



# MunchkinLand Preschool Emergency Handbook

Contact Information:  
(775) 324-2242  
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**MunchkinLand Preschool**  
924 Lander St. Reno, NV. 89509

# **CHILD CARE FACILITY EMERGENCY PLAN**

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## **PREPARED:**

DATE: April 13, 2026

BY: MunchkinLand Staff

FACILITY PHONE #: (775) 324-2242

FACILITY EMAIL: kimmazy@ymail.com

REVIEWED QUARTERLY BY: All

MunchkinLand Staff

DATE(S) REVIEWED: April 21, 2026

## **FACILITY INFORMATION:**

FACILITY NAME: MunchkinLand Preschool

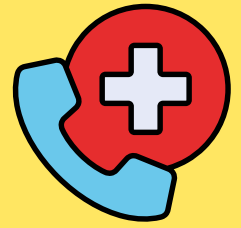
FACILITY ADDRESS: 924 Lander St. Reno,  
NV. 89509

FACILITY PHONE: (775) 324-2242

PRIMARY CONTACT: Kim Mazy (Director)

EMERGENCY KIT LOCATION: On top of  
refrigerator near the lunch bulletin  
board

# EMERGENCY CONTACT INFORMATION



**NAME AND NUMBER OF STAFF IN CHARGE:** Kim Mazy (775) 848-8601

**DESCRIPTION OF BUILDING WHERE CHILD CARE IS LOCATED:**

The school is a brick building enclosed by a green fence. A yellow brick pathway leads to a set of green stairs, which provide access to the main entrance. The front door is red. At the front of the building, there are two large windows, and above the office window is a blue, yellow, and red sign that reads “MunchkinLand Preschool.”

| PROGRAM                            | NAME                                             | PHONE            |
|------------------------------------|--------------------------------------------------|------------------|
| AMBULANCE/POLICE/FIRE<br>EMERGENCY | -                                                | 911              |
| NON- EMERGENCY POLICE              | Reno Police Department                           | (775) 334-2121   |
| NON-EMERGENCY FIRE                 | Reno Fire Department                             | (775) 334-2300   |
| NEAREST HOSPITAL                   | Renown Medical Center                            | (775) 982-4100   |
| POISON CONTROL                     | National Contact                                 | (800) 222-1222   |
| INSURANCE                          | USI Insurance Services                           | (206) 441-6300   |
| CHILD PROTECTIVE SERVICES          | Washoe County Child Abuse<br>and Neglect Hotline | 1 (833) 900-7233 |
| NEAR EVACUATION SITE               | Mount Rose<br>Elementary School                  | (775) 333-5030   |
| FAR EVACUATION SITE                | Our Lady of the Snows<br>Snows School            | (775) 323-6894   |
| CHILD CARE LICENSING               | NV. Child Care Licensing                         | (775) 684-8781   |
| WATER COMPANY                      | Truckee Meadows<br>Water Authority               | (775) 834-8080   |
| PLUMBER                            | Jet Plumbing                                     | (775) 331-3933   |
| ELECTRIC COMPANY                   | NV Energy                                        | (775) 834-4444   |
| BUILDING INSPECTOR                 | City of Reno Building<br>& Safety Dept.          | (775) 334-2063   |
| EPIDEMIOLOGY                       | Northern Nevada<br>Public Health                 | (775) 328-2400   |

# PREVENTION / MITIGATION

## **Identify Hazards and Risks**

MunchkinLand takes a proactive approach to identifying potential hazards that could impact the safety of children and staff. We conduct daily walkthroughs of all indoor and outdoor areas to check for safety concerns such as broken equipment, unsafe materials, blocked exits, or sanitation issues. In addition, we complete monthly safety inspections and review potential risks including fire, severe weather, medical emergencies, intruders, and utility failures. Staff are trained to immediately report any hazards they observe.

## **Develop Plans to Address Specific Hazards and Risks**

Once hazards are identified, we create specific plans to reduce or eliminate those risks. For example, we maintain fire evacuation routes, lockdown procedures, and health response protocols. Each identified risk (such as playground injuries, illness outbreaks, or environmental hazards) has a corresponding procedure that aligns with Nevada child care licensing requirements and state emergency guidelines.

## **Identify Necessary Preventative Strategies**

We implement preventative strategies to reduce the likelihood of emergencies. These include:

- Regular maintenance of the facility and playground equipment
- Safe storage of cleaning supplies and hazardous materials
- Supervision policies to ensure proper child-to-staff ratios
- Ongoing staff training in first aid, CPR, and emergency procedures
- Routine fire drills, lockdown drills, and evacuation practice
- Health policies to prevent the spread of illness

# PREVENTION / MITIGATION

## **Develop Response Plans**

We maintain clear, written response plans for various emergency situations, including fire, medical emergencies, natural disasters, lockdowns, and evacuations. Each plan includes staff responsibilities, communication procedures, and steps to ensure children's safety. Emergency contact information and evacuation routes are posted and easily accessible. Staff are trained to respond quickly and appropriately in all situations.

