



**UNLV/CSUN Preschool
Lynn Bennett Early Childhood Education Center
(LBECEC)
Building Evacuation Plan**

Ready to Respond Plan

**Date Revised
September 20, 2017**

**Risk Management and Safety
BUILDING EVACUATION PLAN**

Information regarding specific emergency incidents (i.e., fire, earthquake, violence, etc.) can be found in the UNLV Emergency Procedures. This document is located at: rms.unlv.edu/fire-and-life/buildingevac/ under Fire and Life Safety, Building Evacuation Plans. If you have any questions concerning this, please call RMS at 895-4226. Thank you.

The purpose of this document is to increase the safety awareness for students, faculty, staff and visitors while on the UNLV campus. It is vital that you evacuate the building every time the alarm sounds; and that you are aware of evacuation routes, exit points, and the location of your Emergency Assembly Area. You should also be conscious of the locations of pull alarms, first aid kits, emergency eye wash stations, and emergency showers. Additionally, if you are assigned any responsibilities in the following document you should be aware of what the position entails and be ready to assist in emergency situations.

THIS FORM SHOULD BE UPDATED ANNUALLY AND SUBMITTED TO THE
DEPARTMENT OF RISK MANAGEMENT AND SAFETY.

BUILDING INFORMATION

1. Building Name: Lynn Bennett Early Childhood Education Center (LBC) UNLV/CSUN Preschool
2. Building Safety Coordinator (BSC) Name: Claire Tredwell, Ph.D.
Phone No: 895-1322, 895-3779 Fax No: 895-4935
Email: Claire.tredwell@unlv.edu
3. Alternate BSC Name: Mardene Wright, M.Ed.
Phone No.: 895-5330 Fax No: 895-4935
Email: mardene.wright@unlv.edu
4. Emergency Assembly Area (EAA) Location (minimum 150' from building):
 1. Perimeter near Bennett Bldg. /Paradise School. Paradise School/Multipurpose Room will be relocation area.
 2. Alternative location (MPE) McDermott Physical Education on UNLV Campus (Southwest of Preschool walking distance)
5. Departments
 - A. Department 1 Coordinator: Department of Educational and Clinical Studies
DSC Name: Monica Brown, Ph.D. Phone No: 895-3205
Email: monica.brown@unlv.edu
6. Building Safety Committee (if applicable): N/A
 - A. Member: CLAIRE TREDWELL (702) 895-1322 desk Phone No.: 702-895-3779 school desk
Department or Unit: DEPT. OF EDUCATIONAL AND CLINICAL STUDIES (702) 895-3205

7. Emergency Staff

A Role Taker is a building occupant assigned to take roll call at the EAA after a building evacuation. Once the roll has been taken they should turn in their role sheets to the Building Safety Coordinator to be relayed to 1st responding agencies.

A Floor Monitor is a building occupant assigned to assist with a building evacuation during an emergency by checking for clearance and alerting other occupants on their way out of the building. They are responsible for the group of children in transit and on the evacuation site. All head staff have cell phone numbers in the director's group call list.

A. Roll Takers

1. Department or Unit: UNLV/CSUN Preschool

Roll Taker 1: Claire Tredwell

Roll Takers 2: (in order) Mardene Wright, Eileen Quinn, Josie Boyle, Brandi Lackey

B. Floor Monitors: Responsible for the group of children in your care.

1. **Department or Unit Infants** (Sweet peas/Tadpole Head Teachers)

Floor Monitor 1: Ruxandra Draia Floor Monitor 2: Sarah Calkins

2. **Department or Unit: Toddlers** (Grasshoppers/Stars Head teachers)

Floor Monitor 1: Turia Stewart Floor Monitor 2: Sharmaine Quimsing
Floor Monitor 3. Laura Callihan

3. **Department or Unit: Toddlers** (Caterpillars/Hearts Head Teachers)

Floor Monitor 1: Daniela Krstic Floor Monitor 2: Charisse Adams

Floor Monitor 3: Valerie Phillips

4. **Department or Unit: Preschool** (Ladybugs/Butterflies head teachers)

Floor Monitor 1: Kim Crossley Floor Monitor 2: Marisol Cipres

5. **Department or Unit: Preschool** (Bumblebees/Rainbows/Sea Turtles)

Floor Monitor 1: Shin Silver Floor Monitor 2: Yamila DeOliveira

Floor Monitor 3: Elizabeth Sanchez-Walker Floor Monitor 4: Cyndy Anang

Staff Members to assist: CCSD Staff on-site to assist Floor Monitors: Crystal Merrill, Linsey Coen, Maria Buenaventura, Carmen Juarez

Teacher Assistants: UNLV Student employees assist floor monitors.

Acronyms and Term

<u>Acronym</u>	<u>Meaning</u>
BSC	Building Safety Coordinator
BEP	Building Evacuation Plan
OSC	Department Safety Coordinator
EAA	Emergency Assembly Area
EOC	Emergency Operations Center
RM&S	Risk Management and Safety
UNLVPO	University of Nevada Las Vegas Police Department

<u>Term</u>	<u>Definition</u>
Building Emergency Plan (BEP)	A document which consists of emergency information and procedures, activities for preparing emergencies, and roles and responsibilities of building occupants.
Building Safety Committee	A group usually composed of members of each Department in the building, generally chaired by the Director charged with building emergency preparedness and overseeing building safety concerns.
Building Safety Coordinator	A University employee who has a defined role in Campus emergency/disaster preparedness: he or she Prepares the BEP and serves as the communication liaison between campus service agencies and building occupants for specific circumstances enumerated in the BSC position description.
Department Safety Coordinator	A University employee who assists in coordinating, Implementing, and documenting the department's Safety program. This includes ensuring department Employees are trained on their BEP(s).

Floor Monitor	A building occupant assigned to assist with a building evacuation during an emergency by alerting other occupants on their way out of the building. The Floor Monitor will assist the children to a safe area EAA and supervise children as directed. Floor Monitors stay with the group of children until all have been picked up.
Roll Taker	A building occupant assigned to take roll call at after a building evacuation. The Roll Taker will assist the First Responders in ensuring that personnel will not enter the building until the building has been determined to be safe to re-enter.
Emergency Responder (s)	Trained personnel who provide assistance in an Emergency. They are not building occupants and may be from the University, University Police, local fire departments, RM&S, Facilities Management, etc. In critical situations they may take charge of the building and have full authority over activities in and around the building.
EAA	A pre-designated safe location near a building where building occupants assemble and report to the roll taker(s) after evacuating the building.
Emergency Operations Center (EOC)	The headquarters for designated representatives of campus
Center (EOC)	Essential services, where campus response is coordinated and resources are allocated during a disaster.

In the event of an emergency building closure, your building evacuation plan should address and delegate responsibility to building personnel for any special accommodations you would like implemented such as; posting building closure notices, escorting staff, monitoring building entrances, etc.

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Ready to Respond
Emergency Preparedness Plan for Early Care and Education Centers
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INTRODUCTION

The intent of this plan is to assist the child care director and staff in responding to emergency Situations, provide information that can be used with family members concerning emergency Planning, and provide a basis for restoration of services. The director and staff of each center are considered responsible for the safety of children and will coordinate actions and/or requirements with community public safety officials, UNLV security and facilities, and families/guardians.

***Note:** If local licensing regulations require more than this Emergency Response Plan, the licensing requirements will prevail. In addition, UNLV emergency plans take the place of this plan where applicable.*

UNIVERSITY OF NEVADA LAS VEGAS

EMERGENCY RESPONSE ORGANIZATION

Where applicable the Center's Emergency Response Plan is integrated into the UNLV Emergency Response Plan. Emergency instructions and directions will be taken from UNLV and/or the local emergency agency at event scenes at or near the Center. In the event of an emergency, the Director will oversee the situation at the Center. In the Director's absence, the emergency management responsibilities are Delegated to the next in charge. i.e., Assistant Director, Program Coordinator, Administrative Assistant III, Floor monitors, Office personnel, etc..

The **Emergency Response Plan** shall be reviewed periodically for modifications to the procedures, changes of key personnel or other resources, and additions of new emergency management information.

The **Emergency Response Plan** shall be controlled by the Center Director to ensure appropriate Updates, changes, and reviews are incorporated in all distributed copies of this plan. A copy of the plan shall be maintained by the following:

- ❖ Center Director's Office
 - ❖ Center's Assistant Director
 - ❖ Center's Library
 - ❖ UNLV Risk Management
- ALL head staff receive electronic copy and copy for emergency backpack.

Plan will include:

- ❖ Hazardous materials
- ❖ Bomb threat
- ❖ Suspicious Articles

- ❖ Potential Violent Situations
- ❖ Random Acts of Violence
- ❖ Disgruntled Impaired Parents, Guardians, or Parent Guardian's Authorized Escort
- ❖ Hostage Situations
- ❖ Missing Child
- ❖ Earthquake

UNLV Emergency Planning Coordinator – (702) 895-5912

The following situations will be covered by this policy:

- Evacuation Procedures and Process
- Sheltering/Sheltering in Place
- Medical Emergencies
- Natural Disaster: hurricane, tornado, severe storms*
- Utility disruption
- Fire/smoke emergencies

OVERALL OPERATIONAL CRISIS/EMERGENCY ROLES & RESPONSIBILITIES

In the event of an emergency situation the Center Director shall declare an emergency situation and institute the appropriate response actions. In the event that the Director is not available, the next person in authority shall assume the responsibilities of the Director.

