

## Child Care Emergency Plan

Instructions: State law requires the following providers to use this form to create an emergency preparedness plan: (1) licensed child care centers (Minn. Stat. 245A.41, Subd. 3), (2) licensed family child care providers (Minn. Stat. 245A.51, Subd. 3), and (3) certified child care centers (Minn. Stat. 245H.15). Please refer to the Keeping Kids Safe planning guide for guidance in creating your emergency preparedness plan.

### 1. Provider Information

|  |                 |                                   |             |                  |
|--|-----------------|-----------------------------------|-------------|------------------|
| DATE CREATED<br>01/08/2018                 | DATE(S) REVISED |                                   |             |                  |
| PROVIDER NAME<br>Lake Harriet UM Preschool |                 |                                   |             |                  |
| ADDRESS<br>4901 Chowen Ave S               |                 | CITY<br>Minneapolis               | STATE<br>MN | ZIPCODE<br>55410 |
| PHONE NUMBER<br>(612) 926-8043             |                 | EMERGENCY PHONE<br>(612) 926-7645 |             |                  |

### 2. Shelter-in-Place / Lockdown Procedures If we need to stay in the building due to an emergency, the following procedures will be followed

|  |   |
|--|---|
| LOCATION 1 (IN-BUILDING)<br>Full Lockdown - Classrooms | LOCATION 2 (IN-BUILDING)<br>Modified - Classrooms |
|--|---|

PROCEDURES FOR SHELTER-IN-PLACE / LOCKDOWN Describe your procedures (who, what, where, when)

#### FULL LOCKDOWN PROCEDURES:

- Director receives information on potential immediate danger.
- Director or other authorized person makes decision to lock down school.
- COMMUNICATE LOCKDOWN STATUS** (communicate to church office and outside areas).  
  - “OUR SCHOOL IS IN FULL LOCKDOWN. THIS IS NOT A DRILL” (repeat).**
- RAPIDLY ASSESS** need for police or other assistance.
- ASSIGN RESPONSIBILITIES** to others.
  - CALL 911** and request assistance if needed (caller must stay on line).
  - RECALL STUDENTS** from outside areas **if safe to do so.**
  - LOCK** all outside doors **if safe to do so.**
  - SWEEP** all halls and non-classroom areas of students.
  - LOCK** all interior doors. Shut fire doors to church hallway.
  - NOTIFY** church office.
  - MONITOR** radio and main phone line.
- WAIT FOR LAW ENFORCEMENT** (if they have been requested)
- ASSESS SITUATION**
  - Law enforcement determines seriousness of threat (distribute maps)
  - Document red/green card status on maps
- RESPOND** to the threat or stand by for police response.  
**GIVE “ALL CLEAR” SIGNAL** when the safety of the school has been assured

## MODIFIED LOCKDOWN PROCEDURES:

- Information on potential threat in vicinity of school is received.
- Director or other authorized person makes decision to lock down school.
- COMMUNICATE LOCKDOWN STATUS** (communicate to outside areas).
  - “OUR SCHOOL IS IN MODIFIED LOCKDOWN. THIS IS NOT A DRILL” (repeat).**
- RAPIDLY ASSESS** need for police or other assistance.
- ASSIGN RESPONSIBILITIES** to others.
  - NOTIFY** church office.
  - CALL 911** and request assistance if needed (caller must stay on line).
  - LOCK** all outside doors and shut fire doors to church hallway.
  - MONITOR** radio and main phone line.
- COMMUNICATE PROTOCOL TO SCHOOL.**
  - RECALL STUDENTS** from outside areas **if safe to do so.**
  - NORMAL OR MODIFIED ACTIVITY** may be permitted inside the building.
  - RESTRICT ENTRY** to known persons.
  - ADJUST PROTOCOL** to the level of the perceived threat.
- RE-ASSESS SITUATION PERIODICALLY** (summon help as warranted).
- GIVE “ALL CLEAR” SIGNAL** when the safety of the school has been assured.

