



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		
7/01/2018			
PROVIDER NAME			
Katie Derby			
ADDRESS		CITY	STATE ZIPCODE
2024 15th Ave NW		Rochester	MN 55901
PHONE NUMBER	EMERGENCY PHONE		
253-222-4202	507-208-5963		

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)
Basement	Classroom/Den (rear NE room at back of house)

PROCEDURES FOR SHELTER-IN-PLACE / LOCKDOWN Describe your procedures (who, what, where, when)
 The provider will lock all exterior doors and place a placard on each door indicating the facility is in a lockdown/shelter-in-place. All windows will be closed, locked, and shades drawn down. In case of a shelter-in-place scenario the facilities air handling system will be shut down. The provider will monitor broadcast media and a cellular device for emergency broadcasts from Emergency Management.

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
 This plan will be developed when a child with special needs enters care. (This must be developed with the parents to ensure safety and proper care.)

Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN
 The provider will notify the local 911 center as soon as practicable that the facility is in a lockdown/shelter-in-place event.

PARENTS / GUARDIANS WILL BE NOTIFIED WHEN
 The parents/guardians will be notified via text message or email, as soon as practicable, that the facilities are in a lockdown/shelter-in-place event.

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
 The shelter-in-place kit is stored in the utility closet in the lower level of the the facilities. The kit is in a clear tub marked "shelter-in-place emergency kit". The kit contains water, granola bars, canned fruit, and juice boxes. If these items were not needed they will be consumed as a special daily snack and will be replaced every September at the start of our preschool calendar year. Each student will be responsible for bringing a ziplock baggie with the required emergency kit items. Formula, water, apple sauce and baby cereal will also be kept in the tub and provided by the child care provider. These items will be replaced every 6 months. A record of the food/water replacement will be kept in the kit.

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

See the "FLOOR AND ESCAPE PLAN" to view emergency evacuation routes and exits.

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

Toddlers who are walking will be assigned an older preschool friend who will help them exit the building during an emergency. These exits will be practiced during our monthly fire drills. Infants and toddlers who are not walking will be carried out by the provider.

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

This plan will be developed when a child with special needs enters care.

Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN

The provider will notify the local 911 center as soon as practicable that the facility has evacuated.

PARENTS / GUARDIANS WILL BE NOTIFIED WHEN

The parents/guardians will be notified via text message or email, as soon as practicable, that the facility has evacuated.

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

Relocation - Location 1

BUILDING NAME Holiday Gas Station	REASON(S) TO EVACUATE TO LOCATION 1 Easy to get to facility near our childcare		
ADDRESS 1851 Assisi Dr NW	CITY Rochester	STATE MN	ZIP CODE 55901
PHONE NUMBER (507) 282-3699	EMERGENCY PHONE NA		

TRANSPORTATION TO LOCATION 1

By car or by walking with stroller and/or wagon.

OTHER DETAILS

Relocation - Location 2 (optional)

BUILDING NAME Costco Wholesale	REASON(S) TO EVACUATE TO LOCATION 2 Large, easy to get to facility near our childcare		
ADDRESS 2020 Commerce Dr NW	CITY Rochester	STATE MN	ZIP CODE 55901
PHONE NUMBER (507) 286-1860	EMERGENCY PHONE NA		

TRANSPORTATION TO LOCATION 2

By car or by walking with stroller and/or wagon.

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

The parents/guardians will be notified via text message or email as soon as practicable.

PARENT/GUARDIAN CONTACT INFORMATION WILL BE MAINTAINED IN THIS LOCATION

Yellow emergency clipboard in Giraffe pocket holder in classroom/den, emergency go bag/back pack, and under the driver side seat in each car.

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

Release/Reunification will take place as soon as the situation allows.

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

Olmsted County Child Care Licensing (OCCCL) will dictate whether the facility or alternate facility will operate during a prolonged crisis/situation. Upon OCCCL approving the facility or alternate facility the provider will choose to operate or close and notify parent/guardians of the facilities status.

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

Olmsted County Child Care Licensing (OCCCL) will dictate whether the facility or alternate facility will operate during a prolonged crisis/situation. Upon OCCCL approving the facility or alternate facility the provider will choose to operate or close and notify parent/guardians of the facilities status.

