

EMERGENCY PROCEDURES

2022-2023

Young Children's Program
James Madison University

Anthony-Seeger Hall
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EMERGENCY PROCEDURES

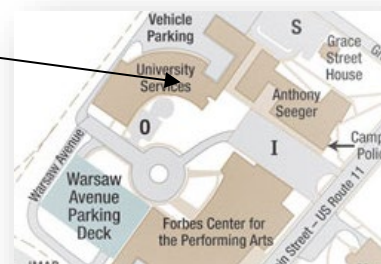
GENERAL PROCEDURES

In the event of any emergency, a teacher, administrator, or student 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 Department of Early, Elementary, & Reading Education (568-6292, 568-6255) and the Young Children's Program Director (746-2415) 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 ("Uncle Charlie is here"). Evacuation routes for persons in the Young Children's Program are posted inside each classroom door. The primary means of egress for classrooms 10 & 11 is through the main entrance doors. Once outside, turn right, and go through the gate in order to proceed to the meeting location: the sidewalk beside the Facilities Management building, next to the fence. The secondary route is through the glass doors and down the 1st set of stairs to the left. Once outside, turn left in order to proceed to the sidewalk outside the Facilities Management building. The primary means of egress for classroom 9, classroom 12B and 12A Meeting room is down the set of stairs in the hall. Once outside, turn left in order to proceed to the meeting location. Rooms 9, 12A and 12B secondary route is through the Main entrance doors. Once outside, turn right, and go through the gate in order to proceed to the sidewalk outside the Facilities Management 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 111 and 113 (break room). These rooms are located in the basement of the USB near the YCP playground. The east-side door nearest the swings in the YCP playground 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 directions will be given to families and others authorized to pick up children:

Turn off South Main Street onto Warsaw Avenue; park in the parking deck. Enter the east side-door of the University Services Building nearest the swings in the YCP playground. Go down the steps to the basement. Rooms 111 & 113 are the 2nd & 3rd rooms 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)
- center walkie talkies
- 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.

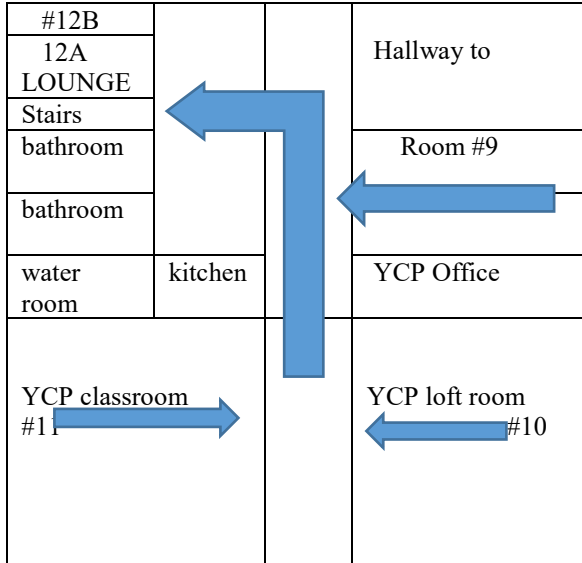
In event of fire or smoke staff will activate the alarm by pulling the pull stations. Walkie talkies will be used as the main form of communication between classrooms.

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

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)

ALTERNATIVE SHELTER
(For emergencies that require evacuation of YCP facilities)

University Services Building (568-3766)
Room 111 & 113, Basement Level

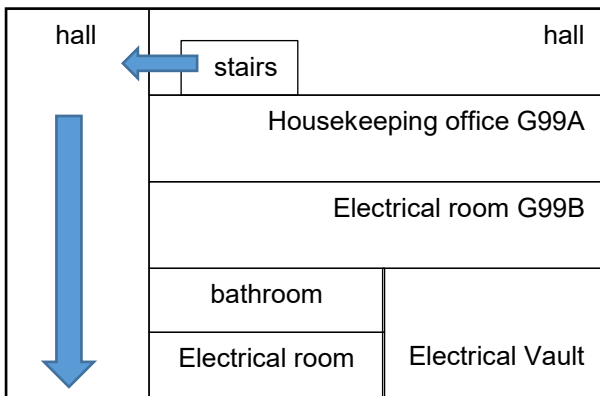


Go in the east side-door of the University Services Building (nearest the swings on the YCP playground) and down the steps to the basement level.

Room 111 & 113 are the 2nd and 3rd rooms on the left.

