



UNIVERSITY BUILDING EMERGENCY ACTION PLAN

**JAMES MADISON UNIVERSITY
OFFICE OF EMERGENCY MANAGEMENT
DATE OF LAST UPDATE: JULY 2025**

UNIVERSITY BUILDING EMERGENCY ACTION PLAN INSTRUCTIONS

EMERGENCY MANAGEMENT AT JAMES MADISON UNIVERSITY

Emergency management is defined as the activities that prevent, mitigate, prepare for, respond to, and recover from incidents, emergencies, and events that may disrupt normal operations. Emergency plans and procedures are developed to be flexible, scalable, and applicable across all hazard spectra.

The Office of Emergency Management (OEM) is responsible for coordinating emergency and continuity planning at James Madison University. The office provides strategic guidance and development support for several types of plans, including the JMU Crisis and Emergency Management Plan (CEMP—designed to provide overarching guidance for the University’s response to incidents/emergencies/events), the University Continuity Plan (a recovery-focused plan designed to maintain or quickly resume the University’s chief mission during and after incidents/emergencies/events), and Building Emergency Action Plans (BEAPs—a document to provide immediately actionable guidance for life safety during an incident/emergency/ event). Each of these plans serve as a tool to increase individual, departmental, and University preparedness and resiliency and improves the whole community’s ability to respond and recover from an incident, emergency, or event.

**Figure 1:
Emergency Management Cycle**



The development of a BEAP is an integral part of the emergency management system JMU employs as the foundation for preparedness, response, and short-term recovery activities. This BEAP details the actions that personnel in a building should take in response to an incident/emergency/event situation.

BUILDING EMERGENCY ACTION PLAN OVERVIEW

Required University-wide by [University Policy 1112: Emergency Response and Recovery](#), the University Building Emergency Action Plan serves to address natural, human-caused, and technological incidents/emergencies/events that may occur in your building and could affect the campus-wide community. A workplace emergency is an unexpected incident that: threatens students, faculty, staff, and visitors; disrupts or closes all or part of the University; and/or causes physical or environmental damage.

The BEAP is designed to provide immediately actionable guidance for life safety during an incident/emergency/event that affects all or part of a building. The BEAP is authorized by provisions in, but does not supersede, the University’s CEMP: i.e. an incident/emergency/event that expands beyond the scope of a department’s/building’s ability to respond in accordance with their respective BEAP would defer to a University-level response as directed by the CEMP. **Nothing in the BEAP should be construed as limiting the use of good judgment and/or common sense in matters not foreseen or specifically addressed by the BEAP.**

The Building Emergency Action Plan is presented in the following order:

- University Building Emergency Action Plan
 - Pre-completed by the JMU Office of Emergency Management. Should be included with the Building Specific – Building Emergency Action Plan

- Emergency Procedures in University Buildings
 - Active Threat
 - Bomb Threat
 - Bomb Threat Checklist
 - Earthquake
 - Fire
 - Evacuation
 - Evacuation of Persons with Disabilities
 - Explosion
 - Medical Emergency
 - Hazardous Materials
 - Extreme Heat
 - Flooding
 - Hurricane and Tropical Storm: Shelter-In-Place
 - Severe Thunderstorm/Lightening: Shelter-In-Place
 - Power Outage
 - Suspicious Package/Mail
 - Suspicious Person
 - Tornado: Shelter-In-Place
 - Winter Storm & Extreme Cold: Shelter-In-Place
 - Workplace Violence

The following are key elements of the BEAP:

- Evacuation routes, exit points, and pre-designated Evacuation Assembly Areas (EAAs – safe locations outside the building in case of an incident/emergency/event) and Internal Assembly Areas (IAAs – safe internal spaces in case of an incident/emergency/event).
- When and how to evacuate the building.
- Procedures for notifying emergency responders of an incident/emergency/event.
- The meaning of sheltering- or securing-in-place and procedures for doing so.
- Any unique hazards located in the building where you work.
- Procedures for people needing assistance.

BUILDING EMERGENCY ACTION PLAN DEVELOPMENT AND MAINTENANCE

For assistance with the BEAP planning or development process, please contact via email, riskmanagement@jmu.edu.

Development

- Sample verbiage or language is provided to assist in developing the plan. The sample language provided in the template should be replaced, expanded upon, or modified as necessary to fit the needs of the building/department using the template. This includes tables, charts, checklists or other tools within the template. However, all sections and elements outlined in the template should be included in the Building Emergency Action Plan, unless otherwise indicated.
 - **Delete all *gold italicized text*** instructions/explanations or change to appropriate content.
- Make sure that all tables are completed as necessary.
- If your building/department has additional information that should be added (building/department-specific plans, standard operating procedures, etc.), add those as

additional annexes in the rear of the template. This document is designed to be flexible and adaptable to your needs.

- If you need assistance formatting or completing the plan or need guidance on developing certain sections, contact JMU OEM.

Distribution

- In order for the building emergency plan to be effective, it must be widely circulated within your department. This document is intended for everyone in your building/department – from Deans and Department Chairs to Faculty and Staff.
- Both the University Building Emergency Action Plan and the Building Specific – Building Emergency Action Plan should be distributed.
- A copy must be sent to JMU's Office of Emergency Management for review, record keeping, and final documentation.

Maintenance

Buildings/departments are required to annually review and update their Building Specific – Building Emergency Action Plan. The following BEAP sections should be reviewed and updated:

- All information in the Building Specific - Building Emergency Action Plan.
- Any changes to the document other than minor grammatical/formatting edits should be logged in the Record of Changes found at the beginning of the plan.

ROLES AND RESPONSIBILITIES

Building Coordinator

The building coordinator communicates pertinent information regarding emergency preparedness and plans. This plan serves as a guide for what to do and what actions to take if an emergency occurs in your designated building.

