

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 12/31/2019	DATE(S) REVISED 8/1/2021, 10/21/2021		
PROVIDER NAME Northfield Montessori			
ADDRESS 340 Montessori Court	CITY Northfield	STATE MN	ZIPCODE 55057
PHONE NUMBER 507-663-1279	EMERGENCY PHONE 911		

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) Classrooms	LOCATION 2 (IN-BUILDING) Closets/Bathrooms (located in classrooms)

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

Shelter in place (“yellow stay put”)-Director will announce “stay put yellow”; staff and children go into classrooms, outside doors locked, classroom doors locked, lights off, go into closets/bathrooms.

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

Shelter in place (“yellow stay put”)-Director will announce “stay put yellow”; staff and children go into classrooms, outside doors locked, classroom doors locked, lights off, go into closets/bathrooms. Staff and the child/children with the disability will follow our procedures as normally as possible with additional assistance from staff and making sure to bring along any medication or medical device.

Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN

All the staff have the children in their “safe places” (whether shelter-in-place or outside the center)

PARENTS / GUARDIANS WILL BE NOTIFIED WHEN

The danger is over and as soon as possible, when everyone is safe (away from the danger).

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 is supplied with a backpack that contains first aid supplies along with some emergency preparedness items. There is also a more comprehensive emergency kit under the front desk including an emergency radio and all child and staff emergency contacts.

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

Staff will line children up. Staff and children exit the building through emergency exit door to playground (fenced area), go to relocation spot (Northfield Ballroom). Take attendance both in line, during evacuation and when arriving at the relocation spot.

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

Toddlers walk quietly in line, just as preschoolers do, except for the younger ones, which may end up being carried by staff if they do not walk yet or placed in infant evacuation cribs if there is space. Infants will be placed in evacuation cribs with up to 4 infants per crib. Toddler and infants will be brought outside following the evacuation routes and going to the relocation spot (Northfield Ballroom).

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

In an evacuation situation. Life-saving equipment and medications (emergency medications are in medication bags in classrooms and other medications located in lock box up front in the administration office) will quickly be grabbed and placed in emergency backpacks. Classroom aides will be assigned to students who may need additional attention/assistance during the evacuation process.

Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN

911 will be called as soon as possible once everyone is evacuated from the building and grounds and in the relocation spot away from the danger if not sooner.

PARENTS / GUARDIANS WILL BE NOTIFIED WHEN

Notifications will be made by administration and/or lead teachers as soon as possible once everyone is evacuated and safe from the danger/potential danger and after emergency responders have been contacted

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

Evacuation kits are in each classroom next to closet doors. They are backpacks with first aid supplies and emergency contact information. Emergency medications are kept up by the teacher counters out of the reach of children. Another emergency kit is located under the front desk with a weather radio, flashlight, and emergency contacts for staff and children.

Relocation - Location 1

BUILDING NAME Northfield Ballroom	REASON(S) TO EVACUATE TO LOCATION 1 Evacuate from immediate dangers/hazards		
ADDRESS 1055 MN HWY-3	CITY Northfield	STATE MN	ZIP CODE 55057
PHONE NUMBER 507-645-6110	EMERGENCY PHONE 911		
TRANSPORTATION TO LOCATION 1 Walking Distance			
OTHER DETAILS Located east of center, across from parking lot			

Relocation - Location 2 (optional)

BUILDING NAME	REASON(S) TO EVACUATE TO LOCATION 2		
ADDRESS	CITY	STATE	ZIP CODE
PHONE NUMBER	EMERGENCY PHONE		
TRANSPORTATION TO LOCATION 2			
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

Notifications will be made by administration and/or lead teachers as soon as possible once everyone is evacuated and safe from the danger/potential danger and after emergency responders have been contacted.

Notifications will include relocation spot and reunification procedure that follows center policy.

PARENT/GUARDIAN CONTACT INFORMATION WILL BE MAINTAINED IN THIS LOCATION

Emergency backpack located under the front desk.

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

Only parents/guardians and authorized pick-up people listed on emergency contact cards with picture identification will be permitted to pick-up children unless verbal/written consent is granted by the parent/guardian.

