

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 9/1/17	DATE(S) REVISED 8/1/23		
/PROVIDER NAME Calvary Calvary Childcare Center			
ADDRESS 7520 Golden Valley Road	CITY Golden Valley	STATE MN	ZIP CODE 55427
PHONE NUMBER 763-541-9774	EMERGENCY PHONE 763-545-5659		

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) Lockdown: Childcare Kitchen/Room N102-Nap area & bathroom Severe Weather: Lower level of church (emergency stairs near kitchen)	LOCATION 2 (IN-BUILDING) Lockdown: Classroom Bathrooms
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PROCEDURES FOR SHELTER-IN-PLACE / LOCKDOWN Describe your procedures (who, what, where, when)
All teachers are responsible for moving children and bringing classroom backpack into specific location depending on the type of emergency. First Choice for lockdown-all children and staff in Childcare kitchen, second is Room N102/Infant Room, and 3rd is classroom bathrooms. If all located in the Kitchen or Infant Room- doors are locked and refrigerators are wheeled against the hallway door.

For lock-down, children will sit against interior walls away from doors.
For Severe Weather alarm teachers will lead children down the Emergency stairs located near the childcare kitchen. Church staff will meet at level one to carry infants and toddlers. Children will sit against the wall.

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 needs of children with disabilities or chronic medical conditions will be addressed individually. Emergency medications such as Epipens are kept in classroom backpack which accompanies the teacher at all times.

Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN

If an intruder is in the building or if a situation begins to escalate towards violence.

PARENTS / GUARDIANS WILL BE NOTIFIED WHEN

When the all-safe notice is given.

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 an emergency backpack that contains a fully stocked first aid kit. This backpack travels with the teacher/classroom at all times. An additional emergency kit is located in the kitchen.

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

Evacuation/Exit plans are posted in each classroom.

Primary Exit door is #2/Childcare front door. Secondary exit is classroom exterior doors.

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

Infants are placed and transported in the two evacuation cribs. Any extra adults in the program help to carry non-mobile/newly mobile Toddlers.

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

The needs of children with disabilities or chronic medical conditions will be addressed individually. Emergency medications such as Epipens are kept in classroom backpack which accompanies the teacher at all times.

Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN

An emergency requires evacuation, including fire, gas leak etc.

PARENTS / GUARDIANS WILL BE NOTIFIED WHEN

When the All-Safe notice has been given or at the point in time when/if it is determined that the program is unable to return to site.

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 an emergency backpack that contains a fully stocked first aid kit. This backpack travels with the teacher/classroom at all times. An additional emergency kit is stored in the kitchen.

Relocation - Location 1

BUILDING NAME Calvary Co-Op	REASON(S) TO EVACUATE TO LOCATION 1 Fire, Gas, Hazardous Materials		
ADDRESS 7600 Golden Valley Road	CITY Golden Valley	STATE MN	ZIP CODE 55427
PHONE NUMBER 763-544-1090	EMERGENCY PHONE		
TRANSPORTATION TO LOCATION 1 Walking Distance			
OTHER DETAILS Door Code: 000			

Relocation - Location 2 (optional)

BUILDING NAME Meadow Ridge Senior Living	REASON(S) TO EVACUATE TO LOCATION 2 Fire, Gas, Hazardous Materials		
ADDRESS 7475 Country Club Drive	CITY Golden Valley	STATE MN	ZIP CODE 55427
PHONE NUMBER 763-762-7300	EMERGENCY PHONE		
TRANSPORTATION TO LOCATION 2 Walking Distance			
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
When we are safely at the relocation site, it is safe to communicate.

PARENT/GUARDIAN CONTACT INFORMATION WILL BE MAINTAINED IN THIS LOCATION

Child Emergency cards are located in the classroom backpacks

Release Children will only be released to parents/guardians or other individuals listed on the child's form (with proper identification)
OTHER DETAILS ABOUT RELEASE OR REUNIFICATION

Teachers will be responsible for releasing children to parents or parent designate (asking for ID when necessary)

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

Matt Bromander (Facilities Supervisor) 612-964-3149

Jason Beaver (Executive Director) 763-856-8506

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

SEE ABOVE

ANY ADDITIONAL CONSIDERATIONS FOR OPERATIONS

Building has temperature, electricity and water to operate

6. Emergency Contact Information

For Emergencies - Dial 911

Law Enforcement Agencies

CITY (if applicable) Golden Valley	CONTACT NAME Police Chief-Virgil Green
NON-EMERGENCY NUMBER 763-593-8079	24-HOUR EMERGENCY NUMBER 911
CITY (if applicable)	CONTACT NAME
NON-EMERGENCY NUMBER	24-HOUR EMERGENCY NUMBER

Utility Emergency Phone Numbers

ELECTRIC Xcel Energy	COMPANY Xcel Energy
CONTACT PERSON	24-HOUR EMERGENCY NUMBER 800-895-1999
GAS Center Point	COMPANY
CONTACT PERSON	24-HOUR EMERGENCY NUMBER 800-296-9815
WATER City of Minneapolis	COMPANY
CONTACT PERSON	24-HOUR EMERGENCY NUMBER 612-673-5600

