

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		
PROVIDER NAME			
ADDRESS		CITY	STATE ZIPCODE
PHONE NUMBER	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)	LOCATION 2 (IN-BUILDING)
PROCEDURES FOR SHELTER-IN-PLACE / LOCKDOWN Describe your procedures (who, what, where, when)	

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

Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN
PARENTS / GUARDIANS WILL BE NOTIFIED WHEN

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

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

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

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

Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN

PARENTS / GUARDIANS WILL BE NOTIFIED WHEN

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	REASON(S) TO EVACUATE TO LOCATION 1		
ADDRESS	CITY	STATE	ZIP CODE
PHONE NUMBER	EMERGENCY PHONE		

TRANSPORTATION TO LOCATION 1

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

PARENT/GUARDIAN CONTACT INFORMATION WILL BE MAINTAINED IN THIS LOCATION

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

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

ANY ADDITIONAL CONSIDERATIONS FOR OPERATIONS

6. Emergency Contact Information

For Emergencies - Dial 911

Law Enforcement Agencies

CITY (if applicable)	CONTACT NAME	
NON-EMERGENCY NUMBER		24-HOUR EMERGENCY NUMBER
CITY (if applicable)	CONTACT NAME	
NON-EMERGENCY NUMBER		24-HOUR EMERGENCY NUMBER

Utility Emergency Phone Numbers

ELECTRIC	COMPANY	
CONTACT PERSON		24-HOUR EMERGENCY NUMBER
GAS	COMPANY	
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	
LICENSED OR CERTIFIED BY STATE OR COUNTY	
LICENSOR NAME	LICENSOR PHONE

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.