

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 1/18/2020	DATE(S) REVISED 1/18/2021, 1/18/2022, 1/2/2023			
PROVIDER NAME Tawna Schneider – Little Village Early Learning Center				
ADDRESS 208 County Road 1 E		CITY Dundas	STATE MN	ZIPCODE 55019
PHONE NUMBER 507-301-3780		EMERGENCY PHONE 507-649-1826		

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

All of the students with their teachers will go to the preschool room, if that room is not available, all students and staff will go to the toddler room, in the time of a shelter-in-place/lockdown emergency. Staff will cover all windows and lock all doors. The lead preschool teacher will call emergency responders and parents of all students. Our emergency kit is located in the prep-room and the lead toddler teacher will be in charge of getting it.

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

Little Village ELC currently does not have any children with disabilities or chronic medical conditions. The director will adjust the plan accordingly should that change.

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN

Little Village has an internal/external threat such as injured child, injured staff, fire, storm threat, neighborhood threat (shooter), gas leak, person on the run from authorities.

PARENTS / GUARDIANS WILL BE NOTIFIED WHEN

ASAP given the nature of the situation and after calling 911.

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

- radio-batteries
- flashlight-batteries
- safety goggles
- gloves
- first aid kit
- liquid hand soap and sanitizer
- water/snacks
- blanket
- diapers/wipes
- bottles/formula

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

Main meeting spot: 'Little Village' sign out front, if in need of a safer location, we will cross the street to the Dundas Post Office. Dundas Post Office: 211 County Road 1 E, Dundas. Each class will walk out the nearest door and walk safely across the street to the side walk in front of the Dundas post office or inside the post office, whichever is safest.

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

Infants/Non-walkers will be transported by cribs. Walkers will follow their teachers, and all walk together.

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

N/A – to be updated by director if there is a change.

Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN

There is a threat at the center ex. (gas leak, fire, person)

PARENTS / GUARDIANS WILL BE NOTIFIED WHEN

Emergency responders have been notified and children are all safe across the street at the Dundas post office.

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

Cell phones, first aid kit, gloves, goggles, blanket, snacks, water, diapers, wipes, bottles, formula, radio, flashlight, batteries, emergency contact forms.

Relocation - Location 1

BUILDING NAME Little Village ELC SIGN OUT FRONT	REASON(S) TO EVACUATE TO LOCATION 1 Unsafe at the center		
ADDRESS 208 County Road 1 E, Dundas MN 55019	CITY Dundas	STATE MN	ZIP CODE 55019
PHONE NUMBER 507-301-3780	EMERGENCY PHONE 5076491826		
TRANSPORTATION TO LOCATION 1 Walking			

OTHER DETAILS

Relocation - Location 2 (optional)

BUILDING NAME Dundas Post Office	REASON(S) TO EVACUATE TO LOCATION 2 Unsafe at the center		
ADDRESS 211 Co. Rd. 1	CITY Dundas	STATE MN	ZIP CODE 55019
PHONE NUMBER 1800-275-8777	EMERGENCY PHONE		
TRANSPORTATION TO LOCATION 2 Walking			

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

The threat is contained and everyone and every place is safe.

PARENT/GUARDIAN CONTACT INFORMATION WILL BE MAINTAINED IN THIS LOCATION

The center directors office, emergency kit, all classrooms.

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

If no one can be reached, the child(ren) will remain in the care of the director or lead 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

Director, ALL Staff, First Responders, Licensor

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

Director, ALL Staff, First Responders, Licensor

ANY ADDITIONAL CONSIDERATIONS FOR OPERATIONS

If the center is no longer useable, we will be forced to close and parents would need to make alternative arrangements until the center is able to re-open.

6. Emergency Contact Information

For Emergencies - Dial 911

Law Enforcement Agencies

CITY (if applicable): Dundas P.D.	CONTACT NAME: Gordy Mienke - Chief
NON-EMERGENCY NUMBER: 507645-5252	24-HOUR EMERGENCY NUMBER: 507-663-9470
CITY (if applicable): Rice County Disbatch	CONTACT NAME: Disbatch
NON-EMERGENCY NUMBER: 507-663-9470	24-HOUR EMERGENCY NUMBER: 911

Utility Emergency Phone Numbers

ELECTRIC	COMPANY: Xcel Energy
CONTACT PERSON	24-HOUR EMERGENCY NUMBER 1800-895-2999
GAS	COMPANY: Xcel Energy
CONTACT PERSON	24-HOUR EMERGENCY NUMBER 1800-895-2999
WATER	COMPANY: City of Dundas
CONTACT PERSON	24-HOUR EMERGENCY NUMBER 507-645-2852/507-645-8062

General Emergency Resource Numbers

MINNESOTA POISON CONTROL	PHONE NUMBER 800-222-1222
CRIME VICTIM SERVICES: Shawn Becker Victim / Witness Coordinator	PHONE NUMBER 507-332-5934
POST-CRISIS MENTAL HEALTH HOTLINE: 507-332-6115	PHONE NUMBER 1800-442-1286
FIRE DEPARTMENT: Northfield Fire Department – Gerry Franek - Chief	PHONE NUMBER 911 or 507-336-8124
OTHER	PHONE NUMBER

NAME OF INSURANCE AGENCY American Family Insurance	
INSURANCE CONTACT PERSON Melissa Kreuser: cell: 985-758-5460	PHONE NUMBER 952-758-5460

Licensing or Certification Information

LICENSING OR CERTIFICATION NUMBER 1106051	
LICENSED OR CERTIFIED BY STATE OR COUNTY	
LICENSOR NAME Kaysie Furlong	LICENSOR PHONE 651-431-5755

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	Get all students and staff safely out of the center, call 911, notify parents, if center is damaged/in-need of inspection/repairs. CALL DHS AND REPORT A FIRE WITHIN 24 HOURS
Flood	Depending upon the situation, may need to close temporarily but will reopen ASAP.
Gas/Chemical Leaks	Immediate evacuation. Notify parents to pick-up students until leak is contained/fixed and/or repairs are made.
Hazardous Materials	Are kept out of reach of students, high up, locked, or in basement where students do not have access to.
High or Low Temperatures	Stay inside if extreme heat/cold
Infectious Diseases	Notify county along with ALL parents/guardians if there is a spread. Center may need to close for extra deep cleaning.
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	We follow the Northfield School District for the most part. In case of severe weather, we may need to close early or close for the day depending upon road conditions, etc.
Thunderstorm	If severe, grab emergency kit. Stay in all classrooms and cover windows. Main hallway and ADA bathroom can also be used for shelter.
Tornado	Grab emergency kit. Go to the hallway or stay in all classrooms and cover windows. Main hallway and ADA bathroom can also be used for shelter. CALL DHS AND REPORT TORNADO WITHIN 24 HOURS
Violent Incidents	Call 911 and notify parents ASAP
Other	Grab emergency kit in case of evacuation

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.