## **Implement Corrective Programs**

If a safety concern or incident occurs, we take immediate corrective action. This may include repairing equipment, updating procedures, retraining staff, or modifying supervision practices. All incidents are documented, and corrective steps are recorded to ensure accountability and compliance with licensing standards.

## **Assure Whether Correctional Measures Were Effective**

After corrective actions are implemented, we evaluate their effectiveness by monitoring the area or procedure over time. Follow-up inspections, staff feedback, and incident reviews help determine whether the issue has been fully resolved or if additional action is needed.

## **Make Necessary Adjustments in Emergency/Disaster Plans**

We regularly review and update our emergency and disaster plans based on new risks, changes in the facility, or lessons learned from drills or real incidents. Adjustments are made to improve safety, and staff are informed and retrained as needed to ensure continued compliance with Nevada child care licensing requirements.

# EMERGENCY INFORMATION

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## ALWAYS GIVE THE FOLLOWING INFORMATION IN CASE OF AN EMERGENCY:

- YOUR NAME
- NATURE OF EMERGENCY
- TELEPHONE NUMBER AND YOUR LOCATION
- ADDRESS OF YOUR LOCATION
- DIRECTIONS TO YOUR LOCATION
- EXACT LOCATION OF INJURY
- INFORM THE DISPATCHER OF ANY FIRST AID THAT HAS ALREADY BEEN ADMINISTERED.

## TYPES OF EMERGENCIES

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### FIRES:

- 1) The Director/Assistant Director will activate or ensure activation of the fire alarm immediately.
  - 2) All staff will begin evacuation using the nearest safe exit and follow the "Leaving the Building" plan.
    - If **indoors**, staff will evacuate classrooms immediately using designated exits.
    - If **outdoors**, staff will move children directly to the designated assembly area and maintain supervision.
  - 3) Staff will maintain active supervision at all times and ensure children stay together.
  - 4) Staff will take attendance sheets and emergency contact information during evacuation if safe to do so.
  - 5) Staff will conduct a classroom sweep (including bathrooms and play areas) if it can be done safely.
  - 6) The Director/Assistant Director will oversee evacuation and ensure all areas are cleared if safe.
  - 7) Staff will proceed to the designated outdoor assembly area and keep children grouped.
  - 8) Staff will take attendance immediately upon arrival at the assembly area.
  - 9) The Director/Assistant Director will confirm all children, staff, and visitors are accounted for.
  - 10) The Director will determine if emergency services (911) need to be contacted if not already done.
  - 11) The Director/Assistant Director will make decisions regarding relocation of the assembly area if conditions are unsafe (smoke, fire spread, etc.).
  - 12) The Director will notify parents/guardians and provide further instructions.
- \*\* Children will only be released to authorized individuals. \*\***

## EARTHQUAKES:

- 1) All staff will immediately instruct children to DROP, COVER, and HOLD ON.
  - 2) Staff will assist children and move them away from windows, shelves, and other hazards while maintaining supervision.
    - If **indoors**, children will take protective cover under sturdy furniture or against interior walls away from glass and heavy objects.
    - If **outdoors**, staff will move children away from buildings, trees, poles, and other hazards and instruct them to crouch low and cover their heads and necks.
  - 3) The Director/Assistant Director will monitor overall safety and assist classrooms or groups as needed if it is safe to do so.
  - 4) All staff will remain in position with children and keep them calm until shaking stops.
  - 5) Once shaking stops, staff will check for injuries and provide first aid if needed.
  - 6) Staff will take attendance immediately and ensure all children are kept together.
  - 7) The Director/Assistant Director will collect attendance status from all classrooms or groups and confirm all children, staff, and visitors are accounted for.
  - 8) The Director will determine whether evacuation or relocation is necessary based on safety conditions.
  - 9) If evacuation is required, staff will take attendance sheets and emergency supplies and move children to the designated safe area.
  - 10) The Director/Assistant Director will ensure all areas are cleared if safe to do so and assist with evacuation or relocation.
  - 11) Staff will re-take attendance once in the designated safe area.
  - 12) The Director/Assistant Director will confirm accountability of all individuals and call 911 if needed.
  - 13) The Director will notify parents/guardians and provide updates.
- \*\* Children will only be released to authorized individuals. \*\***

