

This Child Care Emergency Plan template was developed by the Minnesota Department of Human Services. The example text (in blue) was developed by Dakota County Public Health Department Emergency Preparedness as guidance for family child care providers who participated in the Dakota County Child Care Emergency Preparedness Outreach Program, which was partially funded through a NACCHO MRC Challenge Award.



## 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

DATE(S) REVISED

PROVIDER NAME

ADDRESS

CITY

STATE

ZIP CODE

PHONE NUMBER

EMERGENCY PHONE

### 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)

Example: Basement playroom

LOCATION 2 (IN-BUILDING)

Example: First floor den

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

Example: In the event of an outside threat, provider will move all children to one of the shelter-in-place/lockdown locations. Provider will secure building by locking windows and door and closing curtains. Provider will retrieve emergency kit and bring it to the shelter-in-place/lockdown location. Provider will stay informed and listen for instructions from emergency responders through television or radio.

Explanation: Interior rooms with no windows are best. Basement rooms are best for weather-related emergencies like tornadoes. If there are windows they should be lockable and have curtains or blinds. It may be necessary to seal a room in the event of a nearby hazardous materials spill. This includes turning off anything that moves air like fans, AC, and heating systems and keeping air out of the room by sealing doors and windows in the room with plastic and/or duct tape. Always listen to local radio or television for instructions.

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

Example: provider will retrieve medications and medical equipment needed by children. Provider will contact emergency responders if a child needs special care that cannot be provided during shelter-in-place/lockdown situation.

### Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN

Example: 911 will be called if anyone in the child care is in immediate danger

PARENTS/ GUARDIANS WILL BE NOTIFIED WHEN

Example: Parents will be notified when the provider has completed all of the shelter-in-place/lockdown procedures and all the children are safe. Parents will be told not to come to pick up children until the shelter-in-Place/lockdown has been lifted.

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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.

Example: The shelter-in-place/ lockdown kit will contain non-perishable food and water, diapering supplies, hand sanitizer, baby formula and bottles, battery-powered radio, flashlight, extra batteries, first aid kit, copies of all child emergency contact forms, photos of all children in your care, list of any dietary or medication needs, toys and books to keep children occupied. The provider will be responsible for maintaining this kit and retrieving it during shelter-in-place/lockdown procedures. The kit will be stored in shelter-in-place/lockdown location 1.

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### 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

Use the exit plan you have already created. Make sure to update it if you move or if there are any changes to your house.

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

Example: A bag with infant/toddler supplies (diapers, formula, bottles, blanket, toys) will be stored in a location easily accessed during evacuation (e.g., by the front door, in the hall closet). Describe how infants/toddlers will be transported (e.g., in a stroller, car seat, wagon, baby carrier, etc.) and how the provider will physically move them out of the house.

**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

Considerations: Evacuating children with mobility difficulties, transporting medications that need to be kept cold, making sure medications are in a place where they can be easily retrieved during an evacuation.

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### Notification

**EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN**

Example: Provider will call 911 as soon as everyone has been safely evacuated from the site

**PARENTS/ GUARDIANS WILL BE NOTIFIED WHEN**

Example: Parents will be notified once everyone is at the relocation site.

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### Emergency Kit for Evacuation and Relocation Situations

PLEASE DESCRIBE YOUR EMERGENCY KIT. Please see Keeping Kids Safe for more information about how to use your emergency kit during evacuation and relocation situations.

Example: The evacuation and relocation kit will contain non-perishable food and water, diapering supplies, hand sanitizer, baby formula and bottles, battery-powered radio, flashlight, extra batteries, first aid kit, copies of all child emergency contact forms, photos of all children in your care, list of any dietary or medication needs, toys and books to keep children occupied. The provider will be responsible for maintaining this kit and retrieving it during evacuation and relocation procedures. The kit will be stored in a location easily accessible during evacuation (e.g., by the front door, in the hall closet).

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### Relocation – Location 1

BUILDING NAME Example: Neighbor	REASON(S) TO EVACUATE TO LOCATION 1 Example: Fire or damage to home that makes it necessary to leave		
ADDRESS	CITY	STATE	ZIP CODE
PHONE NUMBER	EMERGENCY PHONE		

**TRANSPORTATION TO LOCATION 1**

Example: The provider and children will walk to the neighbor.