Center Director: Claire Tredwell, (702) 895-1322
Alternate: Mardene Wright, Assistant Director, (702) 895-5330

1. Work with Sponsor/Landlord and local emergency agencies to arrange for evacuation locations and transportation away from the Center.
2. Familiarize all staff with the crisis/emergency response plan and ensure effective implementation.
3. Ensure that the Center's practice drill program is implemented and documented.
4. Ensure supplies and equipment are present and checked at least monthly.
5. Review each crisis/emergency situation to ensure that proper reports are completed and appropriate action is taken to prevent repetition of any ineffective efforts.
6. Act as team leader in a crisis/emergency situation. Identify the emergency situation and determine the course of action.
7. Activate contact with Sponsor Security and/or other local authorities to inform Center of potential or existing crisis/emergency situation.

Next in Charge Name: Eileen Quinn, Program Coordinator, (702) 895-3243
Alternate: Josie Boyle, Assistant/Office Administrative Assistant, (702) 895-3255

The responsibilities of the person Next in Charge are to assist the Director/ Assistant Director during an emergency, and in the absence of the Director/ Assistant Director, assume all responsibilities.

1. Become familiar with the Crisis/Emergency Response Plan
2. Provide complete crisis/emergency response training to employees on a regular basis and update as necessary.
3. Take the lead in planning, implementing, and tracking all training to update and check the accuracy of current crisis/emergency response procedures.
4. Work with the Center Director to investigate and evaluate each crisis/emergency situation to prevent repetition of ineffective efforts.
5. See that all injuries and issues are attended to immediately and referred to the Center Director to determine if contact with Sponsor or other authorities is necessary.
6. Coordinate a regular plan of inspection of work areas to detect unsafe conditions and work practices.
7. Act as team leader in a crisis/emergency situation. Identify the emergency situation and determine the course of action.

Employee responsibilities

1. Notify the Director of emergency situations as they become aware of them.
2. Follow emergency procedures as outline and directed by the person in charge.
3. Safety and well-being of the children in their care.

Sponsoring Organization/Landlord

UNLV is responsible for the safety of the building and grounds. The health safety, security, and facilities procedures established by UNLV shall be followed by the Center in conjunction with center policies and licensing regulations. For emergencies, the Director shall immediately notify College of Education 895-3690 and UNLV after calling 911 for medical, fire, or security emergencies.

SPONSOR/LANDLORD EMERGENCY CONTACTS		
NAME	TITLE	PHONE NUMBERS
Security: UNLV SAFETY (Main Number) 895-3668		
Sandy Seda	Assistant Chief Lt. Police	WORK: 895-3668
Monica Brown, Ph.D.	Chairperson Educational and Clinical Studies	WORK: 895-3205

1. Anne Marie Stover Bernie Chamberlain	Principal, Paradise School Asst. Principal	702-799-5660
2. MICHAEL NEWCOMB THOMAS & MACK CENTER / TMC-64 0003 mike.newcomb@unlv.edu	EXECUTIVE DIRECTOR ADMINISTRATIVE FACULTY TMC 2064A	(702) 895-1003

EMERGENCY NUMBERS, SYSTEMS, AND LOCATIONS

Use Emergency Numbers list (see Attachment A); post by all phones and attach a copy to this plan.

All classrooms and common areas should have a floor plan outlining the evacuation route from that location as well as denoting the location of all fire extinguishers (red dots) and pull stations (blue squares). Unless otherwise required by your state licensing agency these should be used as you posted evacuation plans throughout the center.

In addition to information on the floor plan, complete the following:

SYSTEM	YES	NO	LOCATION
Central Alarm Control Box	X		Administrative Office
Main Telephone Panel	X		Front of Building (Electrical) Rm. 123, 124
Central Sprinkler Shut Off	X		Westside of Building 3
Gas Shut Off	X		Infant gate area (outside Building 1)
Furnace Shut Off	X		12 top of building (roof)
Emergency Power Source	X		Generator 123
Water Shut Off	X		Front of building 122, Fire Riser

EMERGENCY NOTIFICATION

Introduction

The Center response for most emergencies generally involves either sheltering in or evacuation. The exception to this is providing emergency medical care and use of fire extinguishers for small localized fires.

Protocol for Notifying Emergency Personnel and Other External Parties

All emergencies shall be reported as follows:

Emergency Event	Initial Notification	Secondary Notification	Actions
Fire Alarm, Smoke. Noxious/Toxic Fumes	Pull Fire Alarm Call 911	Sponsor Security 895-3668	Evacuate the building
Telephone Bomb Threat To Center; Security Issues	Call 911	Sponsor Security 895-3668	-Gather information from caller -Evacuate the building
Suspicious Item Left in The Center	Sponsor Security Call 911	Sponsor Security 895-3668	-Follow instructions from Security/911 -Evacuate the building
Suspicious Package Delivered to the Center	Sponsor Security Call 911	Sponsor Security 895-3668	-Follow instructions from Security/911 -Evacuate the building
Medical Emergencies	Call 911	Sponsor Security 895-3668	-Follow instructions from Security/911
Security incidents (Intrusion alarm. disgruntled person, break in, etc.)	Call 911	Sponsor Security 895-3668	-Follow instructions from Security/911
Suspicious Package Delivered to the Center	Sponsor Security Call 911	Sponsor Security 895-3668	-Follow instructions from Security/911 -Evacuate the building
Post Natural Disaster (building unsafe)	Sponsor Security Call 911	911 895-3668 896-5915	-Follow instructions from Security/911 -Evacuate the building
SPONSOR Directed	Intercom (pull fire alarm)	N/A	
City FD/PD Directed	Intercom (pull fire alarm) Sponsor Security	N/A	

UNLV Security shall notify the center Director of emergency situations that may impact the facility and/or occupants.

Once the situation is under control, the Center Director shall contact their immediate supervisor (Where applicable) to inform him/her of the situation and current status.

Contact: Monica Brown, Ph.D. Dept. of Educational and Clinical Studies (702)895-3205

Signs und Postings

- ❖ A floor plan/diagram should be. Posted in all classroom and common areas indicating the primary and secondary routes for egress from each area. The diagram will also identify the building's shelter locations and evacuation assembly areas.
- ❖ Emergency phone numbers shall be prominently displayed by all telephones in the Center.

- ❖ The emergency shut off for the HVAC system, water supply, and electric service supply shall have a sign placed by the control identifying it as the primary disconnecting/shutoff means. See above system.

CENTER EVACUATION SITES

1. Immediate Area Threat (i.e.: bomb threat, fire, flood, other major building problems, etc.) or directed by police or fire dept.

- ❖ **Paradise Professional Development (CCSD) School-Multi-Purpose Room (Next Door)**

Leave the building and gather in a predetermined location. This should be a safe place within walking distance; consider whether or not the area will be safe in all circumstances, e.g., rain, snow, etc. Seek permission if using a building or area for emergency use and determine if it is available and suitable for children. Call (702) 799-5660 Paradise PDS

2. More Widespread Threat (i.e.: Sponsor evacuation, chemical spill, widespread fire, etc.)

- 2nd site: McDermott Physical Education Building: Southwest side of Preschool walking distance from back of building**

Leave the building, sponsor campus and/or neighborhood, per direction of UNLV police or local authorities. Transportation will be determined by authorities in an extreme emergency.

4. Mass ordered Evacuation (i.e.: declared state of emergency)

- 3rd evacuation site: Thomas and Mack Tunnel entrance.**

Take direction from UNLV Police or emergency agencies for group transport. Leave the building and evacuate to a mass shelter as determined by the Red Cross, Emergency personnel will want to know if you need transportation. Know which staff will go with which children to maintain supervision.

Emergency personnel (local police department) should have a copy of your evaluation plan on file.

Evacuation Areas

- ❖ The designated evacuation areas for the Center are the farthest points from the building within the fenced outside playgrounds and the center parking areas. If the center director determines that the designated evacuation areas do not provide adequate protection for the children, a previously determined alternate evacuation assembly area will be utilized.

- ❖ The designated transportation will be sent to the Center for assisting in the transportation of the children.
- ❖ Sponsor security or the emergency response team will assist in the orderly evacuation of the children.
- ❖ If an evacuation is ordered by the City emergency response organization, the Incident commander of the city will identify the route and location of the nearest evacuation shelter.

Evacuation Planning

Evacuation drills (such as fire drills) are set in order for children and staff to understand how to respond in the event of an emergency. Drills are conducted monthly, or more frequently if required by the state licensing agency. Two of the drills are held during off-peak hours, i.e., early morning and/or during afternoon post 2:00 p.m.

Sheltering In Areas... Shelter (in-place):

In the event of a natural emergency, i.e. tornado, severe storms, or hazardous airborne chemicals incident outside the Center facility, the children and other occupants of the building will shelter in place in the prearranged designated areas as necessary. This may be assigned as a location within the classroom behind a wall or in a closed location away from glass. Shelter drills are conducted quarterly.

In the event of an emergency requiring an evacuation away from the center premises, the center shall coordinate with police and emergency agency for necessary provisions for the transportation and continued care of children until parent/guardian or an authorized individual picks up the child.