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

Jill Dereng, Executive Director
Lori Crouse, Education Coordinator (in absence of Executive Director)
Owen Springer, Co-Board Chair
Gina Hutton, Co-Board Chair

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

Jill Dereng, Executive Director
Lori Crouse, Education Coordinator (in absence of Executive Director)
Owen Springer, Co-Board Chair
Gina Hutton, Co-Board Chair

ANY ADDITIONAL CONSIDERATIONS FOR OPERATIONS

Additional Executive Board Members:
Angie Olson

6. Emergency Contact Information

For Emergencies - Dial 911

Law Enforcement Agencies

CITY (if applicable) Northfield	CONTACT NAME No one in Particular
NON-EMERGENCY NUMBER 507-645-4477	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 No one in Particular	24-HOUR EMERGENCY NUMBER 800-895-1999
GAS Xcel Energy	COMPANY Xcel Energy
CONTACT PERSON No one in Particular	24-HOUR EMERGENCY NUMBER 800-895-1999
WATER City of Northfield, Water Department	COMPANY City of Northfield, Water Department 1101 College St, Northfield, MN 55057
CONTACT PERSON No one in Particular- Local Number= 507-645-3051	24-HOUR EMERGENCY NUMBER 612-400-8144 (Minneapolis)

General Emergency Resource Numbers

MINNESOTA POISON CONTROL	PHONE NUMBER 800-222-1222
CRIME VICTIM SERVICES Rice County Social Services	PHONE NUMBER 507-332-6115 800-422-1286 (24 hr. hotline)
POST-CRISIS MENTAL HEALTH HOTLINE Rice County Social Services-Mental Health Services Northfield Office	PHONE NUMBER 507-645-3090 800-442-1286 (24 hr. child protection emergencies) 884-880-1574 (24 hr. adult protection emergencies)
FIRE DEPARTMENT Northfield Fire Department	PHONE NUMBER 507-366-8124
OTHER	PHONE NUMBER
NAME OF INSURANCE AGENCY The Heartman Insurance-Northfield Branch	
INSURANCE CONTACT PERSON Matt Sewich	PHONE NUMBER 612-598-4776

Licensing or Certification Information

LICENSING OR CERTIFICATION NUMBER 811016-5-CCC	
LICENSED OR CERTIFIED BY STATE OR COUNTY Minnesota Department of Human Services	
LICENSOR NAME Kaysie Furlong	LICENSOR PHONE 651-431-6500

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

CCAP PROVIDER ID 1084	
CCAP AGENCIES REGISTERED WITH Rice County & Goodhue County	CCAP AGENCY PHONE NUMBER(S) 651-431-3809

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	Burns, smoke inhalation, destruction, soot evacuation from the building. If risk remains prevalent, evacuate to Northfield Ballroom and follow evacuation protocols. Children will be released to guardians and operations will cease.
Flood	Drowning, entrapment, destruction, evacuate and follow evacuation procedures
Gas/Chemical Leaks	Respiratory issues, headache, dizziness, nausea, fatigue, death. Evacuate and avoid use of electronics of any kind. After evacuation call gas company's emergency number and 911. Alert neighbors if possible.
Hazardous Materials	Poisoning, skin rash, chemical burns, birth defects, etc. Call 911, listen to radio, and listen to first responders. Stay away from incident and evaluate following evacuation procedure if necessary. If there is no immediate danger continue operations as allowed.
High or Low Temperatures	Heat exhaustion, dehydration, stay in coolest place possible, encourage water consumption, avoid outdoors especially during the hours of noon and 4pm. Frost bite, hypothermia. Stay indoors and covering skin when outdoors. Use weather chart for child care centers following when safe to be outdoors.
Infectious Diseases	Spread of disease, use thorough handwashing techniques with soap and running water, wash all items infected individual has encounter
Nuclear Power Plant	Please note, there are two nuclear power plants in Minnesota. Depending on your proximity to these plants, which are in Welch and Monticello, you may/may not have a potential "risk of harm." Due to proximity to the plants above, the center is not at risk of harm.
Severe Winter Weather	Unsafe road conditions, strong winds cause tree fallings, downing of powerlines and utility poles causing outages. The center will close if conditions are unsafe for travel or the center loses power for more than 1 hour. The center will continue operations as usual after the hazard/danger has subsided.
Thunderstorm	Lightning strikes, strong winds, hail. When thunder or lightning are present the center will avoid going outside. Programming will continue as normal inside the building.
Tornado	Destruction, wind damage, debris, and downed trees, powerlines and utility poles. Take shelter in designated tornado shelters following center procedures. The center will resume programming as normal after the risk has subsided. If damage is notable, the center will close early and resume when safe.
Violent Incidents	Follow lockdown or shelter in place procedures for each room. The center will continue operations as normal when the threat is no longer prominent.
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.