Specific functions include:

- Serve as the point of contact for safety and preparedness information, receive and monitor emergency communications as provided, and distribute relevant information throughout the building.
- Coordinate the development and maintenance of the Building Emergency Action Plan.
- Coordinate fire drills and emergency exercises, as necessary, for the building with the Office of Emergency Management.

Building Coordinator's may consider assigning building Safety Monitors as necessary. They are assigned by floor or geographically within a building and serve to provide immediate life safety information to building occupants during an incident/emergency/event. Safety Monitors may also conduct a sweep or quick check of specific spaces **as they evacuate the building, and as long as their personnel safety is not endangered in the process.**

Safety Monitor

Safety Monitors are designated individuals that assist in evacuations during drills and emergencies, assist in the dissemination of safety information, and assist with floor personnel as needed.

During an incident Safety Monitors should:

- Knock on doors and loudly and calmly direct individuals to exits, while simultaneously exiting building.
- Keep stairway open and clear.

- Instruct any individuals to shut down equipment.
- Do not use elevators.

After an Evacuation:

- Report any entrapped individuals to fire officials.
- Assist in directing individuals to alternative locations set by university leadership.

Building Occupant

It is the responsibility of the occupant to become familiar with the BEAP and refresh their knowledge periodically. Knowledge of evacuation routes, assembly areas, and notification procedures are critical to successfully manage an incident/emergency/event. Questions regarding the plan or its contents should be directed to the Building Coordinator or OEM.

Visitors

Visitors present a unique challenge to buildings as they are not generally familiar with building emergency procedures. During an incident/emergency/event, visitors should be given special care to ensure that they follow the building emergency procedures within this plan.

TRAINING AND EXERCISES

Training is an integral part of the safety and preparedness program for your building. Employees should be aware of emergency procedures located within this plan. There are numerous training opportunities for members of the University community to become better prepared to respond to incidents/emergencies/events. Contact JMU Office of Emergency Management for any training needs. **Training and drills conducted by the Building Coordinator should be reported to Emergency Management within 30 days of occurrence.**

Building Emergency Action Plan Awareness

It is the responsibility of the Building Coordinator to ensure that all employees are familiar with BEAP. This includes general plan awareness, a physical tour of evacuation routes and assembly areas, knowledge of the location(s) of AEDs, and any special building circumstances. Awareness training should be facilitated by departmental supervisory staff when employees (new or transferring) are assigned to a building.

Building Coordinator

Building Coordinators will be provided with targeted, periodic training aimed at enriching departmental Building Emergency Action Plans. The training will be presented primarily by members of OEM, JMUPD, Risk Management, and FM, as well as other stakeholders as appropriate.

JMU Office of Emergency Management Training

OEM sponsors various training courses, including Incident Command System, National Incident Management System, BEAP/continuity plan awareness, and others on a periodic basis.

Building Evacuation/Fire Safety Drills

Building evacuation and/or fire drills must be conducted regularly. The number of drills that must be performed per year varies by building use and function. The purpose of these drills is to allow departments to refresh, retrain, and test departmental staff on plan elements and identify strengths and areas for improvement in plans/procedures.

EMERGENCY PROCEDURES IN UNIVERSITY BUILDINGS

ACTIVE THREAT

Follow **Run-Hide-Fight** procedures in the event of an active threat incident in your vicinity.

RUN and escape, if possible.

- Getting away from the threat is the top priority.
- Leave your belongings behind and get away.
- Help others escape, if possible, but evacuate regardless of whether others agree to follow.
- Warn and prevent individuals from entering an area where the active shooter may be.
- Call JMUPD at **540-568-6911 or 911**. Report the following to law enforcement:
 - What is happening.
 - Where you are located, include the building name and room number.
 - Number of people at your specific location.
 - Injuries, if any, include the number of injured people and types of injuries.
 - Detailed description of the threat, including number of persons armed, clothing/equipment worn, direction of travel, and types of weapons being used.
 - Try to provide information in a calm, clear manner so that the dispatcher can quickly dispatch information to emergency responders.

HIDE, if an escape is not possible.

- Get out of the shooter's view and stay very quiet.
- Silence all electronic devices and make sure they won't vibrate.
- Secure-in-place: lock and block doors, close blinds, and turn off lights.
- **DO NOT EXIT THE BUILDING IF FIRE ALARM SOUNDS**. An active assailant may use this to have people leave their secure areas. Only exit if fire or smoke is visual.
- Stay in place until law enforcement gives you all clear.
- Your hiding place should be out of the shooter's view and provide protection if shots are fired in your direction.

FIGHT as an absolute last resort.

- Commit to your actions and act as aggressively as possible against the shooter.
- Recruit others to ambush the shooter with makeshift weapons like chairs, fire extinguishers, scissors, books, etc.
- Be prepared to cause severe or lethal injury to the shooter.
- Throw items and improvise weapons to distract and disarm the shooter.

After the Incident

- Keep hands visible and empty.
- Know that law enforcement's first task is to end the incident, and they may have to pass injured along the way.
- Officers may be armed with rifles, shotguns, and/or handguns and may use pepper spray or tear gas to control the situation.
- Officers will shout commands and may push individuals to the ground for their safety.

- Follow law enforcement instructions and evacuate in the direction they come from, unless otherwise instructed.
- Take care of yourself first, and then you may be able to help the wounded before first responders arrive.
- If the injured are in immediate danger, help get them to safety.
- While you wait for first responders to arrive, provide first aid. Apply direct pressure to wounded areas and use tourniquets if you have been trained to do so.
- Turn wounded people onto their sides if they are unconscious and keep them warm.
- Consider seeking professional help for you and your family to cope with the long-term effects of the trauma.
- Seek updated information and further instructions.
 - Campus Horn & PA System
 - JMU Shield App
 - [Sign-Up for Alerts](#)
 - Madison Alerts
 - Blast e-mail to “___@jmu.edu” or “___@dukes.jmu.edu” accounts.
 - SMS Text Messages or Phone Calls to registered users through My Madison

BOMB THREAT

Bomb threats are assumed to be real and considered a threat to the University and its operations. Bomb threats are usually received by telephone, sometimes by note or letter. Most bomb threats are made by callers who aim to create an atmosphere of anxiety and panic – but all calls must be taken seriously.