General Emergency Resource Numbers

MINNESOTA POISON CONTROL	PHONE NUMBER 800-222-1222
CRIME VICTIM SERVICES Crisis Connection	PHONE NUMBER 612-379-6363
POST-CRISIS MENTAL HEALTH HOTLINE Mental Health Crisis Response Adult: 612-596-1223	PHONE NUMBER Child: 612-348-2233
FIRE DEPARTMENT Golden Valley Fire Department	PHONE NUMBER 763-593-8057
OTHER	PHONE NUMBER
NAME OF INSURANCE AGENCY Guide One Insurance, Greg Helland Agency Greg Helland 952-475-1333	
INSURANCE CONTACT PERSON	PHONE NUMBER

Licensing or Certification Information

LICENSING OR CERTIFICATION NUMBER 800289	
LICENSED OR CERTIFIED BY STATE OR COUNTY State	
LICENSOR NAME Tonia Hay	LICENSOR PHONE 951-431-4641

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

CCAP PROVIDER ID N/A	CCAP AGENCY PHONE NUMBER(S)
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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	<p>High risk of harm, immediate evacuation. Center will reopen once the all-clear has been given by Executive Director.</p> <ul style="list-style-type: none"> • Call 911, if alarm has not sounded • Evacuate children and staff outside to designated areas: Stage in Cavalry Park or Calvary Co-Op • Teachers will take classroom backpack • Teachers take attendance after being evacuated. • No one may reenter building until entire building is declared safe by fire or police personal • Crisis Team Leader notifies children and staff of termination of emergency • Hold a debriefing with those involved in leadership following the crisis
Flood	<p>Flood Watch has been issued in an area that includes Calvary:</p> <ul style="list-style-type: none"> • Monitor Emergency Alert Stations, NOAA Weather Radio, and stay in contact with local emergency management officials • Review evacuation procedures with staff and children • Check relocation centers (find an alternate relocation center if primary center would also be flooded) • Line up transportation resources-Metro Transit 612-373-3333 <p>Flood Warning has been issued in an area that includes Calvary:</p> <ul style="list-style-type: none"> • If advised by emergency responders to evacuate, do so immediately • Teachers will take classroom backpack • Move children to designated relocation center • Teachers take attendance after being evacuated • Notify parents/guardians according to policy
Gas/Chemical Leaks	<p>Incident occurred in Calvary:</p> <ul style="list-style-type: none"> • Notify crisis team leader • Call 911. Report identity and/or location of hazardous material if known • Evacuate to an upwind location, taking classroom backpack • Seal off area of leak/spill, close doors • Secure/contain area until fire personnel arrive • Fire officer in charge may recommend additional shelter or evacuation actions • Follow procedures for sheltering or evacuation • Notify parents/guardians when/if children are evacuated • Resume normal operations only after receiving the all clear from emergency officials <p>Incident occurred near Calvary:</p> <ul style="list-style-type: none"> • Fire or police will notify church officials • Consider need for closing outside air intake, evacuation of children to a safe area or sheltering children in the building until transportation arrives • Fire officer in charge of scene will recommend shelter or evacuation actions • Follow procedures for sheltering or evacuation • Notify parents/guardians when/if children are evacuated • Resume normal operations only after receiving the all clear from emergency officials
Hazardous Materials	Same as Gas/Chemical Leaks
High or Low Temperatures	In the event of high temperature, we will stay inside when the temp is 90 and humidity is 30%, giving a heat index of 90. In the event of low temperature, we will stay inside when the temp/wind chill is 10 degrees.
Infectious Diseases	Children will be sent home at the discretion of the program staff based on existing exclusion policies. (See Staff/Parent Handbook)
Nuclear Power Plant	<p>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."</p> <p>Not located in risk area</p>

Severe Winter Weather	Existing Winter Weather Policy (See Staff/Parent Handbook)
Thunderstorm	<p>Tornado/Severe Thunderstorm Watch:</p> <ul style="list-style-type: none"> ● Alert all staff members by: (facilities staff responsibility) <ol style="list-style-type: none"> 1. Use page all button on phones 2. Email 3. Verbally tell others located in other parts of the building ● Monitor Emergency Alert Stations or NOAA Weather Radio ● Bring all Persons inside building ● Review severe weather procedures and location of safe areas <p>Tornado/Severe Weather Thunderstorm Warning:</p> <ul style="list-style-type: none"> ● Facilities staff will make the announcement through the fire system PA that there is a warning and to immediately go to a safe area ● All staff are to immediately have their groups exit and go to basement level ● Childcare evacuate down emergency stairs near Childcare kitchen-church staff help with Infants and Toddlers ● Move into N005 and sit along back wall ● Account for all students ● Remain in safe area until warning expires or until emergency personnel have issued an all-clear signal ● Diagrams are posted in each classroom showing routes to area
Tornado	See Thunderstorm
Violent Incidents	<ul style="list-style-type: none"> ● Avoid confrontation with someone who is armed with a weapon ● Immediately grab your cell phone (if possible and safe to do so) and begin lockdown procedure. ● Call 911 to report incident if it started at Calvary or if you think police are not aware of it already. Follow their instructions or instructions from other responders who arrive on the scene. ● Try to keep the children as quiet and calm as possible ● Contact the children's parents/guardians when it is safe to do so.
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.