

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		
08/15/2018	8/1/2019, 10/16/2019, 10/13/2020, 12/15/2020		
PROVIDER NAME			
Casa de Corazon Centennial Lakes			
ADDRESS		CITY	STATE
4000 W 76th Street #300		Edina	MN
ZIP CODE		55435	
PHONE NUMBER	EMERGENCY PHONE		
952-846-8656	612-723-8555		

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)
Each classroom	Gym bathrooms

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

In the event of a violent threat, the staff and children will remain in their classrooms. Administration will announce on radios that we will be going into lockdown and immediately call 911. The teachers will remain in their classrooms, and the children will remain silent, on the floor. The teachers will turn the lights off and close the blinds, lock the door, and move heavy equipment to block the doors, preventing entry. Children and staff in the gym will go to PreK classroom and lock the door of the bathroom connecting the gym to the PreK room. Anyone in the foyer will enter breakroom

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

The same procedures aforementioned will be followed, with the exception of designated staff members helping a child with a disability or chronic medical condition, and attending to their immediate needs during the emergency procedures.

Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN

As soon as a threat or danger to the safety and security of the children has been detected.

PARENTS / GUARDIANS WILL BE NOTIFIED WHEN

As soon as all children have been relocated to or are in a safe place, accounted for, and first responders have been notified, and it is safe to do so, the parents will be contacted.

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

Emergency Kit (E-Kit) is a water resistant and wheeled medium size cart located at the safe Shelter-in-Place area. Our Emergency Kit has a Childcare Center approved First Aid Kit, tissues, whistle, blankets, flashlight, battery operated radio, additional batteries, disposable cups, disposable gloves, wet wipes, diapers, disinfectant wipes, hand washing solutions, reflective vest, copy of our emergency and relocation procedure, some materials for quiet activities for children such as coloring books and crayons or others. Children Emergency Cards, children medications, drinking water, snacks, baby formula and those indicated to care for Children with chronic conditions or special care properly.

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 have designated escape routes in every classroom. Teachers will gather the children to form a line of exit with one teacher in the front, one teacher in the back, and one teacher in the middle if available. The teachers will constantly count and supervise the children. They will ensure to bring the emergency bag with them.

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

Infants: Every infant room has two Emergency Cribs that can safely transport 3-4 babies at a time to safety. All babies will be evacuated first. The toddlers will use a walking rope, and each will hold onto the rope during transportation. One teacher will lead the group, and one will follow behind to ensure all children are present. If possible, a 3rd teacher will assist in the middle.

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

The same procedures aforementioned will be followed, with the exception of designed staff members helping a child with a disability or chronic medical condition, and attending to their immediate needs during the emergency procedures.

Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN

As soon as a threat or danger to the safety and security of the children has been detected.

PARENTS / GUARDIANS WILL BE NOTIFIED WHEN

As soon as all children have been relocated to or are in a safe place, accounted for, and first responders have been notified, and it is safe to do so, the parents will be contacted.

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

First Aid Kit, tissues, blankets, battery operated radio, disposable cups, disposable gloves, wet wipes, diapers, reflective vest, some materials for quiet activities for children, children medications, drinking water, snacks, baby

Relocation - Location 1

BUILDING NAME LA Fitness	REASON(S) TO EVACUATE TO LOCATION 1 Fire, flood, other risks to the center		
ADDRESS 4175 W 76th Street	CITY Edina	STATE MN	ZIP CODE 55435
PHONE NUMBER 612-235-4831	EMERGENCY PHONE 612-235-4831		

TRANSPORTATION TO LOCATION 1

Staff and children will walk, staff will use traffic signs to temporarily stop the traffic.

OTHER DETAILS

Relocation - Location 2 (optional)

BUILDING NAME Commercial and Professional Business Center	REASON(S) TO EVACUATE TO LOCATION 2 Fire, flood, other risks to the center		
ADDRESS 7550 France Avenue S	CITY Edina	STATE MN	ZIP CODE 55435
PHONE NUMBER 952-885-6262	EMERGENCY PHONE 763-951-7564		

TRANSPORTATION TO LOCATION 2

Staff and children will walk, staff will use traffic signs to temporarily stop the traffic

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

As soon as all children have been relocated to or are in a safe place, accounted for, and first responders have been notified, the parents will be contacted. Members of administration will begin calling emergency contacts until all families have been reached. Families will be notified of the location to pick up their child. Administration will remain at the new location until all children have been picked up.

PARENT/GUARDIAN CONTACT INFORMATION WILL BE MAINTAINED IN THIS LOCATION

Emergency contact cards are kept in the emergency bags of every classroom and at the office.

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

Administration will verify that anyone coming to pick up a child is on their authorized pickup list, which is updated each time a child enrolls with the center, or when families make changes to their list. They will check identification of anyone that comes to pick up, if it is not the parents.

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

Administration will consult emergency personnel to determine if it is safe to return to the building and resume operations. The members involved in this decision will include Nick, the CEO as well as the directors of the center.

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

Administration will consult emergency personnel to determine if it is safe to return to the building and resume operations. The members involved in this decision will include Nick, the CEO as well as the directors of the center.

ANY ADDITIONAL CONSIDERATIONS FOR OPERATIONS

Natalie Standridge - Casa Franchising LLC to help determine if operations should be continued.

6. Emergency Contact Information

For Emergencies - Dial 911

Law Enforcement Agencies

CITY (if applicable) Edina	CONTACT NAME
NON-EMERGENCY NUMBER 952-826-1610	24-HOUR EMERGENCY NUMBER 952-826-1600
CITY (if applicable)	CONTACT NAME
NON-EMERGENCY NUMBER	24-HOUR EMERGENCY NUMBER

Utility Emergency Phone Numbers

ELECTRIC	COMPANY Xcel Energy
CONTACT PERSON	24-HOUR EMERGENCY NUMBER 18008954999
GAS	COMPANY Center Point Energy
CONTACT PERSON	24-HOUR EMERGENCY NUMBER 18002969815
WATER	COMPANY Edina Water Department
CONTACT PERSON	24-HOUR EMERGENCY NUMBER 9528261600

General Emergency Resource Numbers

MINNESOTA POISON CONTROL	PHONE NUMBER 800-222-1222
CRIME VICTIM SERVICES	PHONE NUMBER 6512017310
POST-CRISIS MENTAL HEALTH HOTLINE	PHONE NUMBER 18002738255
FIRE DEPARTMENT	PHONE NUMBER 9528260330
OTHER	PHONE NUMBER
NAME OF INSURANCE AGENCY	
INSURANCE CONTACT PERSON	PHONE NUMBER

Licensing or Certification Information

LICENSING OR CERTIFICATION NUMBER 1095244	
LICENSED OR CERTIFIED BY STATE OR COUNTY	
LICENSOR NAME Michelle Harris	LICENSOR PHONE 651-431-6536

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

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

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	

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.