

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		
9/21/2017	7/9/2020		
PROVIDER NAME			
Gaetz Kiddie Kare, Inc.			
ADDRESS	CITY	STATE	ZIPCODE
1325 Northway Drive	St. Cloud	MN	56303
PHONE NUMBER	EMERGENCY PHONE		
320-255-5522	Messaging through Brightwheel.		

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)
Shelter-in-place Lower level – in the basement, under the stairs	Lockdown Lower level – back preschool room, away from windows Main level – back toddler room, away from windows

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

Children and staff gather in safe places.
 Shelter-in-place: all children and staff will move to the basement, under the stairs.
 Lock-down: doors are locked, shades are drawn, and children are kept in back rooms away from windows.

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

Same as above. Additionally, ensure medications are readily accessible.

Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN

Immediately or as soon as possible.

PARENTS / GUARDIANS WILL BE NOTIFIED WHEN

After emergency responders clear us to contact families.

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 situations

Each classroom has a backpack that always travels with the children and staff. The backpack contains emergency contact information for each child and staff member, first aid kits, wipes, individual medications, etc.

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 evacuation routes are posted throughout the building with diagrams.

In case of fire, staff move children as far from the building as possible and will regroup near the parking lot. Monthly fire drills are conducted to ensure all staff understand proper evacuation procedure which includes grabbing room backpack, moving children to the posted exits and keeping children away from the building and taking attendance to ensure no child was missed.

Tornado routes are posted throughout the buildings with diagrams. Staff are trained on proper tornado procedure through monthly drills occurring from April to September.

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

If needed, infants may be placed in a mobile crib. Staff are trained to ensure toddlers and infants are quickly and efficiently moved down any stairs in an orderly fashion. Hands are held to help guide toddlers to proper locations.

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

Same as above. Additionally, ensure transportation vehicle is accessible for all children/staff, and necessary medications are packed in the classroom backpack.

When relocating by bus, staff members will assist in holding the infants who are unable to sit on their own.

Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN

Immediately or as soon as possible.

PARENTS / GUARDIANS WILL BE NOTIFIED WHEN

After ensuring safety of children, parents will be notified via phone calls, social media, and/or Brightwheel.

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

Each classroom has a backpack that always travels with the children and staff. The backpack contains emergency contact information for each child and staff member, first aid kits, wipes, individual medications, etc.

Relocation - Location 1

BUILDING NAME	REASON(S) TO EVACUATE TO LOCATION 1		
St. Cloud YMCA	Fire, gas leak, and other emergencies.		
ADDRESS	CITY	STATE	ZIP CODE
2001 Stockinger Drive	St. Cloud	MN	56303
PHONE NUMBER	EMERGENCY PHONE		
320-253-2264			

TRANSPORTATION TO LOCATION 2

Some children may be walked to this location (4 blocks), otherwise bus company will be called.

OTHER DETAILS

YMCA contact: Heather Sabin, Associate Executive Director, heather.sabin@scymca.com

Relocation - Location 2

BUILDING NAME	REASON(S) TO EVACUATE TO LOCATION 2
SCSU Halenbeck Hall Campus Rec	If transport to Location 1 is not practical

ADDRESS 1000 4h Ave South, S102	CITY St. Cloud	STATE MN	ZIP CODE 56301
PHONE NUMBER 320-308-3325	EMERGENCY PHONE		

TRANSPORTATION TO LOCATION 2

School bus company will be called to secure transport.

OTHER DETAILS

campusrec@stcloudstate.edu

Relocation - Location 3

BUILDING NAME Gaetz Kiddie Kare	REASON(S) TO EVACUATE TO LOCATION 3 If transport to Locations 1 and 2 are not practical		
ADDRESS 1227 4 th Ave South	CITY St. Cloud	STATE MN	ZIP CODE 56301
PHONE NUMBER	EMERGENCY PHONE		

TRANSPORTATION TO LOCATION 1

School bus company will be called to secure transport.

OTHER DETAILS

If warranted, City Fire Department will make arrangements with MTC and/or District buses for emergency shelter transportation to other location.