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### SHELTER-IN-PLACE / LOCKDOWN FOR CHILDREN WITH DISABILITIES OR CHRONIC MEDICAL CONDITIONS

Include any special circumstances or procedures needed for children with disabilities or chronic medical conditions

Our facility is not handicap accessible. Children with emergency medications have medications accessible in a medication bag that the teacher carries where ever the child is during the day.

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### Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN

The need for police or other assistance will be rapidly assessed following communication of FULL or MODIFIED LOCKDOWN.

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PARENTS / GUARDIANS WILL BE NOTIFIED WHEN

- Resume normal operations as soon as possible.
- Assess the need for aftercare. Allow students time for physical activity or verbal stress relief.
- Contact parents/guardians.
- Communicate status.
  - Notify church office when lockdown is terminated.
  - Email staff an overview of the situation to minimize misinformation.
  - Prepare a brief letter to parents/guardians explaining the situation.
  - Consider a press release if event has drawn or may draw media attention.
  - Debrief and evaluate with key staff, law enforcement and first responders.
- Document and Report:

Prepare a report that documents the events, response, and results of the lockdown. Include problems that need to be addressed. Revise emergency procedures as necessary.

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### Emergency Kit for Shelter-in-Place / Lockdown Situations

PLEASE DESCRIBE YOUR EMERGENCY KIT. Please see Keeping Kids Safe for more information about how to use your emergency kit during shelter-in-place and lockdown situations

Each classroom teacher has a small emergency kit in her classroom teachers closet including first aid supplies and a medication bag for any child in the classroom with emergency medications. Items in each classroom also include:

Tissues, water, disposable cups, bowls, plates, and eating utensils, paper towels, toilet paper, hand sanitizer and cleaning agents, flashlights with extra batteries, changes of clothing, blanket, a mobile phone, whistle, duct tape, and garbage bags.

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Last Updated 10/17

### 3. Evacuation and Relocation Procedures

IF WE NEED TO EVACUATE OUR SITE AND RELOCATE TO ANOTHER SITE, THE FOLLOWING PROCEDURES WILL BE FOLLOWED

EVACUATION ROUTES AND EXITS Show how you and the children will leave from any room in the building  
See attached

EVACUATING INFANTS AND TODDLERS Describe any special circumstances or procedures needed for evacuating infants and toddlers from the building  
N/A

EVACUATING CHILDREN WITH DISABILITIES OR CHRONIC MEDICAL CONDITIONS Describe any special circumstances or procedures needed for evacuating children with disabilities or chronic medical conditions from the building including procedures for storing a child's medically necessary medicine  
Our facility is not handicap accessible. Children with emergency medications have medications accessible in a medication bag that the teacher carries where ever the child is during the day.

#### Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN

One staff member will call 911 from outside the building as everyone is evacuating.

PARENTS / GUARDIANS WILL BE NOTIFIED WHEN

Once all children and staff are accounted for in evacuation location, parents/guardians will be notified.

#### Emergency Kit for Evacuation and Relocation Situations

DESCRIBE YOUR EMERGENCY KIT. Please review Keeping Kids Safe for more information about how to use your emergency kit during evacuation and relocation situations

Small and large gauze pads, Box adhesive bandages (Band-Aids), One package gauze roller bandage, Two triangular bandages, Wound cleaning agent, Scissors, blanket, towel, Tweezers, Adhesive tape, gloves, Resuscitation equipment such as resuscitation bag, airway, or pocket mask, Two elastic wraps, Splint, plastic bags, water, cups, safety pins, q-tips, spare change, hand sanitizer, tongue depressor, Directions for requesting emergency assistance, paper and pens, WB radio with flashlight and phone charger

#### Relocation - Location 1

|   |  |                                     |             |
|---|--|-------------------------------------|-------------|
| BUILDING NAME<br>The Waters Senior Living |  | REASON(S) TO EVACUATE TO LOCATION 1 |             |
| ADDRESS<br>3500 W 50th St                 |  | CITY<br>Minneapolis                 | STATE<br>MN |
| PHONE NUMBER<br>(612) 200-9552            |  | ZIP CODE<br>55410                   |             |
| TRANSPORTATION TO LOCATION 1<br>Walk      |  | EMERGENCY PHONE                     |             |