Other shelter areas include:

- 1. Evacuation Assembly area within walking distance:** Paradise Professional Development School (next door) Multi-Purpose Room, (702) 799-5660
- 2. McDermott Physical Education Building** located behind the UNLV Preschool (southwest side: walking distance)
- 3. Evacuation area at a distance for secured evacuation: Thomas and Mack tunnel area** Classrooms evacuate to drill location and transport.
- 4. Evacuation away from the center:** (name, address, contact person, and telephone number of a facility that agrees to serve as a short-term host facility until children are picked up.) Paradise School/ Thomas and Mack
 - ❖ Anne Marie Stover, Principal, Paradise School, 900 Cottage Grove, Las Vegas , NV, (702)799-5660
 - ❖ MICHAEL NEWCOMB, EXECUTIVE DIRECTOR
TMC 2064A
(702) 895-1003

THOMAS & MACK CENTER / TMC-64 0003

mike.newcomb@unlv.edu

- ❖ **Transportation arrangements:** UNLV POLICE, Emergency agency coordinate
- ❖ Parents are called for pick up at location .

CENTER EVACUATION PROCEDURES

The following measures should be taken during an evacuation:

- ❖ Check attendance log and compile an accurate attendance list. Use list during evacuation and take it along during transport to host facility
- ❖ Account for all children, staff, and visitors during the evacuation process
- ❖ Transport all necessary medications, supplies, records, emergency numbers, and cell phone.
- ❖ Coordinate all actions with community public safety and/or emergency management officials.
- ❖ Confirm required transportation resources and arrival time.
- ❖ Determine host facility based on situation
- ❖ Pre-determined assembly area nearby requiring short walk or transportation
 - Transportation to host facility some distance away
- ❖ Contact host facility with estimated time for arrival of children and staff.
- ❖ Notify families of evacuation and host facility information, if possible.
- ❖ Make arrangements for support of children at host facility until reunited with families or return to evacuated facility.
- ❖ Identification verified by family pick up member in an orderly fashion.

Specific Duties and Responsibilities for Evacuation or Drills

Definitions of people responsible during an evacuation:

1. Emergency Assemble Area-An area outside the Center building that is designated for assembly of the building occupants in the event of an emergency.
2. Evacuation Chief (*the Director or Asst. Director, Program Coordinator*)- The person responsible for the evacuation of Center building occupants.
3. Monitors (*Program Coordinators or Head Teachers, etc. these people may be designated as Monitors and assigned these responsibilities*)- The persons(s) responsible for checking that all occupants have evacuated the Center building and monitoring the children..

The Director and any other Center employees not counted in teacher/child ratio will assist all duties and responsibilities as designed by the Director.

The Center Director (Evacuation Chief) is responsible for notifying building occupants to initiate evacuation of the building, ensuring that the building has been safely evacuated and other ensuring accountability for all occupants.

Pre-evacuation duties:

- ❖ To assure evacuation assembly areas and routes are posted in all areas.
- ❖ Ensure that all assigned employees are knowledgeable of how, when, and where to evacuate when necessary.

Evacuation duties:

- ❖ Initiate evacuation procedure by either pulling the fire alarm box and/or notifying building occupants through the intercom system, if available.
- ❖ Notify Sponsor's security of evacuation initiation.
- ❖ Report to the designated assembly area
- ❖ Ensure searchers carry out their assignments.
- ❖ Ensure accountability of building occupants through the reports of the coordinators.
- ❖ Determine if evacuation provides adequate safety of children. Initiate further evacuation to other facility if necessary.
- ❖ Coordinate with the City emergency response personnel as needed.

The Assistant Director's/2nd in charge primary responsibility is to ensure that all Center occupants assigned to their area are evacuated when necessary and accountability is reported to the Director (Evacuation Chief). Post the signs along the way. Then the Asst. Director will take over the First Aid station at site.

Pre-evacuation duties:

- ❖ To be knowledgeable of the duties of the Evacuation Chief and searchers.
- ❖ To have access to a list of all occupants in their area for accountability purposes.
- ❖ To ensure all exits **are** marked, unobstructed, and signs are lit (if applicable).
- ❖ To check that all evacuation signs are posted and are accurate.

Evacuation duties:

- ❖ Maintain order during the evacuation.
- ❖ Ensure the monitors (teachers) perform their duties assigned.
- ❖ Provide accountability for all occupants in their assigned areas and report results to the Evacuation Chief.
- ❖ Stay with the evacuated group until notified by emergency response personnel.

Any center employees other than the Director and Assistant Director who are not counted in ratio at the time are appointed duties by the Director (Evacuation Chief) and are responsible for ensuring that all occupants in their assigned areas safely and properly evacuate to their designated assembly areas.

Pre-evacuation duties:

- ❖ Pre-plan all areas that require searching in the event of an emergency: i.e., restrooms, closets, structures on playground areas, etc.
- ❖ Be knowledgeable of all responsibilities of monitors

Evacuation duties:

- ❖ Upon notification of an evacuation, all employees should begin assisting with the orderly evacuation of occupants.
- ❖ A staff member from each classroom should conduct a thorough search assigned areas when occupants have evacuated, reporting findings to the Evacuation Chief for their area.

Where possible, employees not assigned to a classroom should be assigned this responsibility.

- ❖ Assist the Director and Assistant Director as necessary.

Evacuation Process: SAFE AND CALM

The decisions to evacuate the Center building will be made by the Director/Designee.

When the decision is made to evacuate the Center building, the Director (**Evacuation Chief/Designee**) will make the announcement in the most expeditious way possible that all persons are to evacuate to their assigned assembly area and await further instructions and/or activate the building fire alarms. The Director will notify appropriate personnel. Duties will be assigned to those who are not in a classroom.

Center staff will evacuate their children as follows:

Infants:

Put up to four non-mobile babies in an evacuation crib and move children to the evacuation assembly area. Take attendance sheets, child rosters, and information sheets, emergency backpacks, water. For inclement weather, *if possible*, take appropriate supplies to protect the infants. Carry only one infant at a time. Be sure to have diapers/wipes/ blankets.

Toddlers and Preschool

Gather children in a group and supervise an orderly evacuation to the designated assembly area. Take attendance sheets, child rosters, and information sheets, emergency backpacks, water. For inclement weather, if possible, take appropriate supplies to protect the children.

Lean/ bend down to hold toddler hands. (Caution... Do not hold child's hand/arm straight up tight). Support child through torso area, never grab or twist body child's arm.

Center monitors will assist with the evacuation and then proceed to perform their assigned duties. Check to be sure all children are out of building.

Note: Under no circumstances are staff to stop for any of their own or children's personal belongings, including, jackets, shoes, etc.

Center Accountability Process

In the event of an evacuation, if it is available, the Evacuation chief will direct staff member to take a printout of the children and employees logged into the center and a list of the visitors in the building. These lists will be taken to the designated assembly areas and attendance will be taken.

The Evacuation Chief will notify appropriate authorities: UNLV i.e., City Fire Department, Police Department, of the results and report and missing children, staff or visitors, providing information as to location.

EVACUATION AWAY FROM THE CENTER

Procedures at Evacuation Location Site

There are **5 essential jobs in addition to the Monitors watching the children** during a Center evacuation. Assume responsibilities if possible during an emergency unless directed by officials in charge of evacuation:

- 1. Evacuation Chief-Director-Claire Tredwell, Ph.D....Alt. Mardene Wight, Alt. Eileen Quinn, Alt. Josie Boyle**
- 2. First Aid- Administrator- Mardene Wright, Asst. Director**
- 3. Communications Assistant – Josie Boyle, Office Manager**
- 4. Play Space Operations Program Coordinator:- Eileen Quinn**
- 5. Child pick-up point Office Asst.-Brandi Lackey**

Department Personnel assigned as alternates by Evacuation Chief- Director

- 1. Evacuation Chief Director: Dr. Claire Tredwell**
Alternate: Asst. Director : Mardene Wright

- a. Make sure all children are accounted for. Work with authorities.
- b. Determine the safest location for continued operations until children can be picked up and the safest path for all staff and children to get there.
- c. Activate the parent/guardian pick-up point assignment. This should be the best location away from the play space areas and first aid station. Locate near an exit for safety pick up.
- d. Activate the communications assignment and provide specific phrases for the caller and information about the parent/guardian pick-up point-when possible, be the one to make contact with those families whose children are injured as a result of the event.
“ The UNLV/CSUN Preschool is at an evacuation area located in _____”. Your child is safe. Please pick up at the exit_____. Please bring an ID with you”
- e. Inform UNLV COE of your circumstances as soon as you are able.

- 2. First Aid Assignment: Mardene Wright, Asst. Director**
Alternate: Staff member assigned by Director or Asst. Director
Set up First Aid Station.
Administer First Aid as necessary

Key Materials: Complete First Aid Kit , flashlights, batteries, cell phone, contained in a bright, labeled bag. Binders from Infirmary for medication and release.

- 3. Communications Assignments: Brandi Lackey, Administrative Asst./ Office staff**

- a. Check with Evacuation Chief about exact info to give to families when calling (emphasis should be placed on the child’s condition and the pick-up location). See above example.
- b. Locate nearest phone and collect the emergency information from the Evacuation Chief with family phone numbers.
- c. Discuss with the Evacuation Chief, the exact wording to offer families whose children have been injured in some way by the event. “ The UNLV/CSUN Preschool is at an evacuation area located in _____”. Your child is safe. Please pick up at the exit_____. Please bring an ID with you”

d. Report back to Evacuation Chief with updates, needs, and problems during his/her rounds.

4. Play Space Assignment: Eileen Quinn, Asst. Director. Arrive first or quickly as possible.

Determine where to set up different groups of children by age groups.

