

Child Care Emergency Plan

Before completing this set of forms, please read the Keeping Kids Safe planning guide that includes instructions on how to complete these forms.

Provider Information

DATE 10/5/2022			
PROVIDER NAME Kingdom Kids Preschool			
ADDRESS 4400 55th Street NW	CITY Rochester	STATE MN	ZIP CODE 55901
PHONE NUMBER 507-282-4840	EMERGENCY PHONE 507-282-5569		

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 Each classroom has an assigned interior room	LOCATION 2 IN BUILDING See attached Shelter Areas map.
PROCEDURES FOR SHELTER-IN-PLACE/LOCKDOWN <i>Describe your procedures (who, what, where, when).</i> See attached Safety & Security Program	
Shelter-in-Place/Lockdown for Children with Disabilities or Chronic Medical Conditions: <i>Include any special circumstances or procedures needed for children with disabilities or chronic medical conditions.</i> 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

<i>Describe the content of your emergency kit, who will be responsible for it, and where it will be stored.</i> 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.
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Evacuation and Relocation Procedures

If we need to evacuate our site and relocate to another site, the following procedures will be followed

EVACUATION ROUTES/EXITS <i>Show how you and the children will leave from any room in the building.</i> See attached Evacuation map.

EVACUATING INFANTS/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

Describe the content of your emergency kit, who will be responsible for it, and where it will be stored.

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 Cottagewood Senior Communities - Admin Building	REASON(S) TO EVACUATE TO LOCATION 1 fire, flood, power failure		
ADDRESS 4220 55th St NW	CITY Rochester	STATE MN	ZIP CODE 55901
PHONE NUMBER 507-286-8528	EMERGENCY PHONE		
TRANSPORTATION TO LOCATION 1 Staff and children will walk			
OTHER DETAILS Admin building is the center building			

Relocation - Location 2

BUILDING NAME OMC NW Clinic	REASON(S) TO EVACUATE TO LOCATION 2 If location 1 is unsafe		
ADDRESS 5067 55th St NW	CITY Rochester	STATE MN	ZIP CODE 55901
PHONE NUMBER 507-292-7070	EMERGENCY PHONE		
TRANSPORTATION TO LOCATION 2 Staff and children will walk			
OTHER DETAILS .6 mile walk			

Relocation - Location 3

BUILDING NAME	REASON(S) TO EVACUATE TO LOCATION 3
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ADDRESS	CITY	STATE	ZIP CODE
PHONE NUMBER	EMERGENCY PHONE		
TRANSPORTATION TO LOCATION 3			
OTHER DETAILS			

Parent/Guardian and Child Reunification Procedures

If we need to evacuate, shelter-in-place, or when parents/guardians/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.

Notification

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 REUNIFICATION

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

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, Jessica Lafoon, Steve Wernimont, 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, Jessica Lafoon, Steve Wernimont, Trisha Rindels, Dave Thoreson

Any additional considerations for operations

Provider Emergency Contact Information

PROVIDER NAME		PROVIDER PHONE NUMBER	
PROVIDER ADDRESS	CITY	STATE	ZIP CODE

For Emergencies - Dial 911

Public Safety Agencies

CITY (if applicable) Rochester	CONTACT NAME		
NON-EMERGENCY NUMBER 507-280-1500	24- HOUR EMERGENCY NUMBER		
COUNTY Olmsted	CONTACT NAME		
NON-EMERGENCY NUMBER	24- HOUR EMERGENCY NUMBER		

Utility Emergency Phone Numbers

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

General Emergency Resource Numbers

POISON CONTROL Minnesota Poison Control	PHONE NUMBER 800-222-1222
CRIME VICTIM SERVICES Olmsted County Victim Services	PHONE NUMBER 507-328-7270
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	
INSURANCE CONTACT PERSON Fritz Banfield	PHONE NUMBER 507-288-3834

Licensing Information (If applicable)

LICENSE/CERTIFICATION NUMBER 1011051	
Licensed by: <input checked="" type="checkbox"/> STATE <input type="checkbox"/> COUNTY	
LICENSOR NAME Wendy Evan	LICENSOR PHONE 651-431-4641

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

CCAP PROVIDER ID 7888	
CCAP AGENCIES REGISTERED WITH Olmsted County	CCAP AGENCY PHONE NUMBER(S) 507-328-6500

Child Emergency Contact Information

This form is a resource for your emergency preparedness. You should collect each child's emergency contact information and be prepared to take the contact information with you in instances of evacuation and/or relocation. This is information that a parent or guardian can provide you.

CHILD'S NAME	DATE OF BIRTH
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Parent/Guardian Contact Information

PARENT/GUARDIAN 1			
NAME		RELATIONSHIP TO CHILD	
ADDRESS	CITY	STATE	ZIP CODE
PHONE NUMBER	ALTERNATE PHONE NUMBER		
EMAIL	WORK EMAIL	WORK PHONE NUMBER	
PARENT/GUARDIAN 2			
NAME		RELATIONSHIP TO CHILD	
ADDRESS	CITY	STATE	ZIP CODE
PHONE NUMBER	ALTERNATE PHONE NUMBER		
EMAIL	WORK EMAIL	WORK PHONE NUMBER	

Emergency Contact Information (not a parent/guardian)

EMERGENCY CONTACT 1 (NOT A PARENT GUARDIAN)			
NAME		RELATIONSHIP TO CHILD	
ADDRESS	CITY	STATE	ZIP CODE
PHONE NUMBER	ALTERNATE PHONE NUMBER		
EMERGENCY CONTACT 2 (NOT A PARENT GUARDIAN)			
NAME		RELATIONSHIP TO CHILD	
ADDRESS	CITY	STATE	ZIP CODE

PHONE NUMBER	ALTERNATE PHONE NUMBER
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Non-Parent/Guardians Authorized to Pick up Child (with verification of identification)

Authorized Person 1

NAME	
PHONE NUMBER	RELATIONSHIP TO CHILD

Authorized Person 2

NAME	
PHONE NUMBER	RELATIONSHIP TO CHILD

Authorized Person 3

NAME	
PHONE NUMBER	RELATIONSHIP TO CHILD

Child's Medical Provider Information

NAME		CLINIC	
ADDRESS	CITY	STATE	ZIP CODE
PHONE NUMBER	ALTERNATE PHONE NUMBER		

Child's Dental Provider Information

NAME		CLINIC	
ADDRESS	CITY	STATE	ZIP CODE
PHONE NUMBER	ALTERNATE PHONE NUMBER		

Identification of Hazards

This form 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.

Hazard	Risk of harm, potential impact at your site, and plan for continuing operations during and after the emergency
Fire	
Flood	
Gas/Chemical Leaks	
Hazardous Materials	
High or Low Temperatures	
Infectious Diseases	
Nuclear Power	
Severe Winter Weather	
Thunderstorm	
Tornado	
Violent Incidents	

Assigned Responsibilities during an Emergency

This form is provided as a resource for your emergency preparedness. It allows you to identify actions that need to happen during an emergency and who is responsible for taking those actions. For each item in the first column, identify the person or position responsible, the required action, and under what circumstances that action should occur.

Action	Person or Position Designated/Responsibility/Location <i>Example: Marlyss will take the children to the safe room located in the basement when the tornado siren goes off.</i>
Protecting the Children	
Notifying Authorities	
Communicating with Parents/guardians, including reunification	