Main entrance (South)

Basement (North)



Basement (South)

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 Director.	all staff
A teacher 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.	teacher or Director
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 1-800-552-7096 VA Dept of Social Services, Richmond Office 1-800-552-3431 Harrisonburg/Rockingham Social Services 574-5100 Harrisonburg Police Department 434-4436	teacher or Director
<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

EARTHQUAKE

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

What should be done?	Who is responsible?
If an earthquake occurs while children, students, or teachers are in the building, seek refuge in a doorway or under a table. Stay away from windows, shelves, and heavy equipment or furniture.*	teacher
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.	teacher
If evacuation appears necessary based on observation of building conditions OR if the building evacuation alarm sounds, exit the building at the safest location.	teacher
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.	teacher
*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.	teacher or designee
Contact the EER departmental office. 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 the present location (provide specific directions). Leave a phone number for communicating with the teacher or a staff member.	teacher or designee
Contact Amy Taylor, YCP Director, to inform her of the existing emergency.	teacher or designee
Contact parents of children 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.	YCP 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

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 Department of Early, Elementary, & Reading Education. 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 Amy Taylor, YCP Director, to inform her of the existing emergency.	YCP 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.	YCP 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. 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.	teacher or designee

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
If a suspicious device is located, DO NOT USE A CELL PHONE	teacher or designee
Contact emergency services.	teacher or designee
Alert others in the building by activating the alarm system. DIAL 911	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 by the fence post at Facility Management Building.	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 Rooms 111 and 113 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 Department of Early, Elementary, & Reading Education. 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 Amy Taylor, YCP Director, to inform her of the existing emergency.	YCP 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.	YCP 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:

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
INITIATION -If the tone of the conversation between the teacher and the person indicates reason for concern OR the teacher communicates the emergency code statement (“Uncle Charlie’s here”), 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
Be calm and reassuring to the children in order to avoid alarming them excessively.	staff
ACCOUNTABILITY -Upon arrival at a safe location, take attendance and/or a head count of students and staff.	staff member
Follow the instructions of emergency personnel related to the location, safety, and dismissal of the children to their parents or authorized persons.	staff
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 Department of Early, Elementary, & Reading Education so appropriate information can be communicated to parents and the YCP Director.	staff member
Contact Amy Taylor, YCP Director, to inform her of the existing emergency and, if possible, to meet the staff and children.	YCP 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.	YCP office staff 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.	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 Director, 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, Director, or COE official
RECALL A horn will sound to indicate it is safe to return to normal activities	Staff member, teacher, Director, or COE official
COMMUNICATION AND COORDINATION Walkie talkies and cell phones will be used for communication between the central location and each secured area.	Staff member, teacher, Director, 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:

What should be done?	Who is responsible?
INITIATION If word is received through code statement ("Uncle Charlie's here") 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
ACCOUNTABILITY 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 College of Education so appropriate information can be communicated to parents and the YCP Director.	teacher 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
Contact Amy Taylor, YCP Director, to inform her of the existing emergency.	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.	staff 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
RECALL A horn will sound when it is safe to resume normal activities.	Teacher or designee
COMMUNICATION AND COORDINATION Walkie talkies and cell phones will be the approved means of two way communication	Teacher or designee

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 depend 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 you important person 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 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 you're 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.

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 actually been observed. Listen closely to instructions provided by weather radios/emergency officials.

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 up 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.

Suspicious activity or person

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>

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 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, the teacher should accompany a child to SRMH and stay until a family member arrives. The child's medication, medication administration log, registration form, and 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 Director or a student staff member should accompany him or her.	teacher or designee
Contact College of Education. 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 Amy Taylor, YCP Director, to inform her of the existing emergency and the need for a substitute teacher. If Mrs. Taylor is not available, contact another COE faculty member or program assistant to fill this role immediately.	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 College of Education.. 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 Amy Taylor, YCP Director, to inform her of the existing emergency.	YCP 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. A departmental office staff member will notify the YCP teacher of the warning and the recommended response.	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 College of Education. 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 Amy Taylor, YCP Director, to inform her of the existing emergency.	YCP 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.	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 (Dept of Police & Public Safety)	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	9-1-800-552-7096	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 540-421-0972
Nicole Gray, Lead Teacher 4-year olds	8-6089	540-818-2742
Heather Hansohn, Lead Teacher 3-year olds	8-6089	540-421-8417
Denise Grove, Lead Teacher 4-year olds	8-6089	540-607-0653
Caitlin Wood, Lead Teacher 4-year-olds	8-6089	757-620-3348
Amber Hess, Lead Teacher 3-year-olds	8-6089	804-543-6141
JoAnna Jedamski, Program Assistant	8-6089	540-830-4012
ALTERNATIVE SHELTER LOCATION		
University Services Building, Room 111 & 113 Robert Weese, contact	8-4376	568-4376

ALL YCP STAFF MEMBERS ARE TRAINED IN CPR/FIRST AID, DAILY HEALTH OBSERVATIONS AND HAVE TAKEN MEDICATION ADMINISTRATION TRAINING.