OTHER DETAILS

**Relocation - Location 2 (optional)**

|   |  |   |                    |                          |
|---|--|---|--------------------|--------------------------|
| BUILDING NAME<br><b>Pershing Park</b>       |  | REASON(S) TO EVACUATE TO LOCATION 2 <ul style="list-style-type: none"><li>• industrial accidents, chemical spill</li><li>• traffic accidents, including train or aviation accidents</li><li>• fire</li><li>• military attacks, bombings, terrorist attacks</li><li>• structural failure</li></ul> |                    |                          |
| ADDRESS<br><b>3523 W 48th St</b>            |  | CITY<br><b>Minneapolis</b>  | STATE<br><b>MN</b> | ZIP CODE<br><b>55410</b> |
| PHONE NUMBER<br><b>(612) 370-4928</b>       |  | EMERGENCY PHONE   |                    |                          |
| TRANSPORTATION TO LOCATION 2<br><b>walk</b> |  |   |                    |                          |
| OTHER DETAILS                               |  |   |                    |                          |

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## 4. Parent/Guardian and Child Reunification Procedures

If we need to evacuate, shelter-in-place, or when parents/guardians are unable to get to children, the following procedures will be followed to reunite children with parents/guardians or designated contacts as soon as it is safe.

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### PARENTS / GUARDIANS WILL BE NOTIFIED WHEN

The Director will contact families via email with information detailing how, where, and when to retrieve their students following an evacuation or shelter-in-place situation. Notification should not be delayed, and the chosen method(s) of mass parental notification should be established and updated each year.

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### PARENT/GUARDIAN CONTACT INFORMATION WILL BE MAINTAINED IN THIS LOCATION

There are three places where parent/guardian contact information is kept. There is a master emergency contact binder that will be kept with the first aid bag and the Director will maintain this. Each classroom has emergency contact lists in an emergency binder. And each child has a copy of their emergency contact information in their child's files in the staff workroom.

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**Release** Children will only be released to parents/guardians or other individuals listed on the child's form (with proper identification)

### OTHER DETAILS ABOUT REALEASE OR REUNIFICATION

Staff match student to requester, verify proof of identification, and release student.

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## 5. Continuing Operations Procedures

In the period during and after a crisis, the following procedures will be followed regarding continuing operations

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### Notification and Decision Making

THE FOLLOWING PEOPLE WILL NEED TO BE NOTIFIED AND BE A PART OF THE DECISION-MAKING PROCESS REGARDING CONTINUED OPERATIONS DURING A CRISIS

emergency medical response team should be called, 9-1-1 and/or the poison center if a poison emergency (1-800-222-1222)

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THE FOLLOWING PEOPLE WILL NEED TO BE NOTIFIED AND BE A PART OF THE DECISION MAKING-PROCESS REGARDING CONTINUED OPERATIONS AFTER A CRISIS

emergency medical response team should be called, 9-1-1

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ANY ADDITIONAL CONSIDERATIONS FOR OPERATIONS

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## 6. Emergency Contact Information

### For Emergencies - Dial 911

#### Law Enforcement Agencies

|  |  |
|--|--|
| CITY (if applicable)<br>Minneapolis                                      | CONTACT NAME<br>Inspector Kathy Waite    |
| NON-EMERGENCY NUMBER<br>311 or 5 <sup>th</sup> Precinct # (612) 673-5705 | 24-HOUR EMERGENCY NUMBER<br>911          |
| CITY (if applicable)<br>Edina  | CONTACT NAME<br>Police Chief Dave Nelson |
| NON-EMERGENCY NUMBER<br>952-826-1610                                     | 24-HOUR EMERGENCY NUMBER<br>911          |

#### Utility Emergency Phone Numbers

|                            |  |
|----------------------------|--|
| ELECTRIC<br>1-800-895-4999 | COMPANY<br>Xcel                            |
| CONTACT PERSON             | 24-HOUR EMERGENCY NUMBER<br>911            |
| GAS<br>(612)372-4727       | COMPANY<br>Center Point Energy             |
| CONTACT PERSON             | 24-HOUR EMERGENCY NUMBER<br>1-800-245-2377 |
| WATER<br>(612) 673-1114    | COMPANY<br>Minneapolis Utility             |
| CONTACT PERSON             | 24-HOUR EMERGENCY NUMBER                   |

