DEPARTMENT OF HUMAN SERVICES

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
4/12/2018	9/12/2019, 9/22/2022, 1/27/2023

PROVIDER NAME

Holy Nativity Christian Child Care Center

ADDRESS	CITY	STATE	ZIPCODE
3900 Winnetka Avenue North	New Hope	MN	55427

PHONE NUMBER	EMERGENCY PHONE
763-591-0681	763-591-0681

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)	LOCATION 2 (IN-BUILDING)
Main Child Care Center hallway (shelter in place)	Individual classrooms (lockdown)

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

In the event of a shelter-in-place situation (tornado, severe weather, etc.), all staff and children will shelter in the main hallway of the Child Care Center wing. We will take shelter immediately after an alert has been issued for Hennepin County. In the event of a lockdown, we will follow RUN-HIDE-FIGHT by first attempting evacuation, second barricading doors, and third, fighting with the unwanted individual.

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 necessary medications and/or equipment for special needs will be taken and stored in the "go bag" (First Aid Kit). We will contact 911 should a situation arise where we cannot handle a specific medical condition.

Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN

Immediately after a threat has arisen. All staff are advised to contact 911 if they are able.

PARENTS / GUARDIANS WILL BE NOTIFIED WHEN

The situation that prompted the shelter-in-place/lockdown is under control by the appropriate authorities and all parties are accounted for. Parents will then be notified via email and phone where to retrieve their child(ren).

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 situtaions

The Emergency Kit is located in each individual classroom (Preschool - next to the teacher counter; Toddlers - behind the main classroom door; Infants - behind the main classroom door). In the First Aid backpack/"go bag", there are: basic first aid supplies, flashlight, hand sanitizer, gloves, diaper supplies, the Emergency Plan and building evacuation routes, necessary medications and care plans, disinfecting wipes, and child emergency information cards. The daily class roster/attendance sheet will also be taken. These items are the responsibility of the assistant teacher.

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

All classrooms will use the quickest evacuation route possible, following either primary or secondary exits, or via windows.

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

Infants will be taken in the three emergency cribs (four infants per crib) to the evacuation site. Toddlers will walk or be carried (as needed and able). Infants and toddlers use the wheelchair access sidewalk for their evacuation, while preschoolers use the main child care entrance.

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 necessary medications and/or equipment for special needs will be taken and stored in the "go bag" (First Aid Kit). We will contact 911 should a situation arise where we cannot handle a specific medical condition.

Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN

Immediately after an evacuation has taken place. All staff are advised to contact 911 if they are able.

PARENTS / GUARDIANS WILL BE NOTIFIED WHEN

The situation that prompted the evacuation is under control by the appropriate authorities and all parties are accounted for. Parents will then be notified via email (non-emergency event) and phone (event needing immediate retrieval) where to retrieve their child(ren).

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

Main first aid kit (located in Director's office): basic first aid kit, flashlight, AM/FM radio, diaper supplies, gloves, cell phone, emergency cards for staff, hand sanitizer, disinfecting wipes.

Relocation - Location 1

BUILDING NAME	REASON(S) TO EVACUATE TO LOCATION 1		
Perrigo Laboratory	Building being destroyed; intruder threat.		
ADDRESS	CITY	STATE	ZIP CODE
3940 Quebec Avenue North	New Hope	MN	55427
PHONE NUMBER	EMERGENCY PHONE		
763-546-4676			

TRANSPORTATION TO LOCATION 1

Via walking

OTHER DETAILS

Relocation - Location 2 (optional)

BUILDING NAME	REASON(S) TO EVACUATE TO LOCATION 2		
Northwest YMCA	Unable to shelter in location #1; need more resources.		
ADDRESS	CITY	STATE	ZIP CODE
7601 42nd Avenue North	New Hope	MN	55427
PHONE NUMBER	EMERGENCY PHONE		
763-535-4800			

TRANSPORTATION TO LOCATION 2

Via walking

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

The appropriate authorities are in control of the situation and all children are accounted for. Parents will then be notified via email (non-emergency event) and phone (event requiring immediate retrieval) where to retrieve their child(ren), whether that be a primary (Center) or secondary (church, relocation site) reunification. Children will be cared for by Center staff until an authorized party with proper identification has arrived to take care of each child.