ANY ADDITIONAL CONSIDERATIONS FOR OPERATIONS

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

CITY (if applicable) Rochester	CONTACT NAME Rochester Police Department
NON-EMERGENCY NUMBER 507-328-6800	24-HOUR EMERGENCY NUMBER Dial 911 for immediate emergency
CITY (if applicable) Olmsted County	CONTACT NAME Sheriff's Office
NON-EMERGENCY NUMBER 507-328-6800	24-HOUR EMERGENCY NUMBER 911

Utility Emergency Phone Numbers

ELECTRIC 507-280-1500	COMPANY RPU (Rochester Public Utilities)
CONTACT PERSON Customer Service	24-HOUR EMERGENCY NUMBER 507-280-9191 (5pm-8am)
GAS 800-889-9508	COMPANY MN Energy Resources
CONTACT PERSON Customer Service	24-HOUR EMERGENCY NUMBER 800-889-4970
WATER 507-280-1500	COMPANY RPU (Rochester Public Utilities)
CONTACT PERSON Customer Service	24-HOUR EMERGENCY NUMBER 507-280-9191 (5pm-8am)

General Emergency Resource Numbers

MINNESOTA POISON CONTROL	PHONE NUMBER 800-222-1222
CRIME VICTIM SERVICES 507-328-7270	PHONE NUMBER 24 Hours: 507-289-0636
POST-CRISIS MENTAL HEALTH HOTLINE	PHONE NUMBER 877-389-3599
FIRE DEPARTMENT 201 4th St SE Room 10 DIAL 911 FOR EMERGENCY	PHONE NUMBER 507-328-2800
OTHER Crisis Intake (Evenings and Weekends)	PHONE NUMBER 507-281-6248
NAME OF INSURANCE AGENCY Assure Child Care (Business Liability Insurance) 612-486-4752	
INSURANCE CONTACT PERSON Customer Service	PHONE NUMBER 855-818-5437

Licensing or Certification Information

LICENSING OR CERTIFICATION NUMBER 1078783	
LICENSED OR CERTIFIED BY STATE OR COUNTY	
LICENSOR NAME Dawn Schenk	LICENSOR PHONE 507-328-6882

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 is a low occurrence, high consequence event. Usually significant repairs must take place after even a small fire. City of Rochester Building & Safety along with the Fire Department will determine if the home is safe for operations.
Flood	Flooding is a low occurrence, high consequence event. Significant clean up must be done after flooding. Olmsted County Public Health and Local Building inspectors along with Daycare Licensing will determine if the facility can operate.
Gas/Chemical Leaks	The region Hazard Materials Team will determine if the facility is safe to operate.
Hazardous Materials	The region Hazard Materials Team will determine if the facility is safe to operate.
High or Low Temperatures	This is a low occurrence, low consequence event. The Provider will determine the status of daycare operations.
Infectious Diseases	ID is a medium occurrence, medium consequence event. Olmsted County Public Health, Olmsted County Child Care Licensing and the Provider will determine when operations can resume.
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." NA
Severe Winter Weather	SWW is a low occurrence, low consequence event. The provider will make the determination if the facility shall remain operational.
Thunderstorm	Thunderstorm is a high occurrence, low impact event. The provider will make the determination on sheltering needs and facility operations
Tornado	Tornado is a low occurrence, high impact event. The provider will make the determination on sheltering needs and facility operations.
Violent Incidents	VI is a low occurrence, high impact event. The provider will make the determination on sheltering needs and facility operations.
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.

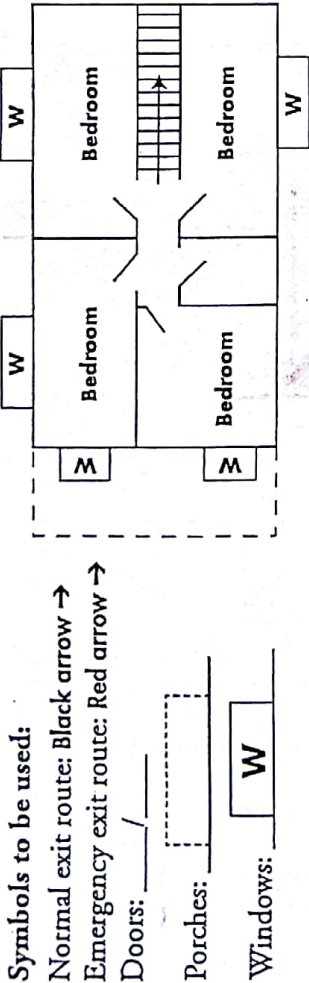
Please note: Do not post any child-specific information with your emergency plan or share it with other parents.