## FLOODING:

- 1) The Director/Assistant Director will monitor weather alerts and determine if flooding risk requires action.
  - 2) If flooding is possible or occurring, staff will begin evacuation immediately to higher ground or a designated safe location.
  - 3) Staff will take attendance sheets, emergency contact information, and essential emergency supplies when safe to do so.
  - 4) Staff will maintain active supervision and keep children together at all times during evacuation.
  - 5) The Director/Assistant Director will oversee evacuation and ensure all classrooms and areas are cleared if safe.
  - 6) Staff will re-check attendance once at the safe location and report to the Director/Assistant Director.
  - 7) The Director/Assistant Director will confirm all children, staff, and visitors are accounted for.
  - 8) The Director will determine if emergency services (911) need to be contacted.
  - 9) The Director will notify parents/guardians with updates and instructions.
- \*\* Children will only be released to authorized individuals. \*\***

## HURRICANES / SEVERE STORMS:

- 1) The Director/Assistant Director will monitor weather alerts and determine if severe storm or hurricane conditions require action.
  - 2) If a severe storm or hurricane warning is issued, staff will keep children indoors and move them away from windows and exterior doors.
  - 3) Staff will ensure children are in a safe interior area of the building and maintain constant supervision.
  - 4) The Director/Assistant Director will communicate instructions to all classrooms and monitor conditions.
  - 5) Staff will take attendance and keep children together at all times.
  - 6) The Director/Assistant Director will confirm all children, staff, and visitors are accounted for.
  - 7) If evacuation becomes necessary due to unsafe building conditions, staff will take attendance sheets and emergency supplies and relocate to a designated safe facility or area.
  - 8) The Director/Assistant Director will determine when it is safe to resume normal operations or if closure is necessary.
  - 9) The Director will notify parents/guardians with updates and instructions.
- \*\* Children will only be released to authorized individuals. \*\*

## TORNADOES:

- 1) The Director/Assistant Director will monitor weather alerts and immediately notify staff if a tornado warning is issued or conditions indicate danger.
  - 2) All staff will move children to the designated tornado shelter area.
    - If **indoors**, staff will move children to the lowest interior area away from windows and exterior walls.
    - If **outdoors**, staff will immediately move children into the nearest safe indoor shelter area if time allows. If not, staff will move children to a low-lying area away from buildings, trees, and vehicles.
  - 3) Staff will instruct children to crouch low, cover their heads and necks, and remain together.
  - 4) Staff will ensure children are positioned away from windows, glass, and heavy objects.
  - 5) Staff will maintain active supervision and keep children calm at all times.
  - 6) The Director/Assistant Director will oversee movement of all classrooms and assist as needed.
  - 7) Staff will take attendance once all children are in the shelter area or safe location.
  - 8) The Director/Assistant Director will confirm all children, staff, and visitors are accounted for.
  - 9) All staff and children will remain in the shelter area until the "all clear" is given by authorities or the Director.
  - 10) Once the danger has passed, staff will check for injuries and provide first aid if needed.
  - 11) The Director/Assistant Director will determine if evacuation or relocation is necessary based on conditions.
  - 12) If evacuation is required, staff will take attendance sheets and emergency supplies and move children to the designated safe area.
  - 13) The Director/Assistant Director will ensure all areas are cleared if safe to do so and coordinate further action.
  - 14) The Director will notify parents/guardians and provide updates and instructions.
- \*\* Children will only be released to authorized individuals. \*\*

## BIOHAZARD CHEMICAL LEAKS:

- 1) The staff member identifying the biohazard or chemical leak will immediately notify the Director/Assistant Director and call 911 or Poison Control when it is safe to do so.
  - 2) The Director/Assistant Director will determine whether evacuation or shelter-in-place is required based on the location and severity of the hazard.
  - 3) If evacuation is required, staff will immediately and calmly move children away from the affected area and exit the building using the safest route available.
  - 4) If shelter-in-place is required, staff will move children to a safe area away from the hazard, close doors, and avoid exposure to contaminated air or materials.
  - 5) Staff will maintain constant supervision and ensure children remain together and calm at all times.
  - 6) Staff will take attendance sheets and emergency contact information when safe to do so.
  - 7) The Director/Assistant Director will ensure all children, staff, and visitors are accounted for as soon as it is safe.
  - 8) Staff will not attempt to clean up or handle unknown substances unless trained and directed by emergency responders.
  - 9) The Director/Assistant Director will communicate with emergency services and follow all instructions provided by responders.
  - 10) The Director will determine when it is safe to re-enter the building or if relocation is necessary.
  - 11) The Director will notify parents/guardians with updates and instructions.
- \*\* Children will only be released to authorized individuals. \*\*