- a. If possible, use blankets, tables, and chairs to define areas.
- b. Determine the nearest and safest bathroom and arrange for supervision.
- c. Check to be sure all classrooms have their backpacks, water/cups and medication boxes.

Support groups of children with Monitors.

- d. Report back to the Evacuation Chief with updates, needs, and problems during his/her rounds.

Key materials: Prepared Emergency Evacuation Kit, including some play materials, books, crayons, paper, soft toys.

5 Pick-up Assignment: Josie Boyle, Admin. Asst. III. Office Manager

Print off records from ProCare if time allots. Copy sign in/out sheets from staff, if possible.

- a. Collect all the sign-in sheets to monitor family pick-ups.
- b. Establish an area near an exit away from the primary play area and first aid area to control access.
- b. Select a staff member from group to bring child to the pick-up point when family arrives.
- c. Report back to the Evacuation Chief with updates, needs, and problems during his/her rounds.

Key materials: Sign-in sheets; marker, pens, and paper; highly visible cap and sign marked PICK UP CHILD HERE.

SHELTERING/SHELTERING IN PLACE

Sheltering is conducted in response to tornadoes and severe storms. Sheltering in place is defined as moving people into the building and isolating the building environment from the outside. Emergency response personnel will shut down air handling (HVAC), water, and electrical systems, as required, however, many air handling systems will shut down automatically. Sheltering in place is conducted in response to hazardous materials incidents.

Sheltering: Any sheltering area should be identified on the center plan.

- ❖ Identify shelter areas that provide the most structural resistance from collapse.
- ❖ Shelter areas within the facility will be appropriately marked.
- ❖ Shelter areas will be free of items that may fall on sheltered people.
- ❖ Shelter areas will have a flashlight or emergency light available.
- ❖ Shelter areas will have blankets available.
- ❖ A primary and alternate staff member will be assigned for shutting off systems as directed. These members will be trained by the Center or Sponsor maintenance and utility personnel in the proper procedures.

Sheltering in place: Shelter in place involves keeping all windows and doors closed and covering all air intake vents to provide protection from airborne hazardous materials.

- ❖ Ensure all Center staff and children are in the building (outside playground areas are unoccupied).
- ❖ Ensure all doors and windows are closed and secured.
- ❖ If necessary, emergency response personnel will shut off all HVAC systems to isolate the outside air from the building if the system has not already shut down.
- ❖ Remain in the building until notified by the emergency response authorities that the situation has been resolved or that an evacuation has been ordered.
- ❖ If airborne hazard, you may be instructed to cover faces with wet paper towels.

MEDICAL EMERGENCIES

Life Threatening Medical Emergency means that the patient requires immediate medical intervention to stabilize and prevent the medical condition from deteriorating. Examples of life threatening medical emergencies are: compound fractures; severe lacerations; internal bleeding; severe burns; difficulty in breathing; heart problems; shock; severe allergic reactions in insect bites/foods, medications; poisonous plant contact or animal bites; ingestion of chemical/poisoning; and unconsciousness.

Procedure For Life Threatening Emergencies

Person finding injured or ill person shall:

- ❖ Remain calm, render first aid and call for help. Do not move the injured or sick person unless his, her safety and health are at risk.
- ❖ Call 9 1 1 for emergency medical services and report the incident or request someone else to call. Stay on line with the dispatcher and provide information as requested.

Center Director or designee shall:

- ❖ Report the incident to UNLV after calling 911 if they have not already been called.
- ❖ Assign an individual to meet the emergency medical personnel to guide them to the location.
- ❖ Pull the medical release form of the injured from the files and provide it to the emergency medical personnel upon arrival. Take child file if transported
- ❖ Assign a staff member to accompany the patient to the hospital.
- ❖ Make notification to applicable emergency contact of the patient.
- ❖ Insure that the appropriate paperwork is completed.
- ❖ Contact the following to report the incident:
 - Licensing Representative, if necessary
 - UNLV or immediate supervisor
 - Maintain communications with staff member assigned to stay with the patient for progress reports.

RAIN, SNOW AND ICE STORMS

Monitor rain, winter storm watch, warnings, blizzard warnings or travel advisories. Check the status of battery powered radios, flashlights, back-up lighting, power, heat, and cell phones.

Consider pre-storm closing (night before) or early closing depending on conditions (secure UNLV approval, if necessary). Release non-essential staff in accordance with center closing procedures.

Arrange for water removal as well as possible debris removal such as fallen trees and utility lines.

TORNADO

A tornado watch means that a tornado is likely over a large area .A tornado warning means that a tornado has been sighted or is indicated on weather radar in a specific area. Monitor tornado watch, warnings, or severe thunderstorm watch/warning.

Tornado Cover – Administrative Procedures

Take Cover Announcements are issued by the Director when one or more of the following conditions exist:

- A tornado is sighted
- A tornado siren is heard
- A tornado warning is issued that affects the Center
- High winds at or exceeding 60 miles an hour
- Golf ball size hail or larger
- Rapidly dropping pressure: dark greenish clouds

Watch Conditions are issued by the national Weather Service for the area

- Radios should be monitored at the Center office
- Tornado spotters alerted
- Radios should be monitored at the Center office
- All teachers should be notified of the watch
- Tornado shelters should be visited by an administrator to ensure that they are clear

When the announcement to take cover is given, the Director and other management take the emergency information (children and staff emergency contact number) and assist in the cover procedures in rooms with infants and non-ambulatory children first. If more than one administrator is present, divide the building into sections and move to assist. Director and other management need to check all areas for “hidden” children.

When security/other authorities give the all-clear sign, check with the teachers from each room to make sure all children are accounted for.

If there is any question about damage to the Center, do not re-enter the building until security or other emergency personnel have surveyed the building. Inform all the teachers of any facility hazards.

Determine if any areas or routes must be closed from access and inform staff.

If it is unsafe to remain at the Center, assess whether the Alternate site is a safe back-up and evacuate the children to this location.

Classroom Tornado Procedures

Each classroom teacher should be assigned the following responsibilities in anticipation of being instructed to make cover in the event of a tornado warning.

Designated Teacher (Monitor) 1

- Begin evacuating all children to the designated safe area.
- Avoid windows and glass doorways.
- Close doors to the outside rooms.
- Protect the heads of staff and children with blankets.

Designated Teacher (Monitor) 2

- Take the attendance.
- Take the first aid kit.
- Last check for children in “hidden” areas.
- Evacuate any remaining children and close the shelter door.

Note: If you are the only staff person in the classroom, you will be responsible for the roles of teacher 1&2.

Remain in the shelter area until given further instruction by security or Center administrative personnel.

HURRICANE

- Monitor Hurricane Watch and Warnings.
- Secure outside equipment.
- Check status of battery powered radio and alternate light sources.
- Remain indoors until storm passage is confirmed.
- Prepare to evacuate. If necessary, evacuate children and staff to a more secure facility depending on road and safety conditions. Provide information on where the center plans to evacuate families.

FLOODING

Monitor announcements of Flood Watch or Warnings.

Close or evacuate facility if needed. Follow evacuation order from public safety officials.

UTILITY DISRUPTION (water, heat, electricity, water)

If utilities are disrupted in the Center, the Center will make every effort to remain open. The decision to close the Center or delay its opening will be based on the following factors:

- The amount of natural light in the Center
- The temperature in the Center
- The ability and necessity of accessing materials and classroom areas
- The risk to the health and well- being of children and staff

Note: check state licensing regulations concerning the procedures for utility disruption.

The staff will begin notifying parents/guardians to inform them of the situation after 1-2 hours of disrupted service and interruption. Infant families will be called first and may need to be called sooner depending on how much disruption has occurred to basic care giving routines. This time period will allow the Center to assess the situation and provide families with as much accurate information as is available. Notification may be in email, call, or UNLV Emergency Response System

Notify your state licenser of the situation, if closure needed before end of day.

The Center may close or delay opening (confirm with UNLV and/or immediate supervisor) if the following conditions are present:

- The temperature on the Center thermostats register 64 degrees or below, or **83** degrees or higher for one hour, unless otherwise noted by the local state licensing agency, with no expectation of heat/air conditioning restoration within the next one to two hours, and/or the room conditions prevent adequate ventilation and breathing.
- The natural light in the Center is diminished to the point that children and staff are at risk.
- The main phone line will be inoperable for more than one hour, and no auxiliary cellular phones available.
- The nutritional needs of the children cannot be met.
- Live wires will require the immediate closing of the Center and transfer of the children.
- Loss of water that disrupts appropriate diapering, hand washing, and toileting with clean running water for more than 1 hour.

Reporting Facility System Emergencies

In the event that any of the critical systems for the Center become inoperative, the Director/2nd in charge shall immediately notify his or her immediate supervisor and/or UNLV Facilities Manager. The facilities person will assess the situation and provide the necessary resources to correct the problem. Facilities will arrange for temporary services, i.e. electrical power, portable toilets, drinkable water, etc.. if possible, if the problem cannot be corrected in a timely manner. If support is not available to the center, the Director shall make contact with the appropriate repair personnel and arrange for the necessary resources to correct the problem.

The Center Director/Designee shall communicate with UNLV Facilities to estimate the duration of the event. If the duration of the event is likely to pose a sanitary or safety threat, or if the disruption would make the facility environment untenable, the Center may need to close early at the direction of the Center Director, Designee.

In the event of a major incident involving a critical system, i.e., explosion, building collapse, electrical sparking, etc., call 911 and order an evacuation of the center.

