

# 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 |                 |       |
| 1/4/18   |                 |                 |       |
| PROVIDER NAME  |                 |                 |       |
| Cindy Carver Carlson – Concordia Community Arts Playcare |                 |                 |       |
| ADDRESS  |                 | CITY            | STATE |
| 2501 Woodland Avenue                                     |                 | Duluth          | MN    |
| PHONE NUMBER   |                 | EMERGENCY PHONE |       |
| 218-590-2567   |                 | 218-340-4049    |       |
|  |                 | ZIPCODE         |       |
|  |                 | 55803           |       |

## 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)  |
| Ladies Restroom (No windows – 1 door) | Kitchen (Close both entry doors and sliding wooden window door) |

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

If there is an emergency where we need to be safe and secure and leave the classroom, we would (myself and the aides that are working that day) all move to the ladies' restroom. We would close the door (having the children sit away from the door and an adult in front of the door) and stay until such time when we are able to come out. We will place the kids on a large towel and have our emergency kit with us in case it is needed.

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

At this time we have 5 children a day with autism or other special needs. We have picture schedules that can be used for helping with behaviors. If there are medical needs, we would bring any form of care needed to the bathroom or kitchen.

### Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN

As soon as all the kids are safe in the bathroom or kitchen, we will contact emergency responders. We also have 2 to 3 adults at a time in the classes who will be contacting parents and will facilitate moving kids to safety.

PARENTS / GUARDIANS WILL BE NOTIFIED WHEN

A text message will be sent, phone call and a parent phone chain to notify them of our situation and needs once they are set in the shelter.

### We also have 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

First Aid Kit, 2 way radio, flashlight, safety glasses, rubber gloves, plastic bags and a story to read to the kids. Flashlight in case the power is out, emergency first aid kit in case someone is injured. Reading a story to the kids can calm them down while we wait. Snacks only if it is an extended period of time. We also have heat sheets or astro blankets available in case our power is out and we need heat or to keep cool while we are waiting.

### 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

We will have one adult grab coats, hats and mittens while the other adult(s) place kids in our cars if we need to be in a shelter. One adult will stay with kids in each car.

**EVACUATING INFANTS AND TODDLERS** Describe any special circumstances or procedures needed for evacuating infants and toddlers from the building  
Preschool age only and all can walk , if needed will be carried to the car. If just evacuating and do not need to be in a shelter, we will meet at the playground.

**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

Need to carry some that are slow, provide pictures and transition cards if needed.

#### Notification

**EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN**

As soon as we are needing to evacuate. Once kids are in the car(s) and able to make sure they are safe, then we will contact the emergency responders.

**PARENTS / GUARDIANS WILL BE NOTIFIED WHEN**

- 1) Children are safe
- 2) Emergency responders are contacted
- 3) Contact by group text and by phone chain

#### 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

Flashlight in case of dark, blanket in cars in case it's cold. CALM ATTITUDE!

#### Relocation - Location 1

|  |   |             |                   |
|--|---|-------------|-------------------|
| BUILDING NAME<br>Hartley Nature Center | REASON(S) TO EVACUATE TO LOCATION 1<br>Cannot be in playcare areas or car |             |                   |
| ADDRESS<br>3001 Woodland Avenue        | CITY<br>Duluth  | STATE<br>MN | ZIP CODE<br>55803 |
| PHONE NUMBER<br>218-724-6735           | EMERGENCY PHONE<br>218-724-6735   |             |                   |

TRANSPORTATION TO LOCATION 1

Everyone will walk the short distance to the building

OTHER DETAILS

#### Relocation - Location 2 (optional)

|                                   |  |             |                   |
|-----------------------------------|--|-------------|-------------------|
| BUILDING NAME<br>Glen Avon Church | REASON(S) TO EVACUATE TO LOCATION 2<br>Hartley Nature Center unavailable |             |                   |
| ADDRESS<br>2105 Woodland Avenue   | CITY<br>Duluth   | STATE<br>MN | ZIP CODE<br>55812 |
| PHONE NUMBER<br>218-724-1604      | EMERGENCY PHONE<br>218-724-16094   |             |                   |

TRANSPORTATION TO LOCATION 2

Walk

OTHER DETAILS

## 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

We will wait at designated area with children until they are picked up;

- 1) From our cars
- 2) From Harley Nature Center
- 3) From Glen Avon Church

PARENT/GUARDIAN CONTACT INFORMATION WILL BE MAINTAINED IN THIS LOCATION

On cell phones and/or emergency child information kit.

