

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 2/19/2018	DATE(S) REVISED 10/29/2019, 1/10/2020
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PROVIDER NAME

Casa de Corazón

ADDRESS 3928 Nicollet Avenue	CITY Minneapolis	STATE MN	ZIPCODE 55409
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PHONE NUMBER 612-824-7831	EMERGENCY PHONE (612) 790-9312 & (612) 790-3279
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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) In respective classrooms	LOCATION 2 (IN-BUILDING) Tornado: Laundry, bathrooms, main hallway
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PROCEDURES FOR SHELTER-IN-PLACE / LOCKDOWN Describe your procedures (who, what, where, when)

Staff will direct students to the class, and ensure no students are left in the hall. Students will be instructed to sit on the floor to be below line-of-sight. All doors are to be closed by teachers with door latched. Additional items may be used to block doors (desks, bookshelves, etc.). Window blinds must be lowered and closed. Lights turned off and children encouraged to remain quiet. Teachers should offer children their blankets or comfort toy if possible and safe to do so. Teacher should take attendance of those in the classroom and report to main office and directors' email. Lockdown should be enforced until law enforcement notifies that it is safe to exit the classroom.

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

Any accommodations required for children with disabilities will be taken care of by the designated teacher within each classroom.

Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN

Upon realization that there is danger at the center staff should immediately call 9-1-1.

PARENTS / GUARDIANS WILL BE NOTIFIED WHEN

Once classrooms have been secured and attendance taken, all parents will be notified via email/phone.

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

Our center has a main Emergency Kit located in a backpack, next to the front desk. It includes attendance sheets for each class, emergency contacts, and important phone numbers. Within the kit there is also an OSHA approved first-aid kit, a weather radio with batteries, a flashlight, and water. Each classroom has a kit that contains emergency contact, attendance list, and basic first aid supplies, list of allergies alongside epipens and Allergy Individual Child Care Program Plan (Allergy ICCPP).

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 routes are posted for emergencies. Each class has safe exit routes. Please see attached evacuation routes and exit.

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

Infants will be taken one by one to ensure safety and placed in a crib.

Toddlers will need the support and direction from teachers. Each teacher should be designated a group of children to be responsible for helping with the exit. All toddlers can walk.

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

For children with disabilities, one teacher from each class is in charge of bringing medications to the relocation site as needed. Any other accommodations required for children with disabilities will be taken care of by the designated teacher within each classroom.

Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN

In the event of evacuation and relocation emergency responders will be notified via phone call as soon as possible by the directors or whoever directors instruct to do so.

PARENTS / GUARDIANS WILL BE NOTIFIED WHEN

When everyone is reallocated. We'll communicate with families via emails and/or phone calls.

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

Our center has a main Emergency Kit located next to the front. It is a backpack that has in it an OSHA approved first-aid kit, a weather radio with batteries, a flashlight, and water and all children information (parents/guardians, address, medical contacts, email), pick up lists, emergency contacts, and important phone numbers. Additionally, each classroom has a kit that with basic first aid supplies, emergency contact, attendance list.

In the event of evacuation or relocation the administrative assistant will take the main Emergency Kit and teachers will take the bag in their classroom.

BUILDING NAME	REASON(S) TO EVACUATE TO LOCATION 1		
Mulroy's Body Shop	Emergency Event		
ADDRESS	CITY	STATE	ZIP CODE
3920 Nicollet Ave S	Minneapolis	MN	55409
PHONE NUMBER	EMERGENCY PHONE		
(612) 823-7257	(612) 910-9338		

Relocation - Location 1

TRANSPORTATION TO LOCATION 1

Walking

OTHER DETAILS

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

We will secure children and have attendance taken. Once children are in the secure location, we will email families that we are at our secure location. After emailing, we will begin calling individual families. We will remain with children until each one has been reunited with their parents/legal guardian and continue calling emergency contacts of each child as needed.

PARENT/GUARDIAN CONTACT INFORMATION WILL BE MAINTAINED IN THIS LOCATION

Parent/Guardian contact information is maintained in each emergency kit (one for each classroom, office, and reception).

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

Children will only be released to parent/legal guardian or those listed on their pickup list. Government identification will be required for pickup.

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

Natalie Standridge - Executive Director

Merary Zubryzcki - Administrative Supervisor

All parents

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

Natalie Standridge - Executive Director

Merary Zubryzcki - Administrative Supervisor

All parents.

ANY ADDITIONAL CONSIDERATIONS FOR OPERATIONS

6. Emergency Contact Information

For Emergencies - Dial 911

Law Enforcement Agencies

CITY (if applicable) Minneapolis Police Department	CONTACT NAME
NON-EMERGENCY NUMBER 612-673-5705	24-HOUR EMERGENCY NUMBER
CITY (if applicable) Fire Station 17	CONTACT NAME

NON-EMERGENCY NUMBER 612-822-4942	24-HOUR EMERGENCY NUMBER
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Utility Emergency Phone Numbers

ELECTRIC	COMPANY Xcel Energy	
CONTACT PERSON		24-HOUR EMERGENCY NUMBER 1-800-895-1999
GAS	COMPANY Xcel Energy	
CONTACT PERSON		24-HOUR EMERGENCY NUMBER 1-800-895-2999
WATER	COMPANY	
CONTACT PERSON		24-HOUR EMERGENCY NUMBER

General Emergency Resource Numbers

MINNESOTA POISON CONTROL	PHONE NUMBER 800-222-1222
CRIME VICTIM SERVICES	PHONE NUMBER 651-201-7300
POST-CRISIS MENTAL HEALTH HOTLINE NAMI	PHONE NUMBER 1-888-626-4435
FIRE DEPARTMENT Fire Station 17	PHONE NUMBER 612-822-4942
OTHER Public Health Nurse	PHONE NUMBER 612-617-4600
NAME OF INSURANCE AGENCY	
INSURANCE CONTACT PERSON	PHONE NUMBER

Licensing or Certification Information

LICENSING OR CERTIFICATION NUMBER 1056212 (Rule 3)	
LICENSED OR CERTIFIED BY STATE OR COUNTY MN Department of Human Services	
LICENSOR NAME Leslie Joslin, Licensing Division Office of Inspector General	LICENSOR PHONE 651-431-2640

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	Fire alarms in each center with sprinklers. Fire extinguishers strategically placed. Stanley Security checks the system annually to ensure the system is operating properly.
Flood	
Gas/Chemical Leaks	Our cleaning closet has eye rinse solution in the event that chemical gets in eyes. Our training includes instruction for all chemicals to be about six feet. All chemical bottles are labeled.
Hazardous Materials	All chemicals are labeled and stored in closed closet or above six feet above ground. Additionally, we have the Poison Control Center phone number listed for emergency.
High or Low Temperatures	We follow the Child Care Weather Watch guidelines to determine when it is safe for outside play.
Infectious Diseases	All reported infectious diseases are posted per classroom to notify families.
Nuclear Power Plant	<p>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."</p> <p>We are not within proximity of either power plant.</p>
Severe Winter Weather	We follow the Minneapolis School District closures for Severe Weather.
Thunderstorm	
Tornado	We will begin implementing tornado drills and will follow the guidelines for such an event, which will include taking safety in closets, bathrooms, and main hallway without windows. We will keep canned food and water.
Violent Incidents	We have security protected doors to eliminate strangers from entering the building. We also have the Maltreatment Intake Line available as needed.
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.