

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 Oct 2019			
PROVIDER NAME Bright Horizons at Minnetonka			
ADDRESS 111 Cheshire Lane, Suite 900	CITY Minnetonka	STATE MN	ZIP CODE 55305
PHONE NUMBER 952-473-1467	EMERGENCY PHONE		

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 Designated spot in each classroom away from windows	LOCATION 2 IN BUILDING Staff and School-Age Bathrooms
<p>PROCEDURES FOR SHELTER-IN-PLACE/LOCKDOWN Describe your procedures (who, what, where, when).</p> <p>Sheltering is conducted in the event of emergencies such as severe storms or any hazardous situations occurring outside of the center/school that would impact children or staff. Sheltering in place is defined as moving people into the building and isolating the building environment from the outside. Emergency response personnel will shut down air handling (HVAC), water, and electrical systems, as required; however, many air handling systems will shut down automatically. Sheltering in place is conducted in response to hazardous materials incidents.</p> <p>Sheltering: Any sheltering area should be identified on the center/school plan.</p> <ul style="list-style-type: none"> • Identify shelter areas that provide the most structural resistance from collapse. • Shelter areas within the center/school will be appropriately marked. • Shelter areas will be free of items that may fall on sheltered people. • Shelter areas will have a flashlight or emergency light available. • Shelter areas will have blankets available. • A primary and alternate staff member will be assigned for shutting off systems as directed. The staff members will be trained in the proper procedures, by client maintenance and utility personnel. <p>Sheltering in place: Shelter in place involves keeping all windows and doors closed and covering all air intake vents, if necessary and, if possible, to provide protection from airborne hazardous materials.</p> <ul style="list-style-type: none"> • Ensure all center/school staff and children are in the building (outside playground areas are unoccupied). • Ensure all doors and windows are closed and secured. • If necessary, emergency response personnel will shut off all heating, ventilation and air conditioning systems to isolate the outside air from the building if the system has not already shut down. • Remain in the building until notified by the emergency services that the situation has been resolved or that an evacuation has been ordered. 	

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.

All areas of shelter are accessible to children with disabilities. Emergency Medicine Bags are brought to the shelter by teaching staff and the Center Administration bring all other refrigerated and non-refrigerated medications to the shelter.

Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN

as soon as a situation warrants emergency responders

PARENTS/GUARDIANS WILL BE NOTIFIED WHEN

staff and children have reached a safe space and are accounted for

Emergency Kit

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

- 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.
 - 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: fanny packs in all classrooms and emergence backpacks are in the front office and toddler room

Locations of Additional Emergency Supplies: staff bathroom has an in-evacuation bucket

Location of Cell Phone: Front Reception area by desk and in director's office by computer

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 will also identify the building's shelter locations and evacuation assembly areas.

EVACUATING INFANTS/TODDLERS

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

Infants will be placed in one of two evacuation cribs and wheeled to safety by staff. Toddlers will follow walking evacuation procedure with the help of classroom and Administrative staff.

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.

Children with disabilities or medical conditions will be evacuated with their classrooms with the assistance of teaching staff and the administrative team.

Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN

PARENTS/GUARDIANS WILL BE NOTIFIED WHEN

Children and Staff have made it to a safe location and every one is accounted for.

Emergency Kit

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

- 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.
 - o Telephone numbers and e-mails for your RM and DVP
- Flashlights with extra batteries
 - o Long-life, emergency flashlights
- 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 Merchology, building next door		REASON(S) TO EVACUATE TO LOCATION 1 localized or facility issue - utilities	
ADDRESS 121 Cheshire Lane, Suite 100	CITY Minnetonka	STATE MN	ZIP CODE 55305
PHONE NUMBER 855-214-8305	EMERGENCY PHONE		
TRANSPORTATION TO LOCATION 1 by foot			
OTHER DETAILS			

Relocation - Location 2

BUILDING NAME Building across street, lobby area		REASON(S) TO EVACUATE TO LOCATION 2 area evacuation - fire	
ADDRESS 110 Cheshire Lane	CITY Minnetonka	STATE MN	ZIP CODE 55305
PHONE NUMBER 612-432-8542	EMERGENCY PHONE		
TRANSPORTATION TO LOCATION 2 by foot			

OTHER DETAILS**Relocation - Location 3**

BUILDING NAME Carlson Property Building	REASON(S) TO EVACUATE TO LOCATION 3 widespread threat		
ADDRESS 301 Carlson Parkway	CITY Minnetonka	STATE MN	ZIP CODE 55305
PHONE NUMBER 952-239-7477	EMERGENCY PHONE		
TRANSPORTATION TO LOCATION 3 by foot or emergency responders			
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 Staff and children have made it to the designated safe space and are accounted for
PARENT/GUARDIAN CONTACT INFORMATION WILL BE MAINTAINED IN THIS LOCATION Classroom staff have contacts for each child and Administration has their emergency cards

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

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 Regional Manager 612-834-9716 Division Vice President 646-729-7789 Risk Management 617-673-8047 Ready to Respond Hotline 800-420-1970 Any and all local emergency responders - fire, police, etc
The following people will need to be notified and be a part of the decision making-process regarding continued operations AFTER a crisis Regional Manager 612-834-9716 Division Vice President 646-729-7789 Risk Management 617-673-8047 Ready to Respond Hotline 800-420-1970

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) Minnetonka	CONTACT NAME		
NON-EMERGENCY NUMBER 952-939-8500		24- HOUR EMERGENCY NUMBER 911-000-0000	
COUNTY Hennepin	CONTACT NAME		
NON-EMERGENCY NUMBER 763-525-6216		24- HOUR EMERGENCY NUMBER 911-000-0000	

Utility Emergency Phone Numbers

ELECTRIC 800-895-1999	COMPANY Xcel Energy		
CONTACT PERSON			24- HOUR EMERGENCY NUMBER 800-895-2999
GAS 612-372-4727	COMPANY CenterPoint Energy		
CONTACT PERSON			24- HOUR EMERGENCY NUMBER 612-372-5050
WATER 952-939-8200	COMPANY City of Minnetonka		
CONTACT PERSON after hours or weekends emergency 952-939-8510			24- HOUR EMERGENCY NUMBER 952-988-8400

General Emergency Resource Numbers

POISON CONTROL Poison Control Center, Local - 612-347-3141	PHONE NUMBER 800-222-1222
CRIME VICTIM SERVICES City of Minnetonka	PHONE NUMBER 800-247-0390
POST-CRISIS MENTAL HEALTH HOTLINE Hennepin County Mental Health, Adults 612-596-1223, Children 612-348-2233	PHONE NUMBER 612-596-1223
FIRE DEPARTMENT Minnetonka Fire Department	PHONE NUMBER 952-939-8598
OTHER	PHONE NUMBER
NAME OF INSURANCE AGENCY Travelers Insurance Companies	
INSURANCE CONTACT PERSON	PHONE NUMBER 800-832-7839

Licensing Information (If applicable)

LICENSE/CERTIFICATION NUMBER 1037620	
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	
CCAP AGENCIES REGISTERED WITH	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	

Addendum: Emergency Preparedness Plan

Family Child Care, Licensed Child Care Centers and Certified Child Care Centers

Shelter-in-place / lockdown procedures

Describe any special circumstances or procedures needed for accommodating infants and toddlers.

In an evacuation, infants are placed in special evacuation cribs and wheeled to safety. Toddlers are required to wear hard-sole shoes at all times to walk in weather to safety. If the program has non-walking Toddlers, accommodations would be made for the child(ren) to be transported in an evacuation crib.

