

## 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			
06/07/2017	05/02/2019			
PROVIDER NAME				
Child Deelopment and Learning Center				
ADDRESS		CITY	STATE	ZIPCODE
13801 Fairview Drive		Burnsville	MN	55337
PHONE NUMBER		EMERGENCY PHONE		
952-435-8105		952-435-8102		

### 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)
Worship Center Prince Of Peace Lutheran Church	None

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

Children and staff will lock and turn off lights in the motor room 130 in a lock down situation. Move children quickly to safe place and secure your surroundings. Teachers should keep children calm and stress that they be very quiet. Staff should only open door when the code word has been given. Make sure all staff is informed of the code word.

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

Children and staff will lock and turn off lights in the motor room 130 in a lock down situation. During this time children will be encouraged to be quiet. Only opening door when the code word has been given.

### Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN

Office will notify 911 as soon as we go to lock-down. Office will notify 911 as soon as safe in severe weather.

PARENTS / GUARDIANS WILL BE NOTIFIED WHEN

Parents will be notified as soon as it is safe for parents to be reunified with children. The announcement will be by email, and channel 5 KSTP School alert.

### 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 situtaions

Orange bags with emergency supplies are placed in each room of the school. Office will have an emergency kit with additional items: medicine, emergency information for each staff and child, visitor sign in book.

### 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

Playground Door Exit: motor, science, classroom 111, and 109. Front Door Exit: music, classrooms 101, 102, 112, 113, 114 and 109. Classes will meet at the back of the parking lot on the grass

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

none

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

Child in wheelchair will use the ramp when leaving the motor room.

#### Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN

911 will be called as soon as it is safe to call. As we are evacuating if it is safe to call.

PARENTS / GUARDIANS WILL BE NOTIFIED WHEN

When children are safe and it is safe for pick-up. Parents may be notified in a number of ways. CDLC will use email, text, and KSTP Channel 5 school alert.

#### 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, medicines, binder with child and staff emergency info with copy of the emergency plan, visitor sign in sheet, sharpie, tissues, paper and pens, scissors, wet wipes, whistle, orange bags, radio and flashlight

#### Relocation - Location 1

BUILDING NAME	REASON(S) TO EVACUATE TO LOCATION 1		
Christian Life Center	Present building not safe.		
ADDRESS	CITY	STATE	ZIP CODE
13901 Fairview Dr	Burnsville	MN	55337
PHONE NUMBER	EMERGENCY PHONE		
952-435-8102	612-490-3653		

TRANSPORTATION TO LOCATION 1

Walking

OTHER DETAILS

#### Relocation - Location 2 (optional)

BUILDING NAME	REASON(S) TO EVACUATE TO LOCATION 2		
Hosanna Preschool	Our present location is not safe.		
ADDRESS	CITY	STATE	ZIP CODE
9600 163rd street West	Lakeville	MN	55044
PHONE NUMBER	EMERGENCY PHONE		
952-435-3080	952-435-3332		

TRANSPORTATION TO LOCATION 2

Police called buses

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

The parents will be notified of the need for reunification due to weather, hazmat or if a crisis occurs at CDLC. Parents may be notified in a number of ways. CDLC will use email, text and KSTP Channel 5 school alert. A reunification message may look something like this: "CDLC has closed, please pick up your child at the Prince of Peace Christian Life Center at Door I. Bring your photo ID

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

There will be a three ring binder containing emergency child contact information along with authorization to pick-up student information. This Binder is kept in the facilities office in the Christian Life Center. Second copy will be brought with in our emergency bag and the 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 REALEASE OR REUNIFICATION

Pick Up Expectations - If you are notified that a controlled release and reunification is needed, there are some expectations that you should be aware of. First, bring a photo ID. That will streamline things during reunification. Second, be patient. You will fill out reunification card. With reunification card and photo ID, we will cross reference with people on the pick-up form. When a match is confirmed the reunification card will be signed, dated, and time noted. The child will be released to pick-up person.