Threatening Call Procedures

- Remain calm.
- Keep the caller online as long as possible to learn as much as you can. Have a coworker call JMUPD at 540-568-6911 while you continue to speak with the caller.
- If you can, activate caller ID and note whatever the telephone displays.
- Make a detailed, written record of the call. **Refer to the Bomb Threat Checklist** on the following pages.
- Notify your supervisor.
- If the threat was left on voice mail, do NOT erase it.
- **DO NOT** activate the building alarm system to evacuate.

Threatening Email/Written Threat Procedures

- Immediately call JMUPD at 540-568-6911 or 911.
- **DO NOT** delete the e-mail or destroy the written threat.
- **DO NOT** activate the building alarm system to evacuate.
- Forward the e-mail as directed by law enforcement.
- The threat should never be ignored. Once a threat is recognized, unnecessary handling should be avoided to preserve evidence for law enforcement investigation.

In the event of a campus bomb threat, remain aware of Madison Alerts and JMU Shield, and follow instructions provided by public safety and/or University leadership.

BOMB THREAT CHECKLIST

Telephoned Threat

As soon as a telephoned bomb threat is received, the person answering the telephone should signal a coworker to inform the JMU Police Department by calling 540-568-6911 or 911. The person receiving the call should be guided by the following instructions:

Remain calm and try to hold the caller on the phone as long as possible.

- Record exact time and date of call. Date: Time:
- Record the exact words of the caller.
- If the caller is interested in talking, encourage him or her to do so by asking questions.

When possible, ask caller:

- What time will the bomb go off?
- Where (exact location) is the bomb? Why was it placed there?
- What kind of explosive material is in the bomb (dynamite, black powder, TNT)?
- How will the device be detonated (timing mechanism, heat, radio, etc.)?
- Is there any special way to identify the bomb?

From the voice of the caller, try to determine:

- Sex:
- Age (child, teenager, adult):
- Race:
- Accent:
- Any speech defects or peculiarities (lisp, stutter, slurred, etc.):
- What is the manner of the caller (calm, angry, emotional, etc.)?
- Is the caller drunk or on drugs?
- Is the caller calm, excited, in a hurry?
- Does the caller seem educated or uneducated (speech habits word use, language, etc.)?
- Does the caller repeat words or phrases?
- Does the caller emphasize certain words?

Note any background noises that might help determine the origin of the call, such as:

- a. Silence
- b. Animals (dogs barking, farm noise, etc.)
- c. Street noises
- d. Airplanes (jet overhead, plane taking off, etc.)
- e. Motor running
- f. Office machines
- g. Music, television, or radio program
- h. Dishes rattling
- i. Baby crying, or
- j. People laughing, partying, etc.

When call is complete, notify the JMU Police Department by calling 757-683-4000 or 911 if not already contacted. Write down everything about the call while it is fresh in your memory. **DO NOT** discuss the call with anyone unless authorized to do so. The police department will respond immediately. Contact your supervisor and the Building Coordinator and have them meet the police at a pre-determined location at the building.

Follow instructions from emergency responders.

Written Threat

If a written threat of an explosive device or other danger is received, contact the JMU Police Department immediately at 540-568-6911 or 911. The threat should never be ignored. Save all materials, including any envelope or container. Once the message is recognized as a threat, further unnecessary handling should be avoided to preserve evidence for police investigation

Suspicious Device or Package

If you receive or observe a suspicious letter or package that is unexpected or unknown with the following characteristics...

a. Excessive postage	i. No return address
b. Misspellings of common words	j. Oily stains or discoloration
c. Excessive weight	k. Visual distractions
d. Rigid envelope	l. Lopsided or uneven
e. Foreign mail, airmail, or special delivery	m. Titles but no names
f. Handwritten or poorly typed address.	n. Protruding wires or tinfoil
g. Excessive securing with tape, twine, etc.	o. A package or container found in an unusual area.
h. Restrictive markings ("confidential")	p. Incorrect titles

...then, from a safe location, notify the JMU Police Department by calling 757-683-4000 or 911 and follow the below procedures:

- Move people away from the package.
- **DO NOT** move or open the package.
- **DO NOT** investigate too closely.
- **DO NOT** cover, insulate, or place the package in a cabinet or drawer.
- Clear the area and report to the building's Emergency Assembly Area

EARTHQUAKE

If you feel the ground begin to shake, follow the **DROP, COVER, and HOLD ON!** procedure.

- **DROP** to the ground,
- Take **COVER** by getting under a sturdy table or other piece of furniture; and
- **HOLD ON** until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- Stay inside until the shaking stops and it is safe to move about. Injuries most often occur when people inside buildings attempt to move during the earthquake.
- **DO NOT** use elevators.
- Beware of aftershocks.
- If you are outdoors, stay there. Move away from buildings, streetlights, and utility wires.
- Seek updated information and further instructions.
 - JMU Shield App
 - [Sign-Up for Alerts](#)
 - Madison Alerts
 - Blast e-mail to “___@jmu.edu” or “___@dukes.jmu.edu” accounts.
 - SMS Text Messages or Phone Calls to registered users through My Madison