NAME OF PROVIDER
Katie Derby

Floor and Escape Plan

Use this grid to draw a floor plan. Show the whole house with two exits from each room. In buildings with three or more dwelling units, enclosed exit stairs must be indicated.

Sample floor plan - A blueprint to save your life



Fire and police emergencies

Designate a place to meet outdoors for roll call:
End of driveway on sidewalk near tree

Designate a place to meet in case of storm or tornado:
Basement Living Area

Fire extinguisher location:
Kitchen and laundry room in basement

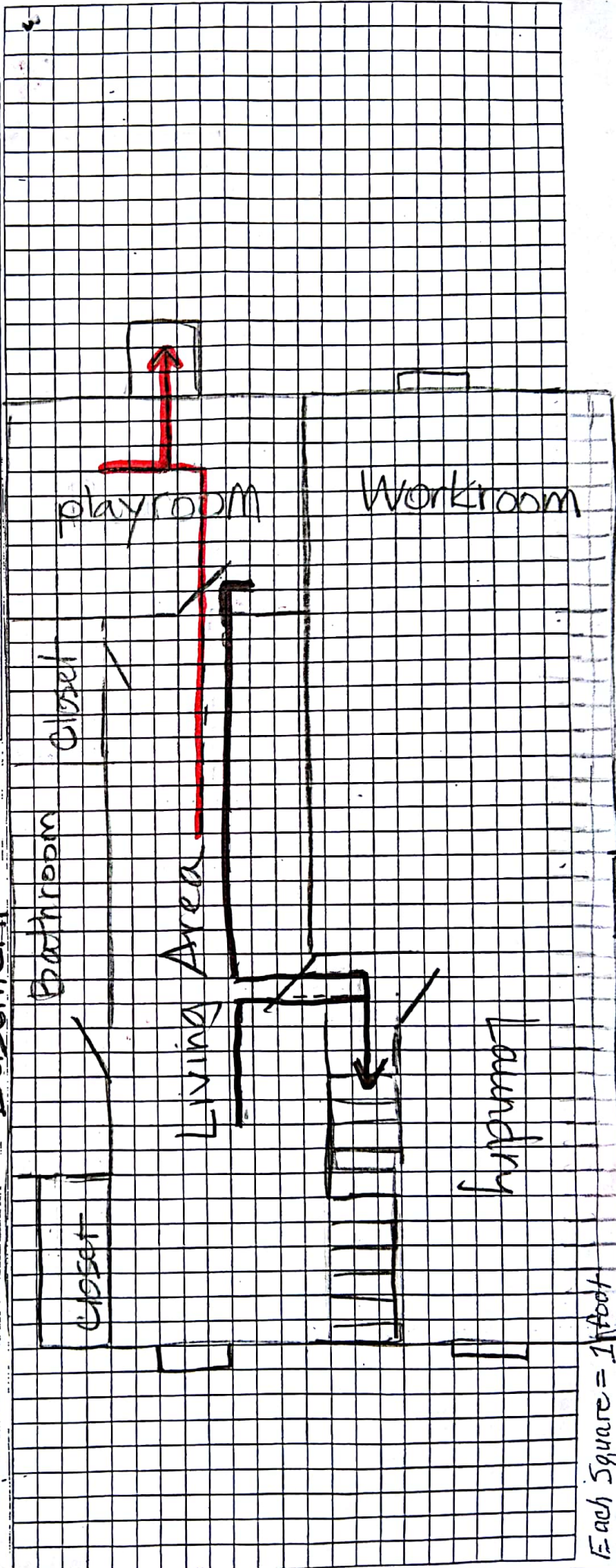
Designate a temporary shelter if evacuation is necessary:
Next door neighbors directly North of house

Specifically address the needs of children whose behavior increases the risk of having a fire:

Smoke detector locations:
Basement or lower level: Main living Area
Main floor or upper level: Hallway near bedrooms
Second floor: NA

Basement

For additional space, use reverse side



Each Square = 1 foot

Black arrow - Normal exit route
Red arrow - emergency exit route

Main Floor

