



# Child Care Emergency Plan

6 DEPARTMENT OF HUMAN SERVICES

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 12/08/2017	DATE(S) REVISED Revised annually, and as needed. Most recent revision 5/18/2018		
PROVIDER NAME Como Early Learning Center			
ADDRESS 1024 27 <sup>th</sup> Ave SE	CITY Minneapolis	STATE MN	ZIPCODE 55414
PHONE NUMBER 612-331-8340	EMERGENCY PHONE 612-331-8340		

## 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) Room A—Room A Bathroom Room B—Preschool Bathroom Room C—Far Adult/Single Person Bathroom	LOCATION 2 (IN-BUILDING)
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PROCEDURES FOR SHELTER-IN-PLACE / LOCKDOWN Describe your procedures (who, what, where, when)

### Threat to Safety/lockdown:

If you are the first person to identify the threatening behavior, notify other staff and initiate a lockdown. Second person should also announce a lockdown to assure that all individuals in the building have been notified. If an EXTERNAL LOCKDOWN, meaning the threat is nearby but not in the building, bring all children to the designated shelter-in-place areas. Persons in Room A should go to the Room A bathroom during this type of emergency. Room B will go to the preschool bathroom across from the office. Room C will proceed to the adult/single person restroom. Persons in the muscle room or outside/on the playground should proceed to their classroom’s designated shelter area. Secure all doors and windows. When exiting, Room A will shut entrance door to muscle room. Room C will secure sliding lock on partition to kitchen. If an INTERNAL LOCKDOWN, meaning the threat is inside the building, secure all children in the safest, most accessible area, away from doors and windows if possible. In some instances the safest option may be to remain where you are. Once everyone is in their shelter-in-place, call 911. Remain quiet with children and keep children calm. Attempt to assure that other classrooms have been notified of the emergency without endangering your personal safety; if you are aware that another classroom outside of the center, attempt to contact the staff members supervising this class on their cell phone (text is preferred) and advise them to stay away from the center. If you are a staff member supervising a class outside of the center and receive a notification of a lockdown situation, immediately take your group of children to CSCC core way 1051 in building 11. Then call 911 and wait for instructions from emergency personnel. DO NOT resume normal activities until given the “ALL CLEAR” by emergency personnel.

### Tornado:

Persons in Room A should go to the Room A bathroom during this type of emergency. Room B will go to the preschool bathroom across from the office. Room C will proceed to the adult/single person restroom. Persons in the muscle room or outside/on the playground should proceed to their classroom’s designated shelter area. Persons in the office and kitchen/storage rooms should proceed to the adult bathroom/Room C shelter area. Secure all doors and windows.

### Blizzard:

If winter weather becomes severe, children and staff will remain inside. In the event of a blizzard, parents or guardians will be notified of the center closing by phone. It will also be posted on KSTP Channel 5. If parents or guardians cannot be reached, emergency contacts will be called. Food and bedding will be available if an emergency overnight stay is necessary. At least two staff members will remain until all the children have been picked up.

### 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 staff members are responsible for assisting a person with a disability to the shelter-in-place. We currently do not have any children enrolled with chronic medical conditions or disabilities.

## Notification

### EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN

In the event that emergency responders are not already aware of the event/danger, emergency responders will be notified. Staff members

will contact emergency responders as soon as they are safe/able. Emergency responders will also be notified if there is imminent threat or danger, or if someone on site needs emergency medical attention.

--Refer to the emergency procedures in the emergency backpack for specific instructions for each type of emergency

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#### PARENTS / GUARDIANS WILL BE NOTIFIED WHEN

In the event of any emergency, once the children are secured in a safe location, all parents must be contacted and given the status of their child, and instructions and the location for the pickup of their child. All emergency backpacks contain emergency contact information for each child. Upon enrollment parents and guardians are notified of our emergency procedures.

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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 has an emergency backpack that includes: first aid kit, emergency reference materials (first aid book), emergency contact information for parents/guardians, ICCPs and emergency medications, a battery operated radio, flashlight, extra batteries, diapers and wipes, extra clothing, fresh water, and books for children.