Figure 2: Drop, Cover, and Hold On Earthquake Graphic



FIRE

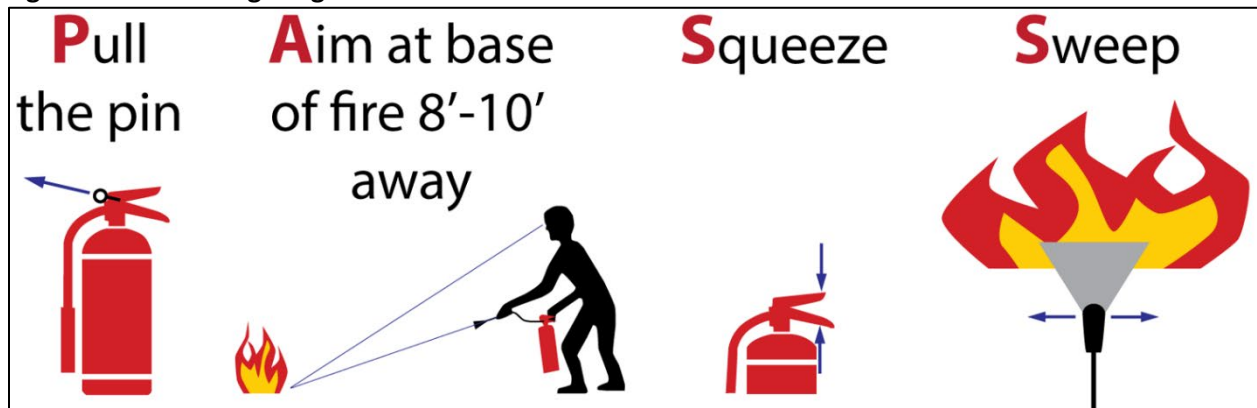
Fire/Fire Alarm Response Procedures

- **NEVER IGNORE A FIRE ALARM!** Your first reaction should be to alert the people around you. Immediately evacuate, and if safe to do so/time allows, bring readily accessible personal items with you.
 - Act immediately but remain calm.
 - Stay low in case of smoke or fumes.
 - **DO NOT** attempt to extinguish a fire unless you are trained to do so.
- Feel the doorknob or higher on the door with the back of your hand. If it feels hot, fire may be on the other side of the door, so keep it closed. Stuff clothing, towels, etc. (preferably wet) in the door's cracks to keep smoke out.
 - Even if the door is cool, open it slowly. Stand low and to one side of the door, in case smoke or fumes seep around it.
 - If heat and smoke come in, slam the door tightly, stuff clothing, towels, etc. (preferably wet) in the door's cracks to keep smoke out, and use your alternate exit.
- If the hallway is clear of smoke, walk in a calm manner to the nearest fire exit and evacuate the building.
 - Use the stairs – NEVER use elevators.
 - Stay low to avoid smoke, fumes, and gases that may have entered.
 - Close doors as you leave to confine fire as much as possible. Do NOT lock doors.
 - If the alarm is not already sounding, pull the fire alarm on your way out.
 - Move quickly to the building Emergency Assembly Area.
- If trapped in a room:
 - Retreat. Close as many doors as possible between you and the fire.
 - Stuff clothing, towels, etc. (preferably wet) in the door's cracks to keep smoke out.
 - Open the window a few inches for fresh air and hang a brightly colored cloth or bed sheet out the window, if possible, to alert the fire department to your location.
- If caught in smoke:
 - Drop to hands and knees and crawl or crouch low, watching the base of the wall as you go.
- If forced to advance through flames:
 - Hold your breath. Move quickly, covering head and hair. Keep your head down and close your eyes as often as possible.
- If clothing catches fire, stop where you are. Drop to the ground and cover your mouth and face with your hands to protect them from the flames. Then roll over and over to smother the fire. Remember:
STOP...DROP...ROLL
- If you encounter a small fire (wastebasket-size or smaller):
 - The fire must be truly small and controllable, and you need both the correct fire extinguisher and knowledge of how to use it. NEVER ENTER A SMOKE-FILLED ROOM. Constantly evaluate and be ready to evacuate if the fire cannot be easily controlled.
 - Under all circumstances:
 - Alert people in the area & activate the fire alarm.
 - Maintain an accessible exit.
 - Avoid smoke and fumes.
 - Smother the fire or use the correct fire extinguisher.
 - If using an appropriate fire extinguisher, use the **PASS** method:

Fire Extinguisher Use Procedure

- **P** – **PULL** safety pin from handle.
- **A** – **AIM** (nozzle, cone, horn) at base of the fire.
- **S** – **SQUEEZE** the trigger handle.
- **S** – **SWEEP** from side to side (watch for re-flash).

Figure 3: PASS Firefighting Method



- Seek updated information and further instructions.
 - JMU Shield App
 - [Sign-Up for Alerts](#)
 - Madison Alerts
 - Blast e-mail to “___@jmu.edu” or “___@dukes.jmu.edu” accounts.
 - SMS Text Messages or Phone Calls to registered users through My Madison

EVACUATION

All building occupants are required to exit the building when the fire alarm sounds.

If a building is evacuated in response to a fire or similar emergency, all personnel are to report to the pre-designated primary or secondary Evacuation Assembly Area(s) (EAA).

Evacuation Procedures

- Remain calm.
- Stop what you are doing and do not rush or panic.
- Gather personal belongings if it is safe to do so.
- Close (don't lock) doors and windows as you exit.
- Use the nearest safe stairway (do not use elevators) and proceed to the nearest safe exit.
- Proceed to the pre-designated EAA and report to the roll taker (if available).
- Await instructions from emergency responders.
- **DO NOT** re-enter the building unless authorized by emergency responders.

Safety Monitor Responsibilities (if applicable)

- **DO NOT** place yourself in necessary danger to conduct sweeps of your assigned floor or area.
- Take note of unusual circumstances or non-compliance of personnel to evacuate.
- Knock loudly on doors and announce the need to evacuate. Close any open doors.
- Instruct any lingering occupants to evacuate the building. If people refuse to exist, emergency responders should be notified once outside the building.
- Report any pertinent emergency information to emergency responders at the EAA.

