

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 5/30/2017	DATE(S) REVISED 08/27/2021		
PROVIDER NAME Lake Area Discovery Center at Faith Lutheran			
ADDRESS 886 North Shore Drive	CITY Forest Lake	STATE MN	ZIPCODE 55025
PHONE NUMBER 651-464-3324, ext.11	EMERGENCY PHONE 911		

2. Shelter-in-Place / Lockdown Procedures <small>If we need to stay in the building due to an emergency, the following procedures will be followed</small>	
LOCATION 1 (IN-BUILDING)	LOCATION 2 (IN-BUILDING) Classrooms # gym/multipurpose room in church

PROCEDURES FOR SHELTER-IN-PLACE / LOCKDOWN Describe your procedures (who, what, where, when)
Remain in classroom, lock door, cover windows (if necessary), hide from view, or take children to nearest secure classroom within school building and repeat the process. Lead teacher will take the red emergency bag, with first aid kit and emergency contact forms. Lead class to secure location. Take attendance. Assistant teacher help lead teacher. Call police using cell phone. When situation is under control, contact parents/guardians by cell phone using emergency numbers found in the emergency contact form envelope.

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
No special procedures needed, as classrooms and exits are handicapped accessible. Staff should follow procedures on individual health care plan/directive for student(s) with a chronic medical condition.

Notification
EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN Call police using cell phone after reaching the secure location.

PARENTS / GUARDIANS WILL BE NOTIFIED WHEN When situation is under control, contact parents/ guardians by cell phone using emergency numbers from children's emergency contact form found in envelope.
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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
Student emergency contact forms with parent contact information
Emergency phone number information sheet
Battery operated radio
Flashlight and extra batteries
First aid kit
Trash bag
Pen/ Sharpie

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 Fire Exit Map with Secondary Exit. Tornado Shelter locations

If emergency shelter is needed outside of this facility, staff and children will proceed to the area/ address listed on their emergency evacuation plan. A battery operated radio and flashlight are kept accessible in the classroom.

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

Infants will be placed in emergency designated cribs. Emergency cribs will be wheeled out to the meeting spot by lead and assistant teachers. Lead teachers will bring red emergency bag with battery operated radio, flashlight, first aid kit, and emergency contact forms.

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

No special procedures needed, as classrooms are handicapped accessible. Staff should follow procedures on individual health care plan/directive for student(s) with a chronic medical condition.

Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN

Immediately using the Emergency Phone Numbers posted in classroom and available in the red emergency bag.

PARENTS / GUARDIANS WILL BE NOTIFIED WHEN

The all clear signal has been given using cell phone and attendance has been taken.

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

Battery operated radio, flashlight, extra batteries, cell phone, student emergency contact forms, first aid kit, pen/ sharie, trash bag.

Relocation - Location 1

BUILDING NAME	REASON(S) TO EVACUATE TO LOCATION 1		
Birchwood Senior Living	Gas Leak, Flood, Fire		
ADDRESS	CITY	STATE	ZIP CODE
604 NE 1st Street	Forest Lake	MN	55025
PHONE NUMBER	EMERGENCY PHONE		
651-464-5600	911		

TRANSPORTATION TO LOCATION 1

Lead teachers, assistant teachers, and director walk children to location.

OTHER DETAILS

Community center and facility. 3 minute walk through residential neighborhood near school building.

Relocation - Location 2 (optional)

BUILDING NAME	REASON(S) TO EVACUATE TO LOCATION 2		
Coffeesmith	Wide spread area emergency from local gov. agencies.		
ADDRESS	CITY	STATE	ZIP CODE
432 N Shore Drive	Forest Lake	MN	55025
PHONE NUMBER	EMERGENCY PHONE		
651-300-9039	911		

TRANSPORTATION TO LOCATION 2

Lead teachers, assistant teachers, director walk children to location.

OTHER DETAILS

Public coffee shop accommodate children with similar emergency plans & local resources. 8 minute 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

Using student emergency contact forms, teachers and assistant teachers will ask adults for photo ID.

PARENT/GUARDIAN CONTACT INFORMATION WILL BE MAINTAINED IN THIS LOCATION

All contact information will be inside red emergency bags with student emergency contact forms.