#### General Emergency Resource Numbers

|  |   |
|--|---|
| MINNESOTA POISON CONTROL                                       | PHONE NUMBER<br>800-222-1222  |
| CRIME VICTIM SERVICES<br>Minnesota Department of Public Safety | PHONE NUMBER<br>1-800-247-0390 ext 3                                |
| POST-CRISIS MENTAL HEALTH HOTLINE<br>Hennepin County           | PHONE NUMBER<br>COPE — 612-596-1223, Child<br>Crisis — 612-348-2233 |
| FIRE DEPARTMENT<br>Minneapolis Fire Department Station 28      | PHONE NUMBER<br><b>(612) 922-0019</b>                               |
| OTHER  | PHONE NUMBER  |
| NAME OF INSURANCE AGENCY<br>Brotherhood Mutual Steven E. Budd  | (877) 493-4772  |

#### Licensing or Certification Information

|   |                             |
|---|-----------------------------|
| LICENSING OR CERTIFICATION NUMBER<br>MN DHS License #801331 |                             |
| LICENSED OR CERTIFIED BY STATE OR COUNTY Minnesota          |                             |
| LICENSOR NAME<br>Chad Kratzke                               | LICENSOR PHONE 651-431-6535 |

#### Child Care Assistance Program (CCAP) Information (If applicable)

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| CCAP PROVIDER ID |
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CCAP AGENCIES REGISTERED WITH

CCAP AGENCY PHONE NUMBER(S)

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## 7. Identification of Hazards

This section is provided as a resource for your emergency preparedness. It allows you to identify the risk of certain hazards occurring, the impact that a hazard could have if it did occur, and how you would continue operating during and after the emergency.

Attention licensed child care centers: You are not required to complete this section as you should have already identified potential risks and impacts as part of your Risk Reduction Plan (see Minn. Stat. 245A.66). If you have not addressed any of these hazards that could impact your site, you should use this section or add items to your Risk Reduction Plan.

| HAZARDS                  | RISK OF HARM, POTENTIAL IMPACT AT YOUR SITE, AND PLAN FOR CONTINUING OPERATIONS DURING AND AFTER THE EMERGENCY  |
|--------------------------|---|
| Fire                     | <p>All staff are trained upon hire in procedures for fire prevention and procedures to carry out in the event of a fire. Fire extinguishers are inspected by a licensed fire extinguisher company and record tag remains affixed to the extinguisher indicating inspection dates. Fire Drills are held every month and are recorded in a log. All fire exit routes and building evacuation routes are posted along with emergency phone numbers.</p> <p>Fire evacuation procedures:</p> <ul style="list-style-type: none"> <li>• first adult to come across fire will pull the fire alarm and call 911</li> <li>• Each classroom teacher will evacuate children taking attendance sheet, emergency cards, and medication bag (if needed)</li> <li>• Teacher will close off the fire</li> <li>• The Director will take First Aid Kit, emergency kit and emergency cards</li> <li>• The staff and children will meet at The Waters Senior Living. Attendance and a count of children and staff is made.</li> <li>• No one will return to the building until the fire department has given permission.</li> <li>• The fire will be reported to DHS at 651-431-6500 within 48 hours of a fire that requires the fire department.</li> </ul> |
| Flood                    | <p>In the event of a flood, staff would listen to weather reports and follow the advice of emergency responders. If needed, evacuate to higher ground as waters rise out of the area.</p>   |
| Gas/Chemical Leaks       | <p>In the event of a gas leak, the gas leak is treated the same way as a fire and the school will be evacuated following the fire evacuation procedures.</p>  |
| Hazardous Materials      | <p>911 will be called as soon as a hazardous materials accident, spill, or leak occurs. If warning sirens are heard, the local radio station will be turned on and instructions from emergency responders will be followed. Staff and children will stay away from the incident.</p>  |
| High or Low Temperatures | <p>In the event of extremely high or low temperatures, staff would exercise caution to protect them from risk by:</p> <ul style="list-style-type: none"> <li>• Staying in the coolest/warmest place in the building</li> <li>• Dressing for the weather</li> <li>• Keep kids hydrated</li> <li>• Play outside for short periods of time, or staying inside</li> <li>• And follow the National Weather Service chart for hot/cold temperatures</li> </ul>  |
| Infectious Diseases      | <p>Pandemic Outbreak: The program will follow local and government agencies such as the MN Department of Health (MDH) and The Centers for Disease Control (CDC) on pandemic planning and management.</p> <p>Limiting the spread of germs by:</p> <ul style="list-style-type: none"> <li>• Washing hands frequently (arrival, after using shared toys, before and after eating)</li> <li>• Covering coughs in elbow or tissue</li> <li>• Hygiene supplies readily available</li> <li>• Clean and safe food preparation techniques</li> <li>• Keeping toys and facilities clean</li> </ul> <p>If a child becomes sick while at school, isolate the child and check on them regularly until they can be picked up. Exclusion of the child until they are well before coming back to school. The Director will notify families of illness.</p>  |

