

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 1/2/2020			
PROVIDER NAME Bright Horizons at Minneapolis Gaviidae			
ADDRESS 651 Nicollet Mall Suite 135	CITY Minneapolis	STATE MN	ZIP CODE 55402
PHONE NUMBER 612-339-1014	EMERGENCY PHONE 877-276-7113		

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 preschool classroom - gather in area near wall opposite restroom	LOCATION 2 IN BUILDING lockdown - in least visible part of each classroom
PROCEDURES FOR SHELTER-IN-PLACE/LOCKDOWN <i>Describe your procedures (who, what, where, when).</i> Lockdown Procedure Staff will take the following steps as quickly and quietly as possible: 1. Announce that the center/school is in Lockdown Mode using the method designated in the Plan and call 911 as soon as possible. The location's cell phone should stay on and connected to 911 as directed by 911. All cell phone ringers should be silenced. 2. Lock all windows and doors (internal and external) and deactivate the door access system, if possible. 3. Proceed to the safe areas, following Transition Tracking (if time allows) and including a sweep of the departed area. 4. Close blinds, turn off lights, and take cover in the safe area. Check hallway for other staff and children, if safe to do so. 5. Call the Ready to Respond Hotline (800-420-1970). 6. Remain in the safe area until an "all clear" is issued by emergency personnel or the director/principal.	
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> Same as above as well as making sure that all health care plans, IEPs, etc are supplied for. Evacuation Accommodations Form will be filled out for each child/staff requiring special accommodations during shelter in-place and lockdown. Rescue and required medications are always with the classroom teacher during emergencies and emergency drills. Refrigerated and other medication that are locked up are also taken from the center by center management during emergencies and emergency drills.	

Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN

- live wires are present or electrical sparking occurs; or
- a utility disruption is the result of an explosion, building collapse, gas leak, or other significant event,

If there is reason to believe that a child is missing

If possible during a bomb threat

If a suspicious package or letter is delivered/discovered

If an Intruder or Active Shooter gains access to your location, or a Hostage Situation arises

If there are any perimeter issues

If a chemical spill or release of hazardous materials occurs at or near your location

If "call 911" is listed as part of an allergy/health care plan for anyone present

PARENTS/GUARDIANS WILL BE NOTIFIED WHEN

After one (1) hour of disrupted utility service (or less if conditions require), the director/principal will signal the need to contact parents to inform them of the situation. Families of infants may need to be called sooner, depending on the level of disruption to basic caregiving routines. The director/principal will also consult with the RM/DVP to determine the best next steps under the circumstances, which may be communicated to parents at that time or in a follow-up communication.

If a decision to close is made, it will be communicated using the Notification Line (877-316-2424), a My Bright Day (or School Messenger in Division 15) emergency alert regarding the closure, via the Director Dashboard website, and on the location's voice mail (if possible). If a location does not use My Bright Day, parents need to be contacted individually via phone, text, or email to communicate the closure. The situation should be monitored and appropriate communications made to families about operations for the next day.

After emergency drills

After emergency evacuation, lockdown, or shelter in-place

Emergency Kit

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

Emergency Kit

(Should be packed in a backpack or other container that is mobile in the event of an evacuation and be located in a central and easily accessible location)

- Copies of all contact lists
 - o For families and staff, include the name, telephone number, and e-mail as well as information for someone out of the immediate area – A monthly updated printout from ProCare should be made and included in the emergency kit.
 - o Telephone numbers and e-mails for your RM and DVP
- Flashlights with extra batteries
 - o Long-life, emergency flashlights
- Battery-operated radio and extra batteries
 - o AM/FM
- Manual can-opener
- First Aid kit
 - o Add gloves and tissues
- Notepad and pens/pencils
- Scissors
- Hand-sanitizer and cleansing agent/disinfectant
- Whistle
- Disposable Cups
- Wet Wipes

General Supplies

- Charged cell phone
- One gallon of water for every child and staff member
- Disposable cups
- Non-perishable ready to eat food items e.g. cans of fruit, cereal bars, and special infant items, etc. – should be nut-free in case of allergies
- Extra supplies of critical medication such as insulin, EpiPens, etc. for children and staff

Each Child Should Have:

- A change of seasonally appropriate clothing
- A blanket
- Extra diapers (one-day supply as space allows)
- Extra formula milk(one-day supply as space allows)

Locations of Emergency Kits: In each classroom

Locations of Additional Emergency Supplies: Staff Bathroom (under sink)

Location of Cell Phone: Director's Office (next to security monitor) & Assistant Director's desk (next to security monitor)

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

Show how you and the children will leave from any room in the building.