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

Photo ID's will be used for adults listed on student emergency contact forms. In a situation where child is not picked up by adults listed on the emergency contact form, police will be notified to pick up the child. A note will be left on the center door 11 detailing the situation and who the parent/ guardian can contact by phone. Staff will NOT transport children.

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

Notify 911 if it's an emergency. Non-emergency, contact the local police department, local fire department; Emergency local government planning agencies; Executive Director of LADC; LADC Administrative Staff members; Site Director; Faith Lutheran Lead Teachers; Child parents/ guardians; Child emergency contacts.

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

Notify 911 if it's an emergency. Non-emergency, contact the local police department, local fire department; Emergency local government planning agencies; Executive Director of LADC; LADC Administrative Staff members; Site Director; Faith Lutheran Lead Teachers; Child parents/ guardians; Child emergency contacts.

ANY ADDITIONAL CONSIDERATIONS FOR OPERATIONS

Children will stay with LADC teachers until safely released to parents/ guardians or to emergency personnel.

6. Emergency Contact Information

For Emergencies - Dial 911

Law Enforcement Agencies

CITY (if applicable)	CONTACT NAME
Forest Lake	Local Police Department

NON-EMERGENCY NUMBER	24-HOUR EMERGENCY NUMBER
651-439-9381	911

CITY (if applicable)	CONTACT NAME
Forest Lake	Local Fire Department

NON-EMERGENCY NUMBER	24-HOUR EMERGENCY NUMBER
651-464-2244	911

Utility Emergency Phone Numbers

ELECTRIC	COMPANY
800-895-1999	Xcel Energy

CONTACT PERSON	24-HOUR EMERGENCY NUMBER
Xcel Energy	800-895-1999

GAS	COMPANY
800-895-2999	Xcel Energy

CONTACT PERSON	24-HOUR EMERGENCY NUMBER
Xcel Energy	800-895-2999

WATER	COMPANY
651-209-9736	Forest Lake Water Department

CONTACT PERSON	24-HOUR EMERGENCY NUMBER
Dave Adams	651-209-9736

General Emergency Resource Numbers

MINNESOTA POISON CONTROL	PHONE NUMBER
	800-222-1222

CRIME VICTIM SERVICES	PHONE NUMBER
Washington County Attorney	651-430-6115

POST-CRISIS MENTAL HEALTH HOTLINE	PHONE NUMBER
MN Child Mental Health Services	651-430-6484

FIRE DEPARTMENT	PHONE NUMBER
Local Fire Chief	651-209-9722

OTHER	PHONE NUMBER
Lake Area Discovery Center	651-762-7884

NAME OF INSURANCE AGENCY	
McNamara Company	

INSURANCE CONTACT PERSON	PHONE NUMBER
McNamara Company	651-426-0607

Licensing or Certification Information

LICENSING OR CERTIFICATION NUMBER
1063518

LICENSED OR CERTIFIED BY STATE OR COUNTY
County

LICENSOR NAME	LICENSOR PHONE
Leslie Joslin	651-431-2640

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

CCAP PROVIDER ID
24538

CCAP AGENCIES REGISTERED WITH	CCAP AGENCY PHONE NUMBER(S)
Ramsey County Human Services	651-430-6459