Backpacks are kept with children at all times in the event that an emergency situation should arise. When outside of the center, staff also bring cell phones in case of an emergency. In the event that classrooms need to move to the shelter-in-place, staff are trained to take the emergency backpack and cell phones with them.

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### 3. Evacuation and Relocation Procedures

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

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

If evacuation is necessary: Close door but do not lock it. Line children up in a single file line at the classroom exit to the playground. Use classroom entry door as secondary exit. Retrieve the first aid kit/emergency backpack and cell phone. Exit in a single line, keeping to the right and allowing emergency personnel to pass. Remain quiet and listen to any instructions. Specific evacuation routes by location:

- Room A—1) Room A exit to playground 2) Go into hall and exit CSCC North door 3) Room B exit to playground
  - Muscle Room—1) Room A exit to playground 2) Go into hall and exit CSCC North door
  - Room B—1) Room B exit to playground 2) Go into hall and out CSCC North door 3) Room A exit to playground
  - Room C—1) Room C exit to playground 2) Go into hall and out CSCC South door 3) Go into hall and out CSCC North door
  - Adult Bathrooms—1) North CSCC exit 2) Room A exit 3) Room B exit
  - CELC Office—1) Go into hall and out North door
  - CSCC Office—1) Go into hall and out South door
  - Kitchen and Storage Room—1) Go into hall and out South door
  - Loft—1) exit out of either North or South exits
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- In case of fire, all persons should proceed to the community garden on the East side of the building. In the case of a natural disaster, a chemical or hazardous material spill nearby, a bomb threat, or safety threats to the building or immediate surrounding area, call 911 and follow the instructions of emergency personnel. If instructed to evacuate the area, take all children and staff to the emergency evacuation location—Fleet and Transportation Services Building: 901 29<sup>th</sup> Ave SE, Minneapolis, MN. Enter through the north door of the building off of Como Ave. Parents will pick up children from the East Door off of 29<sup>th</sup> Ave SE. Katie Johnson (Executive Director) will contact local police: 612-624-2677. If the director is unavailable, the listed individuals will be responsible for contacting the police in the following order: Jenny Sauer, Kristin Wang.

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

We do not have an infant program a CELC. Toddlers learning to walk will be carried by a teacher in order to exit the building in a safe and timely manner.

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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

We currently do not have any children with chronic medical conditions or disabilities. All emergency medications for children with ICCPs are stored in the emergency backpack of the child's classroom.

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#### Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN

In the event that emergency responders are not already aware of the event/danger, emergency responders will be notified. Staff members will contact emergency responders as soon as they are safe/able. Emergency responders will also be notified if there is imminent threat or danger, or if someone on site needs emergency medical attention.

--Refer to the emergency procedures in the emergency backpack for specific instructions for each type of emergency

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PARENTS / GUARDIANS WILL BE NOTIFIED WHEN

In the event of any emergency, once the children are secured in a safe location, all parents must be contacted and given the status of their child, and instructions and the location for the pickup. Parents will pick up their children from the east entrance of Fleet and Transportation Services Building, off of 29<sup>th</sup> Ave SE.

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#### 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 an emergency backpack that includes: first aid kit, emergency reference materials (first aid book), emergency contact information for parents/guardians, ICCPs and emergency medications, a battery operated radio, flashlight, extra batteries, diapers and wipes, extra clothing, fresh water, and books for children.

Backpacks are kept with children at all times in the event that an emergency situation should arise. When outside of the center staff also bring cell phones in case of an emergency. In the event that classrooms need to move to the shelter-in-place, staff are trained to take the emergency backpack and cell phones with them.

