off lights, silence phones, draw blinds, move away from windows, and minimize additional movement.
- Await further instruction from JMU Alerts or emergency responders
- **DO NOT** leave until an "All Clear" is received.

### What If Someone Wants to Enter a Secure Area?

**USE GOOD JUDGMENT.** If there are any doubts about the safety of those inside the room or building, the area should remain secure. Allowing someone to enter a secure area may endanger yourself and others.

If there are individuals outside the secured door who wish to enter, consider the following to determine safety:

- Can you see the area outside the door? Is someone lying in wait or creating a trap?
- If a physical description of the subject was given in the secure-in-place alert, consider similarities such as age, race, clothing description, height, weight, sex, and hair/eye color.

If the decision is made to allow entry to the individual, consider the following:

- Have the person leave anything he or she is carrying (a backpack, laptop case, package, etc.) on the ground and outside the secure area.
- Have the individual lift his or her shirt/jacket/coat to expose their waistline and rotate 360 degrees to ensure no weapon is being concealed.

**Always use common sense; there are exceptions for all guidance and prescribed directions.**

# JMU POLICY WHEN YCP CHILDREN ARE NOT PRESENT

## HOSTILE INTRUDER/RUN-HIDE-FIGHT

### **RUN**

- Have an escape route in mind. Leave your belongings behind. Evacuate regardless of whether others agree to follow.
- Help others escape if possible. Do not attempt to move the wounded. Prevent others from entering an area where the active shooter may be.

### **HIDE**

- Hide in an area out of the shooters view. Lock door or block entry to your hiding place. Silence your cell phone (including vibrate) and remain quiet.

### **FIGHT**

- Fight as a last resort only when your life is in imminent danger.
- Attempt to incapacitate the shooter.
- Act with as much physical aggression as possible.
- Improvise weapons or throw items at the shooter
- Commit to your actions... Your life depends on it.

### **When Law Enforcement Arrives**

- Remain calm and follow instructions.
- Drop items in hands. Raise hands and spread fingers. Keep hands visible at all times.
- Avoid quick movements toward officers such as holding on to them for safety.
- Avoid pointing, screaming or yelling.
- Do not ask questions when evacuating.

## EVACUATION PREPARATION

Determine in advance your nearest exit and emergency evacuation route. Establish an alternative way out in case the nearest exit is block or unsafe.

Note that it may or may not be wise to exit during an emergency. If the hazard is outdoors, it may be safer to stay put (See: Shelter in Place and Secure in Place procedure) or just move to another part of the building. Or if the hazard is apt to be short-lived and health and safety risks are low (ex: power outage), evacuations may not be necessary. If there is a fire, leave immediately. Emergency response personnel may advise you which to do – evacuate or shelter-in-place – but if they don't, let common sense be your guide.

### During an Evacuation

If time and conditions permit, secure your workplace and take with your important personal items such as your keys, purse, medication, or eye glasses.

- Follow Instructions from emergency personnel (fire, law enforcement, medical, etc.).
- Check doors for heat before opening. Do not open a door if it feels hot.
- Exit the building as calmly and quickly as possible using the nearest safe exit. **DO NOT USE ELEVATORS**, unless specifically advised to do so by emergency personnel.
- WALK – DO NOT RUN. Do not push or crowd.
- Use handrails in stairwells and stay to the right.
- Assist people with disabilities.
- Move quickly away from the building.
- Head to your assembly point, unless otherwise instructed.
- Watch for falling glass and other debris.
- Keep roadways and walkways clear for emergency vehicles.
- If you have relocated away from the building, DO NOT RETURN until notified that it is safe to do so.

### Evacuation of Infants and Toddlers or children who are non-mobile

Infant and toddler classrooms are equipped with an emergency evacuation crib that is on wheels. Place children in the crib and roll them out to the designated evacuation space near the ROTC wing.

### Evacuation of Individuals with Special Needs

Students, Faculty and Staff with limitations who need assistance during an evacuation should contact the JMU Police Department at **540-568-6911**. Advise the dispatcher of the specific type of assistance needed in order for them to provide the appropriate type of resource(s).

### How to Assist Persons With:

**Impaired vision** – Most visually impaired persons will be familiar with their immediate work area.

In an emergency situation:

- Announce the type of emergency.
- Offer your arm for guidance.
- Tell the person where you are going, obstacles you encounter.
- When you reach safety, ask if further help is needed.

**Alert Hearing Impaired** – Because persons with impaired hearing may not perceive emergency alarms, an alternative way to warn them is required.

- Turn lights on/off to gain the person's attention, or
- Indicate through gestures what is happening and what to do.
- Write a note with specific evacuation directions.

### **Person using crutches, cane or walkers**

- Evacuate these individuals as injured persons.
- Assist and accompany to evacuation site if possible, or
- Use a sturdy chair (or one with wheels) to move the person, or
- Help carry the individual to safety.

**Evacuate wheelchair users** – If immediate evacuation is necessary, be aware of the following considerations:

- Non-ambulatory persons' needs and preferences vary. Individuals at ground-floor locations may exist without help. Others have minimal ability to move. Remember: lifting may be dangerous to you or to them.
- In a life-threatening emergency, it may be necessary to remove an individual from the wheelchair. Lifting a person with minimal ability to move may be dangerous.
- Normally, wheelchairs should not be taken downstairs. Consult with the person to determine the best carry options and reunite the person with the chair as soon as it is safe to do so.
- Wheelchairs are awkward and have movable parts. Some of them are not designed to withstand stress or lifting.

Do not put yourself or others in danger. If you cannot safely evacuate people, get them to a stairwell or other easily identified "**Area of Rescue Assistance**" location and notify emergency responders as soon as possible of the individuals' situations and location.

## SUSPICIOUS PERSON OR ACTIVITY

Prompt and detailed reporting of suspicious activities can help prevent violent crimes or terrorist attacks. If you see suspicious activity, please report it to Campus police department. Police officers can respond quickly. Once they assess the situation, they can obtain additional support.

Call Campus Police at **540-568-6911**

When reporting suspicious activity, it is helpful to give the most accurate description possible, including:

- Brief description of the activity
- Date, time and location of the activity
- Physical identifiers of anyone you observe
- Descriptions of vehicles
- Information about where people involved in suspicious activities may have gone

<https://www.dhs.gov/see-something-say-something>

EMERGENCY PHONE NUMBERS		
	From Campus Phones	From Non-Campus Phones
JMU Emergency Authorities (Dept of Police & Public Safety)	8-6911	540-568-6911
Harrisonburg Emergency Authorities	9-911	911
Harrisonburg Police Department	9-434-4436	540-434-4436
Poison Control Center	9-1-800-222-1222	1-800-222-1222
Harrisonburg/Rockingham Health Department	9-574-5100	540-574-5100
Harrisonburg/Rockingham Social Services	9-574-5100	540-574-5100
Child Abuse and Neglect Hotline	9-1-800-552-7096	1-800-552-7096
VA Dept of Social Services Richmond Office	9-1-804-726-7000	1-804-726-7000
JMU College of Education	8-6572	540-568-6572
YCP Director, Amy Taylor	8-7098	540-568- 7098 [REDACTED]
JoAnna Jedamski, Program Assistant	8-6089	[REDACTED]
ALTERNATIVE SHELTER LOCATION		
University Services Building, Room 111 & 113 Robert Weese, contact	8-4376	540-568-4376