**OTHER DETAILS**

Explanation: Think of nearby public buildings or neighbors that are home during the day. If you identify a neighbor or a business as a relocation site, you should contact them to make sure they are agreeable to having their location used as a relocation site.

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**Relocation – Location 2 (optional)**

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BUILDING NAME Example: Nearby Library	REASON(S) TO EVACUATE TO LOCATION 1 Example: Emergency that makes it necessary to leave neighborhood		
ADDRESS	CITY	STATE	ZIP CODE
PHONE NUMBER	EMERGENCY PHONE		

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TRANSPORTATION TO LOCATION 2

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OTHER DETAILS

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**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.

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PARENTS / GUARDIANS WILL BE NOTIFIED WHEN

Example: parents will be called to reunify with their children once the situation has been deemed safe by the provider and first responders (if they are present). The provider will tell the parents a specific time and location to pick up their children. They will also be told that children will only be released to parents and guardians who are listed on the children's forms. The provider will ask for proper identification from any non-parent individuals who pick up children.

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PARENT/GUARDIAN CONTACT INFORMATION WILL BE MAINTAINED IN THIS LOCATION

Parent/guardian contact information should be stored in multiple locations. Example: Parent/guardian contact forms will be stored in each child's file, copies of the contact forms will be kept in both the shelter-in-place/lockdown and the evacuation/relocation emergency kits, and all parent and guardian contact information will also be stored in the provider's mobile phone.

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**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

Example: The provider will meet each parent/guardian who comes to pick up a child. The provider will check the identification of any non-parent/guardian individual who comes to pick up a child and verify that they are listed on the child's emergency contact form.

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**5. Continuing Operations Procedures**

In the period during and after a crisis, the following procedures will be followed regarding continuing operations

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**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

Example: parents, assistants or co-providers, emergency responders

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

Example: your own family, parents, insurance company, child care licenser

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ANY ADDITIONAL CONSIDERATIONS FOR OPERATIONS

What does your insurance plan cover?

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## 6. Emergency Contact Information

For Emergencies – Dial 911

### Law Enforcement Agencies

CITY (if applicable) Your city police department	CONTACT NAME
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NON-EMERGENCY NUMBER	24-HOUR EMERGENCY NUMBER
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COUNTY (if applicable) County Sheriff	CONTACT NAME
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NON-EMERGENCY NUMBER	24-HOUR EMERGENCY NUMBER
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### Utility Emergency Phone Numbers

ELECTRIC	COMPANY
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CONTACT PERSON	24-HOUR EMERGENCY NUMBER
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GAS	COMPANY
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CONTACT PERSON	24-HOUR EMERGENCY NUMBER
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WATER	COMPANY
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CONTACT PERSON	24-HOUR EMERGENCY NUMBER
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### General Emergency Resource Numbers

MINNESOTA POISON CONTROL	PHONE NUMBER 800-222-1222
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CRIME VICTIM SERVICES	PHONE NUMBER
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POST-CRISIS MENTAL HEALTH HOTLINE	PHONE NUMBER
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FIRE DEPARTMENT	PHONE NUMBER
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OTHER	PHONE NUMBER
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NAME OF INSURANCE AGENCY	
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INSURANCE CONTACT PERSON	PHONE NUMBER
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**Licensing or Certification Information**

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LICENSING OR CERTIFICATION NUMBER

