



# 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 9/13/2018	DATE(S) REVISED		
PROVIDER NAME Little Eagles Daycare			
ADDRESS 316 4 <sup>th</sup> Street	CITY Madison	STATE MN	ZIPCODE 56256
PHONE NUMBER 320-698-3161	EMERGENCY PHONE 320-226-4113		

## 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) Gymnasium or Cafeteria (may vary)	LOCATION 2 (IN-BUILDING) Classrooms (may vary)
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**PROCEDURES FOR SHELTER-IN-PLACE / LOCKDOWN** Describe your procedures (who, what, where, when)  
 Call 911, if necessary. Notify Building Admin, if necessary. Identify safe areas and direct Teachers to move to designated areas. Teachers will take rosters. ATs and aides will follow with emergency kit after closing and locking up windows and doors. Teachers will account for all students after arriving at safe area. Everyone must remain in safe areas until notified by building admin or emergency responders. The director and teachers will call parents/guardians to inform them of the situation and not advise pick up until safe to do so.

**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  
 ATs and Aides will transport children with disabilities with needed equipment, supplies, and medications. An AT or aide will always be with them. The director or teacher will call parents/guardians of children who need extra support.

### Notification

**EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN**  
 We initially learn a shelter-in-place needs to happen, if not already done. If anyone is injured and needs immediate medical attention, and if the safe area no longer becomes safe.

**PARENTS / GUARDIANS WILL BE NOTIFIED WHEN**  
 The group gets to their safe area, and again when it is safe to pick up their children.

### 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  
 Copy of emergency plan, child information, emergency contacts, first aid kit, 72-hr supply of medications, bottled water, disposable cups, food/snacks, toys/activities, flashlight, battery-operated radio, wet wipes, notepad paper, pens, age/child specific needs like diapers and change of clothes, cell phone, cell phone charger.

### 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

There are at least 2 exits from each room. We will exit through the safest and closest exit. Teacher in the front, AT or aide in the back of the line. Teacher will account for children after exiting the building and again when they arrive at the evacuation site.

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

The teacher and AT will place infants in evacuation cribs, 4 infants to 1 crib, and rolled through the door that goes straight outside. The emergency kit will include age/child specific items such as feeding supplies, diapers, wipes, change of clothes along with the other items in the emergency kit. Cold items will be placed in a cooler for transporting. Parents/guardians will be called when arrived at evacuation site. Pick up will be scheduled when safe to do so.

**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 ATs and Aides will transport children with disabilities with needed equipment, supplies, and medications. An AT or aide will always be with them. If the planned evacuation route does not work, a safe, alternate route will be used. The director or teacher will call parents/guardians of children who need extra support and will schedule pick up as soon as it's safe to do so.

#### Notification

**EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN**

An evacuation is determined, if not already done. If anyone is or becomes injured and needs medical attention.

**PARENTS/GUARDIANS WILL BE NOTIFIED WHEN**

Everyone arrives to evacuation location and when pick up is advised.

#### 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

Copy of emergency plan, child information, emergency contacts, first aid kit, 72-hr supply of medications, bottled water, disposable cups, food/snacks, toys/activities, flashlight, battery-operated radio, wet wipes, notepad paper, pens, age/child specific needs like diapers and change of clothes, cell phone, cell phone charger.

#### Relocation - Location 1

BUILDING NAME Madison Armory – MN National Guard	REASON(S) TO EVACUATE TO LOCATION 1 Public Safety Threat, Hazardous substance		
ADDRESS 504 3 <sup>rd</sup> Street	CITY Madison	STATE MN	ZIP CODE 56256
PHONE NUMBER 320-598-3466	EMERGENCY PHONE 320-226-4113		

TRANSPORTATION TO LOCATION 1

Walk

OTHER DETAILS

#### Relocation - Location 2 (optional)

BUILDING NAME St. Michael's Church	REASON(S) TO EVACUATE TO LOCATION 2 Fire, public safety threat		
ADDRESS 412 3 <sup>rd</sup> St	CITY Madison	STATE MN	ZIP CODE 56256
PHONE NUMBER 320-598-3690	EMERGENCY PHONE 320-226-4113		

TRANSPORTATION TO LOCATION 2

Walk

OTHER DETAILS

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#### **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.

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##### **PARENTS / GUARDIANS WILL BE NOTIFIED WHEN**

Everyone has arrived safely to evacuation location or safe area. Pick up times will be arranged when it is safe to do so. Pick ups will only be authorized by individuals on the child's Pick Up Authorization and with proper ID.

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

In each classroom in the emergency fly away kit and in the children's file in the center's office.

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**Release** Children will only be released to parents/guardians or other individuals listed on the child's form (with proper identification)

##### **OTHER DETAILS ABOUT RELEASER OR REUNIFICATION**

Parents/guardians will be contacted when it is safe to arrange pick up for children.

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#### **5. Continuing Operations Procedures**

In the period during and after a crisis, the following procedures will be followed regarding continuing operations

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##### **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

Building admin, superintendent, and emergency responders.

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

Building admin, superintendent, licensor, emergency responders, and parents/guardians.

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##### **ANY ADDITIONAL CONSIDERATIONS FOR OPERATIONS**

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

CITY (if applicable) LqP Sheriff Department	CONTACT NAME Allan Anderson	
NON-EMERGENCY NUMBER 320-598-3720		24-HOUR EMERGENCY NUMBER
CITY (if applicable)	CONTACT NAME	
NON-EMERGENCY NUMBER		24-HOUR EMERGENCY NUMBER

**Utility Emergency Phone Numbers**

ELECTRIC 320-598-3239	COMPANY City Electric Department	
CONTACT PERSON Don Fernholz		24-HOUR EMERGENCY NUMBER
GAS 844-889-3400	COMPANY Minnesota Energy	
CONTACT PERSON		24-HOUR EMERGENCY NUMBER 800-889-4970
WATER 320-598-3490	COMPANY City Water Department	
CONTACT PERSON Dean Broin		24-HOUR EMERGENCY NUMBER

**General Emergency Resource Numbers**

MINNESOTA POISON CONTROL	PHONE NUMBER 800-222-1222
CRIME VICTIM SERVICES LqP Family Services	PHONE NUMBER 320-598-7444
POST-CRISIS MENTAL HEALTH HOTLINE Woodland Centers	PHONE NUMBER 800- 992-1716
FIRE DEPARTMENT Madison Fire Department – Mitch Wellnitz	PHONE NUMBER 320-598-3954
OTHER	PHONE NUMBER

**NAME OF INSURANCE AGENCY****Ram Mutual Insurance Company**

INSURANCE CONTACT PERSON United Prairie Insurance Agency	PHONE NUMBER 320-598-7541
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**Licensing or Certification Information**

LICENSING OR CERTIFICATION NUMBER 1096861	
LICENSED OR CERTIFIED BY STATE OR COUNTY STATE OF MINNESOTA	
LICENSOR NAME Joy Johnson	LICENSOR PHONE 651-431-5729

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

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