



806 Randell Dr.

Carson City, NV 89701

Phone Numbers

Center: (775) 461-3173

Owner's Cell: (775) 450-5645

Director's Cell: (775) 450-8821

Our facility practices flood and fire evacuations monthly to ensure the safety of our staff and children. Fire inspections occur annually to make sure our facility is up to code and ready in the event of a fire.

In addition, we practice quarterly disaster drills to prepare our staff and children in the event any of the following situations occur.

Logs for these drills are kept in our office. We will also use sign-in and sign-out sheets to record arrival and departure times for all children and staff to ensure everyone is accounted for.

Emergency Personnel Names & Phone Numbers Designated to Responsible Officials:

Police	911
Fire/Medics	911
Poison Control	(800)-222-1222
National Response Center-Terrorist Hotline	(800)-424-8802
Community Health Nurse	(775)-782-3038
Child Care Services Bureau	(775)-684-4463

The highest-ranking staff member at The Learning Village Early Learning Center, such as David Singer (775) 450-5645, Wendy Singer (775) 450-8821, or Meaghan Sciarrotta (775) 450-4056, will be responsible for coordinating the response and assigning responsibilities during the following emergencies.

Missing Child:

- Call 911 and provide the following: the child's name, age, physical description, clothing description, medical status, if appropriate, and our address.
- Notify the director immediately and search the premises again.
- Have the child's information, including a picture, ready for the police upon arrival.
- The director will notify parents, Nevada State Child Care Licensing, and CPS.
- The director will complete an incident report.

Kidnapping:

- Call 911 and provide the following: the child's name, age, physical description, clothing description, medical status, if appropriate, and our address.
- Notify the director immediately and search the premises again.
- Have the child's information, including a picture, ready for the police upon arrival.
- The director will notify parents, Nevada State Child Care Licensing, and CPS.
- The director will complete an incident report.

Child Abuse:

- Report abuse or suspected abuse to the director.
- The director will make a report to CPS. The director and appropriate staff will document the following information about the incident: date and time of calls to CPS; child's name; child's age or birthdate; our address; name and address of the parent or guardian; other children in the home, if known; any statements made by the child; the nature and extent of the injury or injuries, neglect, and/or sexual abuse; any evidence of previous abuse or neglect, including the nature and extent; and any other information that might help establish the cause of the child's injury, neglect, or death and the identity of the perpetrator.
- These reports may become legal documents. Confidentiality of the reports must be strictly observed. Incident reports are stored in a marked filing cabinet in the office.

Assault on Child or Staff:

- Call 911 if medical treatment or police assistance is needed.
- Report the incident to the director of the facility.
- Follow emergency lockdown procedures: a staff member will stay with victim, and the victim's family will be notified. If medical treatment is required for child, CPS will be notified.
- The director will report the incident to licensing and complete a written incident report. Incident reports are stored in a locked filing cabinet in the office.

Gas Leak:

- Do not activate fire alarm or any other electrical equipment. The staff will notify the director immediately.
- Evacuate the children and the staff following the building evacuation procedure: close doors behind you but leave a window open.
- Take the following items: disaster supplies, class/staff attendance sheets and visitor sign-in sheets, children's emergency cards, and a cell phone.
- Call 911 from outside of the facility.
- Move children to the Post Office at 1111 S. Roop St.; if this area cannot be used, walk children to Governor's Park, located at 500 Evalyn Dr., Carson City.
- If possible, turn off gas.
- Have the following items ready for the police: location of leak, if known; number of children in care; knowledge of anyone remaining in the building; floor plan; and internal systems information.
- Teachers must remain with their group of assigned children until they are picked up and signed out.

- The director will notify parents immediately if the evacuation appears long-term or if children are moved to an alternate site location. The director will also report the incident to licensing and complete a written incident report.

Site Evacuation:

- If it is decided that staff and children will be moved to an alternate site location distant from the center, assign children to the highest-ranking teacher in their designated classroom.
- Our current site location is Governor's Park, located at 500 Evalyn Dr., Carson City.
- Staff will bring the following items: disaster supplies, class/staff attendance sheets and visitor sign-in sheets, children's emergency and medical information/supplies, and a cell phone.
- Take attendance of staff and children; if needed, search building for anyone missing.
- Call necessary responding agencies (police, fire, etc.).
- If it is not safe to re-enter the building, keep the children at the Post Office at 1111 S. Roop St. or Governor's Park, located at 500 Evalyn Dr., Carson City.
- Teachers must remain with their group of assigned children until they are picked up and signed out.
- The director will communicate with parents and coordinate pick-up of children.
- The director will report the incident to licensing and complete a written incident report.

