

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 8/23/2017			
PROVIDER NAME Carol Matheys Center for Children and Families			
ADDRESS 6060 43rd St. N	CITY Oakdale	STATE MN	ZIP CODE 55128
PHONE NUMBER 651-777-6668	EMERGENCY PHONE 651-230-5937		

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 Room	LOCATION 2 IN BUILDING School Age Room
PROCEDURES FOR SHELTER-IN-PLACE/LOCKDOWN <i>Describe your procedures (who, what, where, when).</i> <ol style="list-style-type: none"> 1. Bring all children inside to safe area(tornado shelter area) 2. Make sure all doors are secure 3. Lead teacher have cell phone for further instructions 4. Aid have Emergency kit and attendance 	
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> <ol style="list-style-type: none"> 1. Have medications, head phones in emergency back pack and designate a staff to sit with high needs children 	

Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN Call 911 when there is an emergency or threat
PARENTS/GUARDIANS WILL BE NOTIFIED WHEN All children are safe. Director or Assistant Director will send out a communication to parent through Daily Connect or e-mail or by phone

Emergency Kit

Describe the content of your emergency kit, who will be responsible for it, and where it will be stored. Emergency kit includes: Emergency cards, Attendance List, First aid kit, medications, head phones The aid or assistant in each classroom is responsible for taking the back pack to safe area The back pack is located on a hook by the exit door

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.

The children will evacuate the building through the safest emergency exit. Routes are posted in each classroom by exit doors. If all exits are blocked then children will be evacuated out the far left window facing the field in the preschool room.

EVACUATING INFANTS/TODDLERS

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

NA

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.

The classroom aid or assistant teacher will make sure medication is put in emergency kit and will assist any special needs children with the transition

Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN

Call 911 if an emergency or a threat

PARENTS/GUARDIANS WILL BE NOTIFIED WHEN

when children are at a safe location

Emergency Kit

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

Emergency kit includes: Emergency cards, Attendance List, First aid kit, medications, head phones

The aid or assistant in each classroom is responsible for taking the back pack to safe area

The back pack is located on a hook by the exit door

Relocation - Location 1

BUILDING NAME House of Prayer Church	REASON(S) TO EVACUATE TO LOCATION 1 If center is not safe		
ADDRESS 6039 40th St. N	CITY Oakdale	STATE MN	ZIP CODE 55128
PHONE NUMBER 651-777-1607	EMERGENCY PHONE		
TRANSPORTATION TO LOCATION 1 walk children down Gershwin to 40th street or the safest routes			
OTHER DETAILS Call church if no answer call the emergency number on the voicemail. the pastor is Dan Steeper			

Relocation - Location 2

BUILDING NAME North Presbyterian Church	REASON(S) TO EVACUATE TO LOCATION 2 If location 2 is not safe		
ADDRESS 2675 E. MN 36	CITY North St. Paul	STATE MN	ZIP CODE 55128
PHONE NUMBER 651-777-1607	EMERGENCY PHONE 651-770-6784		

TRANSPORTATION TO LOCATION 2
First Student Transportation: 651-777-2319 or ISD 622 transportation 651-621-1980
OTHER DETAILS
Call transportation for pick up at a safe location

Relocation - Location 3

BUILDING NAME	REASON(S) TO EVACUATE TO LOCATION 3		
Beaver Lake Early Learning Center	If neighborhood was unsafe		
ADDRESS	CITY	STATE	ZIP CODE
1060 Sterling St. N	Maplewood	MN	55119
PHONE NUMBER	EMERGENCY PHONE		
651-702-8450			
TRANSPORTATION TO LOCATION 3			
First Student Transportation 651-777-2319 or 651-777-2319			
OTHER DETAILS			
Bring kids to a safe location for pick up			

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
Children are in a safe location.
PARENT/GUARDIAN CONTACT INFORMATION WILL BE MAINTAINED IN THIS LOCATION
Emergency cards will be kept in emergency back packs and at Infant Center

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
Children will be signed out on an attendance sheet that is kept in the emergency book in the emergency kit.

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 CMCCF Board of Directors, Licensing, and Insurance and the pastor at House of Prayer Church
The following people will need to be notified and be a part of the decision making-process regarding continued operations AFTER a crisis
The CMCCF Board of Directors, Licensing, and Insurance and the pastor at House of Prayer Church
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) Oakdale	CONTACT NAME Bart Fischer / Chief of Police William Sullivan 651-730-2757		
NON-EMERGENCY NUMBER 651-730-2705		24- HOUR EMERGENCY NUMBER 651-730-2757	
COUNTY Washington	CONTACT NAME Stan Karwoski		
NON-EMERGENCY NUMBER 651-430-6212		24- HOUR EMERGENCY NUMBER 651-291-6795	

Utility Emergency Phone Numbers

ELECTRIC North St. Paul	COMPANY North St. Paul Power		
CONTACT PERSON Nick Fleischhacker		24- HOUR EMERGENCY NUMBER 651-747-2417	
GAS Xcel Energy	COMPANY Xcel Energy		
CONTACT PERSON NA		24- HOUR EMERGENCY NUMBER 800-895-2999	
WATER Oakdale	COMPANY City of Oakdale		
CONTACT PERSON Brian Bachmeier		24- HOUR EMERGENCY NUMBER 651-730-2740	

General Emergency Resource Numbers

POISON CONTROL	PHONE NUMBER 800-222-1222
CRIME VICTIM SERVICES	PHONE NUMBER 800-847-0390
POST-CRISIS MENTAL HEALTH HOTLINE Washington County crisis line	PHONE NUMBER 651-777-5222
FIRE DEPARTMENT Oakdale Fire Department	PHONE NUMBER 651-731-8886
OTHER	PHONE NUMBER
NAME OF INSURANCE AGENCY Burns Insurance-Bill Burns 612-840-7302 RJR Insurance-Dave Procai 612-749-9745	
INSURANCE CONTACT PERSON	PHONE NUMBER

Licensing Information (If applicable)

LICENSE/CERTIFICATION NUMBER 800319	
Licensed by: <input checked="" type="checkbox"/> STATE <input type="checkbox"/> COUNTY	
LICENSOR NAME Lynette Sowle	LICENSOR PHONE 651-431-6531

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

CCAP PROVIDER ID 3591	
CCAP AGENCIES REGISTERED WITH Ramsey-651-266-3899, Washington- 651-430-6046, Early Learning Scholarship- 651-641-6628	CCAP AGENCY PHONE NUMBER(S)

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	Teachers
Notifying Authorities	Directors
Communicating with Parents/guardians, including reunification	Directors and Lead Teachers