FIRE

Fire Procedures

UNLV/CSUN preschool has a fire emergency plan including an evacuation procedure, marked exits, fire/smoke detectors, fire extinguishers, safe storage and use of flammable materials, and

fire safety training and fire drills. The fire plan specifies when and how to evacuate in case of fire and under which condition staff should attempt to control a fire using extinguishers.

UNLV/CSUN preschool remains current on fire safety such as regular inspections and use of fire extinguishers, detectors, and alternate heating sources.

Fire safety training and fire drills are conducted regularly.

Response to Fires

- If fire/smoke is discovered, immediately activate the nearest pull station/call 911 and, if available, activate the duress button to report the fire and begin evacuation per the evaluation procedure.
- If the fire is small (waste paper basket size) extinguish the fire by using water, blanket, fire extinguisher, etc. **DO NOT TAKE RISKS**. Personal safety and that of the children come first. Pull alarm.
- If the fire is larger, or if the smoke makes it difficult to determine the fire location, pull alarm, evacuate the area and report to the evacuation area.

HAZARDOUS MATERIALS

Hazardous materials are substances that are flammable, combustible explosive, toxic, noxious, corrosive, oxidizable, an irritant or radioactive.

If a hazardous materials accident occurs within close proximity of the Center, fire department is notified and safety directions are followed. Be prepared to evacuate or shelter in place.

BOMB THREATS, THREATENING CALL OR MESSAGE

Calls of a threatening nature should be recorded as accurately as possible and reported to police. Depending on the nature of the call, appropriate action should be taken to protect lives and property, including evacuation. If possible, record the threatening message carefully with attention to details. If caller ID is operational, record telephone number. Notify police immediately. Check the sheet provided for Bomb threat calls.

SUSPICIOUS ARTICLE

Evidence of a suspicious article, package, or letter should be reported to the Center Director immediately. Communication to security or police is advised. Do not touch or attempt to move the article unless instructed to do so by police. Follow advice of police to determine appropriate procedures to take within the center.

POTENTIALLY VIOLENT SITUATIONS (See Attached Response 1, 2, 3 Plan)

A potentially violent situation (i.e., hostage situation, disgruntled person, unstable custody matter) may be cause for a selective evacuation procedure. The premise behind a selective evacuation is that it enables large numbers of children and staff to move out of harm's way when an individual is on-site who could be potentially violent.

Silent alarms are located in Building 1. Ask your director where they are located.

If a potentially violent individual gains access to your facility

1. Immediately call 911/Police and notify Security.
2. Indicate to security and another center administrator that you may have a condition for a selective evacuation (this may be within the building if the potentially violent person does not leave the area). If you have any reason to believe the individual has a weapon, order a selective evacuation from non-affected areas (this may be another room within the facility).
3. If the individual cannot be isolated and chooses to leave the premises, allow them the freedom to exit making sure to note their car make and model, license plate, and the direction of their travel. Communicate this immediately to the 911 dispatcher.

The preschool has a CODE Phrase for a potential violent situation. Ask your director for the Code phrase which means “Someone Call 911”

Note: If the individual is armed leaving and taking a child or staff member, it is better to let the individual leave the facility rather than prompt a confrontation that would increase the risk of injury to yourself and others.

If a potentially violent individual gains access to your facility and remains:

- Immediately press silent alarm if in building one and accessible , use code phrase to make a call or dial 911 and leave line open on speaker if you cannot talk. Police will address to you on how to handle the situation if you can listen.
- Indicate to Security and another Center administrator that you may have a condition for a selective evacuation. Use the CODE phrase for the school. Ask your director for the phrase if you forgot or do not know it. If you have any reason to believe the individual has a weapon, order a selective evacuation.
- Try to isolate the potential aggressor from as many adults and children as possible. Seek to draw the individual(s) to the office, break room, conference room, or other less populated space. If the individual has entered a classroom, seek to draw him into the least utilized portion of the room.
- If comfortable doing so, engage the potential aggressor in agreeable conversation to de-escalate the situation.
- Remain calm and be polite.
- Do not physically restrain or block their movements.
- While you are engaging the potentially violent individual, other available persons should direct unaffected classrooms to move to locations around the facility that are farthest from the incident point. This selective evacuation should proceed room-by-room and as orderly and quietly as possible, being careful to use routes not visible to the incident point.
- The other administrator should also make sure no other individuals, other than emergency personnel, enter the space where you have isolated the potentially violent individual.
- Once the police arrive they will take over the situation, negotiate and dictate further movements.
- If a decision is made to relocate to the alternate site while negotiations’ go on, follow the appropriate evacuation procedures.

RANDOM ACTS OF VIOLENCE

If the Center is affected by random acts of violence (e.g., drive by shooting), implement the following:

- ❖ Remain calm
- ❖ Activate the duress button and/or immediately call 911 and security
- ❖ Staff members will alert other staff personnel of the problem
- ❖ Alerted staff members will close the doors of their areas of responsibility and have the children shelter . Brief security of the problem once they arrive.
- ❖ Report the incident to UNLV, and immediate supervisor.

DISGRUNTLED EMPLOYEES, PARENTS/GUARDIANS, OR PARENTS/GUARDIANS AUTHORIZED REPRESENTATIVES

(See attached 1, 2, 3 Response Plan)

In the event of having to deal with Disgruntled Employees, Parent/Guardians, or Parent's/Guardian's Authorized Representatives, implement the following:

- ❖ Activate the silent alarm button and/or immediately call 911 . Notify Director.
- ❖ Press silent alarm in building 1 if needed. If you do not know these locations, ask the director.
- ❖ Remain calm.
- ❖ Remain polite.
- ❖ Staff members will alert other staff personnel of the problem.
- ❖ Alerted staff members will close the doors of their areas of responsibility
- ❖ If the disgruntled individual's child is immediately known, move the child to another room, out of sight.
- ❖ Turn the child over to parent/guardian or authorized representative in accordance with center procedures, legal document on file.
- ❖ Report the incident to UNLV police and immediate supervisor COE

IMPAIRED EMPLOYEES, PARENTS/GUARDIANS, OR PARENT'S/GUARDIAN'S AUTHORIZED REPRESENTATIVES

If you have reasonable cause to suspect that any person picking a child up is under the influence of alcohol or drugs, or is physically or emotionally impaired in any way and may endanger a child, you may have cause to refuse to release the child. If so, request that another adult be called to pick up the child or call the numbers listed on the Child Release Form.

In the event of having to deal with employees, parents/guardians, or parents/guardians authorized representatives, implement the following:

- ❖ Remain calm
- ❖ Remain polite
- ❖ If the person becomes agitated and/or confrontational, activate the alarm button and/or immediately call 911 and UNLV Police
- ❖ Staff members who observe the problem will go to the nearest telephone and call security (back-up call)

- ❖ Staff members will alert other staff personnel of the problem
- ❖ Alerted staff members will close the doors of their areas of responsibility
- ❖ Turn the child over to the parents/guardian or alternative authorized representative in accordance with center procedures
- ❖ Report the incident to the UNLV Police and immediate supervisor

HOSTAGE SITUATIONS

Although considered improbable, the Center may be subject to hostage situations either from disgruntled employees, parents/guardians, parents/guardians authorized representative, or other people. In the event of a hostage situation:

- ❖ Remain calm. If able to use a phone a code phrase may be used. Ask the Director for the code phrase on site.
- ❖ Remain polite
- ❖ Follow the hostage takers instructions
- ❖ Do not resist
- ❖ **ANY** available staff member will activate the alarm button and/or immediately call 911 and Security
- ❖ Staff members will alert other staff of the problem if time permits- **DO NOT PUT YOURSELF IN DANGER**
- ❖ Alerted staff members will close/ lock the doors of their areas of responsibility, if deemed necessary and secure shelter in place.
- ❖ Judgement calls are needed if armed person enters site.
- ❖ Head staff have reviewed the active shooter training offered at UNLV Risk management training link as part of initial training.

Perimeter Issues

Administrative Procedures for Playground Clearance (i.e., protest/riot adjacent to facility, toxic spill, snipers, suspicious parked vehicles, loiterers)

- ❖ Call UNLV Police or local authorities to investigate the situation and consult with them to determine the level of potential crisis.
- ❖ If the situation is of marginal concern or greater, require that the entire Center remain inside. Immediately require any groups outside to come inside.
- ❖ Lower blinds to further obscure visibility and consider bringing those classrooms in the direct line of site into the “core” play space or another classroom/area until the situation is resolved.
- ❖ Be prepared to fully evacuate the facility should security or other emergency services make this request. Consider whether existing evacuations routes will suffice or if an alternate route must be taken due to the location of the incident. Make staff aware of any changes to their evacuation routes if necessary.
- ❖ Coordinate your actions with security and any other support services (police, fire dept, and bomb squad) based on the nature of the incident.

Missing Child

- ❖ Immediate notification of the UNLV police and 911 should be made once an initial search of the facility has been made and rapid attempts have been made to confirm whether or not a family member may have picked up the child.
- ❖ Conduct a search of all areas of the facility, including closets, cabinets, etc., and the immediate surrounding area.
- ❖ Make all other required notifications.
- ❖ Continue searching while waiting for the police/security to show.
- ❖ The Director is to remain at the center as the point person and to gather information/description of the child to share with authorities.

