

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 2/1/2018	DATE OF FIRST REVISION 11/29/2023	DATE OF SECOND REVISION	DATE OF THIRD REVISION	DATE OF FOURTH REVISION
PROVIDER NAME Ladybug Child Care Center				
STREET ADDRESS 1610 Lusitano Street		CITY Shakopee	STATE MN	ZIP CODE 55379
PHONE NUMBER 952-657-5681	EMERGENCY PHONE NUMBER 952-448-7202	EMAIL ADDRESS Mkraus@ladybugcc.com		

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) Closest lockable space to classroom	LOCATION 2 (IN-BUILDING) 2nd closets lockable space to classroom
DESCRIBE PROCEDURES FOR SHELTER-IN-PLACE/LOCK-DOWN (WHO, WHAT, WHERE, WHEN): Ladybug Child Care Center occasionally finds it advisable to enforce a lock down to provide additional security to the staff and children. Administrators, Department Managers, and Teachers (most senior person on site makes this decision) may enforce a lick down if needed. The children are kept quite, calm, and away from the windows until the threat is gone. Green and red signs (found in black binders and on the backs of doors in secured areas) are used to communicate locations and conditions to emergency personnel. Green signals "all clear" while red means "need help". Place appropriate signs in windows and/or beneath doors. Threat from outside the building: The blinds are closed, the doors are locked, and everyone is secured inside the building. CALL 911. No one leaves/ enters the building except as determined my a manager or administrator. Threat from inside the building: Immediately move all children and staff to securable areas. Depending upon the facility, these will include offices, mechanical rooms, locked closets and storage rooms, and staff bathrooms. Be sure to remove the key from door frames upon entering. CALL 911. Do not open the door for anyone but a police officer.	
DESCRIBE SPECIAL CIRCUMSTANCES OR PROCEDURES NEEDED FOR ACCOMMODATING INFANTS AND TODDLERS: Evacuation cribs, strollers, and wagons are used to help evacuate infants and toddlers in an efficient manner.	
DESCRIBE SPECIAL CIRCUMSTANCES OR PROCEDURES NEEDED FOR CHILDREN WITH DISABILITIES OR CHRONIC MEDICAL CONDITIONS: We do not have any children that our described procedures will not work for.	

Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN: Staff & children are safe and able to do so.

PARENTS/GUARDIANS WILL BE NOTIFIED WHEN:

The situation is under control and it is safe to do so.

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

DESCRIBE YOUR EMERGENCY KIT. SEE KEEPING KIDS SAFE FOR MOR INFORMATION ABOUT HOW TO USE YOUR EMERGENCY KIT DURING SHELTER-IN-PLACE AND LOCK-DOWN SITUATIONS.

Black binders, I Pads, First Aid Kits which include basic medical supplies and gloves, telephone, flashlight, crackers, wipes, and age appropriate activities.

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:

Emergency evacuation routs are posted in each classroom.

For evacuation, staff lead children out the nearest safe exit. Once outside of the building, everyone proceeds directly to the designated meeting place. Teachers take attendance to ensure that everyone has been evacuated. Infants are evacuated by placing them in the designated evacuation cribs. There are wagons to aid in the evacuation of young toddlers.

Employees should bring their purses and cell phones in an evacuation. If the Center has a bus, bring the keys.

The Center bus and staff cars can be used to help transport young children as needed.

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

Evacuation cribs, strollers, and wagons are used to help evacuate infants and toddlers in an efficient manner.

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

We do not have any children that our described procedures will not work for.

Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN:

Staff & children are safe and able to do so.

PARENTS/GUARDIANS WILL BE NOTIFIED WHEN:

The situation is under control and it is safe to do so.

Emergency kit for evacuation and relocation situations

DESCRIBE YOUR EMERGENCY KIT. SEE KEEPING KIDS SAFE FOR MOR INFORMATION ABOUT HOW TO USE YOUR EMERGENCY KIT DURING EVACUATION AND RELOCATION SITUATIONS.

Black binders, I Pads, First Aid Kits which include basic medical supplies and gloves, telephone, flashlight, crackers, wipes, and age appropriate activities.

Relocation - location 1

BUILDING NAME

Jackson Elementary School

REASON(S) TO EVACUATE TO LOCATION 1

When it is not safe to stay in our building

STREET ADDRESS

1601 Lusitano Street

CITY

Shakopee

STATE

MN

ZIP CODE

55379

PHONE NUMBER

952-496-5802

EMERGENCY PHONE NUMBER

952-496-5802

TRANSPORTATION TO LOCATION 1 Walk, evacuation cribs, wagons, strollers, bus and staff cars in extreme weather and if needed
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 Walk, evacuation cribs, wagons, strollers, bus and staff cars in extreme weather and if needed			
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: The situation is under control and it is safe to do so.
DESCRIBE HOW YOU WILL KEEP PARENT/GUARDIAN INFORMATION UP TO DATE. HOW WILL YOU ACCESS THIS INFORMATION IN AN EMERGENCY? Parent information is kept up to date in the black binders and in tadpoles.
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: Children will be released to individuals authorized by parent upon showing proper identification.