EVACUATION OF PERSONS WITH DISABILITIES

The following guidelines apply to assisting people with disabilities during an evacuation situation.

In all emergencies

- Evacuate people with disabilities if possible.
- **DO NOT** use elevators unless authorized to do so by the fire department.
- Check on people with disabilities during an evacuation. Verify that they have been notified of the emergency.
- Attempt a rescue **ONLY** if the person is in imminent danger and cannot wait for emergency responders.
- Always **ASK** a person with a disability how you can help before giving assistance. Ask how he/she can be best assisted or moved and whether there are any special considerations that you should be made aware of.

Procedures for persons with a visual impairment

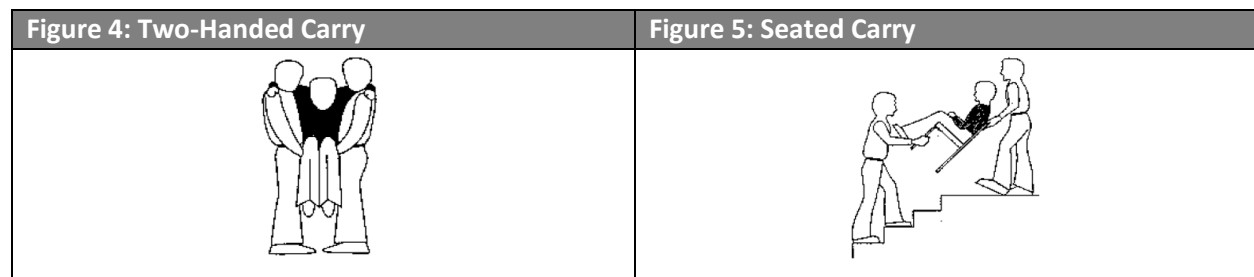
- Give verbal instructions to advise the safest route to evacuate. Use estimated distances and directional terms to assist the person.
- **DO NOT** automatically grasp a visually impaired person's arm. **ASK** if he/she desires assistance and offer to allow them to hold your arm while exiting.

Procedures for persons with a hearing impairment

- Get the person's attention by touch and eye contact. Clearly state the emergency and necessary next actions. Gestures and pointing are helpful but be prepared to write instructions.
- Offer visual instructions to advise the safest route or direction by pointing toward exits or evacuation maps.

Procedures for persons with a mobility impairment

- It may be necessary to help clear the exit route.
- If persons with mobility impairments cannot exit the building, they should move to safer locations such as Areas of Rescue Assistance, stairwells, or rooms with closing doors away from the hazard.
- Notify emergency responders immediately about any persons remaining in the building with mobility impairments.
- If persons are in imminent danger, it may be necessary to carry them if safe to do so. Always **ASK** how best to move the person before trying any lifting assistance.



EXPLOSION

Explosion Procedures

- Remain calm.
- Get out of the building as quickly and calmly as possible.
- Call JMU PD at 540-568-6911 or 911.
- If items are falling off bookshelves or from the ceiling, get under a sturdy table or desk.
- If there is a fire, stay low to the floor and exit the building as quickly as possible.
- **DO NOT** use elevators. Use handrails in stairwells; stay to the right.
- Assist others in exiting the building and move to the Evacuation Assembly Area (EAA).
- If you are outside, you should stay outside. Move quickly to the building EAA.
- Wait for and follow instructions from emergency personnel. Keep streets and walkways clear for emergency vehicles and crews.
- If you are trapped in debris, tap on a pipe or wall so rescuers can hear where you are.
- Persons without proper training should not attempt to rescue people who are inside a collapsed building. Wait for emergency personnel to arrive.
- Seek updated information and further instructions.
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 - Madison Alerts
 - Blast e-mail to “____@jmu.edu” or “____@dukes.jmu.edu” accounts.
 - SMS Text Messages or Phone Calls to registered users through My Madison

MEDICAL EMERGENCY

Medical Emergency Response Procedures

- The initial minutes after an injury or medical crisis frequently are the most important. If you remain calm, you will be better able to share critical information with emergency responders.
- Immediately call JMUPD at 540-568-6911 or 911 and tell the dispatcher about the person who needs attention:
 - Gender.
 - Approximate age.
 - Nature of injury or illness.
 - Pertinent medical history (if known).
 - Precise location.
 - Do not hang up until the dispatcher instructs you to do so.
- **DO NOT** move an injured person – unless there is immediate danger of further harm – until emergency medical personnel arrive.
- Keep the person warm.
- If possible, designate someone to direct emergency responders from the building entrance to the victim.
- **If trained**, take prompt appropriate action by providing basic first aid until emergency medical personnel arrives and take over care of the victim.
 - Appropriate action can mean anything from waiting near the injured person to applying direct pressure to a wound, performing CPR, or splinting an injury.
 - Never perform a medical procedure if you are not sure how to do it.

HAZARDOUS MATERIALS

Hazardous Materials Spill Response Procedures

Minor spills of hazardous chemicals that pose little or no threat to the safety and health of personnel can be cleaned by competent departmental personnel by following the warning and cautions signs on the container's label or manufacturer's safety data sheet (SDS). A hazardous material emergency exists when cleanup of a spill of a hazardous material is beyond the level of knowledge, training, or ability of the staff in the immediate spill area, or the spill creates a situation that is immediately dangerous to life and health of persons in the spill area or facility.

Hazardous spills on-campus that are beyond your capability to control or clean-up, or that present a fire, safety, or health risk are to be reported by calling JMUPD 540-568-6911 or 911 from a safe location.

- Alert people in the immediate area of the spill and evacuate the room.
- Confine the hazard by closing doors and windows as you leave the room.
- Use eyewash or safety showers as needed to rinse spilled chemicals off persons.
- Evacuate any nearby rooms that may be affected. If the hazard affects the entire building, evacuate the building.