Name/Company	Contact/Town	Telephone Number
Director	Claire Tredwell, Ph.D.	(702) 895-1322
Ambulance	911	911
Fire	911	911
Poison Control		(702) 446-6179
Police	UNLV (702) 895-3668	911
Local Health Department		(702) 383-2888
Building Inspector		
Sponsor Liaison	Dept. of Educational and Clinical Studies, COE	(702) 895-3205
Sponsor Security		
Dept. of Social Services		
Health Consultant		
State Licensor	Edith Farmer, Lisa Torgeson	(702) 486-7918
Air Conditioning	UNLV	(702) 895-HELP
Appliance Repair		(702) 895-HELP
Cleaning/Maintenance Facilities	/	(702) 895-HELP

ADDITIONAL EMERGENCY EVACUATION PLANS (SUMMARY)

In the event of an emergency situation that requires an evacuation of children the following plans shall be implemented. In all situations, the caregiver in charge when evacuating shall:

- ❖ Take an accurate attendee list;
- ❖ Account for all children and staff as they board/depart vehicles;
- ❖ Bring any necessary medications/supplies and emergency records;
- ❖ Take a cellular phone if available to be used for emergency notifications.

1. If the emergency environment is confined to the immediate area of the child care facility, e.g. fire or toxic fumes and the children cannot stay on the premises the children will be brought to Paradise School by staff where they will remain accompanied by caregivers while

family/guardian/emergency contacts are notified of the situation and arrangements are made for either the transporting home or care taking for the remainder of the day. The place of safety should be close by and within walking distance if appropriate.

2. In the event of exposure to toxic materials or gases and a physical examination is recommended, children will be transported by bus to the nearest hospital (Desert Springs or Sunrise pediatrics, follow UNLV Police Emergency direction) where they will be examined and family/guardian/emergency contacts will be notified.

3. If the emergency is more widespread and encompasses a larger area such as a neighborhood or several homes, due to a non-confined environment threat, e.g. toxic fumes from a spill, floodwaters, brush fires, etc. and the children cannot remain in the area, the children will be brought to an assigned location by bus where they will remain accompanied by caregiver(s) while family/guardian/emergency contacts are notified and arrangements for either transportation home or a continuation of care are made.

4. In the event of a major environment hazard that necessitates a larger area evacuation such as several neighborhoods, a city/town or geographical area, due to a large non-confined hazard, e.g. a nuclear incident, earthquake, hurricane, etc., children will be transported to: a Red Cross designated mass shelter by bus where they will remain accompanied by caregiver(s) while family/guardian/emergency contacts are notified and arrangements for their pick up.

5. Those childcare programs in Nuclear Power Plant Evacuation Areas should follow the procedures established by the State Emergency Management Agency. Those procedures should be shared with all family/guardian of children enrolled.

Staff will remain with and care for the children at all times during an event. Attendance will be checked whenever children are moved. Staff will bring any necessary medications, supplies, and emergency records.

EMERGENCY KITS AND SUPPLIES

Center Emergency Kit

(Should be packed in a backpack or other container that is mobile in the event of an evacuation and be located in a central and easily accessible location) (702) 895-HELP

- Copies of all contact lists
 - *For families **and** staff, include the name, phone number, and e-mail as well as information for someone preferably out-of-state, at least out of the immediate area*
 - *Phone numbers and e-mails for you Sponsor Liaison or immediate Supervisor*
- Flashlights with extra batteries
 - *Long-life, emergency flashlights*
- Battery-operated radio and extra batteries
 - *AM/FM, weatherband/TV band (located in the office)*
- Manual can-opener (located in the office)

- First Aid Kit
 - *Add gloves and Kleenex*
- Notepad and pens/pencils
- Scissors
- Hand-sanitizer and cleaning agent/disinfectant
- Whistle or horn
- Disposable cups/ water jug
- Wet wipes

In the Center in General (recommended supplies)

- Charged cell phone
- One gallon of water for every four children and staff
- Disposable cups
- Non-perishable food items like soft granola bars, cereal, cheese and crackers, cans of fruit, and special infant items, etc. – should be nut-free in case of allergies
- Extra supplies of critical medication such as insulin, epi-pens, etc. for children and staff

Each Child Should Have:

- A change of seasonally appropriate clothing
- A blanket
- Extra diaper (one-day supply as space allows)
- Extra formula (one-day supply as space allows)

Locations of Emergency Kits: Individual Classrooms/ medication boxes

Locations of Additional Emergency Supplies: Administrative Office

Guidelines on Handling Medical Emergencies

The following information is provided as a quick reference to help you make decisions in a stressful emergency situation. This information is by no means intended to substitute for adequate first aid training, Staff involved in the direct care of children should maintain current certification in First Aid and CPR for infants and children.

By applying standard principles of action in every medical situation, staff can prevent further harm and avoid overlooking factors that may affect a child. It is important for staff to recognize signs and symptoms requiring immediate action and ambulance transport to the nearest hospital emergency department. As opposed to those that are not emergencies and can be treated at the Center and/or while waiting for the child to be picked up. The teacher who is with the child should provide first aid according to the principle of emergency action.

Medical Emergency Conditions

Listed below are some examples of conditions that are considered serious medical emergencies requiring immediate medical care by a health care professional. Call an ambulance and then notify the child's parents/guardian immediately for any of the following:

- Semi consciousness (able to arouse but extremely lethargic) or unusual confusion
- breathing including:

- Rapid, noisy breathing (barking, gurgling or crowing sounds, severe wheezing)
- Labored breathing (takes so much effort that child cannot talk, cry, drink, or play)
- Severe bleeding (large or multiple wounds that cannot be controlled with direct pressure)
- Unequal pupils (black centers in eyes)
- First-time seizure or seizure lasting more than 15 minutes in a child with a known seizure disorder
- Injury that causes loss of consciousness
- Neck or back injury
- Continuous clear drainage from the nose or ears after a blow to the head
- Non-injury related severe headache, stiff neck, or neck pain when the head is moved
- hives (a rash that looks like welts) that appear quickly, especially if hives involve face, lips, tongue, and/or neck.
- Very sick-looking or sick-acting child who seems to be getting worse quickly
- Repeated forceful vomiting after eating in an infant under four months of age
- Severe abdominal pain that causes the child to double up and scream
- Abdominal pain without vomiting or diarrhea following a recent blow to the abdomen or a hard fall
- Possible broken bones, especially if the child shows symptoms of shock or the body part cannot be adequately splinted or otherwise immobilized for transport by parent/guardian

The teacher should apply appropriate first aid measures for all medical emergencies and minor illnesses or injuries as outlined in Red Cross Pediatric First Aid. Keep a copy of this section with the first aid kit.

Notifying a Parent/Guardian

The parent/guardian of a sick or injured child should be contacted by telephone as soon as possible. The center director or a staff member should continue to try to reach a parent/guardian or emergency contact. However, whether or not he or she is able to contact a parent/guardian the child should still be taken to the hospital whenever a life-threatening medical emergency exists.

Pre-Procedures For Conducting a Fire Drill

- 1. Staff members talk to the children about the drill.** Teachers talk to the children in their classroom about the bell, alarm, rules, and procedures for evacuating the building.
- 2. Evacuate the building.** When the alarm goes off: BE CALM and DO NOT RUSH
 - Evacuating Infants and Toddlers: The designated member of the management team goes to the infant toddler area to support transition..
 - Children who are not walking are placed in an evacuation crib (four to a crib) and the crib is wheeled outside to the designated area. Carry only one baby at a time.

- Toddlers / Preschool children proceed immediately with staff to the outside-designated area

Teachers count their children and take attendance sheets with them. No one can stop for coats or any other personal items.

- **The Center Director** or designee checks with each group to verify an accurate recount of all persons. Teachers show Green card for all accounted; Red card for missing child or emergency.

- 3. Retrieve files of parent/guardian names and phone numbers.** The Center Director or designee retrieves Emergency Handbook located in Director's office with all information
- 4. Time the drill.** The Center Director checks Drill coordinator times how long it took to vacate the building
- 5. Verity accurate recount of all persons.** The center director or designee checks with each group to verify an accurate recount of all persons.
- 6. Return to the building.** The Center Director or designee gives approval to reenter the building with hand signal all clear. The Center Director or designee helps with infants and toddlers.
- 7. Document the completed Fire Drill.** The Center Director completes written documentation that contains the specifics of the drills; date, time, to vacate building, weather conditions of the fire drill.