## PANDEMICS:

- 1) The Director/Assistant Director will monitor public health guidance from local health authorities and determine necessary action.
  - 2) The Director/Assistant Director will implement enhanced health and safety measures as directed by public health officials, which may include screening, hygiene protocols, or temporary closure.
  - 3) Staff will monitor children for signs of illness and immediately separate any child who becomes ill while maintaining supervision until the child can be picked up by an authorized individual.
  - 4) Staff will follow all health and sanitation procedures, including increased cleaning of high-touch surfaces and hand hygiene practices.
  - 5) Staff will maintain attendance records and ensure accurate documentation of illness and exposure as required.
  - 6) The Director/Assistant Director will communicate with staff regarding updated health guidelines and operational changes.
  - 7) The Director/Assistant Director will notify families of any exposure, illness trends, or program changes in accordance with public health guidance.
  - 8) The Director will coordinate with health authorities if reporting or exclusion requirements are necessary.
  - 9) Staff and children who are ill will not be permitted to attend the program until they meet return-to-care requirements.
  - 10) The Director will determine if temporary closure or reduced capacity is required based on health guidance and safety considerations.
  - 11) The Director/Assistant Director will ensure all required notifications and documentation are completed.
- \*\* Children will only be released to authorized individuals. \*\*

## **BOMB THREAT:**

- 1) The staff member receiving or identifying a bomb threat will immediately notify the Director/Assistant Director and call 911 when it is safe to do so.
  - 2) The Director/Assistant Director will initiate evacuation of the building if deemed necessary based on the information available.
  - 3) Staff will quickly and calmly move children away from the building to the designated safe assembly area.
  - 4) Staff will take attendance sheets and emergency contact information when safe to do so and maintain active supervision of all children.
  - 5) Staff will ensure children remain together and calm during evacuation and at the assembly area.
  - 6) The Director/Assistant Director will ensure all classrooms, bathrooms, and common areas are cleared only if it is safe to do so. Staff will not delay evacuation to search for items or investigate threats.
  - 7) Once at the assembly area, staff will immediately take attendance and report to the Director/Assistant Director.
  - 8) The Director/Assistant Director will confirm all children, staff, and visitors are accounted for.
  - 9) The Director will follow instructions from law enforcement and emergency responders.
  - 10) The Director will determine when it is safe to return to the building or if relocation is required.
  - 11) The Director will notify parents/guardians with updates and pickup instructions.
- \*\* Children will only be released to authorized individuals. \*\***

## **INTRUSION/GUN THREAT:**

- 1) The Director/Assistant Director or staff member who identifies a threat will immediately initiate the lockdown procedure and call 911 when it is safe to do so.
  - 2) All staff will quickly move children to the nearest secure indoor room or classroom.
  - 3) All staff will secure the environment by locking doors, turning off lights, closing blinds, and keeping children away from doors and windows.
  - 4) If staff are in bathrooms or other secondary areas, they will immediately and safely move children to the nearest secure room or classroom when possible. Staff will never leave children unsupervised.
  - 5) Staff will maintain active supervision and keep children calm, quiet, and together.
  - 6) The Director/Assistant Director will notify all classrooms of the lockdown and ensure all areas are secured if it is safe to do so.
  - 7) No one will leave a secured area until the "all clear" is given by law enforcement or the Director/Assistant Director.
  - 8) Attendance will be taken only if it can be done safely without exposing staff or children to danger.
  - 9) The Director/Assistant Director will confirm accountability of all children, staff, and visitors when it is safe.
  - 10) If evacuation becomes necessary and safe, the Director/Assistant Director will direct staff to move children to a designated safe relocation site.
  - 11) The Director will communicate with emergency services and follow all instructions from law enforcement.
  - 12) The Director will notify parents/guardians with updates and pickup instructions once it is safe to do so.
- \*\* Children will only be released to authorized individuals following official clearance. \*\***

# ROLES & RESPONSIBILITIES OF MUNCHKINLAND STAFF

**DIRECTOR / ASSISTANT DIRECTOR:** The Director is responsible for the overall health, safety, and supervision of children, staff, and the facility at all times, with the primary focus on the safety and well-being of children. The Director (Kim Mazy) is responsible for authorizing and directing appropriate emergency response actions in accordance with established procedures.

During any emergency situation, including implementation of the “Leaving the Building” (evacuation) procedure, the Director will collect and confirm attendance information from all classrooms and obtain the status of any children, staff, or visitors who are not accounted for. The Director will coordinate response efforts, communicate with emergency services when necessary, and provide direction to staff to ensure the safety and accountability of all individuals.

In the absence of the Director, the Assistant Director assumes these responsibilities and will carry out all duties related to emergency response, supervision, accountability, and communication.

