

OFFICE OF INSPECTOR GENERAL - LICENSING DIVISION

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.

Provider information

DATE CREATED	DATE OF FIRST REVISION	DATE OF SECOND REVISION	DATE OF THIRD REVISION	DATE OF FOURTH REVISION
PROVIDER NAME				
STREET ADDRESS		CITY	STATE	ZIP CODE
PHONE NUMBER	EMERGENCY PHONE NUMBER	EMAIL ADDRESS		

Shelter-in-place/lock-down 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)
DESCRIBE PROCEDURES FOR SHELTER-IN-PLACE/LOCK-DOWN (WHO, WHAT, WHERE, WHEN):	
DESCRIBE SPECIAL CIRCUMSTANCES OR PROCEDURES NEEDED FOR ACCOMMODATING INFANTS AND TODDLERS:	
DESCRIBE SPECIAL CIRCUMSTANCES OR PROCEDURES NEEDED FOR CHILDREN WITH DISABILITIES OR CHRONIC MEDICAL CONDITIONS:	

Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN:

PARENTS/GUARDIANS WILL BE NOTIFIED WHEN:

Emergency kit for shelter-in-place/lock-down situations

DESCRIBE YOUR EMERGENCY KIT. SEE [KEEPING KIDS SAFE](#) FOR MORE INFORMATION ABOUT HOW TO USE YOUR EMERGENCY KIT DURING SHELTER-IN-PLACE AND LOCK-DOWN SITUATIONS.

Evacuation and relocation procedures

If we need to evacuate our site and relocated to another site, the following procedures will be followed:

DESCRIBE EVACUATION ROUTES AND EXITS. SHOW HOW YOU AND THE CHILDREN WILL LEAVE FROM ANY ROOM IN THE BUILDING:

DESCRIBE SPECIAL CIRCUMSTANCES OR PROCEDURES NEEDED FOR ACCOMMODATING INFANTS AND TODDLERS:

DESCRIBE SPECIAL CIRCUMSTANCES OR PROCEDURES NEEDED FOR CHILDREN WITH DISABILITIES OR CHRONIC MEDICAL CONDITIONS, INCLUDING PROCEDURES FOR STORING A CHILD'S MEDICALLY NECESSARY MEDICINE:

Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN:

PARENTS/GUARDIANS WILL BE NOTIFIED WHEN:

Emergency kit for evacuation and relocation situations

DESCRIBE YOUR EMERGENCY KIT. SEE [KEEPING KIDS SAFE](#) FOR MORE INFORMATION ABOUT HOW TO USE YOUR EMERGENCY KIT DURING EVACUATION AND RELOCATION SITUATIONS.

Relocation - location 1

BUILDING NAME

REASON(S) TO EVACUATE TO LOCATION 1

STREET ADDRESS

CITY

STATE

ZIP CODE

PHONE NUMBER

EMERGENCY PHONE NUMBER

TRANSPORTATION TO LOCATION 1

OTHER DETAILS

Relocation - location 2

BUILDING NAME

REASON(S) TO EVACUATE TO LOCATION 2

STREET ADDRESS

CITY

STATE

ZIP CODE

PHONE NUMBER	EMERGENCY PHONE NUMBER
TRANSPORTATION TO LOCATION 2	
OTHER DETAILS	

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:
DESCRIBE HOW YOU WILL KEEP PARENT/GUARDIAN INFORMATION UP TO DATE. HOW WILL YOU ACCESS THIS INFORMATION IN AN EMERGENCY?
DESCRIBE HOW CHILDREN WILL ONLY BE RELEASED TO PARENTS/GUARDIANS OR OTHER INDIVIDUALS LISTED ON THE CHILD'S FORM (WITH PROPER IDENTIFICATION). INCLUDE ANY RELEVANT DETAILS ABOUT RELEASE OR REUNIFICATION:

Continuing operations procedures

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

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

ANY ADDITIONAL CONSIDERATIONS FOR OPERATIONS:

Emergency contact information

For Emergencies - Dial 911

Law enforcement agencies

CITY (IF APPLICABLE)	CONTACT NAME	
NON-EMERGENCY NUMBER		24-HOUR EMERGENCY NUMBER
CITY (IF APPLICABLE)	CONTACT NAME	
NON-EMERGENCY NUMBER		24-HOUR EMERGENCY NUMBER

Utility emergency phone numbers

ELECTRIC	COMPANY	
CONTACT PERSON		24-HOUR EMERGENCY NUMBER
GAS (IF APPLICABLE)	COMPANY	
CONTACT PERSON		24-HOUR EMERGENCY NUMBER
WATER	COMPANY	
CONTACT PERSON		24-HOUR EMERGENCY NUMBER

General emergency resource numbers

MINNESOTA POISON CONTROL	PHONE NUMBER 800-222-1222
CRIME VICTIM SERVICES	PHONE NUMBER
POST-CRISIS MENTAL HEALTH HOTLINE	PHONE NUMBER
FIRE DEPARTMENT	PHONE NUMBER
OTHER	PHONE NUMBER

NAME OF INSURANCE COMPANY	
INSURANCE CONTACT PERSON	PHONE NUMBER

Licensing or certification information

LICENSING OR CERTIFICATION NUMBER	
ARE YOU LICENSED BY THE STATE OR THE COUNTY?	
LICENSOR NAME	LICENSOR PHONE

Child Care Assistance Program (CCAP) information (if applicable)

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

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	
Infectious Diseases	

Hazards	Risk of harm, potential impact at your site, and plan for continuing operations during and after the emergency
Nuclear Power Plant There are two nuclear power plants in MN (in Welch and Monticello). Depending on location you may/may not have "potential risk of harm".	
Severe Winter Weather	
Thunderstorm	
Tornado	
Violent Incidents	
Other	

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
- Special instructions for children with disabilities or chronic medical conditions (if applicable)

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.

Yearly review of child care emergency plan

This section is provided for programs to document a yearly review of the child care emergency plan.

NAME OF PERSON COMPLETING YEARLY REVIEW	DATE
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