- A floor plan/diagram is posted in all homebases and common areas indicating the primary and secondary routes for egress from each area. The diagram also identifies the building's shelter locations and evacuation assembly areas.

a) Immediate Area Threat (i.e.: bomb scare, fire, flood, other major building problem, etc.): Location: City Center Building Lobby

Address: Nicollet Mall between 6th & 7th St

Telephone: 612-884-7822, brady.hoeft@usa.g4s.com

Contact: Brady Hoeft –G4S Security

b) More Widespread Threat (i.e.: Client evacuation, chemical spill, widespread fire, etc.): Location: Bright Horizons at Tenth Street

Address: 34 Tenth Street

Telephone: 612-332-7800

Contact: Amy Amon, director: 612-430-1256, amy.amon@brighthorizons.com

Transport: Within walking distance

Sheltering In Areas: Location: Gaviidae Lobby to the Left by the old Fountain,

Address: 651 Nicollet Mall

Telephone: 612-372-1610 or 1659 Security cell: 651-755-2077

Contact: Building management/security

EVACUATING INFANTS/TODDLERS

Describe any special circumstances or procedures needed for evacuating infants and toddlers from the building.

Infants

Put up to four non-mobile babies in an evacuation crib and move children to the evacuation assembly area. Take attendance sheets, child rosters, and information sheets. For inclement weather, if possible, take appropriate supplies to protect the babies.

Toddlers and Preschool

Gather children in a group and supervise an orderly evacuation to the designated assembly area. Take attendance sheets, child rosters, and information sheets. For inclement weather, if possible, take appropriate supplies to protect the children.

Center/School Searchers will assist the staff with the evacuation and then proceed to perform their assigned duties.

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.

Evacuation Accommodations Form will be filled out for each child/staff requiring special accommodations during evacuation. Rescue and required medications are always taken from the classroom when evacuating. Refrigerated and other medication that are locked up are also taken from the center by center management during evacuation.

Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN

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- a utility disruption is the result of an explosion, building collapse, gas leak, or other significant event,

If there is reason to believe that a child is missing

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If there are any perimeter issues

If a chemical spill or release of hazardous materials occurs at or near your location

If "call 911" is listed as part of an allergy/health care plan for anyone present

Emergency Kit

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 - o Telephone numbers and e-mails for your RM and DVP
- Flashlights with extra batteries
 - o Long-life, emergency flashlights
- Battery-operated radio and extra batteries
 - o AM/FM
- Manual can-opener
- First Aid kit
 - o Add gloves and tissues
- Notepad and pens/pencils
- Scissors
- Hand-sanitizer and cleansing agent/disinfectant
- Whistle
- Disposable Cups
- Wet Wipes

Relocation - Location 1

BUILDING NAME Gaviidae Commons-Lobby	REASON(S) TO EVACUATE TO LOCATION 1 natural emergency or hazardous airborne chemicals incident		
ADDRESS 651 Nicollet Mall	CITY Minneapolis	STATE MN	ZIP CODE 55402
PHONE NUMBER 612-372-1610	EMERGENCY PHONE 651-755-2077		
TRANSPORTATION TO LOCATION 1 walking			
OTHER DETAILS Contact: Building management/security			

Relocation - Location 2

BUILDING NAME City Center Building Lobby	REASON(S) TO EVACUATE TO LOCATION 2 natural emergency or hazardous airborne chemicals incident		
ADDRESS Nicollet Mall between 6th & 7th St	CITY Minneapolis	STATE MN	ZIP CODE 55402
PHONE NUMBER 612-884-7822	EMERGENCY PHONE		
TRANSPORTATION TO LOCATION 2 walking			
OTHER DETAILS Contact: Brady Hoeft –G4S Security			

Relocation - Location 3

BUILDING NAME Bright Horizons Tenth Street	REASON(S) TO EVACUATE TO LOCATION 3 widespread threat		
ADDRESS 34 S 10th Street	CITY Minneapolis	STATE MN	ZIP CODE 55403
PHONE NUMBER 612-332-7800	EMERGENCY PHONE 612-430-1256		
TRANSPORTATION TO LOCATION 3 walking			
OTHER DETAILS Contact: Amy Amon at Amy.Amon@brighthorizons.com or tenthstreet@brighthorizons.com			

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

Families will be notified when it is safe to pick up their children. Each parent will need to be contacted individually by phone, email or text, communicating the location and time for pick up.

PARENT/GUARDIAN CONTACT INFORMATION WILL BE MAINTAINED IN THIS LOCATION

1. Each parent (or authorized pick-up) will be required to check-in with the designated staff member(s) to verify his/her identity and to confirm he/she is listed on the child's day sheet. In emergency situations only, parents can designate (via email, phone or text) alternate pickup persons.
2. After verification, the teacher will ask the person picking up to sign the Transition Tracking Sheet as the child is delivered.