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: Most qualified staff on site (administration, management, teachers), as well as fire and rescue personnel, and law enforcement if necessary.
THE FOLLOWING PEOPLE WILL NEED TO BE NOTIFIED AND BE A PART OF THE DECISION MAKING-PROCESS REGARDING CONTINUED OPERATIONS AFTER A CRISIS: See above
ANY ADDITIONAL CONSIDERATIONS FOR OPERATIONS:

Emergency contact information

For Emergencies - Dial 911

Law enforcement agencies

CITY (IF APPLICABLE) Shakopee	CONTACT NAME Shakoee Police Department	
NON-EMERGENCY NUMBER 952-233-9400	24-HOUR EMERGENCY NUMBER 952-233-9400	
CITY (IF APPLICABLE)	CONTACT NAME	
NON-EMERGENCY NUMBER	24-HOUR EMERGENCY NUMBER	

Utility emergency phone numbers

ELECTRIC	COMPANY Shakopee Public Utilities	
CONTACT PERSON	24-HOUR EMERGENCY NUMBER 952-445-1988	
GAS (IF APPLICABLE)	COMPANY Excel Engery	
CONTACT PERSON	24-HOUR EMERGENCY NUMBER 800-895-2999	
WATER	COMPANY Shakopee Public Works	
CONTACT PERSON	24-HOUR EMERGENCY NUMBER 952-445-1411	

General emergency resource numbers

MINNESOTA POISON CONTROL	PHONE NUMBER 800-222-1222
CRIME VICTIM SERVICES VINE	PHONE NUMBER 877-664-8463
POST-CRISIS MENTAL HEALTH HOTLINE 24/7 Crisis Mental Health	PHONE NUMBER 952-442-7601
FIRE DEPARTMENT Shakopee Fire Dept.	PHONE NUMBER 952-233-9570
OTHER	PHONE NUMBER
NAME OF INSURANCE COMPANY Christensen Group Insurance	
INSURANCE CONTACT PERSON Jen Wyels	PHONE NUMBER 952-653-1016

Licensing or certification information

LICENSING OR CERTIFICATION NUMBER 1092355	
ARE YOU LICENSED BY THE STATE OR THE COUNTY?	State License
LICENSOR NAME Kaysie Furlong	LICENSOR PHONE 651-431-5755

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

CCAP PROVIDER ID	
CCAP AGENCY/AGENCIES REGISTERED WITH Carver, Hennepin, McCleod Counties	CCAP AGENCY PHONE NUMBER(S) 952-361-3529

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	<p>When the fire alarm sounds, before opening a door, feel for heat on the surface. If it is hot, take another exit. Immediately get yourself and the children outside. Gather everyone in a designated spot and take attendance. CALL 911. If there is time take your black binder, I Pad, cell phones, purses, and bus keys. Do Not go back in the center until responders say it is safe to do so.</p> <p>If you are trapped inside, try to get everyone to a safe place inside the center. Take attendance to account for everyone. Seal doors between you and the fire. Place wet blankets or towels at the bottom of doors to slow/stop smoke from coming into the room. Try to keep children and yourself calm. Contact the fire department however you can.</p>
Flood	
Gas/Chemical Leaks	
Hazardous Materials	Call 911 as soon as possible if you see a hazardous materials accident, spill or leak. Turn on the radio or computer and listen for instructions from emergency responders. Follow their advice immediately.
High or Low Temperatures	Overheating in hot weather, frostbit and hypothermia in cold weather poses a risk to children. Children are to be kept inside when heat index is 95 or higher and windshield is 0 or below.
Infectious Diseases	Use infectious disease book to determine contagious illness, incubation periods, treatment, and exclusion recommendations.
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".	N/A
Severe Winter Weather	Except in the most extreme circumstances, the Center is open. In bad weather, parents are encouraged to call the Center before leaving home to ensure that an employee has arrived at the Center. If Administration makes the decision to close, parents are notified via tadpoles with the change in hours. In extreme weather circumstances, employees and children may be kept overnight or

HAZARDS	RISK OF HARM, POTENTIAL IMPACT AT YOUR SITE, AND PLAN FOR CONTINUING OPERATIONS DURING AND AFTER THE EMERGENCY
	until road conditions improve.
Thunderstorm	The Center is alerted to thunderstorm warnings via the city's civil defenses siren system, media broadcasts, and other alert systems. During threatening weather, monitor radio and/computer. When a warning is issued, all persons (employees, children, parents, and visitors) take shelter in each classrooms assigned safe area. These safe areas are designated on the evacuation diagrams in the classrooms. Teachers take attendance to ensure everyone has been evacuated to the safe ares.
Tornado	The Center is alerted to tornado warnings via the city's civil defenses siren system, media broadcasts, and other alert systems. During threatening weather, monitor radio and/computer. When a warning is issued, all persons (employees, children, parents, and visitors) take shelter in each classrooms assigned safe area. These safe areas are designated on the evacuation diagrams in the classrooms. Teachers take attendance to ensure everyone has been evacuated to the safe ares.
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 Michelle Kraus	DATE 11-29-2023
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