BOMB THREAT REPORT FORM

BOMB THREAT REPORT	1. DATE	2. TIME	3. TIME CALL ENDED
<p>INSTRUCTIONS(COMPLETE AS MUCH AS POSSIBLE</p> <p>IF YOU RECEIVE A BOMB THREAT, REMAIN CALM, LISTEN CAREFULLY AND DO NOT INTERRUPT THE CALLER. BY DISCREET PREARRANGED SIGNAL, ALERT A SECOND PERSON, COMPLETE AS MUCH INFORMATION AS POSSIBLE. CONVERSE WITH THE CALLER AS NECESSARY.</p>			
4. ASK THESE QUESTIONS TO PROLONG THE CALL			
<p>a.) When is the bomb going to explode?</p> <p>b.) What kind of bomb is it?</p> <p>c.) Where is the bomb right now?</p> <p>d.) What does the bomb look like?</p> <p>e.) Why did you place the bomb?</p> <p>f.) Where are you calling from?</p>			
5. TRY TO DETERMINE THE FOLLWING (CHECK APPROPRIATE DESCRIPTION)			
a.) Callers Identity			
AGE: _____ MALE: _____ FEMALE: _____ ADULT/JUVENILE: _____			
b.) Language			
GOOD: _____ POOR: _____ FOUL: _____ SLANG: _____			
c.) Accent			
LOCAL: _____ NOT LOCAL: _____ FOREIGN: _____			
d.) Tone of Voice			
Raspy: _____ Soft: _____ Pitched: _____ Pleasant: _____ Loud: _____ High: _____ Deep: _____ Intoxicated: _____			
e.) Speech Pattern			
Slurred: _____ Fast: _____ Slow: _____ Nasal: _____ Lisp: _____ Stutter: _____			
f.) Manner			
Coherent: _____ Calm: _____ Angry: _____ Rational: _____ Irrational: _____ Incoherent: _____ Laughing: _____ Deliberate: _____ Emotional: _____ Other: _____			

g.) Background Noise Bedlam:___ Trains:___ Factory Machines:___ Traffic:___ Traffic:___ Animals:___ Airplanes:___ Music:___ Quiet___ Party:___ Voices:___ Harbor/Ocean:___ Office:___	
6. Was the voice familiar? Yes:___ No:___ If yes, whose?___	
7. Exact words of the caller?	
8. Did the caller use familiar terms? Yes:___ No:___ If yes, describe:	
IMMEDIATELY AFTER CALL NOTIFY YOUR SUPERVISOR AND CENTRAL SECURITY. TALK TO NO ONE ELSE, UNLESS INSTRUCTED.	
9. Person receiving call	10. Receiving Telephone

ORGANIZATIONAL ROLES AND RESPONSIBILITIES

List all staff names, addresses, and phone numbers (regular and emergency) as well as position in the program. (Emergency Binders (5) in Administrative Office)

For each person, list whom that person reports to in order of responsibility. Be able to show at a glance who is in charge if someone unable is unable to respond.

List roles and responsibilities in an emergency. Consider overlaps in case someone is not able to fulfill their role. Monitors are the teachers.

Answer these questions for evacuation:

- | | |
|--|--------------------------------------|
| Who will provide first aid at site? | Mardene Wright, teachers (Monitors) |
| Who will take any medications? | Monitors (teachers)/ office staff |
| Who will take the emergency backpacks? | All teachers office staff |
| Who will take emergency information on each child? | Teachers, Administration |
| Who will call for help? | Director, Assistant Director, Office |
| Who will carry the cellular phone? | Administrators, Office, Teachers |
| Who will carry the emergency kits? | Teachers, Josie Boyle-office |
| Which groups of children go with which staff? | Infants, Toddlers, Preschool |
| Who makes sure everyone is out of the building? | Director, Asst. Director |

Share the list with the staff and discuss it so there is no surprise during an emergency. Everyone should know their primary and back up responsibilities.

Josie Boyle generates class lists in ProCare.. Teachers and LL staff bring sign-in sheets/ notebooks.

Maintain an attendance list at all times; do not put children, staff, visitors, or emergency personnel at risk by not knowing these three things:

- o Who is in the building?
- o When did they arrive?
- o When did they leave?

Have emergency information with the attendance list. Make sure you know health information and have permission for emergency medical treatment and know of any special requirements or medications for children and staff.

**UNLV/CSUN Preschool
Possible/Potential Emergency Response Plan (1, 2, 3 Plan)**

In the event that the administration (Director or Assistant Director) deems that a potential or possible situation may be pending at the Preschool Center (i.e. weather or family crisis), the following procedures will be in place as a precautionary measure:

1. All teaching staff, student workers, and children will be directed by administration to return to their classrooms and cross check attendance rosters.
(No staff is to leave the preschool center without the administration approval).
2. Teacher/Staff will resume normal inside learning activities with children and await further instructions from the administration.
3. The center will remain open under watch until other notification from administration, Dept. of Safety and Management or UNLV Police.

This plan will be designated as the 1, 2, 3 Response Plan

UNLV/CSUN Preschool Emergency Response Guide

<u>Fire Drill</u>	<u>Shelter In Place Drill</u>	<u>Chemical Drill</u>	<u>Evacuation Drill</u>	<u>Earthquake Drill</u>	<u>Possible Emergency Response (1, 2, 3 Plan)</u>
Gather children Check the room Bring emergency backpack, water jug, medication box, and sign in/out sheet	Gather children on the inside wall in the bathroom Check the room Bring emergency backpack, water jug, medication box, and sign	Gather children in the inside wall in the bathroom Check the room Bring emergency backpack, water jug,	Gather children Check the room Bring emergency backpack, water jug, medication box, and sign in/out sheet Move children to designated	To be determined by UNLV Risk Management Team – Follow Shelter in Place unless notified of change	All teaching staff and children will be directed to return to classroom. Take attendance of all children and staff.

	in/out sheet	medication box, and sign in/out sheet	area		
Move children to designated area	Tape child/adult count on middle room door facing outward	Lock all interior doors, tape count to the door. Hand out wet paper towels to children to cover their mouths.	Wait for signal to move to Paradise PDS multi-purpose room		NO PERSON is to leave without admin approval
Take attendance of children & adults Use green or red sign to signal if all children are present	Lock all interior doors	Seal exterior doors and garage door with tape (Drill: Place small piece of tape on door)	Young sign in/out sheet will be taken, copied, and handed back to you		Staff will resume normal indoor learning activities while awaiting further direction from administration
Engage children in a group activity	Engage children in a group activity	Engage children in a group activity	Engage children in a group activity		Upon directive from Campus Safety and Preschool Administration the center will remain open under watch until further notification
Return to classroom and resume normal schedule	Return to classroom and resume normal schedule	Return to classroom and resume normal schedule	Release child with sign-out after authorized check		

Outdoor Security

There are currently four (4) exit gates on the perimeter of the UNLV, CSUN Preschool. To insure security, an alarm system has been put into place. At each exit gate an alarm has been installed:

Exit gate south # 1 (located at the Administration Building)

Exit gate east # 2 (located near Grasshopper classroom)

Exit gate north # 3 (located near toddler sand box)

Exit gate west # 4 (located near Rainbow classroom)

The master alarm control is located in the Administration Building that sounds along with an LCD panel that includes which gate has been tripped. In addition to the master control, an outdoor alarm will sound. Code 1, 2, 3, 4.

REFERENCES

Coping With Children's Reactions to Hurricanes and Other Disasters, FEMA 184, October 1989.

Emergency Management Guide for Business and Industry, ARC 5025, November 1989.

Helping Children Cope with Disaster, FEMA L-196, February 1993.

"Ready to Respond Emergency Preparedness Plan for Early Care and Education Centers, Bright Horizons Family Solution

www.ready.gov, Federal Emergency Management Association's official website for emergency preparedness..



Fire Drill Schedule

INSERT

Infant Fire Drill Procedure

1. Adults must stop what they are doing and immediately place infants in an evacuation crib (two evacuation cribs per classroom-four infants each evacuation crib), then proceed outside. Infants in the tadpole room exit the building through the south door to the curb (alternate route north facing door). Infants in the sweet pea classroom exit through east facing door (alternate route north facing door) heading towards the south side of the administration building-remaining on sidewalk. Both infant classrooms are to remain on sidewalk and walk to grass area to the left of William G. Bennett Professional Development Center. Next, adults immediately take attendance from the family sign-in/out sheet. Infants and staff may not return to the building until all children are accounted for and permission has been given to reenter the building.
2. The first adult out the door must take the sign in/out sheets and the emergency backpack with them.
3. The last person out the door checks the classroom (s) to make sure that all children and adults are out of the building. Lights should be turned off and the last adult to exit the classroom should close all doors.

4. List the number of teachers, teacher assistants, volunteers, infants, date, and time (and length of time, e.g., 1 min 40 sec.-this is the length of time it takes for the last person to exit the building door) on the fire drill report sheet and turn it in to front desk person.

Toddler Fire Drill Procedures

1. Children and adults must stop what they are doing and proceed directly outside onto the playground exiting the playgroup through the north gate to the curb area closest to Paradise Elementary School. Adults and children should remain on sidewalk/grass Area in front of the playground fence near the kindergarten play equipment.
2. Attendance should be taken from the sign in/out sheets immediately. Children may not return to building until all children are accounted for and permission has been granted to reenter the building. Alternate routes: 1. Alternate route interior playground south facing gate-go through all three gates and follow infant procedures to grassy area to left of the Professional Development Center. 2. Alternate route south gate follow infant procedures as above.
3. The first adult out the door must take the sign in/out sheets and the emergency backpack with them.
4. The last person out the door checks the classroom (s) to make sure that all children and adults are out of the building. Lights should be turned off and the last adult to exit the classroom should close all doors.
5. Please list the number of teachers, teacher assistants, volunteers, infants, date, and time (and length of time, e.g., 1 min 40 sec.-this is the length of time it takes for the last person to exit the building door) on the fire drill report sheet and turn it in to front desk person.

Preschool Fire Drill Procedures

1. Children and adults must stop what they are doing and proceed directly outside onto the preschool playground exiting the west playground gate. Once outside the gate children and staff should proceed to grass area to the left of the William G. Bennett Professional Development Center. Alternate route –proceed on sidewalk to administration building –exit through two south facing gates (remaining on sidewalk) to grassy area to the left of the Professional Development Center.
2. Attendance should be taken from the sign in/out sheets immediately. Children may not return to building until all children are accounted for and permission has been granted to reenter the building.

