

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		
11/8/17	8/24/18		
PROVIDER NAME			
Kingdom Kids Preschool			
ADDRESS		CITY	STATE
4400 55th St NW		Rochester	MN
PHONE NUMBER		EMERGENCY PHONE	
507.282.4840		507.282.5569	
ZIP CODE			
55901			

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)
Each classroom has an assigned interior room.	See attached Shelter Areas map.
PROCEDURES FOR SHELTER-IN-PLACE / LOCKDOWN <small>Describe your procedures (who, what, where, when)</small>	
See attached Safety & Security Program	

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

The lead teacher in a classroom is responsible for ensuring the safety of all children. He/she will bring any equipment or medications needed. The lead teacher will also ensure safe exit of children with disabilities.

Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN

Emergency responders will be notified when emergency is first identified.

PARENTS / GUARDIANS WILL BE NOTIFIED WHEN

Parents/Guardians will be notified when it is safe to do so or as the emergency has passed, whichever happens first.

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 has its own emergency backpack. It is hung on the back of the classroom door. Each kit contains: snack items, glow bracelets, flashlight, extra batteries, crayons, coloring book, tissues, plastic bags, and a first aid kit. The Lead Teacher in the classroom is responsible for grabbing the backpack in an emergency.

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

See attached Evacuation map.

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

Infants will be placed in the cribs and rolled outside. All cribs are equipped with evacuation hardware.

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

All medication is kept in the KK office. In an evacuation situation the office staff will bring the medication basket.

Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN

Emergency responders will be notified as soon as an emergency is identified.

PARENTS / GUARDIANS WILL BE NOTIFIED WHEN

Parents/Guardians will be notified when it is safe to do so or the emergency has passed, whichever happens first.

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 has its own emergency backpack. It is hung on the back of the classroom door. Each kit contains the items mentioned earlier.

Relocation - Location 1

BUILDING NAME	REASON(S) TO EVACUATE TO LOCATION 1		
Cottagewood Senior Communities - Admin Building	fire, flood, power failure		
ADDRESS	CITY	STATE	ZIP CODE
4220 55th St NW	Rochester	MN	55901
PHONE NUMBER	EMERGENCY PHONE		
507.286.8528			

TRANSPORTATION TO LOCATION 1

Staff and children will walk

OTHER DETAILS

Admin building is the center building

Relocation - Location 2 (optional)

BUILDING NAME	REASON(S) TO EVACUATE TO LOCATION 2		
OMC NW Clinic	If location 1 is unsafe		
ADDRESS	CITY	STATE	ZIP CODE
5067 55th St NW	Rochester	MN	55901
PHONE NUMBER	EMERGENCY PHONE		
507.292.7070			

TRANSPORTATION TO LOCATION 2

Staff and children will walk

OTHER DETAILS

0.6 mile walk

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

Parents/Guardians will be notified when children are safe and able to be picked up by parents.

PARENT/GUARDIAN CONTACT INFORMATION WILL BE MAINTAINED IN THIS LOCATION

A binder containing all child information (including parent and emergency contact information) is kept in the KK office and brought along on all emergencies/evacuations.

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 parents must present ID or be identified by the child's teacher.

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

Teresa Fox, Cindy Leif, Steve Wernimont, Don Kundert, Trisha Rindels, Dave Thoreson

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

Teresa Fox, Cindy Leif, Steve Wernimont, Don Kundert, Trisha Rindels, Dave Thoreson

ANY ADDITIONAL CONSIDERATIONS FOR OPERATIONS

6. Emergency Contact Information

For Emergencies - Dial 911

Law Enforcement Agencies

CITY (if applicable) Rochester	CONTACT NAME
NON-EMERGENCY NUMBER 507-328-6800	24-HOUR EMERGENCY NUMBER 911
CITY (if applicable)	CONTACT NAME
NON-EMERGENCY NUMBER	24-HOUR EMERGENCY NUMBER

Utility Emergency Phone Numbers

ELECTRIC 507-280-1500	COMPANY Rochester Public Utilities	24-HOUR EMERGENCY NUMBER 507-280-9191
GAS 800-889-3400	COMPANY Minnesota Energy Resources	24-HOUR EMERGENCY NUMBER 800-889-4970
WATER 507-280-1500	COMPANY Rochester Public Utilities	24-HOUR EMERGENCY NUMBER 507-280-9191

General Emergency Resource Numbers

MINNESOTA POISON CONTROL	PHONE NUMBER 800-222-1222
CRIME VICTIM SERVICES Olmsted County Victim Services 507-328-7270	PHONE NUMBER 507-289-0636
POST-CRISIS MENTAL HEALTH HOTLINE Blue Stem	PHONE NUMBER 507-282-1009
FIRE DEPARTMENT Rochester MN Fire Department	PHONE NUMBER 507-328-2800
OTHER	PHONE NUMBER

NAME OF INSURANCE AGENCY Hartman Insurance	PHONE NUMBER
INSURANCE CONTACT PERSON Fritz Banfield	PHONE NUMBER 507-288-3834

Licensing or Certification Information

LICENSING OR CERTIFICATION NUMBER 1011051	LICENSOR PHONE 651.431.4641
LICENSED OR CERTIFIED BY STATE OR COUNTY State	
LICENSOR NAME Wendy Evan	

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

CCAP PROVIDER ID 7888	CCAP AGENCY PHONE NUMBER(S) 507.328.6500
CCAP AGENCIES REGISTERED WITH Olmsted County	