

# Disaster Plan

## Small Wonders

Early Learning Center

2634 Kayne Ave.  
Minden, Nevada  
89423

Phone numbers:

(775) 267-0907

(775) 450-5645

This plan was updated on 1/12/12

**Emergency Phone Numbers:**

Police	911
Fire/Medics	911
Poison control	1-800-222-1222
National Center for Missing Children	1-800-843-5678
National Response Center-Terrorist Hotline	1-800-424-8802
Community Health Nurse	775-782-9038
Child Care Services Bureau	775-684-4421
Carson City Child Protective Services	775-687-4943

## **Missing Child**

Call 911 and provide the following

- Child's name
- Child's age
- Our Address
- Physical clothing description of the child
- Medical status (if appropriate)

- Notify director immediately and search the premises again
- Have child's information including picture for the police upon arrival
- Director will notify parents
- Director will notify licensing and CPS
- Director will complete an incident report

## **Kidnapping**

Call 911 and provide the following

- Child's name
- Child's age
- Our Address
- Physical clothing description of the child
- Medical status (if appropriate)

- Notify director immediately
- Follow emergency lockdown procedures
- Have child's information and picture available for police
- Director will notify parents
- Director will report incident to licensing and CPS
- Director will implement Crisis/Response plan
- Director will complete a written incident report

## **Child Abuse**

Report abuse or suspected abuse to the director

Director will make a report to CPS. Director and appropriate staff will write the following information about the incident:

- Date and time of calls to CPS
- Child's name
- Child's age/birthdate
- Address
- Name and address of parent or guardian and 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 incidents of abuse or neglect, including the nature and extent
- Any other information that might be helpful in establishing 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 is needed and police assistance

Report the incident to director of facility

Follow emergency lockdown procedures

Staff member will stay with the victim

Victim's family will be notified

If medical treatment is required for child, CPS will be notified

Director will report to licensing

Director will 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

Notify the director

Evacuate the children and staff following the building evacuation procedure and close doors behind you, but leave a window open

Take following items:

- Disaster supplies
- Class/staff attendance sheets and visitor sign-in sheets
- Children's emergency cards
- Cell phone

Call 911 from outside of the facility

Move children to neighbors yard across the street

Take attendance

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

Director will notify parents immediately, if evacuation looks to be long-term or if children are moved to an alternate site location

Director will report incident to licensing

Director will complete a written incident report

All parents will be notified

## **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 a designated teacher

Staff should bring the following item:

- Disaster supplies
- Class/staff attendance sheets and visitor sign-in sheets

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- Children's emergency and medical information/supplies
- Cell phone

Take attendance and search building for anyone missing  
Call necessary responding agencies (police, fire)

If not safe to re-enter the building move the children to an alternate site location such as Pinion Hills Elementary or Johnson Lane Firehouse

Once at alternate site, take attendance again. Teachers must remain with their group of assigned children until they are picked up and signed out.

Director will communicate with parents and coordinate pick-up of children

Director will report incident to licensing and will complete a written incident report

### **Power outage**

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  
Director will report 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 cover. If it moves, move with it. Keep talking to the children until it is safe to move. In infant areas, 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 carried out:

- Staff check themselves and children for injuries
- Check evacuation routes for damage
- Evacuate children and staff, following evacuation procedure and close door behind you. 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/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 building to locate anyone missing or injured.
- Listen to regional radio station for information on the surrounding area
- Determine status of emergency supplies and equipment
- 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 a notice indicating your new location, and the date and time you left. Follow site evacuation procedures.
- Call parents with center status information. If not possible report center status information to a local radio station for announcements over the air for parents to hear.
- Director will complete a written incident report

## **Storms and Snow**

Learning center will be closed if school is closed for inclement weather.

If we must close during hours of operation, the director will notify parents by phone.

If weather conditions prevent parent/guardian from reaching the center, the staff will care for the child until there is a safe time for child to be picked up.

If above persons cannot claim the child within 72 hours, or the center closing, the director will contact police to transport the child to a Child Protective Services site.

The director will report incident to licensing.

Director will complete a written report of the incident.

## **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 of move to an alternate site.

If Shelter in Place Procedure occurs and media attention is significant, director will call parents to let them know of situation.

Director will report incident to licensing and will complete a written report of the incident.

## **Internal Hazardous Materials Incident**



In the event a person comes into 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.

Director will report incident to licensing and complete a written report.

## **Shelter in Place Procedure**

Shelter in Place Procedure should be conducted when you are instructed to do so by emergency personnel, your radio or television emergency broadcast, you see a vapor cloud, or if you smell an unusual odor outside.

Gather all children inside.

Call 911. Tune into and listen to the regional or local radio station. Listen for emergency information from you local fire or police department.

Turn off all heating, fans, 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 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.

Director will report incident to licensing and complete a written report.

## **Bomb Threat**

### **During the bomb threat call:**

**Do not hang up!**

**Keep 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 impediment or accent
- What kind of background noise there is
- Cell phone or land line

**Note: Time** \_\_\_\_\_ **Date** \_\_\_\_\_

**Immediately after the call:**

Notify director

Call 911

Initiate a lockdown. Follow emergency lockdown procedure.

Confer with fire and police about evacuation.

Have floor plan ready for emergency personnel.

Look around the center for any suspicious items (do not move items)

If evacuation is necessary, follow Building and Site Evacuation Procedure.

Director will notify parents of evacuation.

Director will report incident to licensing and complete a written report.

## **Fire Evacuation**

Activate fire alarm if not sounding and evacuate children, staff and visitors.

Up to four infants are placed in an evacuation crib and wheeled from the center by staff members. The same is done for Toddlers. All other children will be lead by hand, away from the building and to the neighbor's yard directly across the street.

Emergency supplies are placed in the last crib, along with:

- Attendance sheets for children, staff, visitors and volunteers
- Disaster supplies
- Children's emergency and medical information and supplies
- Cell phone

Call 911 from outside of the building.

Director will do a final check of all spaces. Children and staff will exit across the street into the neighbor's yard.

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.

Director will report incident to licensing and complete a written report.

## **Emergency Lockdown/Intruder Alert Procedure**

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.

Key recommendations to implement regarding a lockdown, including those conducted because of an intruder:

- It is 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 the 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.

Ask the individual who they are and how you can be of assistance.

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 hand signal to call 911.

If it is determined that the safety and health of children and staff are in jeopardy:

If intruder is in the building, a hand signal will be made to another staff member for them 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 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 maintain 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 that another person call 911.

A staff member will notify the parents/guardians of the injured child.

An incident report will be written and signed by the staff and parents.

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