EXTREME HEAT

National Weather Service Definitions	
Heat Advisory	Issued for dangerous heat conditions that are not expected to reach warning criteria
Extreme Heat Watch	Issued when dangerous heat is possible
Extreme Heat Warning	Issued when dangerous heat is happening or is about to happen

Extreme Heat Procedures

- Monitor local weather conditions with an AM/FM, the official www.weather.gov website, and/or cell phone app. Heed warnings and follow instructions accordingly.
- Slow down by reducing, eliminating, or rescheduling strenuous activities until the coolest time of day. Children, seniors, and anyone with health problems should stay in the coolest available place, not necessarily indoors.
- Dress for the weather. Wear lightweight, loose-fitting, light-colored clothing.
- Eat light, cool, easily digestible foods such as fruit and salads.
- Drink plenty of water and decaffeinated fluids, even if you don't feel thirsty.
- Use air conditioners and electric fans to exhaust hot air from rooms or draw in cooler air.
- Minimize direct exposure to the sun to minimize sunburn potential.
- Monitor persons for heat exhaustion or heat stroke. If signs/symptoms of present (confusion, headache, dizziness, fainting, cessation of sweating, hot/dry skin, weakness/cramps, nausea/vomiting, rapid heartbeat, rapid/shallow breathing) seek medical attention right away.

FLOODING

National Weather Service Definitions	
Flood Watch	Issued to inform the public and cooperating agencies that current and developing hydrometeorological conditions are such that there is a threat of flooding, but the occurrence is neither certain nor imminent.
Flood Warning	Issued to inform the public of flooding along larger streams in which there is a serious threat to life or property. A flood warning will usually contain river stage (level) forecasts.
Flash Flood Watch	Issued to indicate current or developing hydrologic conditions that are favorable for flash flooding in and close to the watch area, but the occurrence is neither certain nor imminent.
Flash Flood Warning	Issued to inform the public, emergency management, and other cooperating agencies that flash flooding is in progress, imminent, or highly likely.

Flood Response Procedures

- Be prepared to shelter-in-place or to evacuate quickly.
- Monitor local weather conditions with an AM/FM, the official www.weather.gov website, and/or cell phone app. Heed warnings and follow instructions accordingly.
- Be aware of streams, drainage channels, and other areas known to flood suddenly. Flash floods can occur in these areas with or without warning of clouds or rain.
- **DO NOT** drive through flood waters. Remember: **TURN AROUND, DON'T DROWN!**
- Seek updated information and further instructions.
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 - Blast e-mail to "____@jmu.edu" or "____@dukes.jmu.edu" accounts.
 - SMS Text Messages or Phone Calls to registered users through My Madison

HURRICANE & TROPICAL STORM: SHELTER-IN-PLACE

National Weather Service Definitions	
Tropical Storm Watch	Issued when tropical storm conditions (sustained winds of 39 to 73 mph) are possible within the specified coastal area within 48 hours.
Tropical Storm Warning	Issued when tropical storm conditions (sustained winds of 39 to 73 mph) are expected somewhere within the specified coastal area within 36 hours.
Hurricane Watch	Issued when hurricane conditions (sustained winds of ≥ 74 mph) are possible within the specified coastal area. Because hurricane preparedness activities become difficult once winds reach tropical storm force, the hurricane watch is issued 48 hours in advance of the anticipated onset of tropical-storm-force winds.
Hurricane Warning	Issued when hurricane conditions (sustained winds of ≥ 74 mph) are expected somewhere within the specified coastal area. Because hurricane preparedness activities become difficult once winds reach tropical storm force, the hurricane warning is issued 36 hours in advance of the anticipated onset of tropical-storm-force winds. The warning can remain in effect when dangerously high water or a combination of dangerously high water and waves continue, even though winds may be less than hurricane force.

Hurricane, Tropical Storm, and Nor'easter Response Procedures

- Remain calm.
- Monitor local weather conditions with an AM/FM , the official www.weather.gov website, and/or cell phone app. Heed warnings and follow instructions accordingly.
- Follow the instructions of public safety and/or University leadership regarding evacuation.
- Follow the instructions of University leadership regarding continuity of University operations.
- If evacuating, shut down computers and electrical equipment. Secure workspaces and outdoor items, if applicable.
- Review/update equipment inventories in case of loss or damage during the storm.
- Review/update personnel contact lists.
- For locations subject to flooding, elevate and/or cover items with plastic sheeting to mitigate damage. As appropriate, relocate vehicles to higher ground.
- Back up data as appropriate.
- Review personal and family preparedness and evacuation plans, and secure sufficient provisions to sustain family members for at least three days (preferably up to seven days).
- Seek updated information and further instructions.
 - JMU Shield App
 - [Sign-Up for Alerts](#)
 - Madison Alerts
 - Blast e-mail to “___@jmu.edu” or “___@dukes.jmu.edu” accounts.
 - SMS Text Messages or Phone Calls to registered users through My Madison

SEVERE THUNDERSTORM/LIGHTNING: SHELTER-IN-PLACE

National Weather Service Definitions	
Severe Thunderstorm Watch	Issued when conditions are favorable for the development of severe thunderstorms in and close to the watch area. A severe thunderstorm by definition is a thunderstorm that produces one inch (quarter size) hail or larger in diameter, and/or winds ≥ 58 miles an hour, and/or damage to trees, power lines, and/or structures is observed. The size of the watch can vary depending on the weather situation. They are usually issued for a duration of 4 to 8 hours and are normally issued well in advance of the actual occurrence of severe weather.
Severe Thunderstorm Warning	Issued when either a severe thunderstorm is indicated by radar or a spotter reports a thunderstorm producing hail one inch or larger in diameter, and/or winds ≥ 58 miles an hour, and/or damage to trees, power lines, and/or structures is observed; therefore, people in the affected area should seek safe shelter immediately. Severe thunderstorms can produce tornadoes with little or no advance warning. Lightning frequency is not a criteria for issuing severe thunderstorm warning. They are usually issued for a duration of one hour. They can be issued without a Severe Thunderstorm Watch already in effect.