PARENT/GUARDIAN CONTACT INFORMATION WILL BE MAINTAINED IN THIS LOCATION

Emergency Medical Information cards with emergency contacts and authorized pick-ups are located in each classroom's first aid bag ("go bag").

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

Each parent will be required to provide photo identification for their child(ren) to be released to them. In the event we cannot use the primary reunification point of the classrooms, there will be two secondary areas of reunification: onsite and offsite. During an onsite reunification, a location in the Church (Fellowship Hall) will be the stage for release. During an offsite reunification, we will use Perrigo Laboratory or the New Hope YMCA, depending on our relocation needs.

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

The Center Director and/or the Director's designee per staffing needs that day if she is not present.

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

The HNCCCC Board of Directors and the HNLC church council/executive committee.

ANY ADDITIONAL CONSIDERATIONS FOR OPERATIONS

6. Emergency Contact Information

For Emergencies - Dial 911

Law Enforcement Agencies

CITY (if applicable)	CONTACT NAME
New Hope	Nikki Korth
NON-EMERGENCY NUMBER	24-HOUR EMERGENCY NUMBER
763-531-5170	911
CITY (if applicable)	CONTACT NAME
NON-EMERGENCY NUMBER	24-HOUR EMERGENCY NUMBER

Utility Emergency Phone Numbers

ELECTRIC	COMPANY
	Xcel Energy
CONTACT PERSON	24-HOUR EMERGENCY NUMBER
	1-800-895-1999
GAS	COMPANY
	Centerpoint Energy
CONTACT PERSON	24-HOUR EMERGENCY NUMBER
	1-800-296-9815
WATER	COMPANY
	City of New Hope
CONTACT PERSON	24-HOUR EMERGENCY NUMBER
Public Works - 763-592-6777	763-531-5170

General Emergency Resource Numbers

MINNESOTA POISON CONTROL	PHONE NUMBER 800-222-1222
CRIME VICTIM SERVICES	PHONE NUMBER
Hennepin County Juvenile Cases	612-348-7916
POST-CRISIS MENTAL HEALTH HOTLINE	PHONE NUMBER
Hennepin County Child Response	612-348-2233
FIRE DEPARTMENT	PHONE NUMBER
West Metro Fire Department	763-230-7000
OTHER	PHONE NUMBER
Property Manager - Keith Ehrenberg	klehrenberg@comcast.net
NAME OF INSURANCE AGENCY	
Helland Agency, Inc.	
INSURANCE CONTACT PERSON	PHONE NUMBER
Greg Helland	952-475-1333

Licensing or Certification Information

LICENSING OR CERTIFICATION NUMBER	
806262	
LICENSED OR CERTIFIED BY STATE OR COUNTY State	
LICENSOR NAME	LICENSOR PHONE
Katie Blank Weires	651-431-6030 Ext. 4055

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

CCAP PROVIDER ID	
9588	
CCAP AGENCIES REGISTERED WITH	CCAP AGENCY PHONE NUMBER(S)
Hennepin	612-348-3498

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	
Flood	
Gas/Chemical Leaks	
Hazardous Materials	
High or Low Temperatures	We will use the Child Care Weather Watch chart to determine when it is appropriate to have outdoor play.
Infectious Diseases	We use the Hennepin County infectious disease in child care settings manual when determining appropriate action should a reportable condition arise.
Nuclear Power Plant	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."
Severe Winter Weather	We follow Robbinsdale District 281 for severe winter weather related closings (whether entirely, or closing early).
Thunderstorm	
Tornado	
Violent Incidents	
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.

DEPARTMENT OF HUMAN SERVICES

DHS-7955-ENG 8-19

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 any emergency scenario, infants will be transported to the desired location via three (3) emergency cribs. Each emergency crib can hold up to four (4) infants. In the event they need to take shelter in the main hallway (tornado, etc.), infants will be lead out of the crib room door (secondary exit is classroom door) and into the hallway to shelter in place. In the event of a lockdown, infants will be placed in their cribs to keep them all in one area and easily moved. Toddlers will be lead to walk to the shelter in place location, and those toddlers who need extra assistance can be carried (two (2) per staff person).