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#### Relocation - Location 1

BUILDING NAME Fleet and Transportation Services	REASON(S) TO EVACUATE TO LOCATION 1 If instructed by emergency personnel (ie. Natural disaster, chemical or hazardous material spill nearby, safety threats, etc.)		
ADDRESS 901 29 <sup>th</sup> Ave SE	CITY Minneapolis	STATE MN	ZIP CODE 55414
PHONE NUMBER 612-625-3033	EMERGENCY PHONE NA		

TRANSPORTATION TO LOCATION 1  
Walk

OTHER DETAILS

Enter through the north entrance of the building off of Como AVE. Parents will pick up children from the East entrance off of 29<sup>th</sup> Ave SE.

**Relocation - Location 2 (optional)**

BUILDING NAME	REASON(S) TO EVACUATE TO LOCATION 2		
ADDRESS	CITY	STATE	ZIP CODE
PHONE NUMBER	EMERGENCY PHONE		

TRANSPORTATION TO LOCATION 2

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**

In the event of any emergency, once the children are secured in a safe location, all parents must be contacted and given the status of their child, and instructions and the location for the pickup of their child.

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

Parent/Guardian contact information is kept in the emergency backpacks for each classroom.

**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**

Center pick up procedures will be followed.

**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

1. Como Early Learning Center Staff (Primary—Katie Johnson, Secondary—Jenny Sauer, Tertiary—Kristin Wang)
2. Local Emergency Response and Police (911, see next page for specific contact info)
3. University of Minnesota Parking and Transportation Services
4. University of Minnesota Department of Emergency Management

**ANY ADDITIONAL CONSIDERATIONS FOR OPERATIONS**

All necessary emergency information will be brought with staff and children in each classroom's emergency backpack. Each backpack also contains age-appropriate activities for children to participate in while awaiting parent pick up.

## 6. Emergency Contact Information

### For Emergencies - Dial 911

#### Law Enforcement Agencies

CITY (if applicable) University of Minnesota Police Dept	CONTACT NAME Erik Swanson
NON-EMERGENCY NUMBER 612-624-2677	24-HOUR EMERGENCY NUMBER 911
CITY (if applicable) Minneapolis Police Dept, 2 <sup>nd</sup> precinct	CONTACT NAME Todd Loining
NON-EMERGENCY NUMBER 612-673-5702	24-HOUR EMERGENCY NUMBER 911

**Utility Emergency Phone Numbers:** CELC does not pay for utilities. In the event of a utility emergency, CSCC emergency maintenance will be notified: 612-387-0219

#### General Emergency Resource Numbers

MINNESOTA POISON CONTROL	PHONE NUMBER 800-222-1222
CRIME VICTIM SERVICES Minnesota Crime Victim Support Line	PHONE NUMBER 866-385-2699
POST-CRISIS MENTAL HEALTH HOTLINE Minnesota DHS Mental Health Resources	PHONE NUMBER **CRISIS (**274747)
FIRE DEPARTMENT Fire Department Station 19	PHONE NUMBER 612-331-3577
OTHER 1) St. Paul Police Dept 2) University of Minnesota Parking and Transportation Services a. Ross Allanson, Director 3) University of Minnesota Department of Emergency Management a. Krysta Reuter 4) Hennepin County Child Protection 5) Ramsey County Child Protection 6) Weather Line	PHONE NUMBER 1) 651-291-1111 2) 612-625-9543 3) 612-626-1518 4) 612-348-3552 5) 651-266-4500 6) 763-512-1111
NAME OF INSURANCE AGENCY Philadelphia Insurance Companies/American Agency Inc.	
INSURANCE CONTACT PERSON Tim Pinkowski	PHONE NUMBER 952-417-7779

#### Licensing or Certification Information

LICENSING OR CERTIFICATION NUMBER 800543-6-CCC	
LICENSED OR CERTIFIED BY STATE OR COUNTY: Minnesota	
LICENSOR NAME Kelly St. John	LICENSOR PHONE 651-431-6500

#### 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	
Flood	
Gas/Chemical Leaks	
Hazardous Materials	
High or Low Temperatures	
Infectious Diseases	
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	
Thunderstorm	
Tornado	
Violent Incidents	
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.