



# Child Care Emergency Plan

DEPARTMENT OF HUMAN SERVICES

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		
1-12-2018	4-4-2018		
PROVIDER NAME			
King's Kids Preschool			
ADDRESS		CITY	STATE
1040 South Grade Rd. SW, Box 369		Hutchinson	MN
		ZIPCODE	55350
PHONE NUMBER		EMERGENCY PHONE	
320-484-2354		320-587-2776 (Tell church secretary to deliver a message to us.)	

## 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)	INTRUDER THREAT	LOCATION 2 (IN-BUILDING)	TORNADOES
Preschool storage room.		Preschool Room #1 & #2 bathrooms.	

PROCEDURES FOR SHELTER-IN-PLACE / LOCKDOWN Describe your procedures (who, what, where, when)

**INTRUDER THREAT:**  
All teachers will grab their cell phones. Lead teachers will lock preschool room doors and shut off the lights. Assistant teachers lead the students to the back storage room. Everyone will stand in the area by the furnace. Lead teachers will grab the door key off the hook by the door before entering the storage area. Lead teachers will lock the storage doors, count their students and turn off the lights. The emergency kits are kept in the storage room. Use cell phone to call 911. We will stay sheltered in place until the authorities tell us it is safe to come out.

**TORNADO:**  
Lead teachers will lead students to the preschool bathrooms and count the students. Assistant teachers will grab the emergency kits from the storage room. Students will be instructed to kneel down with their hands covering their heads. This will continue until the threat is done.

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

Each child's paraprofessional is in charge of their student. In any lockdown situation, the paraprofessional will take the student to the appropriate room for the situation. They will be expected to stay with the class the entire time.

## Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN

**INTRUDER THREAT:**  
As soon as possible, most likely by cell phone.

**TORNADO:**  
If a medical emergency arises.  
If there is damage to the building.

PARENTS / GUARDIANS WILL BE NOTIFIED WHEN

**INTRUDER THREAT:**  
When authorities tell us it is alright to notify parents.

**TORNADO:**  
When the threat has passed and it is safe to do so.

## **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

We have 2 emergency kits located in the preschool storage room. (1 for each classroom.) Our kits are blue duffle bags. Each bag contains a flashlight, extra batteries for the flashlight, a blanket, first aid kit, a crank radio, student emergency cards and medications as needed. There are also copies of class lists to cross off which parents have been contacted if needed. Classroom 1 kit is located on top of the fridge in the back preschool storage room. Classroom 2 kit is located on the shelf in the back preschool storage room.

---

Last Updated 10/17

### 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 copies of the evacuation routes located in our Child Care Emergency Plan binder.

Teachers lead students out to the South parking lot where students will be counted before going over to Woodstone Senior Living Center. Assistant teachers will grab the emergency kits and check the bathrooms for students before evacuating.

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

N/A

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

Each child's paraprofessional is in charge of their student and will participate in the evacuation with the rest of the class.

#### Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN

As soon as possible after the event occurs.

PARENTS / GUARDIANS WILL BE NOTIFIED WHEN

All students are safely relocated to Woodstone Senior Living Center.

#### 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

2 emergency kits are located in the back preschool storage room. #1 on top of the fridge and #2 on the shelf. They both contain first aid kits, blankets, flashlights with extra batteries, a crank radio, student emergency cards and medications as needed. There are also class lists for use when notifying parents.

#### Relocation - Location 1

BUILDING NAME Woodstone Senior Living Center	REASON(S) TO EVACUATE TO LOCATION 1 Fire, gas leak, building problems.		
ADDRESS 1025 Dale Street SW	CITY Hutchinson	STATE MN	ZIP CODE 55350
PHONE NUMBER 320-234-8917	EMERGENCY PHONE N/A		

TRANSPORTATION TO LOCATION 1

Walking on foot.

OTHER DETAILS

\*Meet in the front greeting area. The room with the grand piano.

#### Relocation - Location 2 (optional)

BUILDING NAME Hutchinson Recreation Center	REASON(S) TO EVACUATE TO LOCATION 2 Fire, gas leak, building problems.		
ADDRESS 900 Harrington Street	CITY Hutchinson	STATE MN	ZIP CODE 55350
PHONE NUMBER 320-587-2975	EMERGENCY PHONE N/A		

TRANSPORTATION TO LOCATION 2

Walking on foot.

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

\*Emergency personnel tell us it is safe and/or we are safely relocated to Woodstone Senior Living Center.