The Assistant Director supports the Director in maintaining daily supervision, implementing emergency procedures, ensuring accurate attendance tracking, and assisting with staff coordination and communication during all routine operations and emergencies.

**TEACHERS:** Teachers are responsible for the direct supervision, safety, and well-being of the children in their care at all times. During all daily operations and emergency situations, teachers must maintain active supervision and ensure children remain accounted for and together.

In the event of an emergency, teachers are responsible for implementing all required emergency procedures, including safely guiding children to designated locations, maintaining order and calm, and ensuring continuous supervision.

Teachers will bring attendance records (sign in/out sheets), emergency contact information, and any required emergency supplies when it is safe to do so during evacuation or relocation. Teachers are also responsible for immediately taking and maintaining accurate attendance to ensure all children in their care are accounted for.

Teachers will report the status of all children, including any unaccounted for or injured children, to the Director or Assistant Director as soon as it is safe to do so.

Teachers will follow all directions given by the Director or Assistant Director during emergencies and will not leave children unattended at any time.

# SHELTER IN PLACE PLAN

## **Where is the shelter-in-place location and how will children and staff get there safely?**

The designated shelter-in-place location is the interior classrooms and interior rooms within the facility that are away from windows, doors, and glass. Staff will quickly and calmly move children to the nearest safe interior area using the most direct route while maintaining supervision at all times.

## **In what event would shelter in place be used for?**

Shelter in place will be used when it is safer to remain inside the facility rather than evacuate. This may include severe weather, environmental hazards (such as smoke or chemical exposure outside), nearby police activity, or other external threats.

## **Procedure:**

- Gather children in a safe interior location away from windows, doors, and glass
- Keep children calm and together under constant supervision
- Contact 911 or appropriate emergency services if needed
- Take attendance and maintain accountability of all children and staff
- Director/Assistant Director will oversee and direct all actions

## **How will children be reunited with parents and when?**

Children will be released only when the situation is declared safe by authorities or the Director. Parents/guardians will be notified via phone call(s) and will pick up children at the designated safe location when instructed.

## **Who is responsible?**

The Director and Assistant Director are responsible for implementation and coordination. Teachers are responsible for immediate supervision, attendance, and following instructions.

# LOCKDOWN PROCEDURE

## **Where will the children be gathered during a lockdown?**

Children will be gathered in the designated safe area within each classroom. This area is:

- Away from windows and exterior doors
- Out of sight from hallways and entry points
- Large enough to safely accommodate all children and staff
- Identified in advance as part of the emergency plan

## **What will staff do during a lockdown?**

MunchkinLand Staff will:

- Gather children in the designated safe area away from harm
- Turn off lights
- Lock all doors and block entry if safe to do so
- Cover all windows
- Keep children calm, quiet, and supervised at all times

## **Will 911 be contacted?**

Yes. The Director or designated staff member will contact 911 when it is safe to do so.

## **Who is responsible?**

The Director and Assistant Director are responsible for implementation and coordination. Teachers are responsible for immediate supervision, attendance, and following instructions.

## **How will children be reunited with parents?**

Children will only be released after an official "all clear" and only to authorized individuals with valid identification. All releases will be documented by staff.

# REUNIFICATION PLAN

## **How will children and families be reunited after an emergency?**

Children will be reunited with families through a controlled, secure release process after the emergency has ended and an official “all clear” has been given.

## **When will children be released?**

Only after the Director or emergency authorities give an “all clear”  
Never during an active emergency or lockdown.

## **Who can pick up a child?**

Only authorized individuals listed on the child’s enrollment form  
Photo identification must be shown before release.

## **What steps will staff follow during reunification?**

Staff will:

- Verify identity of the authorized person
- Check authorization records
- Bring the child to the parent/guardian safely
- Have the parent/guardian sign out the child
- Document the time of release and name of person picking up

## **How will children be kept safe during reunification?**

Children will remain supervised at all times until released  
Staff will release children one at a time in an orderly process  
The environment will remain calm and controlled to avoid confusion.

## **Who is responsible for reunification?**

Director/Administrator: Oversees reunification process and communication with families

Staff: Verify identities, supervise children, and document releases

All staff: Ensure children are safe, calm, and properly released only to authorized persons.

# CONTINUITY OF CARE / REOPENING OF SCHOOL

Once the facility has been inspected and deemed safe and secure by the appropriate authorities, the Director will notify parents of the reopening date and time through phone calls, text messages, email, or other established emergency communication methods, and service will resume only after official approval. If the facility is not cleared for safe operation, parents will be promptly informed that the center remains closed until further notice and will be advised to make alternate child care arrangements. Families will be directed to <https://www.findchildcare.nv.gov> to locate licensed alternate child care providers in the meantime. All communication regarding closure, status updates, and reopening will be coordinated by the Director or designated administrative staff to ensure families receive timely and accurate information.