**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

Child will only be released to parent on list or with proper identification. Otherwise the staff will stay with the child(ren) until we can reconnect them with their parents or grandparents.

## 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

Staff: Megan Doherty, Haley Kobiskey, Izzy Johnson

Others: Jon Carver Carlson and Concordia Lutheran Church – Pastor Jeff

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

Same as above

We will discuss other alternatives and then discuss with parents

ANY ADDITIONAL CONSIDERATIONS FOR OPERATIONS

That we are always mindful of any potential threat or concern.

**6. Emergency Contact Information****For Emergencies - Dial  
911****Law Enforcement Agencies**

|  |                     |                                 |
|--|---------------------|---------------------------------|
| CITY (if applicable)<br>DPD                      | CONTACT NAME<br>N/A |                                 |
| NON-EMERGENCY NUMBER<br>218-730-5400             |                     | 24-HOUR EMERGENCY NUMBER<br>911 |
| CITY (if applicable)<br>St. Louis County Sheriff | CONTACT NAME<br>N/A |                                 |
| NON-EMERGENCY NUMBER<br>218.726-2450             |                     | 24-HOUR EMERGENCY NUMBER<br>911 |

**Utility Emergency Phone Numbers**

|                             |                            |  |
|-----------------------------|----------------------------|--|
| ELECTRIC<br>Minnesota Power | COMPANY<br>Minnesota Power |  |
| CONTACT PERSON<br>N/A       |                            | 24-HOUR EMERGENCY NUMBER<br>218-722-2641 |
| GAS<br>Comfort Systems      | COMPANY<br>City of Duluth  |  |
| CONTACT PERSON<br>N/A       |                            | 24-HOUR EMERGENCY NUMBER<br>218-730-4100 |
| WATER<br>Comfort Systems    | COMPANY<br>City of Duluth  |  |
| CONTACT PERSON<br>N/A       |                            | 24-HOUR EMERGENCY NUMBER<br>218-730-4000 |

**General Emergency Resource Numbers**

|   |                                  |
|---|----------------------------------|
| MINNESOTA POISON CONTROL  | PHONE NUMBER<br>800-222-1222     |
| CRIME VICTIM SERVICES<br>DPD  | PHONE NUMBER<br>911              |
| POST-CRISIS MENTAL HEALTH HOTLINE                                   | PHONE NUMBER                     |
| FIRE DEPARTMENT<br>City of Duluth Fire Department                   | PHONE NUMBER<br>911/218-730-4400 |
| OTHER   | PHONE NUMBER                     |
| NAME OF INSURANCE AGENCY<br>Farmer's Insurance Tom Eng 218-724-4200 |                                  |
| INSURANCE CONTACT<br>PERSON   | PHONE<br>NUMBER                  |

**Licensing or Certification Information**

|   |                               |
|---|-------------------------------|
| LICENSING OR CERTIFICATION NUMBER<br>108991-1-FCC<br>LICENSED OR CERTIFIED BY STATE OR COUNTY |                               |
| LICENSOR NAME<br>St. Louis County/Helen Jamnick   | LICENSOR PHONE – 218-726-2176 |