Power Outage:

- The director or designee will try to locate the problem. Flashlights and batteries will be in the disaster emergency box.
- Call 911 if concerned about fire or safety.
- Unplug all electrical equipment; turn off all but one light.
- Parents will be notified if the outage is prolonged.
- The director will report the incident.

Earthquakes:

- Staff instructed to drop, cover, and hold. Direct the children to do the same and remain that way until the earth stops moving. Stay away from windows, bookcases, and filing cabinets. Hold onto the items you are using as a cover. If it moves, move with it. Keep talking to the children until it is safe to move. In infant area, cribs with infants in them should be moved away from windows.
- If no items are available for cover, crouch by a load-bearing wall and cover your head with your arms. If outside you will need to drop, cover and hold. Keep away from

- glass, bricks, and power lines. If you are outside near a building and there is no safer location, take cover in a doorway to protect yourself and children.
- When the earthquake stops, the following procedures should be conducted: staff will check themselves and children for injuries, check evacuation routes for damage, evacuate children and staff following evacuation procedures, and close the door behind them. Staff will take disaster supplies, attendance sheets, children's emergency and medical information and supplies, and cell phones.
 - Staff will render first aid to those who need it
 - Director will take attendance to account for all children and adults
 - Check utilities for disruption or damage. If you smell gas, turn off the gas if possible, inspect exterior of the building, determine if it is safe for a rescue team to go into the building to locate anyone missing or injured and listen to regional radio station for information on the surrounding area
 - Determine status of emergency supplies and equipment then inspect interior of the building and determine if it is safe to move children back into the building or whether it is best to evacuate. If evacuating to alternate location, post notice indicating your new location, and the date and time you left. Follow site and evacuation procedures
 - Director and/or staff will contact 911 in the event of major earthquake to receive information for evacuations and/or shelter-in-place, or to report any major injuries.
 - Call parents with center status information. If that is not possible, report the center's status to a local radio station so parents can hear announcements over the air.
 - Teachers must remain with their group of assigned children until they are picked up and signed out.
 - Director will complete a written incident report

Storms, Flooding and Snow:

- The learning center will be closed if school is closed due to inclement weather.
- If we must close during hours of operation, the director will notify parents by phone.
- If weather conditions prevent a parent or guardian from reaching the center, staff will care for the children until it is safe for each child to be picked up.
- If flooding occurs, we will shelter in place. We will stay in touch with emergency personnel and listen to emergency broadcasts in case evacuation becomes necessary.
- If evacuation is necessary, take the following items: disaster supplies, class/staff attendance sheets and visitor sign-in sheets, children's emergency cards, and a cell phone.
- Call 911 from outside of the facility.
- Move children to the Post Office at 1111 S. Roop St. or to Governor's Park, located at 500 Evalyn Dr., Carson City.
- If the authorized persons cannot claim the child within 72 hours, or the center is closing, the director will contact the police to transport the child to a Child Protective Services site.

- The director will report the incident to licensing and complete a written incident report.

External Hazardous Materials Incident:

- Call 911 immediately. Have staff initiate a Shelter in Place procedure unless directed to do otherwise by emergency personnel.
- Have the following items ready for emergency personnel: location and description of hazard, number of children and staff, volunteers and visitors, floor plan, and internal systems information
- Follow instructions given by responding agency for either Shelter in Place procedure or building and site evacuation procedure
- Notify parents if children are moved to an alternate site, such as the Post Office at 1111 S. Roop St. or Governor's Park, located at 500 Evalyn Dr., Carson City.
- If children are moved, staff and the director will take attendance to account for everyone. If children are not moved, staff will take attendance in their own building and relay the information to the director.
- Teachers must remain with their group of assigned children until they are picked up and signed out.
- If Shelter in Place procedure occurs and media attention is significant, director will call parents to let them know of situation
- The director will report the incident to licensing and complete a written incident report.

Internal Hazardous Materials Incident:

- In the event a person comes in contact with a suspected hazardous material, follow safety precautions posted on-site or listed on the container.
- Call the hospital emergency room for additional instructions
- Contact the poison control center for common household product poisoning
- Call 911 if additional assistance is needed
- The director will report the incident to licensing and complete a written report.

Shelter in Place Procedure:

- The Shelter in Place Procedure should be conducted when emergency personnel, radio, or television emergency broadcasts instruct you to do so, when you see a vapor cloud, or when you smell an unusual odor.
- Gather all children inside, children will remain in designated building unless directed otherwise by emergency personnel
- Call 911. Tune into and listen to the regional or local radio station. Listen for emergency information from your local fire or police department

- Turn off all heating, fans, and cooling or ventilation systems and clothes dryers. Locate children and staff to designated room. Seal gaps around the windows, doors, heating/air conditioning vents with plastic sheeting, wax paper or aluminum foil and duct tape
- If told there is a danger of explosion, close the window shades, curtains, or blinds. To avoid injuries, keep children away from the windows
- Director will stay in touch with emergency personnel in order to know whether to stay in the Shelter in Place or to evacuate
- Advise parents not to pick up children from the center until the incident is over.
- Have emergency disaster supplies and emergency contact cards handy
- Once incident is over, inform parents, take plastic down and turn on ventilation systems
- The director will report the incident to licensing and complete a written report.

