



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 6-5-2018	DATE(S) REVISED			
PROVIDER NAME Nonna's Intergenerational Christian Montessori Daycare				
ADDRESS 301 Promenade Ave.		CITY Wayzata	STATE MN	ZIPCODE 55391
PHONE NUMBER 651-775-1990		EMERGENCY PHONE 651-775-1990		

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) Away from doors/windows (tornado)	LOCATION 2 (IN-BUILDING) Stay in classroom (invader)
PROCEDURES FOR SHELTER-IN-PLACE / LOCKDOWN Describe your procedures (who, what, where, when) Tornado drill procedures--posted in individual classrooms "Safety Mode"--in event of invader, if barricading in classroom is best option--door locked; barriers used; away from visual sightline	

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 mobile

Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN

As required and ASAP

PARENTS / GUARDIANS WILL BE NOTIFIED WHEN

Immediate threat has been secured; asap

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

If tornado, 2 binders in office--

1. required student information as defined on page 6; kept updated
2. updated class lists; updated regularly

Emergency medication in 2 locations--in classroom and in office

In case of tornado/severe thunderstorm, staff will bring emergency meds

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

Posted in classrooms

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

Infants will be transported in evacuation Cribs

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

Emergency binder and Medication will be brought along

Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN

in the event of an emergency as detailed in our Rule 3 Emergency Plans

PARENTS / GUARDIANS WILL BE NOTIFIED WHEN

OUCH REPORTS are given for minor injuries

Parents are notified asap after 911 is called for an individual or school emergency and the children are in a safe place

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 Folkestone Senior Living	REASON(S) TO EVACUATE TO LOCATION 1 Fire/chemical or gas exposure/bomb threat		
ADDRESS 100 Promenade Ave	CITY Wayzata	STATE MN	ZIP CODE 55391
PHONE NUMBER (952) 249-2400	EMERGENCY PHONE		
TRANSPORTATION TO LOCATION 1 Walking distance			
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

Children are evacuated to a safe area and immediate risk is resolved

Parents will be notified via eblast if children can resume school

Parents will be notified via eblast/text/phone calls if it is not safe to resume school

PARENT/GUARDIAN CONTACT INFORMATION WILL BE MAINTAINED IN THIS LOCATION

2 binders in office--

1. required student information as defined on page 6; kept updated

2. updated class lists; updated regularly

Online with TADS also

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

classroom staff will oversee their own children and reunification with parents; administrative staff will step in to assist where needed; campus director/leadership team on-site will be available to field questions by parents

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

Campus Director

Leadership Team may be consulted if appropriate

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

Property owners

Campus Director

Leadership Team

Staff, if appropriate

ANY ADDITIONAL CONSIDERATIONS FOR OPERATIONS

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

CITY (if applicable) Wayzata	CONTACT NAME 24 Hour Police Dispatch
NON-EMERGENCY NUMBER 952-258-5321	24-HOUR EMERGENCY NUMBER 911
CITY (if applicable)	CONTACT NAME
NON-EMERGENCY NUMBER	24-HOUR EMERGENCY NUMBER 911

Utility Emergency Phone Numbers

ELECTRIC	COMPANY XCEL energy
CONTACT PERSON outage--1-800-895-1999	24-HOUR EMERGENCY NUMBER 911
GAS	COMPANY XCEL energy
CONTACT PERSON outage-1-800-895-2999	24-HOUR EMERGENCY NUMBER 911
WATER	COMPANY City of Wayzata
CONTACT PERSON 952-404-5363	24-HOUR EMERGENCY NUMBER 911

General Emergency Resource Numbers

MINNESOTA POISON CONTROL	PHONE NUMBER 800-222-1222
CRIME VICTIM SERVICES Minnesota Crime Victim Support Line	PHONE NUMBER 866-385-2699
POST-CRISIS MENTAL HEALTH HOTLINE mental health hotline: adults--651-266-7900 children--651-266-7878	PHONE NUMBER
FIRE DEPARTMENT Wayzata Fire Dept	PHONE NUMBER 952-404-5337
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 State of MN Dept of Human Services	LICENSOR PHONE 651-431-6500

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	damage to building/materials LT/Board will assess & find temp location if needed
Flood	minimal risk
Gas/Chemical Leaks	close till threat resolved
Hazardous Materials	close till threat resolved
High or Low Temperatures	procedures in place for evaluating daily
Infectious Diseases	policies/procedures in place for minimizing risk to students and staff; health consultant on staff; State Health Dept. available for consultation
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." n/a
Severe Winter Weather	procedures in place for evaluating
Thunderstorm	procedures in place for immediate threat
Tornado	procedures in place for immediate threat if the building is damaged--leadership team and board will assess and collaborate to find
Violent Incidents	procedures in place for immediate threat engaging community emergency response team for resources in aftermath
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.