Severe Thunderstorm/Lightning Response Procedures

- Remain calm.
- Monitor local weather conditions with an AM/FM, the official www.weather.gov website, and/or cell phone app. Heed warnings and follow instructions accordingly.
- Recognize the signs of an oncoming thunder and lightning storm: towering clouds with a cauliflower shape, dark skies and distant rumbles of thunder or flashes of lightning. If you can hear thunder, you are within lightning striking distance. Do not wait for lightning to strike nearby before taking cover. Lightning can strike as far as 10 miles from the area where it is raining, which is about the distance you can hear thunder.
- Lightning is extremely dangerous. At the first rumble of thunder, go to a large building or fully enclosed vehicle and wait 30 minutes after the last rumble of thunder before you go back outside.
- **Shelter-in-place:** during a severe thunderstorm warning, report to the designated Internal Assembly Area (IAA) or seek indoor shelter in an interior room or hallway away from windows and doors.
- Watch for flying debris.

POWER OUTAGE

Power Outage Procedures

- Remain calm.
- If it is an emergency, call JMUPD at 540-568-6911 or 911. Otherwise, during regular business hours (6:00am-5:00pm), notify the JMU Facilities Management Work Control Center at 540-568-6101. After hours and on weekends, notify the JMU Police Department at 540-568-6911.
- Stay where you are unless there is an imminent threat to your safety (e.g., a fire). Since most power outages are relatively brief, it may be best to remain in place rather than attempt to evacuate the building.
- In many buildings, only the alarm systems and emergency lighting are connected to a backup generator. These systems may experience a brief (up to 30 seconds) interruption as power is switched to an emergency generator or when power to the building is restored.
- If you are in an unlit area, proceed with caution to an area that has emergency lighting. The backlighting on your cell phone (or a flashlight app) may help you navigate.
- **Elevators will not function during a power outage.** If you are trapped in an elevator, stay calm. Press the emergency call button inside the elevator or call JMUPD at 540-568-6911 or 911. When speaking with the dispatcher, identify the building, elevator number and location in the building, and floor where the car stopped.
- Protect electrical equipment and appliances.
 - To avoid damage from any surge when the power is restored, turn off and unplug non-essential electrical devices, especially voltage-sensitive equipment like computers.
 - Keep the doors to refrigerators and freezers closed as much as possible to help them stay cold.

SUSPICIOUS PACKAGE/MAIL

Suspicious Letter or Package Indicators

- Excessive postage.
- Misspellings of common words.
- Excessive weight.
- Rigid envelope.
- Foreign mail, airmail, or special delivery.
- Handwritten or poorly typed address.
- Restrictive markings such as “confidential,” “personal,” etc.
- Excessive securing – material such as masking tape, string, etc.
- Incorrect titles, or titles without names present.
- Oily stains or discoloration.
- Visual distractions.
- Lopsided or uneven.
- No return address.
- Protruding wires or tinfoil.

Suspicious Package Response Procedures

- Remain calm.
- From a safe location notify law enforcement immediately by calling dialing JMUPD at 540-568-6911 or 911.
- Move people away from the package and limit access to the area.
- **DO NOT** move or open the package.
- **DO NOT** investigate too closely.
- **DO NOT** cover, insulate, or place the package into a cabinet or drawer.
- Clear the area and report to the building’s Evacuation Assembly Area.

SUSPICIOUS PERSON

If you witness a person acting in an odd or unusual manner or if a person or situation makes you feel uneasy, trust your instincts and report it.

- Remain calm.
- **DO NOT** physically confront the person.
- **DO NOT** let anyone into a locked building or office.
- **DO NOT** block the person's access to an exit.
- Call JMUPD at 540-568-6911 or 911. Provide as much information as possible about the person and his or her direction of travel in your description of the person, include age, race, clothing, height, weight, sex, hair and eye color, weapons, direction of travel, and any other descriptors you noticed.

If a suspicious person is standing at your car, or near a parking spot, just keep walking. When it appears to be safe, return to your vehicle and look around and inside your vehicle before getting in.

Suspicious Vehicle Indicators

- Missing or forged license plates.
- Covered or taped windows.
- Any vehicle that appears overloaded or has any substance leaking from it.
- Any vehicle containing drums, barrels, or other bulks containers.
- Parked illegally, parked at an unusual location, or appears to be abandoned.

Suspicious Vehicle Response Procedures

If you see a vehicle that appears to be suspicious, immediately call JMUPD at 540-568-6911 or 911. Give the dispatcher the following information:

- The exact location of the vehicle in question.
- A description of the vehicle, including license plate, vehicle color, vehicle make, model, and any other distinguishing features.
- Your full name and the telephone number from which you are calling, in case you are disconnected.
- Do not hang up as additional information may be needed. Follow directions provided by emergency personnel.

TORNADO: SHELTER-IN-PLACE

National Weather Service Definitions	
Tornado Watch	Issued when conditions are favorable for the development of tornadoes in and close to the watch area. Their size can vary depending on the weather situation. They are usually issued for a duration of 4 to 8 hours. They normally are issued well in advance of the actual occurrence of severe weather.
Tornado Warning	Issued when a tornado is indicated by radar and/or funnel cloud or tornado spotted. Also includes waterspout moving onshore. Persons in the affected area should seek safe shelter immediately. Tornado Warnings can be issued without a Tornado Watch being already in effect; they are usually issued for a duration of around 30 minutes.