---

PARENT/GUARDIAN CONTACT INFORMATION WILL BE MAINTAINED IN THIS LOCATION

\*On the emergency cards located in the emergency kits.

\*We will send out a REMIND communication with directions for the parents. We will ask them to reply to us to make sure they have gotten the message. Then start calling parents who haven't responded.

---

**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

---

#### 5. Continuing Operations Procedures

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

- State Licenser
- Fire Safety/Police
- Insurance Agent
- Preschool Committee Members
- Church Council

---

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

- State Licenser
- Insurance Agent
- Fire Safety/Police
- Preschool Committee
- Church Council

---

ANY ADDITIONAL CONSIDERATIONS FOR OPERATIONS

N/A

---

C

C

C

---

## 6. Emergency Contact Information

### For Emergencies - Dial 911

#### Law Enforcement Agencies

Y (if applicable) Hutchinson	CONTACT NAME Hutchinson Police	
NON-EMERGENCY NUMBER 320-587-2242		24-HOUR EMERGENCY NUMBER 911
CITY (if applicable) Glencoe	CONTACT NAME McLeod County Sherriff	
NON-EMERGENCY NUMBER 320-864-3134		24-HOUR EMERGENCY NUMBER 911

#### Utility Emergency Phone Numbers

ELECTRIC 320-587-4746	COMPANY Hutchinson Utilities	
CONTACT PERSON N/A		24-HOUR EMERGENCY NUMBER 320-587-4745
GAS 320-587-4746	COMPANY Hutchinson Utilities	
CONTACT PERSON N/A		24-HOUR EMERGENCY NUMBER 320-587-4745
WATER 320-234-4233	COMPANY Wastewater Treatment Facility	
CONTACT PERSON N/A		24-HOUR EMERGENCY NUMBER 320-587-2242

#### General Emergency Resource Numbers

MINNESOTA POISON CONTROL	PHONE NUMBER 800-222-1222
CRIME VICTIM SERVICES Victim Connect Resource Center	PHONE NUMBER 1-855-4-VICTIM
POST-CRISIS MENTAL HEALTH HOTLINE Mental Health Crisis Hotline <i>Hutchinson Health Mental Health Services (24 hrs/day)</i>	PHONE NUMBER 1-800-635-8008 <i>320-484-4585</i>
FIRE DEPARTMENT Hutchinson City Fire Department	PHONE NUMBER 320-587-2506
OTHER Hutchinson Health	PHONE NUMBER 320-234-3290

NAME OF INSURANCE AGENCY

Lutheran Trust-Guide One

INSURANCE CONTACT PERSON <i>Laura Hern</i>	PHONE NUMBER <i>320-295-6170</i>
---	-------------------------------------

#### -Licensing or Certification Information

LICENSING OR CERTIFICATION NUMBER <b>804046</b>	
LICENSED OR CERTIFIED BY STATE OR COUNTY STATE OF MINNESOTA	
LICENSOR NAME <b>Kelly Gans</b>	LICENSOR PHONE <b>651-431-6530</b>

#### 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	<ul style="list-style-type: none"> <li>-Drills practiced monthly</li> <li>-Relocate if needed</li> </ul>
Flood	<ul style="list-style-type: none"> <li>-CODERED alerts from McLeod County</li> <li>-Relocate if needed</li> </ul>
Gas/Chemical Leaks	<ul style="list-style-type: none"> <li>-CODERED alerts from McLeod County</li> <li>-Relocate if needed</li> </ul>
Hazardous Materials	<ul style="list-style-type: none"> <li>-they are kept up high and out of reach and/or locked up</li> <li>-follow first aid protocol</li> </ul>
High or Low Temperatures	<ul style="list-style-type: none"> <li>-follow Child Care Weather Watch Chart</li> </ul>
Infectious Diseases	<ul style="list-style-type: none"> <li>-Report diseases from the list to the Commissioner of Health at 651-201-5810</li> </ul>
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>N/A</p>
Severe Winter Weather	<ul style="list-style-type: none"> <li>-Follow the Hutchinson Public School District closings for severe winter weather</li> <li>-Information for parents in the handbook.</li> </ul>
Thunderstorm	<ul style="list-style-type: none"> <li>-Listen to weather radio for alerts</li> </ul>
Tornado	<ul style="list-style-type: none"> <li>-listen to weather radio for alerts</li> <li>-Drills practiced in September, April and May.</li> </ul>
Violent Incidents	<ul style="list-style-type: none"> <li>-Lock-down drills practiced monthly.</li> </ul>
Other	<p>N/A</p>



## 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.