

## 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	DATE(S) REVISED		
May 2011	Jan. 2019		
PROVIDER NAME			
Lakeside Presbyterian Nursery School			
ADDRESS		CITY	STATE ZIPCODE
4430 McCulloch St.		Duluth	MN 55804
PHONE NUMBER		EMERGENCY PHONE	
218-525-1967		218-341-0601	

### 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)	LOCATION 2 (IN-BUILDING)
Red Room <small>for Red + Yellow Room</small> Blue Room Closet <small>for Blue Room</small>	Fellowship Hall

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

Teacher on sight is responsible for children in room. Children + teacher will move to shelter-in-place location. Teacher will take the emergency backpack and their cell phone. Water + fruit snacks will be available for children.

#### 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

All children at this center can be included in group procedures. If children w/ special needs attend school, an individual plan will be made on an annual basis.

#### Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN

Local emergency officials will be notified in an emergency fire, lock-down, severe injury

PARENTS / GUARDIANS WILL BE NOTIFIED WHEN

A lock-down / fire / evacuation / shelter-in-place (tornado) / or severe injury occur

#### 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

All emergency contact information for each child is kept in a backpack in each room. The emergency backpack <sup>also</sup> contains allergy plans, epi-pens (if needed) and a first aid kit.

### 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

Posted on a card by the door to each classroom.

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

Plans will be made on an as needed basis and will be specialized based on individual needs needs.

#### Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN

Children + teachers must evacuate the building or shelter-in-place

PARENTS / GUARDIANS WILL BE NOTIFIED WHEN

Children are evacuated or must shelter-in-place.

#### 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

Same as shelter-in-place

#### Relocation - Location 1

BUILDING NAME Cohoon Family Residence		REASON(S) TO EVACUATE TO LOCATION 1 fire/gas	
ADDRESS 4431 Robinson St.	CITY Duluth	STATE MN	ZIP CODE 55804
PHONE NUMBER 218-464-5459	EMERGENCY PHONE 763-276-5927		
TRANSPORTATION TO LOCATION 1 walk - Located across alley from site			
OTHER DETAILS			

#### Relocation - Location 2 (optional)

BUILDING NAME Snap Fitness		REASON(S) TO EVACUATE TO LOCATION 2 fire/gas	
ADDRESS 4425 E. Superior St.	CITY Duluth	STATE MN	ZIP CODE 55804
PHONE NUMBER 218-212-1212	EMERGENCY PHONE 218-341-0601		
TRANSPORTATION TO LOCATION 2 walk - 3 blocks			
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

Teachers will stay with children until it is safe for parents/guardians/or emergency contacts to come and get children.

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PARENT/GUARDIAN CONTACT INFORMATION WILL BE MAINTAINED IN THIS LOCATION

Each classroom maintains emergency backpack that is carried when children leave the classroom.  
Emergency form will be stored at the Cohoon family residence.

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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 RELEASER OR REUNIFICATION

If other than parent/guardian are picking up children - photo ID is required.

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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

Teachers, church officials (pastor, custodian)

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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

Teachers, church officials + elders, Licensor,  
emergency officials

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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) Duluth	CONTACT NAME	
NON-EMERGENCY NUMBER 911	24-HOUR EMERGENCY NUMBER 911	
CITY (if applicable)	CONTACT NAME	
NON-EMERGENCY NUMBER 911	24-HOUR EMERGENCY NUMBER 911	

**Utility Emergency Phone Numbers**

ELECTRIC 218-730-5167	COMPANY	
CONTACT PERSON	24-HOUR EMERGENCY NUMBER 218-730-4000	
GAS 218-730-4100	COMPANY	
CONTACT PERSON	24-HOUR EMERGENCY NUMBER 218-730-4100	
WATER 218-730-4000	COMPANY	
CONTACT PERSON	24-HOUR EMERGENCY NUMBER 218-730-4000	

**General Emergency Resource Numbers**

MINNESOTA POISON CONTROL	PHONE NUMBER 800-222-1222
CRIME VICTIM SERVICES 911	PHONE NUMBER
POST-CRISIS MENTAL HEALTH HOTLINE 800-273-8255	PHONE NUMBER
FIRE DEPARTMENT 911	PHONE NUMBER
OTHER	PHONE NUMBER

NAME OF INSURANCE AGENCY Brotherhood Mutual	
INSURANCE CONTACT PERSON Reed Byers	PHONE NUMBER 877-493-4772

**Licensing or Certification Information**

LICENSING OR CERTIFICATION NUMBER 801349-1-CCC	
LICENSED OR CERTIFIED BY STATE OR COUNTY State of MN	
LICENSOR NAME Sara Delaney	LICENSOR PHONE 651-431-6764

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

CCAP PROVIDER ID	
CCAP AGENCIES REGISTERED WITH	CCAP AGENCY PHONE NUMBER(S)

## 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	Get out of building - meet at meeting tree - proceed to Cohoon family residence or Snap Fitness
Flood	Relocate to 2 <sup>nd</sup> or 3 <sup>rd</sup> floor
Gas/Chemical Leaks	walk to Snap Fitness
Hazardous Materials	Stored by building custodian in locked areas away from classrooms
High or Low Temperatures	outdoor play. dependent on temps. Cancel school or relocate if heater breaks during school day/week.
Infectious Diseases	Child is separated, parent/guardian called to pick-up. Other parents notified of exposure.
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." N/A
Severe Winter Weather	Closures dependent on + followed by Public School
Thunderstorm	Stay indoors - monitor tornado watches/warnings.
Tornado	go to redroom / fellowship hall
Violent Incidents	shelter-in-place locations - classroom doors are locked when school is in session
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.