3. The first adult out the door must take the sign in/out sheets and the emergency backpack with them.
4. The last person out the door checks the classroom(s) to make sure that all children and adults are out of the building. Lights should be turned off and the last adult to exit the classroom should close all doors.
5. List the number of teachers, teacher assistants, volunteers, infants, date, and time (and length of time, e.g., 1 min 40 sec.-this is the length of time it takes for the last person to exit the building report sheet and person.



door) on the fire drill
turn it in to front desk

**UNLV/CSUN PRESCHOOL
QUARTERLY CHEMICAL ACCIDENT/SHELTER-IN-PLACE DRILL SCHEDULE**

If the director of public safety or his/her designee determines that leaving the building is safe and warranted, follow steps 1-4.

1. The director of public safety or his/her designee will determine location of chemical release. The location will be determined contingent upon chemical release, skip to steps 5 and 6 below.
2. If necessary the director of public safety or his/her designee will inform the preschool to proceed to a different evacuation area to avoid fumes. Move cross wind.
3. The director of public safety or his/her designee will arrange transportation to a safe location if danger still persists.
4. Students and teachers will not return to school until the proper authorities have declared the area safe.

If evacuation is not implemented immediately, follow steps 5-10.

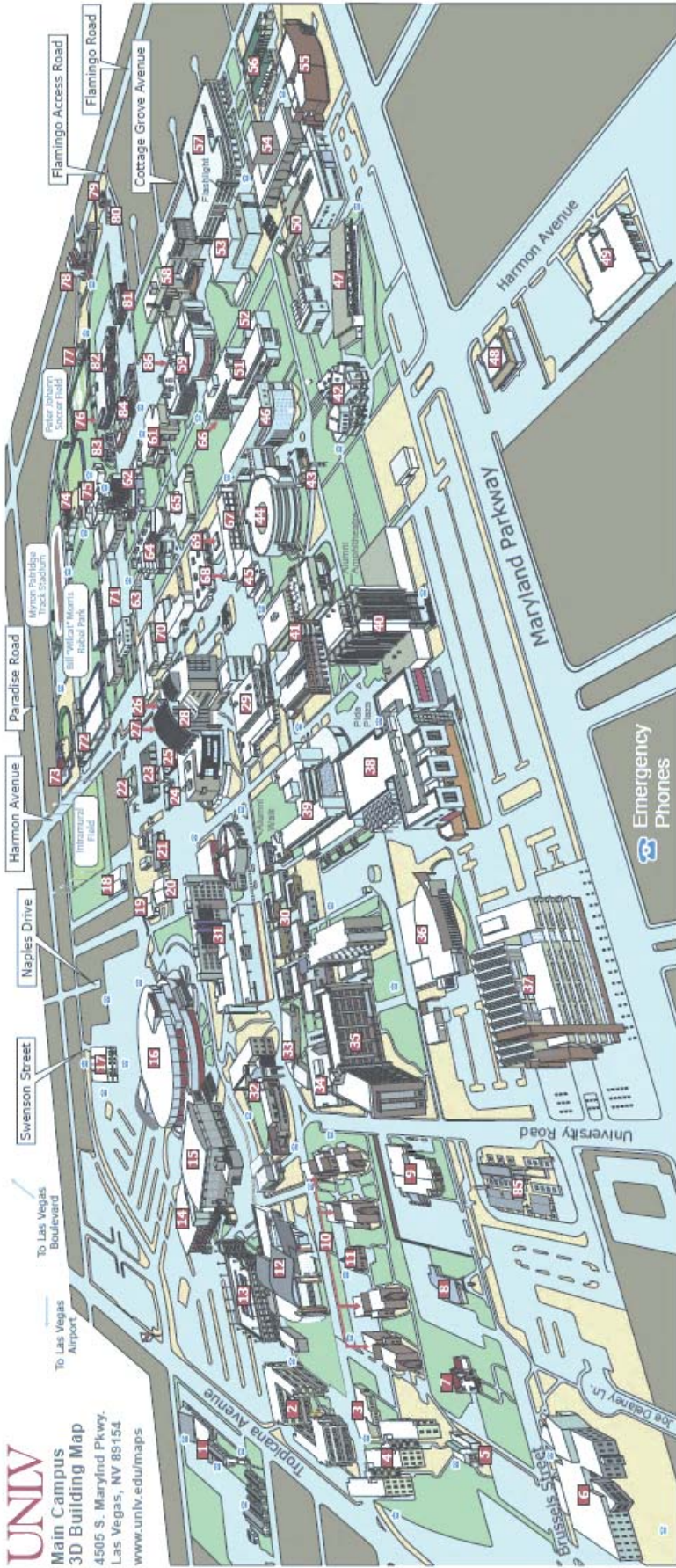
5. Students will move to the inside wall of their classroom, furthest away from windows and attendance will be taken. Teachers will write the number of students and the number of adults in big letters on a paper and post it on the window for authorities to see.

6. Remain sheltered until instructed otherwise by the director, fire department, or other appropriate agency.
7. In a Shelter-in-Place drill, facilities will lock front doors automatically. Teachers must make sure side door is locked.
8. In the case of a Chemical Drill, Teachers will seal all classroom doors with plastic and duct tape starting with the outer doors. Materials will be kept in a locked cabinet at all times in the kitchen area.
9. In case of Chemical Drill, Teachers give out wet paper towels to breathe through if an unusual odor is present.
10. In case of Chemical Drill, Facilities maintenance will turn off all heating, cooling, and 2nd ventilation systems.



Main Campus 3D Building Map

4505 S. Maryland Pkwy.
Las Vegas, NV 89154
www.unlv.edu/maps



ABBREV.	BUILDING NAME	BUILDING NUMBER	ABBREV.	BUILDING NAME	BUILDING NUMBER	ABBREV.	BUILDING NAME	BUILDING NUMBER
ALB	Accelerator Lab Building	76	HBL	High Bay Lab	86	RRC	Rebel Recycling Center	80
ARC	Paul B. Sogg Architecture Building	3	HEA	Holbert H. Hendrix Education Auditorium	52	RWC	Student Recreation and Wellness Center	12
ASC	Academic Success Center - Claude I. Howard Building	63	HCH	Artemus W. Ham Concert Hall	53	SAM	Student Affairs Maintenance	3
BDC	Bennett Professional Development Center	83	HFA	Alta Harm Fine Arts	50	SCS	System Computing Services	45
BEH	Frank and Estella Beam Hall	39	HOU	Houssels House - Center for Social Justice	7	SEB	Science and Engineering Building	58
BGC	John D. "Jackie" Gaughan Boys and Girls Club	81	HWB	Herman Westfall Building	23	SFB	Stan Fulton Building - International Gaming Institute	78
BHS	Rod Lee Bigelow Health Sciences	62	JBT	Judy Bayley Theatre	54	SOU	South Residence Complex	4
BKS	UNLV Bookstore	36	LAC	Lied Athletic Complex	75	SSC	Student Services Complex	32
BMC	Lee and Thomas Beam Music Center	55	LBC	Lynn Bennett Early Childhood Education Center	84	STL	Science Teaching Labs	63
BPB	Robert L. Bigelow Physics	64	LDS	LDS Institute of Religion Student Center	9	SU	Student Union	38
BSL	William S. Boyd School of Law	44	LFG	Lilly Fong Geoscience	67	SWC	Sidewalk Café	66
CBC	Carol C. Harter Classroom Building Complex	31	LLB	Lied Library	28	TAC	Richard Tam Alumni Center	42
CDC	Central Desert Complex	30	MCB	Thomas & Mack Moot Court	43	TAY	William D. Taylor Hall	79
CEB	William D. Carlson Education	51	MDC	Mendenhall Center	14	TBE	Thomas T. Beam Engineering Complex	59
CHE	Chemistry	65	MPE	Paul McDermott Physical Education	71	TEC	Technology Building	69
CNC	Catholic Newman Center	8	MSB	Robert Miller Soccer Building	77	TMC	Thomas & Mack Center	16
COX	Cox Pavilion	15	MSM/HRC	Marjorie Barrick Museum and Harry Reid Center	29	TMW	Thomas & Mack Warehouse	18
CSB	Campus Services Building	17	O&M	Operations and Maintenance	19	TON	Tonopah Residence Complex	35
DAY	Dayton Residence Building	2	PAR	Paradise Campus	1	TWH	Thunder Warehouse	20
DIN	Hazel M. Wilson Dining Commons	34	PES	Paradise Elementary School	82	UCC	Upper Class Residence Complex	10
EMS	Eller Media Softball Stadium	73	PHQ	Police Headquarters	49	UNH	University Hall	26
EPA	Environmental Protection Agency	70	PKG1	Cottage Grove Parking Garage	57	USB	University Systems Building	24
FDH	Flora Dungan Humanities	40	PKG2	Tropicana Parking Garage	13	UTC	UNLV Transit Center	85
FMA	Facilities Management Administration	22	PRO	Publications/Reprographics/Copy Center	27	WBS	Earl E. Wilson Baseball Stadium	74
FND	Foundations Building (D2)	56	PSB	Claude I. Howard Public Safety	25	WHI	Juanita Greer White Life Sciences	61
FTC	Frank and Vicki Ferritta Tennis Complex	72	RAB	Research Administration Building	21	WRI	John S. Wright Hall	41
GRA	Archie C. Grant Hall	47	RAJ	James E. Rogers Center for Administration & Justice	46	WRL	Eugene R. Warner Residential Life Building	11
GRS	Graduate Arts Studios	48	RHW	Gym Road South Resident Services Building	5			
GUA	Greenspun Hall	37	RPL	Radiation Protection Laboratory	68			