Bomb Threat:

- During the bomb threat call: DO NOT hang up. Keep the conversation going and attempt to get the following information: Where is the bomb? What time will it go off? What kind of bomb is it? Who are you? Why is this going to happen?
- Listen for: voice of male or female, speech impediments, or accent, what kind of background noise there is and if there is a cell phone or landline
- Note: Time _____ and Date _____
- Immediately after the call: notify Director, call 911
- Initiate a lockdown. Follow emergency lockdown procedure: confer with the fire and police about evacuation, have floor plan ready for emergency personnel, look around the center for suspicious items (do not move items)
- If evacuation is necessary, follow Building and Site Evacuation Procedure
- Director will notify parents of evacuation, report incident to licensing and complete written report

Fire Evacuation:

- Activate fire alarm if not sounding and evacuate children, staff, and visitors
- All children will be led by hand, away from the building and to the neighbor's yard directly across the street
- Emergency supplies will be carried by an appointed adult, along with attendance sheets for children, staff, visitors, and volunteers, disaster supplies, children's emergency and medical information and supplies and a cell phone
- Call 911 from outside building
- Director will do a final check of all spaces. Children and staff will go to Post Office at 1111 Roop St or Governor's Park, final attendance check is taken for both children and staff

- Have the following items ready for emergency personnel: number of children in care, staff and volunteers, knowledge of anyone remaining in the building, floor plan, and internal systems information
- Director will notify parents of evacuation and alternate site location if applicable
- Teachers must remain with their group of assigned children until they are picked up and signed out.
- Director will report incident to licensing and complete a written report

Emergency Lockdown/Intruder Alert Procedures:

- An intruder is defined as any visitor who, through act or deed, poses a perceived threat to the safety and welfare of children and employees. If at any time you are dealing with a person you feel uncomfortable around, or who makes you fearful for your safety or the safety of others, then you may be faced with an intruder situation:
- It's important that all members of the building's staff understand, support and participate in the Intruder Alert Procedure
- It is important to practice the Intruder Alert Procedure in the facility several times per year, just as you practice fire drills
- Lockdown information will be given to parents upon enrollment. Parents will be notified of all lockdown drills and events. The facility will provide written materials for parents to help children understand and cope.
- Parents will be given a pre-designated alternate pick-up site if children and staff are evacuated. Parents should not try to enter the facility during a lockdown until it is determined safe by emergency personnel

Intruder Alert Procedure:

- If a person(s) comes into the facility, the Director will assess the situation. If they are uneasy or suspicious of the person(s) immediately have someone call 911
- If a weapon is present, DO NOT CONFRONT, find another staff member, and give the pre-determined hand signal to call 911 immediately
- If no weapon is suspected, the Director will confront the intruder in the following manner: approach individual in a non-confrontational manner with the assistance of another staff member, introduce yourself and the person with you to the individual in a non-confrontational manner, inform the individual of the policy that all visitors need to sign in, and guide them to the area where that is done. If the person refuses, do not confront. Give the other staff members the pre-designated sign hand signal to call 911
- If it is determined that the safety and health of children and staff are in jeopardy: a hand signal will be made to another staff member to call 911. If suspect is not in the building, an announcement will be made, or a bell will ring to alert the staff of potential danger

- If children are outside, or shots are heard/fired, teachers will quickly direct and move children back into the facility and into the nearest room for lockdown, staff should quickly check restrooms and facility for children and staff. Lock all doors, close and lock windows, cover all windows and doors and turn off the lights
- Keep children away from the windows and doors. Position children in a safe place against walls or on the floor. Use any furniture as a buffer
- Staff will maintain a calm atmosphere and attend to the needs of the children.
- Staff and children will remain in the room until an all-clear signal has been given
- Director will immediately call 911 and stay on the phone until help arrives
- Parents will be notified about the lockdown and will know in advance if the center will be doing a drill
- Director will report incident to licensing and will complete a written report

In the event of a necessary 911 call:

- Staff will stay with injured child and will request another person to call 911
- A staff member will notify the parents or guardians of the injured child.
- An incident report will be written and signed by the staff and parents

Pandemic:

- In the event we are affected by a pandemic, we will follow Governor's directives as well as what is recommended to us by the Nevada Health Department.
- Director will be responsible for relaying all appropriate information to staff as well as parents.