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

1. Each parent (or authorized pick-up) will be required to check-in with the designated staff member(s) to verify his/her identity and to confirm he/she is listed on the child's day sheet. In emergency situations only, parents can designate (via email, phone or text) alternate pickup persons.
2. After verification, the teacher will ask the person picking up to sign the Transition Tracking Sheet as the child is delivered.

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

Coordinating Communications throughout the event. This is typically the director/principal or his/her alternate. This person will change the location's voicemail message (if possible), work with emergency personnel during the event, and connect with parents and the Regional Manager (Sandy Granda) once the situation is under control.

He/she will contact either:

- a) Ready to Respond Hotline (800-420-1970) in the event of an actual emergency, which will react with messages to parents, the home office, and others; or
- b) the Notification Line (877-316-2424) in the event of a location delay or closure. Each parent will need to be contacted individually by phone, email or text, communicating the location and time for pick up.

5. Coordinating with the Emergency Personnel who have responded to the event, which may include campus security, local public safety, and/or emergency management officials. This staff member should be trained on where and how to shut down electricity, gas and water service.

The following people will need to be notified and be a part of the decision making-process regarding continued operations AFTER a crisis

Coordinating Communications throughout the event. This is typically the director/principal or his/her alternate. This person will change the location's voicemail message (if possible), work with emergency personnel during the event, and connect with parents and the Regional Manager (Sandy Granda) once the situation is under control.

He/she will contact either:

- a) Ready to Respond Hotline (800-420-1970) in the event of an actual emergency, which will react with messages to parents, the home office, and others; or
- b) the Notification Line (877-316-2424) in the event of a location delay or closure. Each parent will need to be contacted individually by phone, email or text, communicating the location and time for pick up.

5. Coordinating with the Emergency Personnel who have responded to the event, which may include campus security, local public safety, and/or emergency management officials. This staff member should be trained on where and how to shut down electricity, gas and water service.

Any additional considerations for operations

Provider Emergency Contact Information

PROVIDER NAME Bright Horizons Minneapolis Gaviidae		PROVIDER PHONE NUMBER 612-339-1014	
PROVIDER ADDRESS 651 Nicollet Mall Ste 135	CITY Minneapolis	STATE MN	ZIP CODE 55402

For Emergencies - Dial 911

Public Safety Agencies

CITY (if applicable) St. Paul	CONTACT NAME Minnesota Department of Public Safety		
NON-EMERGENCY NUMBER 651-201-7000		24- HOUR EMERGENCY NUMBER	
COUNTY	CONTACT NAME		
NON-EMERGENCY NUMBER		24- HOUR EMERGENCY NUMBER	

Utility Emergency Phone Numbers

ELECTRIC 1-800-481-4700	COMPANY Xcel Energy		
CONTACT PERSON			24- HOUR EMERGENCY NUMBER 800-895-1999
GAS 612-349-6087	COMPANY NRG Energy Center Minneapolis		
CONTACT PERSON (not actually gas, we use steam for heat and condenser water for air conditioning)			24- HOUR EMERGENCY NUMBER 800-895-2999
WATER 612-673-1114	COMPANY City of Minneapolis Water/Sewer		
CONTACT PERSON			24- HOUR EMERGENCY NUMBER 612-673-5600

General Emergency Resource Numbers

POISON CONTROL American Association of Poison Control Centers	PHONE NUMBER 800-222-1222
CRIME VICTIM SERVICES Crime Victim Justice Unit	PHONE NUMBER 651-201-7312
POST-CRISIS MENTAL HEALTH HOTLINE Hennepin Mobile Crisis Team	PHONE NUMBER 612-596-1223
FIRE DEPARTMENT Minneapolis Fire Department	PHONE NUMBER 612-348-2345
OTHER	PHONE NUMBER
NAME OF INSURANCE AGENCY Arch Insurance Company	
INSURANCE CONTACT PERSON Robert G. McCloskey	PHONE NUMBER 763-583-1181

Licensing Information (If applicable)

LICENSE/CERTIFICATION NUMBER 1037618-3-CCC	
Licensed by: <input checked="" type="checkbox"/> STATE <input type="checkbox"/> COUNTY	
LICENSOR NAME Sara Delaney	LICENSOR PHONE 651-431-6764

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

CCAP PROVIDER ID N/A	
CCAP AGENCIES REGISTERED WITH N/A	CCAP AGENCY PHONE NUMBER(S)

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	