



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 08/06/2019	DATE(S) REVISED 01/08/2020		
PROVIDER NAME Kootasca Head Start- Itasca Resource Center			
ADDRESS 1213 SE 2 nd Ave	CITY Grand Rapids	STATE MN	ZIPCODE 55744
PHONE NUMBER 218-327-6704	EMERGENCY PHONE		

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) Classroom	LOCATION 2 (IN-BUILDING)
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PROCEDURES FOR SHELTER-IN-PLACE / LOCKDOWN Describe your procedures (who, what, where, when)

Close and lock your classroom doors. Turn out the lights. Move to the designated area of the room and remain calm and quiet. Maintain lock down condition until notified of all clear.

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

. All children with chronic conditions and or disabilities have medical care plans in each classroom. All medications are kept in a locked cabinet in the classroom that the lockdown is taken place in. Emergency medications (such as epi pens) are kept in a child proof medication safety sack in the 1st Aid Backpack. Backpack is kept in the classroom and is brought by teaching staff wherever students go (field trips, gym, evacuations, etc.). Teachers have access to said medications and care plans.

Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN

Emergency responders will be notified as soon as a threat has been suspected.

PARENTS / GUARDIANS WILL BE NOTIFIED WHEN

As soon as the emergent threat has been cleared by emergency responders

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

Each classroom is equipped with a first aid back pack and an evacuation cooler. Each back pack is equipped with: Band-Aids, Sterile Gauze, Sterile Compresses, Adhesive tape, Scissors, Thermometer, Ice Packs, the current first aid manual, disposable gloves, CPR masks, Blood spill clean-up kits, Ace bandages, tourniquets, Flashlight, Radio, and Soap. Each evacuation cooler is equipped with: toilet paper, hand sanitizer, flashlight, thermal blankets, batteries, books, water pouches, crackers. If there are infant/toddlers in the classroom the cooler will also have: formula, sensitive wipes, baby bottles, baby food, infant/toddler variety snacks, diapers and bags for soiled diapers.

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

Evacuate students to designated area (Paul Bunyan), Take red crisis folder, evacuation cooler, and first aid back pack and proceed to designated area where roll call will be taken.

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

Infants and toddlers will be placed in rolling cribs and transported together to designated area, following the same procedure as listed above.

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

Children with disabilities and or chronic medical conditions will be transported to the same designated area and their medications and care plans will be taken with.

Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN

Emergency responders will be notified as soon as emergency occurs

PARENTS / GUARDIANS WILL BE NOTIFIED WHEN

As soon as all children have been relocated and the emergent threat has past

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

Each classroom is equipped with a first aid back pack and an evacuation cooler. Each back pack is equipped with: Band-Aids, Sterile Gauze, Sterile Compresses, Adhesive tape, Scissors, Thermometer, Ice Packs, the current first aid manual, disposable gloves, CPR masks, Blood spill clean-up kits, Ace bandages, tourniquets, Flashlight, Radio, and Soap. Each evacuation cooler is equipped with: toilet paper, hand sanitizer, flashlight, blankets, batteries, books, water, crackers. If there are infant/toddlers in the classroom the cooler will also have: formula, wipes, bottles, and diapers.

Relocation - Location 1

BUILDING NAME Paul Bunyan Communications	REASON(S) TO EVACUATE TO LOCATION 1 Fire/bomb threat		
ADDRESS 1220 S Pokegama Ave	CITY Grand Rapids	STATE MN	ZIP CODE 55744
PHONE NUMBER 218-999-1234	EMERGENCY PHONE		

TRANSPORTATION TO LOCATION 1

Walk from School to Paul Bunyan

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

Once emergency/danger has passed, start calling family members using the emergency information from your classroom red Crisis Folder

PARENT/GUARDIAN CONTACT INFORMATION WILL BE MAINTAINED IN THIS LOCATION

Parent/Guardian contact information will be maintained in the red Crisis Folder

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

All staff will remain at the Evacuation Site until all children have been picked up. Families picking up the child **MUST** be listed on the child's Emergency Release form. If unsure, check the person's ID. Families must sign-out their child.

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

Melisa Austin	Sarah Jensen	Jan Reindl
218-999-0811	218-999-0812 or 952-923-4881	218-327-5744

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

Melisa Austin	Sarah Jensen	Jan Reindl
218-999-0811	218-999-0812 or 952-923-4881	218-327-5744

ANY ADDITIONAL CONSIDERATIONS FOR OPERATIONS

No entry back into the building until cleared for safety by authorized personal

6. Emergency Contact Information

For Emergencies - Dial 911

Law Enforcement Agencies

CITY (if applicable) Grand Rapids	CONTACT NAME Chief Scott Johnson
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NON-EMERGENCY NUMBER 218-326-3464	24-HOUR EMERGENCY NUMBER 911
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CITY (if applicable)	CONTACT NAME
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NON-EMERGENCY NUMBER	24-HOUR EMERGENCY NUMBER
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Utility Emergency Phone Numbers

ELECTRIC	COMPANY Public Utilities
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CONTACT PERSON	24-HOUR EMERGENCY NUMBER 218-326-4806
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GAS	COMPANY Lake Gas Co
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CONTACT PERSON	24-HOUR EMERGENCY NUMBER 218-326-3030
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WATER	COMPANY Public Utilities
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CONTACT PERSON	24-HOUR EMERGENCY NUMBER 218-326-4806
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General Emergency Resource Numbers

MINNESOTA POISON CONTROL	PHONE NUMBER 800-222-1222
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CRIME VICTIM SERVICES Victim Service Program	PHONE NUMBER 218-327-2867
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POST-CRISIS MENTAL HEALTH HOTLINE First Call for Help (first call 211)	PHONE NUMBER 218-326-8565
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FIRE DEPARTMENT Grand Rapids Fire Department	PHONE NUMBER 218-326-7639
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OTHER	PHONE NUMBER
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NAME OF INSURANCE AGENCY

INSURANCE CONTACT PERSON Marta Carrigan: Human Resources Coordinator	PHONE NUMBER 218-999-0807
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Licensing or Certification Information

LICENSING OR CERTIFICATION NUMBER 800918-8-CCC

LICENSED OR CERTIFIED BY STATE OR COUNTY: STATE

LICENSOR NAME Minnesota Department of Human Services	LICENSOR PHONE 651-431-6500
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Child Care Assistance Program (CCAP) Information (If applicable)

CCAP PROVIDER ID

CCAP AGENCIES REGISTERED WITH	CCAP AGENCY PHONE NUMBER(S)
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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.