

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 | | | |
| 11/12/19 | | | | |
| PROVIDER NAME | | | | |
| Little Beginnings Learning Center | | | | |
| ADDRESS | | CITY | STATE | ZIPCODE |
| 12140 120th St S | | Hastings | MN | 55033 |
| PHONE NUMBER | | EMERGENCY PHONE | | |
| 651-480-1416 | | | | |

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) |
| Classrooms | Classrooms |

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

Each classroom will lock doors, shut off lights, and be quiet, maintaining ratios and staying together. The director will inform staff via messaging and/or phones when it is safe or things have changed.

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

Children with special needs are included in the classroom and should follow procedures if possible. If not possible, an available staff member or office staff will take the child along with some quiet toys or books. Children with chronic medical conditions are included in the classroom and should follow procedures when possible. If not possible, an available staff member will take responsibility for the child's specific needs.

Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN

Notification will happen with any Shelter-in-Place or Lockdown that happens. At that point, we can have them help determine next steps accordingly.

PARENTS / GUARDIANS WILL BE NOTIFIED WHEN

Parents will be notified when any emergency happens. Parents/guardians will be notified via email and/or messaging alerts during an emergency or as soon as possible.

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 has a backpack with a first aid kit and emergency contact information for each child. In an emergency, the teacher is in charge if making sure the children are safe and the assistant/aide is responsible for the other tasks. Each classroom is responsible to maintain supplies and make sure all paperwork is in order.

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

Evacuation procedures are posted in each room, with primary, secondary, and alternative routes for each room. Staff would follow the same procedure as a fire exit, practiced monthly.

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

Infants will be placed in evacuation cribs for quick movement. Toddlers and young children will be assisted by not only their staff, but any office staff or extra adults. There is an evacuation bag filled with supplies for infants and toddlers, packed and ready in an emergency.

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

Any children with disabilities or chronic medical conditions will be evacuated based on specific needs. Any medications should be stored either easily accessible (in the medication lock box in each classroom) or in the backpack.

Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN

Notification will happen with any Evacuation and Relocation that happens. At that point, we can have them help determine next steps accordingly.

PARENTS / GUARDIANS WILL BE NOTIFIED WHEN

Parents will be notified when any emergency happens. Parents/guardians will be notified via email and/or messaging alerts during an emergency or as soon as possible.

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

Each classroom has a backpack with a first aid kit and emergency information for each child. In an emergency, the teacher is in charge of making sure the children are safe, the assistant will grab the backpack.

Relocation - Location 1

| | | | |
|--|---|-------------|-------------------|
| BUILDING NAME Erickson Marine | REASON(S) TO EVACUATE TO LOCATION 1 When danger inside the building warrents and weather | | |
| ADDRESS 12065 120th St S | CITY Hastings | STATE MN | ZIP CODE 55033 |
| PHONE NUMBER 651-437-6159 or 651-437-5319 | EMERGENCY PHONE 651-271-6914 | | |

TRANSPORTATION TO LOCATION 1

Walk across the street

OTHER DETAILS

Name to face would be taken upon arrival - Teacher will bring tablets and cell phones along

Relocation - Location 2 (optional)

| | | | |
|------------------------------|---|-------------|-------------------|
| BUILDING NAME Ace Trailer | REASON(S) TO EVACUATE TO LOCATION 2 When danger inside the building warrents and weather | | |
| ADDRESS 12090 Margo Ave S | CITY Hastings | STATE MN | ZIP CODE 55033 |
| PHONE NUMBER 651-438-8780 | EMERGENCY PHONE 651-271-6914 | | |

TRANSPORTATION TO LOCATION 2

Walk 1 block to the location

OTHER DETAILS

Name to face would be taken upon arrival - Teacher will bring tablets and cell phones along

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.

PARENTS / GUARDIANS WILL BE NOTIFIED WHEN

Parents/guardians will be notified immediately or as soon as the situation deems possible. Teacher will email, message, and/or call to notify them of the groups location and the plan. Messages will be left for any parents that could not be reached. Once they've reached out to all parents, they will move on to emergency contact alternatives for those not reached. We will continue to maintain ratio until all parents have arrived.

PARENT/GUARDIAN CONTACT INFORMATION WILL BE MAINTAINED IN THIS LOCATION

All hard copies of emergency contact information is kept in each classroom backpack. They are kept in each classroom and travels with the staff as the class moves to other areas of the building or to the playground. Our software program also contains family information, which can be accessed from any computer or electronic device.

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

OTHER DETAILS ABOUT RELEASE OR REUNIFICATION

We will follow our usual protocol/procedures of checking ID for any emergency contact person who is unknown to the staff.