# EVACUATION SITES

## **What are the two evacuation sites?**

**Near Evacuation Sites:** Grass area in the front of Mount Rose Elementary School or in the alleyway behind the school, along the fence line of the house behind MunchkinLand.

**Far Evacuation Site:** Our Lady of the Snows School

## **When will the near evacuation site be used?**

The near evacuation site will be used when it is safe to leave the building but not necessary to travel far, such as:

- Minor fire emergency or alarm activation requiring temporary relocation
- Short-term building safety concern where the area remains secure

## **When will the far evacuation site be used?**

The far evacuation site will be used when the facility or surrounding area is not safe to return to, including:

- Fire requiring extended evacuation
- Bomb threat
- Chemical spill or hazardous material incident
- Any emergency requiring emergency services to secure the area

## **Who is responsible for ensuring evacuation takes place?**

- All staff are responsible for:
  - Safely and quickly moving children to the designated site
  - Maintaining supervision and attendance accountability
  - Ensuring all children are accounted for at all times

## **What are the evacuation steps staff will follow?**

- Staff will:
  - Immediately gather all children and maintain supervision
  - Grab the classroom attendance/sign-in sheet and emergency supplies if available
  - Exit the building using the safest and closest safe route
  - Proceed calmly and quickly to the designated meeting place:
  - Conduct a headcount and complete roll call to ensure all children are accounted for
- Remain with the children at all times until further instructions are given. Non-walking children will be individually carried by designated staff members to the evacuation site and will remain under direct supervision throughout the evacuation process.

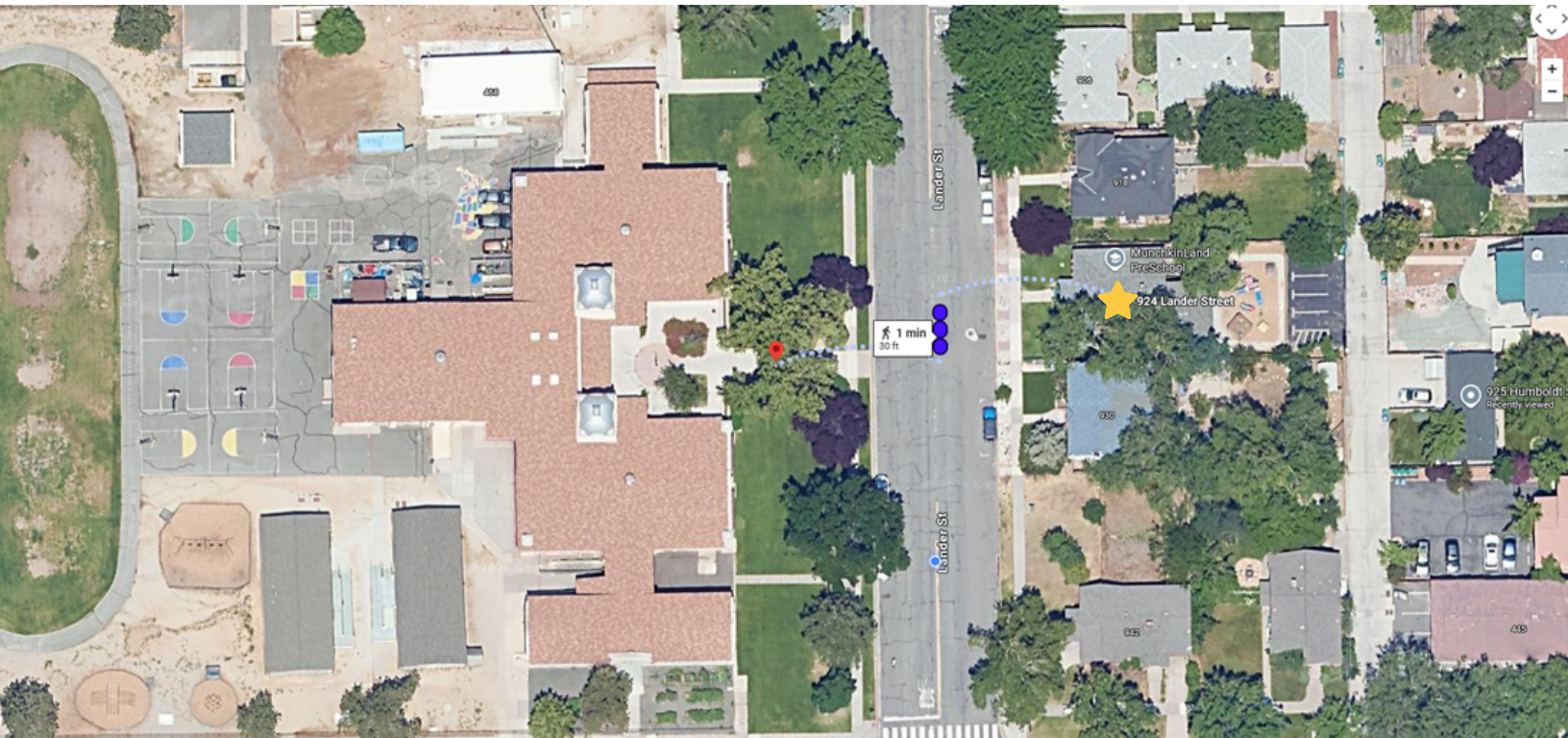
## **What actions will be taken after arriving at the evacuation site?**