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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

Marie Strain 925-232-7470  
Jane Victory 952-898-9313  
facilities -612-490-3653

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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

Marie Strain 925-232-7470  
Jane Victory 952-898-9313  
facilities -612-490-3653

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### ANY ADDITIONAL CONSIDERATIONS FOR OPERATIONS

Is there any remaining danger in and around the building  
Do we have a full staff to meet the needs for opening.  
Is it safe for parents to transport.

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## 6. Emergency Contact Information

### For Emergencies - Dial 911

#### Law Enforcement Agencies

CITY (if applicable) <b>Burnsville</b>	CONTACT NAME
NON-EMERGENCY NUMBER <b>911</b>	24-HOUR EMERGENCY NUMBER <b>911</b>
CITY (if applicable)	CONTACT NAME
NON-EMERGENCY NUMBER	24-HOUR EMERGENCY NUMBER

#### Utility Emergency Phone Numbers

ELECTRIC	COMPANY <b>Dakota Electric</b>
CONTACT PERSON	24-HOUR EMERGENCY NUMBER <b>612-372-5050</b>
GAS	COMPANY <b>Centerpoint Energy</b>
CONTACT PERSON	24-HOUR EMERGENCY NUMBER <b>612-372-5050</b>
WATER	COMPANY <b>City of Burnsville Water &amp; Sewer</b>
CONTACT PERSON	24-HOUR EMERGENCY NUMBER <b>952-895-4552</b>

#### General Emergency Resource Numbers

MINNESOTA POISON CONTROL	PHONE NUMBER <b>800-222-1222</b>
CRIME VICTIM SERVICES	PHONE NUMBER <b>651-201-7300</b>
POST-CRISIS MENTAL HEALTH HOTLINE	PHONE NUMBER <b>952-891-7171</b>
FIRE DEPARTMENT <b>Burnsville Fire</b>	PHONE NUMBER <b>952-895-4570</b>
OTHER	PHONE NUMBER
NAME OF INSURANCE AGENCY <b>Corporate Four Insurance</b>	
INSURANCE CONTACT PERSON <b>Theresa Hayes</b>	PHONE NUMBER <b>952-896-9533</b>

#### Licensing or Certification Information

LICENSING OR CERTIFICATION NUMBER <b>800376</b>	
LICENSED OR CERTIFIED BY STATE OR COUNTY <b>State</b>	
LICENSOR NAME <b>Aisha Hassan</b>	LICENSOR PHONE <b>651-431-4950</b>

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

CCAP PROVIDER ID <b>29503</b>	
CCAP AGENCIES REGISTERED WITH <b>Dakota County</b>	CCAP AGENCY PHONE NUMBER(S) <b>651-554-5611</b>

## 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	Get children out. Meet at . Head count. call 911 if alarm has not sounded
Flood	Listen to weather reports and follow the advice of emergency responders. Evacuate to higher ground if need.
Gas/Chemical Leaks	Smell gas. Evacuate to Christian Life center. Head count. call 911.
Hazardous Materials	call 911. Stay away from the incident. Follow emergency responders instructions
High or Low Temperatures	High temps: slow down, stay cool, drink water, and stay inside Low temps: Avoid going outside, make sure skin is covered.
Infectious Diseases	Wash hands frequently, keep toys clean, follow safe food preparation, no sharing of personal items, and send and keep sick children home. If sick child is at school they will rest in the office. Close if health department requires
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	Listen to weather radio. Do not open school if bring students to school is too dangerous. If weather conditions are deteriorating decide if you need to close school. Is it safe to get children home.
Thunderstorm	Listen to weather radio; Children are inside. Be ready to take cover.
Tornado	Listen to weather radio: Tornado warning take cover in motor room.
Violent Incidents	Make sure police are aware you are a preschool and to warn you if there is an incident in the neighborhood. Institute Building lock down procedure.
Other	

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## 8. Child Emergency Contact Information

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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.