5. Continuing Operations Procedures

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

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

- Owners/Director
- Office Staff on Shift
- Lead Teachers

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

- Owners/Director
- Office Staff on Shift
- Lead Teachers

ANY ADDITIONAL CONSIDERATIONS FOR OPERATIONS

The police or any officials will aid in any decision making if needed

6. Emergency Contact Information

For Emergencies - Dial 911

Law Enforcement Agencies

| | |
|----------------------------------|--|
| CITY (if applicable) Hastings | CONTACT NAME Hastings Police Department |
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|--------------------------------------|---------------------------------|
| NON-EMERGENCY NUMBER 651-480-2300 | 24-HOUR EMERGENCY NUMBER 911 |
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|---|--------------------------------|
| CITY (if applicable) Washington County | CONTACT NAME County Sheriff |
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| NON-EMERGENCY NUMBER 651-439-9381 | 24-HOUR EMERGENCY NUMBER 911 |
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Utility Emergency Phone Numbers

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|------------------|------------------------|
| ELECTRIC Xcel | COMPANY Xcel Energy |
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|----------------|--|
| CONTACT PERSON | 24-HOUR EMERGENCY NUMBER 1-800-895-2999 |
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|--------------------|------------------------|
| GAS Centerpoint | COMPANY Centerpoint |
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|----------------|--|
| CONTACT PERSON | 24-HOUR EMERGENCY NUMBER 612-321-4939 |
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|---------------|-------------------------|
| WATER Well | COMPANY Kimmes Bauer |
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| CONTACT PERSON Al Hanson | 24-HOUR EMERGENCY NUMBER 651-437-1973 |
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General Emergency Resource Numbers

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|--------------------------|------------------------------|
| MINNESOTA POISON CONTROL | PHONE NUMBER 800-222-1222 |
|--------------------------|------------------------------|

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|-----------------------|--------------------------------------|
| CRIME VICTIM SERVICES | PHONE NUMBER 1-800-247-0390 Ext 3 |
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|-----------------------------------|--------------------------------|
| POST-CRISIS MENTAL HEALTH HOTLINE | PHONE NUMBER 1-800-635-8008 |
|-----------------------------------|--------------------------------|

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|----------------------------------|------------------------------|
| FIRE DEPARTMENT Hastings Fire | PHONE NUMBER 651-480-6150 |
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|-------|--------------|
| OTHER | PHONE NUMBER |
|-------|--------------|

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|--|--|
| NAME OF INSURANCE AGENCY Faribo Insurance | |
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|---|------------------------------|
| INSURANCE CONTACT PERSON Julie Peine | PHONE NUMBER 651-319-0613 |
|---|------------------------------|

Licensing or Certification Information

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|---|--|
| LICENSING OR CERTIFICATION NUMBER 831066 | |
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|--|--|
| LICENSED OR CERTIFIED BY STATE OR COUNTY | |
|--|--|

| | |
|----------------------------------|--------------------------------|
| LICENSOR NAME Samantha Wueste | LICENSOR PHONE 651-431-2804 |
|----------------------------------|--------------------------------|

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

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|--------------------------|--|
| CCAP PROVIDER ID 7711 | |
|--------------------------|--|

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|--|---|
| CCAP AGENCIES REGISTERED WITH Dakota County | CCAP AGENCY PHONE NUMBER(S) 651-554-5611 |
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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 | The severity of the fire and location will determine whether operations can continue regularly or on an alternate routine. All rooms, bathrooms, and kitchen need to be functional to ensure safety of the children. Ratios and regulations must be followed. |
| Flood | The severity of the flood and location will determine whether operations can continue regularly or on an alternate routine. All rooms, bathrooms, and kitchen need to be functional to ensure safety of the children. Ratios and regulations must be followed. |
| Gas/Chemical Leaks | In the event of a gas or chemical leak, officials will determine whether the center is safe to remain operational. |
| Hazardous Materials | We would not remain operational if the hazardous material would deem the center unsafe. |
| High or Low Temperatures | The length and duration of the temperature will determine whether the center can remain operational. If temps dip or raise to unsafe levels, we will proceed with closing the center. |
| Infectious Diseases | In the event of an infectious disease, the center would proceed to clean and disinfect. We would inform the health department of the disease and use their recommendations for proper procedures. |
| 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." We would not remain operational in the event of a nuclear issue. |
| Severe Winter Weather | We will remain open during severe weather unless it is unsafe for opening staff to get to work. At that point, we will inform parents by email, messaging, and/or on WCCO. If severe weather occurs during the day, parents will be kept informed of our status. |
| Thunderstorm | We will remain indoors, away from potential weather related hazards (wind, lightning, etc.) |
| Tornado | We will use our tornado safety skills and go to our safety zones. If there is damage, we would close our building until it is safe to re-open. If there is no damage, we will remain operational. |
| Violent Incidents | We will determine operations based on the severity of the incident. If it occurs at or in our center, we would call parents and let them decide whether to pick up their child or not. If it's in the area we would remain operational, but inform parents of the incident. |
| Other | |

8. Child Emergency Contact Information

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.

Addendum: Emergency Preparedness Plan

Family Child Care, Licensed Child Care Centers and Certified Child Care Centers

Shelter-in-place / lockdown procedures

Describe any special circumstances or procedures needed for accommodating infants and toddlers.

In addition to using the evacuation cribs and grabbing the classroom backpack/specific medications from the classrooms, we will also take our Evacuation Bag. This will assist in any infants or toddlers who have other needs while we wait.

In the evacuation bag there is:

- A few clean infant bottles
 - A bottle of clean water
 - A small amount of formula
 - A few sippy cups
 - A small bag of snacks
 - A few books
 - Some wipes
 - Some diapers
 - Some gloves
 - A few small bags
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