|                       |   |
|-----------------------|---|
| Nuclear Power Plant   | Please note, there are two nuclear power plants in Minnesota. Depending on your proximity to these plants, which are located in Welch and Monticello, you may/may not have a potential "risk of harm."  |
| Severe Winter Weather | <p>In the event of severe winter weather, staff would exercise caution to protect them from risk by:</p> <ul style="list-style-type: none"> <li>• Listening to NOAA weather radio for latest weather reports and emergency information</li> <li>• Dressing for the weather</li> <li>• Play outside for short periods of time, or staying inside</li> <li>• And follow the National Weather Service chart for wind chill reports</li> </ul>  |
| Thunderstorm          | <p>In the event of severe thunderstorm, staff would exercise caution to protect them from risk by:</p> <ul style="list-style-type: none"> <li>• Listening to NOAA weather radio for latest weather reports and emergency information</li> </ul>   |
| Tornado               | <p>In the event of a tornado, staff would exercise caution to protect them from risk by:</p> <ul style="list-style-type: none"> <li>• Listening to NOAA weather radio for latest weather reports and emergency information</li> <li>• Take shelter with the children if skies appear threatening</li> <li>• Contact families to let them know that children are safe</li> <li>• Have emergency kit, emergency cards, cell phone, and radio to shelter-in-place locations</li> </ul>   |
| Violent Incidents     | <p>If the staff are threatened with situations such as bomb threat, a robbery, or a situation where an individual within the school is a target, they will avoid confrontation with someone who is armed with a weapon. The emergency kit, cell phone, and radio will be with the children in their classrooms. The shelter will be locked down by means of locking the door, covering the windows if it is safe to do so, turning off the lights, and keeping everyone away from the windows. 911 will be called and instructions will be followed. Staff will keep the children as quiet and calm as possible. Staff will tune into radio for updates and to find out when it is safe to leave the shelter. Parents/guardians of the children will be contacted when the danger has passed.</p> |
| Other                 |   |

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## 8. Child Emergency Contact Information

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You should collect each child's emergency contact information and keep it with your emergency kit(s). Licensed child care centers and licensed family child care providers already collect this information from parents/guardians upon enrollment.

Keep the following information with your emergency kit(s) in case of an emergency:

Child specific information:

- Child's name
- Child's address
- Child's date of birth
- (If applicable) Special instructions for children with disabilities or chronic medical conditions

Parent/guardian information:

- Name(s) & relationship to child
- Preferred contact information (i.e., phone number or email address)
- Alternate emergency contacts
- Individuals authorized for pick-up

For licensed family child care providers, this information is on the first page of each child's Admissions and Arrangements form. Keep a copy of the first page of each child's Admissions and Arrangements form with your emergency kit(s) so that the information can be easily accessed in an emergency.

Please note: Do not post any child-specific information with your emergency plan or share it with other parents.