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	1. Staff walk children from building by means of nearest exit to the "Meeting Spot" (in parking lot or across street) 2. Head Teacher leads from the front, brings Emergency Cards and takes attendance / Assistant Teacher follows from rear and brings Emergency Kit with Battery Operated Radio, Flashlight and First Aid Kit 3. Stay outside until all-clear is received 4. If re-admittance not possible, contact parents by cell phone using the emergency numbers on children's emergency cards.
Flood	1. Staff walk children from building by means of nearest safe exit to the "Meeting Spot" (in parking lot or across street) 2. Head Teacher leads from front, brings Emergency Cards and takes attendance / Assistant Teacher follows from rear and brings Emergency Kit with Battery Operated Radio, Flashlight and First Aid Kit. 3. Stay outside until all-clear is received 4. If re-admittance not possible, contact parents by cell phone using the emergency numbers on children's emergency cards.
Gas/Chemical Leaks	1. Staff walk children from building by means of nearest safe exit to the "Meeting Spot" (in parking lot or across street) 2. Head Teacher leads from front, brings Emergency Cards and takes attendance / Assistant Teacher follows from rear and brings Emergency Kit with Battery Operated Radio, Flashlight and First Aid Kit. 3. Stay outside until all-clear is received 4. If re-admittance not possible, contact parents by cell phone using the emergency numbers on children's emergency cards.
Hazardous Materials	Hazardous Materials are kept in locked/secure areas that are not accessible to children. Children are supervised by sight and sound at all times, minimizing the risk of children accessing hazardous materials. Staff observe and maintain student areas everyday to identify and remove any hazardous materials that may have been left in children areas.
High or Low Temperatures	Staff check the weather and outside temperature everytime before taking children outside. Air temps must be 10 degrees or above with windchill for children to play outside. The Childcare Weather Watch Temperature Guide is consulted if air temp is in the 80's. Outside time is restricted if air temp and relative humidity exceeds 87 degrees.
Infectious Diseases	If there is exposure to an infectious/communicable disease, parents will be alerted in writing, email and/or by phone, so that they may be aware of the incubation period for the disease and the symptoms should the illness have spread.
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." The Discovery Center is not within distance of a nuclear power plant to have a potential risk of harm.
Severe Winter Weather	Non-School Hours: The Discovery Center will follow the School/School District for closures/early-closures. Parents will be notified via email and/or by phone. During School Hours: Children will be kept indoors. In the case of early-closure, parents will be notified via email and/or by phone. Children will be supervised by sight and sound until all parents are able to pick-up. Adequate food is available.
Thunderstorm	Children will be kept indoors, away from windows for the duration of a severe electrical/thunderstorm. Electronics (ie: televisions or computers) will not be used.
Tornado	Teachers will gather children and take a quick head-count, moving them to the designated tornado shelter area(s). The Head Teacher will guide from the front, with the Assistant Teacher following behind, with the Emergency Kit including emergency cards, battery-operated radio, flashlight and first aid kit. The children are taken to the designated Tornado Shelter area(s). The children are instructed to crouch down, head towards the wall with hands over head.
Violent Incidents	Children will be walked to a secure/locked location by a teacher. The Emergency Kit with emergency cards, battery-operated radio, flashlight and first aid kit will be taken with. Attendance will be taken after reaching the secure location. The police will be called using cell phone. When situation is under control, parents will be contacted by cell phone using children's emergency card contact numbers.
Other	<u>Missing Child:</u> Staff will conduct thorough search of building and grounds. After 5-10 minutes, police will be called with parents notified immediately. One staff person should accompany police to help identify child. <u>Missing Parent:</u> If parent is more than 15 minutes late picking up and cannot be reached, emergency contacts will be called. If noone is reached within a half-hour, the police will be notified to pick up child. A note will be left on center door for parents regarding situation and contact number. Staff will NOT transport children. <u>Unauthorized Person Pick-Up:</u> An Unauthorized Person will not be allowed to take a child from the school. Parents will be called immediately. If a child is taken from school under duress or force, Police 911 will be called immediately. All unknown persons picking up a child will be asked for Photo ID and the name checked against the child's Emergency Card. <u>Pandemic Planning:</u> Program will cooperate with state and local government disaster planning agencies.

Other, cont.

Incapacitated or Suspected Person Pick-Up: in the event that the parent or authorized person picking up a child is in any way incapacitated or suspected of abuse, staff will state firmly that they do not feel it is safe for that person to transport the child. Call an Emergency Contact from child's Emergency Card. If person resists efforts and takes child against staff's request, the color, model and license plate # of vehicle will be taken (if possible). Police 911 will be called. Child Protection will be notified and the incident will be documented and kept on file.

Bomb Threat: 1. Staff walk children from building by means of nearest safe exit to the "Meeting Spot" (in parking lot or across street) 2. Head Teacher leads from front, brings Emergency Cards and takes attendance / Assistant Teacher follows from rear and brings Emergency Kit with Battery Operated Radio, Flashlight and First Aid Kit. 3. Stay outside until all-clear is received 4. If re-admittance not possible, contact parents by cell phone using the emergency numbers on children's emergency cards.

Alcohol and Drug Policy for Employees: LADC prohibits employees, subcontractors and volunteers, while directly responsible for children served in the program, from abusing prescription medication or being under the influence of a controlled substance under state statutes, or use alcohol in any manner that impaires or could impair the person's ability to provide care or services. Signed documentation by staff, subcontractors and volunteers are obtained before direct responsibility is accepted for children served in this program. This document is kept in the employee's files.

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.