- Staff will:
  - Contact emergency services if not already contacted
  - Notify the Director/administration if not already aware
  - Contact parents/guardians as directed
  - Provide parents with accurate information regarding the evacuation and current status

## **Q: Who is responsible for evacuation procedures?**

The Director/Administrator or designated lead staff member is responsible for ensuring evacuation procedures are initiated and followed. All staff are responsible for safely evacuating children, maintaining supervision, and ensuring all children are accounted for at all times.

# NEAR EVACUATION SITE #1: Mt. Rose Elementary School



## Procedure to Evacuation Site:

*The site is located directly across the street from MunchkinLand Preschool.*

One teacher will take the sign-in sheet while other staff guide all children into the toddler classroom for grouping. The Director, Assistant Director, or a designated staff member will conduct a final sweep of the facility to confirm that all children have been safely evacuated and accounted for.

All children and staff will then proceed out of the front door of MunchkinLand Preschool and walk together to the designated crosswalk on Lander St. Staff will stop at the curb, check for traffic, and ensure the roadway is clear. Children will be escorted across as a group under direct supervision.

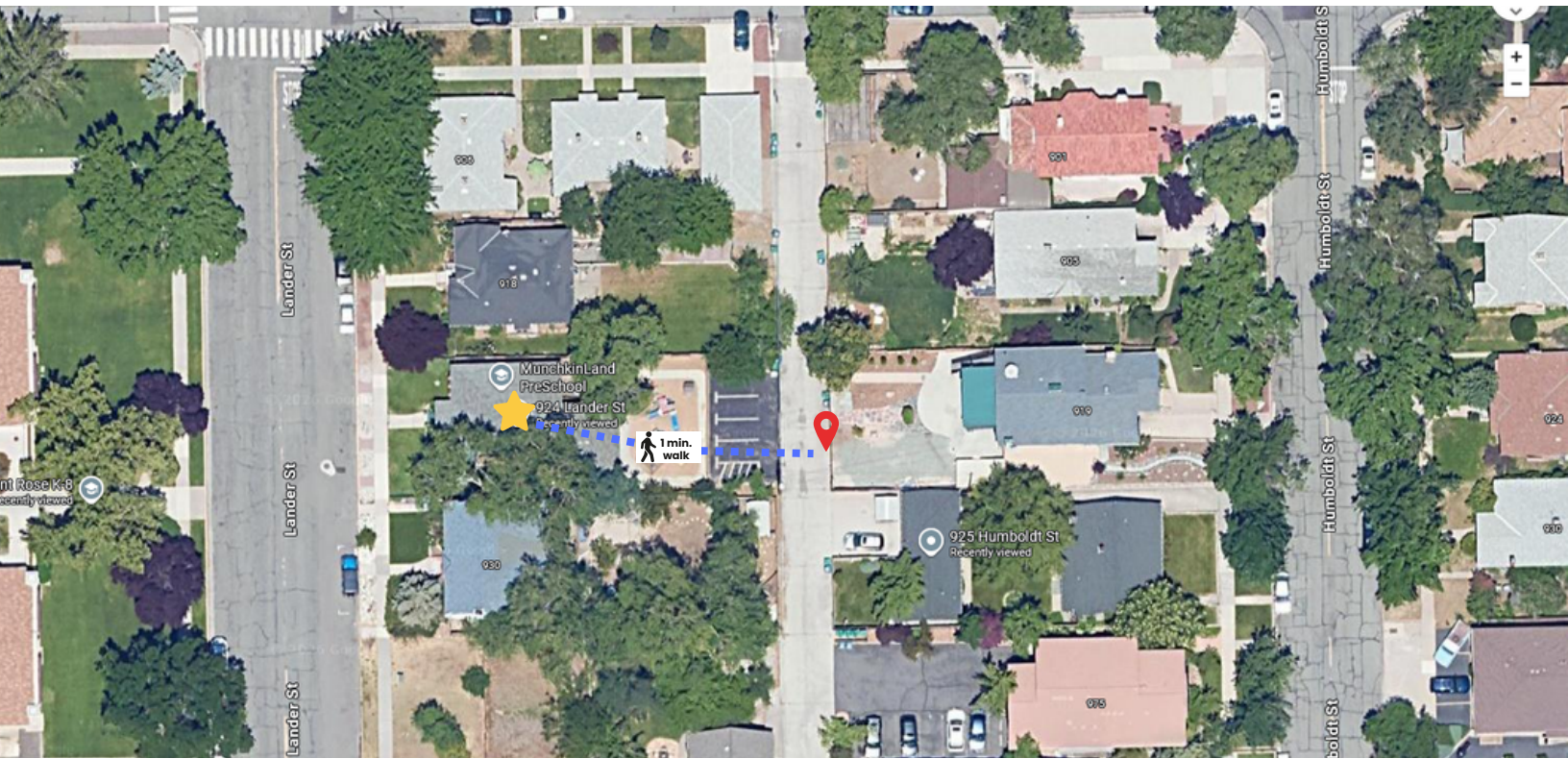
Once across the street, all children and staff will proceed directly to Mt. Rose Elementary School and be directed to the designated safe area safely and calmly by MunchkinLand staff.