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LICENSED OR CERTIFIED BY STATE OR COUNTY    STATE    COUNTY

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LICENSOR NAME

LICENSOR PHONE

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

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CCAP PROVIDER ID

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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 COUNTINUING OPERATIONS DURING AND AFTER THE EMERGENCY
Fire	<p>Example: In the event of a fire we would use evacuation and possibly relocation procedures – we would likely need to relocate in order to continue operations until parents could pick up children. Continuing operations after the emergency would depend on the extent of damage.</p>
Flood	<p>Think about where your home is situated to assess risk – are you in a low-lying area or at the bottom of the hill? Do you live near a body of water like a pond, lake, or stream? Look up your address on FEMA flood maps to better understand your flood risk: <a href="https://msc.fema.gov/portal">https://msc.fema.gov/portal</a></p> <p>Example: My home is at low risk of flooding because it is on a hill with no bodies of water nearby. In the event of a flood, we would use evacuation and relocation procedures – we would need to relocate in order to continue operations until parents could pick up children. Continuing operations after the emergency would depend on the extent of damage.</p>
Gas/Chemical Leaks	<p>To assess risk – do you have natural gas appliances? Do you live near major roadways or railroad tracks where chemicals may be transported? Do you live near any chemical plants or refineries?</p> <p>Example: For a gas leak inside the home, use evacuation and relocation procedures. Parents would pick up children from relocation site. If first responders declare the home safe, the gas leak is fixed, and there is no damage to the home, operations can continue normally.</p> <p>For gas/chemical leaks outside the home, follow the instructions of first responders and emergency notifications. May use shelter-in-place/lockdown procedures or evacuation and relocation procedures depending on the situation. Parents will be reunified with children once it is safe to do so. Operations can continue once the home and/ or the area have been declared safe. If you use shelter-in-place procedures, be prepared to seal a room, and listen to TV and radio for further instructions.</p>
Hazardous Materials	<p>To assess risk - Do you live near major roadways or railroad tracks where hazardous materials may be transported? Do you live near any chemical plants or refineries?</p> <p>Example: Follow the instructions of first responders and emergency notifications. May use shelter-in-place/lockdown procedures or evacuation and relocation procedures depending on the situation. If using shelter-in-place procedures, be prepared to seal a room, and listen to TV and radio for further instructions. If we are outside and away from home during a hazardous materials spill we will stay upstream, uphill, and upwind from spill site. Will get at least 0.5 miles away (preferably more). Parents will be reunified with children once it is safe to do so. Operations can continue once the home and/ or the area have been declared safe.</p>
High or Low Temperatures	<p>Both high and low temperatures are a risk in Minnesota. Example: Plan to keep children inside in a temperature controlled setting and/ or reduce playtime outside. Continuing operations during and after high or low temperatures is possible unless there is loss of heat or air conditioning. Use evacuation and relocation procedures in the event that there is loss of heat or air conditioning.</p>
Infectious Diseases	<p>There is always risk of infectious diseases. Example: Will advise parents to keep children home if they are sick. If child becomes sick while in my care, I will isolate the child and contact the parents to have them pick up the child. It may be necessary to suspend operations if multiple children become ill. I will contact the county Public Health Department with questions. May be necessary to suspend operations if I become ill – it is recommended not to care for children while I am infectious.</p>

Nuclear Power Plan	<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>This is a planning consideration for a very small area of south-east Dakota County. See the Homeland Security and Emergency Management planning guide for the Prairie Island Nuclear Power Plant here: <a href="https://dps.mn.gov/divisions/hsem/radiological-emergency-preparedness/Pages/planning-guides.aspx">https://dps.mn.gov/divisions/hsem/radiological-emergency-preparedness/Pages/planning-guides.aspx</a></p>
Severe Winter Weather	<p>This is a risk in Minnesota. Example: Use shelter-in-place procedures for severe winter weather. Prepare for power outage and the possibility of having children after hours if parents cannot travel to pick them up. Will be able to continue operations during and after winter weather except during extended power outage.</p>
Thunderstorm	<p>This is a risk in Minnesota. Example: Use shelter-in-place procedures for thunderstorms. Prepare for power outage and the possibility of having children after hours if parents cannot travel to pick them up. Will be able to continue operations during and after thunderstorms except during extended power outage.</p>
Tornado	<p>This is a risk in Minnesota. Example: Use shelter-in-place procedures for tornadoes. Prepare for power outage and the possibility of having children after hours if parents cannot travel to pick them up. Will be able to continue operations during and after thunderstorms except during extended power outage or severe damage to the home. Prepare to use evacuation and relocation procedures after the tornado if there is damage to the home.</p>
Violent Incidents	<p>Example: Use lockdown procedures for violent incidents near the home. Contact emergency responders immediately and follow their instructions. If necessary, contact parents to advise them not to come to pick up their children until the incident is over and the area has been deemed safe by emergency responders. Alert parents to pick up their children as soon as the incident is over. Operations may be suspended if the incident directly impacts someone connected to the child care setting.</p>
Other	<p>Consider planning for water supply interruption or contamination.</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.