Tornado Warning Response Procedures

- Remain calm.
- Monitor local weather conditions with an AM/FM, the official www.weather.gov website, and/or cell phone app. Heed warnings and follow instructions accordingly.
- Listen for the [Campus Horn Alert Siren](#) and immediately try to seek shelter in a secure location and follow any verbal instructions.
- If you receive a Madison Alert or hear about a tornado in your area, **DO NOT** wait until you see a tornado or funnel cloud to take cover.
- **Shelter-in-place:** during a tornado warning, report to the designated Internal Assembly Area (IAA) or seek indoor shelter at the lowest level possible, in an interior room, or hallway away from windows and doors.
- Crouch near the floor or under heavy, well-supported objects. Cover your head.
- Avoid windows, corridors with windows, or large free-standing expanses (such as auditoriums and cafeterias). **DO NOT** use elevators during a tornado warning!
- If you are caught outside with no shelter, lie flat in a ditch or depression and cover your head.
- Watch for flying debris.
- Seek updated information and further instructions.
 - Listen for the JMU Lightning Prediction System Horns for the [All-Clear Horn](#).
 - JMU Shield App
 - [Sign-Up for Alerts](#)
 - Madison Alerts
 - Blast e-mail to “____@jmu.edu” or “____@dukes.jmu.edu” accounts.
 - SMS Text Messages or Phone Calls to registered users through My Madison

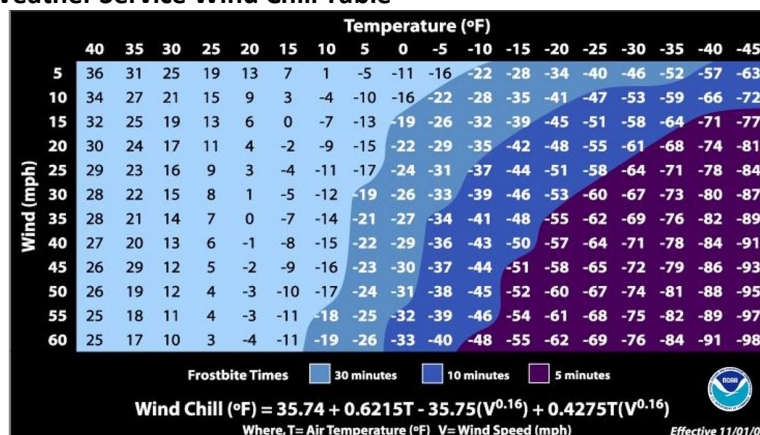
WINTER STORM & EXTREME COLD: SHELTER-IN-PLACE

National Weather Service Definitions	
Winter Weather Advisory	Issued when 1"-2" snow, 0.25"-1" sleet, and/or any ice accretion on sidewalks/roadways is expected
Winter Storm Watch	Issued when there is a potential for heavy snow or significant ice accumulations, usually at least 24 to 36 hours in advance.
Winter Storm Warning	Issued when a winter storm is producing or is forecast to produce heavy snow (4" per 24 hours or 3" per 12 hours), sleet (1"+) or significant ice accumulations (1/4"+).
Blizzard Warning	Issued for winter storms with sustained wind or frequent gusts of ≥ 35 mph with considerable blowing/drifts of snow/falling snow that frequently reduces visibility to 1/4 of a mile or less. These conditions are expected to prevail for >3 hours.
Wind Chill Advisory	Issued when the wind chill is expected to be $\leq 0^{\circ}\text{F}$
Wind Chill Warning	Issued when the wind chill is expected to be $\leq -15^{\circ}\text{F}$

Winter Storm/Extreme Cold Response Procedures

- Monitor local weather conditions with an AM/FM, the official www.weather.gov website, and/or cell phone app. Heed warnings and follow instructions accordingly.
- Stay indoors during the storm or cold weather.
- If you must be outside, dress in layers.
- Walk carefully on snowy, icy, walkways.
- Drive only if it is necessary. If you must drive travel during the day; don't travel alone; keep others informed of your schedule; stay on main roads and avoid shortcuts.
- Monitor persons for frostbite or hypothermia. If signs/symptoms of either present (loss of feeling or white/pale appearance in extremities, uncontrollable shivering, memory loss, disorientation, incoherence, slurred speech, drowsiness, apparent exhaustion) seek medical attention right away.

Figure 6: National Weather Service Wind Chill Table



WORKPLACE VIOLENCE

Workplace Violence Procedures

- JMU [Policy 1115](#) prohibits workplace violence. Specifically, the University will respond promptly to violence, threats of violence, harassment, intimidation, or disruptive behavior of a threatening nature towards people or property. Individuals who violate this policy may be removed from university property and are subject to disciplinary and/or personnel action up to, and including, termination and/or criminal prosecution.
- Workplace violence is defined as any actual or threatening behavior of a violent nature, as understood by a reasonable person, exhibited by faculty, staff, student employees, or others.
- Examples of workplace violence include, but are not limited to:
 - Intentional physical contact for the purpose of causing harm (such as slapping, punching, striking, shoving, or otherwise physically attacking a person).
 - Menacing or threatening behavior (such as throwing objects, waving fists, damaging property, stalking, or otherwise acting in an aggressive manner; or, using oral or written statements specifically intended to frighten, coerce, or cause distress) where such behavior would be interpreted by a reasonable person as being evidence of intent to cause physical harm to individuals or property.
- **General Reporting Responsibilities**
 - Any member of the university community who has been subject to workplace violence or who has witnessed workplace violence must promptly notify must notify James Madison University Police Department.
- **Report Concerning Behavior**
 - Additionally, employees are encouraged to report any concerning behavior to the [Madison Cares](#). It is imperative that all university employees take this responsibility seriously.
- **Reporting Imminent or Actual Violence**
 - Any person experiencing or witnessing imminent or actual violence involving weapons or potential injuries should call JMUPD at 540-5668-6911 or 911.