

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 | | |
| February 2018 | December 2020 | | |
| PROVIDER NAME | | | |
| Casa de Corazon Maple Grove | | | |
| ADDRESS | | CITY | STATE |
| 8351 elm Creek Blvd | | Maple Grove | MN |
| PHONE NUMBER | | EMERGENCY PHONE | |
| 7634163992 | | Lizeth Mendez 612 790 9310 / Danna Pena 612 790 3723 | |
| ZIP CODE | | 55369 | |

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) |
| Inside classrooms with blinds closed | |

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

Opening Teacher: Close blinds to the hall
 Mid Teachers: Close blinds outside
 Closing teacher: move table in front of the door to block it

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

Have ready any life saver medication such as Epipen, Inhaler.

Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN

As soon as possible!

PARENTS / GUARDIANS WILL BE NOTIFIED WHEN

We will rely on our main office to support us in this. If able directors will email families to notify them that we are in lockdown and will be so until notified by police authority that it is safe for us to exit.

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 next to the front desk in a backpack. This 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.

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

Children and staff will leave their current location and make their way to the front door to go outside. If they are in the playground, they will use the door on the side of the playground to walk around to the front of the building,

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

Infants will be placed in cribs, 2-3 per crib and rolled out. Toddlers will be walking hand in hand, with one teacher in the front of the group, one in the middle, and one in the back to guide them if available, substitute staff will also help out with these age group.

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

Every emergency kit in the classrooms already has the life save medication such as epi-pen.

Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN

In the event of evacuation and relocation emergency response will be notified via phone call as soon as possible by a director.

PARENTS / GUARDIANS WILL BE NOTIFIED WHEN

After emergency responders have been contacted and all children have been accounted.

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 desk in a backpack. This 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 flash light, and water. Each classroom has a kit that contains emergency contact, attendance list, and basic first aid supplies. In the event of evacuation or relocation the administrative assistant will grab the main bag and teachers should grab their bag to take with them.

Relocation - Location 1

| | | | |
|----------------------------------|--|-------------|-------------------|
| BUILDING NAME The Cradle club | REASON(S) TO EVACUATE TO LOCATION 1 Gas leak, water breakage, etc | | |
| ADDRESS 13986 Maple Knoll way | CITY Maple Grove | STATE MN | ZIP CODE 55369 |
| PHONE NUMBER 763-441-531 | EMERGENCY PHONE | | |

TRANSPORTATION TO LOCATION 1

We will utilize the Casa de Corazon buss, buggies for younger children and walk using our walking rope for field trips.

OTHER DETAILS

Police will assist us in stopping traffic so we may cross safely, or the directors will help stop traffic if police are not available to assist in any given moment.

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

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

The emergency contact list will be brought with and parents will be called to come pick up, and the location for pick up will be given. Directors, Administrative Assistant and staff members will assist in this process, and anyone else who may have a mobile phone available in the moment.

PARENT/GUARDIAN CONTACT INFORMATION WILL BE MAINTAINED IN THIS LOCATION

There is a clipboard in the office that has all the emergency contacts. 1 copy is also in the emergency kit from the front desk.

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

The pickup lists will be brought on the Emergency Kit of each of the classes and we will be following the same protocol as usual by checking the ID of anyone who comes to pick

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

The Administrative office team will be part of the decision-making process regarding continued operations. They will also possibly need to consult with emergency personnel to determine if it is safe to return to 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

The parents will be notified as soon as possible. The Directors and staff will be notified when it is appropriate to begin releasing children to their guardian(s) authorized on their pickup forms.

ANY ADDITIONAL CONSIDERATIONS FOR OPERATIONS

We will be sure to check for additional damages that may not be visible by the facilities manager or an outside company.

6. Emergency Contact Information

For Emergencies - Dial 911

Law Enforcement Agencies

| | |
|--------------------------------------|---|
| CITY (if applicable) Maple Grove | CONTACT NAME maple Grove Police department |
| NON-EMERGENCY NUMBER 763 49461000 | 24-HOUR EMERGENCY NUMBER |
| CITY (if applicable) Maple grove | CONTACT NAME |
| NON-EMERGENCY NUMBER | 24-HOUR EMERGENCY NUMBER |

Utility Emergency Phone Numbers

| | |
|-------------------------|--------------------------|
| ELECTRIC 800-8952999 | COMPANY XCEL Energy |
| CONTACT PERSON | 24-HOUR EMERGENCY NUMBER |
| GAS 800-8952999 | COMPANY XCEL Energy |
| CONTACT PERSON | 24-HOUR EMERGENCY NUMBER |
| 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 |
| POST-CRISIS MENTAL HEALTH HOTLINE | PHONE NUMBER |
| FIRE DEPARTMENT | PHONE NUMBER |
| OTHER | PHONE NUMBER |
| NAME OF INSURANCE AGENCY | |
| INSURANCE CONTACT PERSON | PHONE NUMBER |

Licensing or Certification Information

| | |
|--|--------------------------------|
| LICENSING OR CERTIFICATION NUMBER 1065654-3 | |
| LICENSED OR CERTIFIED BY STATE OR COUNTY | |
| LICENSOR NAME Minnesota Department of Human Services. | LICENSOR PHONE 651.431.6399 |

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 | |

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.