Staff will maintain required child-to-staff ratios, keep children together at all times, and conduct a headcount upon arrival.

Parents/guardians will be notified by the Director, Assistant Director, or designated staff member as soon as it is safe and feasible to do so. Emergency services (911) will be contacted immediately when required by the nature of the emergency or as directed by authorities.

***All parents' phone numbers are stored in each child's personal file or written on the sign in sheet for staff access.***

# NEAR EVACUATION SITE #2: Alley Behind MunchkinLand



## Procedure to Evacuation Site:

*The evacuation site is located in the alley directly behind MunchkinLand Preschool, accessed through the back gate of the playground. When this evacuation site is used, students will line up along the fence line of the residence directly behind the school.*

One teacher will take the sign-in sheet while other staff gather and guide all children through the exits of the Pre-K classroom, proceeding down the stairs to the outdoor play area and out through the back gate of the playground. The Director, Assistant Director, or a designated staff member will conduct a final sweep of the facility to confirm that all children have been safely evacuated and accounted for.

Staff will then lead children in a calm, orderly manner to the designated alley area behind the school. Staff will ensure children remain together at all times and positioned safely away from any vehicle access points or hazards.

Staff will maintain required child-to-staff ratios, keep children together at all times, and conduct a headcount upon arrival at the evacuation site.

Parents/guardians will be notified by the Director, Assistant Director, or designated staff member as soon as it is safe and feasible to do so. Emergency services (911) will be contacted immediately when required by the nature of the emergency or as directed by authorities.

# FAR EVACUATION SITE: Our Lady of the Snows School



## Procedure to Evacuation Site:

*The far evacuation site is located approximately 2 blocks east of MunchkinLand, accessible via a direct sidewalk route with no turns.*

One teacher will take the sign-in sheet while other staff gather and guide all children through the exit. Exit points will be determined based on the nature and location of the emergency to ensure the safest evacuation route. The Director, Assistant Director, or a designated staff member will conduct a final sweep of the facility to confirm that all children have been safely evacuated and accounted for.

Staff will then lead children in a calm, orderly manner from MunchkinLand Preschool onto Lander Street, heading east on the south sidewalk toward the evacuation site. The group will remain supervised at all times.

The group will continue east on Lander Street and will cross La Rue Avenue at the nearest safe, controlled crossing point. Staff will ensure traffic is fully assessed and stopped as needed before crossing.

The group will continue east and then cross Walker Avenue at the nearest safe crossing point using the same controlled procedure. Staff will maintain full accountability and ensure no child crosses without direct supervision.

After crossing Walker Avenue, the group will arrive to the evacuation site at Our Lady of the Snows School.

Upon arrival, children will remain in assigned groups under direct supervision. Staff will maintain required child-to-staff ratios, ensure continuous supervision, and conduct a headcount immediately.

Parents/guardians will be notified by the Director, Assistant Director, or designated staff member as soon as it is safe and feasible to do so. Emergency services (911) will be contacted immediately when required by the nature of the emergency or as directed by authorities.



# MunchkinLand Preschool Emergency Handbook

Contact Information:  
(775) 324-2242  
[munchkinlandpreschool.com](http://munchkinlandpreschool.com)  
[kimmazy@ymail.com](mailto:kimmazy@ymail.com)

**MunchkinLand Preschool**  
924 Lander St. Reno, NV. 89509