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

CCAP PROVIDER ID

|                                  |                                |
|----------------------------------|--------------------------------|
| CCAP AGENCIES REGISTERED<br>WITH | CCAP AGENCY PHONE<br>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                     | If there is a fire in the building it would be a severe risk to stay in the building, therefore we would follow our evacuation procedures we have been practicing monthly. If there is a fire in the basement, we will go up the stairs and meet by the basketball hoop. If in the kitchen and church elsewhere, we will go to the playground. If there is inclement weather, we will walk to cars. We will follow our procedure of one person contacting emergency personnel while helping to organize and evacuate safely. Then parents will be contacted once everyone is safe. We will continue our program only on that day only if it is safe to enter the building and it is not hazardous to children in the building.   |
| Flood                    | If there is a flood that affects us being able to stay in our basement classroom, we would move to the upper part of the church. This would be a moderate risk as we have the ability to move to higher floors if needed. We would call emergency personnel if needed and have parents come pick up only if it was safe for them to do so. We would continue our program upstairs until such it was safe to go home or have parents pick us up. We would not stay at the playground as it is at ground level. We will use our two way radios to keep abreast of impending danger   |
| Gas/Chemical Leaks       | A Gas of Chemical leak would be a severe risk if this were to happen if it was on the road near our program and provided a fire hazard or a severe threat to children. If we were outside, we would quickly move inside the church building so the children are not exposed to air borne chemicals. We would move to a closed room such as the classroom first as we can close doors and stay away from chemicals. We would not have children leave until such time as there was an all clear and it was deemed safe from authorities and then would call parents to pick them up when safe. We will use our two way radio to know when it is safe rather than tie up the phone lines.   |
| Hazardous Materials      | Hazardous materials can be found in all homes and day cares. In our setting the janitor stores pesticides, paint, and lawn and garden products in the shed that is locked and far away from the program and children. The hazardous materials would be bleach, ammonia, and Myers cleaning products. These products are kept in closets on a high shelf that children do have access to. If the child did get exposed to materials for any reason, we would respond quickly to care for the child, notify authorities if needed, and then also notify parents. Children are not alone in classrooms or near closets where materials are kept. We would and continue to watch and monitor any potential hazardous risk.   |
| High or Low Temperatures | This is a mild risk in our setting. Children come to school with clothing that matches the weather outside. If we had extreme cold in our building and the heat went out during the winter, we would have children put on all of their outer winter clothing and we have extra on hand if needed. If it was for a short time and children were able to continue comfortably and safely, we would not end our program for the day. If it was extremely hot outside, we would stay in the lower area of the basement of the church and continue our program as long as we felt it was safe for children.   |
| Infectious Diseases      | This would be a moderate risk. An infectious disease is an illness caused by the presence of disease-causing agents or germs, including viruses, bacteria, fungi and parasites or microbes. These diseases are called communicable diseases or transmissible disease due to their potential of transmission from one person to another. Children do not always understand the process of covering their mouth when coughing or sneezing and often have their hands in their noses. If a child was showing symptoms of a contagious disease, he or she, would be separated from the kids to a comfortable location until his or her parents could pick him or her up. We would have one adult immediately begin cleaning areas that were touched or could come in contact with the disease. We would inform parents of the potential or possibility or exposure to the disease. If the disease was spreading and noted in others in the program, we would close the center until such time we could have children return safely. We would report to the CDC and we would be extra vigilant with hand washing and safety in the program. |
| 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."<br>N/A  |
| Severe Winter Weather    | Stay in classroom. This is a mild risk as we have outdoor clothes and are prepared for winter weather. We live in Duluth Minnesota and have provisions in our community for snow and severe cold. We would not go outside if it was a severe windchill or snow advisory. We would stay inside. We would shut the program down if it was recommended by authorities or allow children to stay until such time it is safe for them to pick the children up.  |
| Thunderstorm             | This is a severe risk if we were outside and a thunderstorm occurred and away from our school building. If we are inside the building, we would just continue our program unless we had a loss of power. We would need to make sure children could use the bathroom. Our preschool is away from windows so we would be at a minimal risk in the basement. During a thunderstorm, parents would pick up children at the top of the church by the office. If we were outside on a walk in Hartley, we would find a low space and get into a position where our feet on on the ground and we make a ball until it passes and we are able to walk back to the church. We check the weather before we go out and would not go out if there was impending risk of a thunderstorm. We would practice also how to be safe if outside in a thunderstorm and cannot get immediately back to the building. We would most likely not be too far from the building and would follow what we tell the kids "when Thunder roars go indoors"   |
| Tornado                  | This is a severe risk in Minnesota. We have practiced what to do in the case of tornado and would go to the women's restroom which is way from windows and still in the basement of the building. We would wait until it is safe to exit the bathroom. Children would not go outside until it is safe in case there were downed power lines or other debris that could be unsafe for children. Parents would be contacted if there is power and reception to let them know we are safe. If outside, we would immediately head inside for shelter.  |

|                   |  |
|-------------------|--|
| Violent Incidents | This would be a severe risk for children. We would Lock doors and wait until authorities tell us the situation is secure. We would follow procedures of heading to the bathroom or locking ourselves upstairs inside the pastor's office or middle communion room. Depending on where the threat is located. We would have our cell phones with us and our emergency preparedness kit. We would contact authorities and then parents. Children would be able to be picked up after the authorities deemed it was safe. |
| 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.