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/designated contacts as soon as it's safe.

PARENTS / GUARDIANS WILL BE NOTIFIED WHEN

As soon as a time and place has been established, parents will be notified via phone calls, social media, and/or Brightwheel.

PARENT/GUARDIAN CONTACT INFORMATION WILL BE MAINTAINED IN THIS LOCATION

Each classroom has a backpack that travels with the children and staff and contains emergency contact information.

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

Parents/guardians will sign the children out using the QRL code (Brightwheel) in the classroom emergency books.

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

Michele Gaetz, Karla Partch, Anne Nikolas, Michael Gaetz, Stephen Gaetz, Carol Gaetz

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

Same as above.

ANY ADDITIONAL CONSIDERATIONS FOR OPERATIONS

Some services may be temporarily reduced or discontinued.

6. Emergency Contact Information

Emergencies – Dial 911

Law Enforcement Agencies

CITY (if applicable) St. Cloud – Stearns County Sheriff's Office	CONTACT NAME Sheriff Steve Soyka; 320-259-3702
NON-EMERGENCY NUMBER (320) 259-3700	24-HOUR EMERGENCY NUMBER 911
CITY (if applicable) Sauk Rapids – Police Department	CONTACT NAME Police Chief Perry Beise; (320) 258-5340; pbeise@ci.sauk-rapids.mn.us
NON-EMERGENCY NUMBER (320) 251-9451	24-HOUR EMERGENCY NUMBER 911

Utility Emergency Phone Numbers

ELECTRIC Xcel Energy	COMPANY Customer Service (800) 895-4999
CONTACT PERSON Account Number: 51-6105146-3	24-HOUR EMERGENCY NUMBER 800-895-1999
GAS Xcel Energy	COMPANY Customer Service (800) 895-4999
CONTACT PERSON Account Number: 51-6105146-3	24-HOUR EMERGENCY NUMBER 800-895-2999
WATER City of St. Cloud	COMPANY Department of Public Services, Customer Service (320) 255-7211
CONTACT PERSON Account Number: 0070490; Customer Number: 15598	24-HOUR EMERGENCY NUMBER 320-255-7225

General Emergency Resource Numbers

POISON CONTROL Minnesota Poison Control	PHONE NUMBER 800-222-1222
CRIME VICTIM SERVICES MN Department of Public Safety, Office of Justice Programs	PHONE NUMBER 651-201-7300
POST-CRISIS MENTAL HEALTH HOTLINE Central MN Mental Health Crisis Service	PHONE NUMBER 320-252-5010
FIRE DEPARTMENT City of St. Cloud **DIAL 911 IN EMERGENCY**	PHONE NUMBER 320-650-3500
OTHER School District 742 Transportation Services ----- Guardian School Bus Company ----- Spanier Bus Service ----- Trobec Bus Service ----- Voigt School Bus Service -----	PHONE NUMBER 320-370-6940 320-259-8225 320-251-3313 320-251-1202 320-253-0510
NAME OF INSURANCE AGENCY Affiliated Insurance Services	
INSURANCE CONTACT PERSON Debe Marofsky	PHONE NUMBER 763-551-1300

Licensing or Certification Information

LICENSING OR CERTIFICATION NUMBER

804169

LICENSED OR CERTIFIED BY STATE OR COUNTY – State of Minnesota

LICENSOR NAME

Michelle Harris

PHONE NUMBER

651-431-6536

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

CCAP PROVIDER ID

2900

CCAP AGENCIES REGISTERED WITH

Stearns, Benton, Sherburne. Plus, other counties as family needs arise.

CCAP AGENCY PHONE NUMBER(S)

320-656-6000 (Stearns)

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	Operations may be temporarily reduced or discontinued.
Flood	Minimal flood risk. We are above the 500-year flood plain. If runoff seeps into building, Carlson Cleaning Co (or other carpet/restoration service) 320-203-8862.
Gas/Chemical Leaks	Operations may be temporarily reduced or discontinued.
Hazardous Materials	All cleaning chemicals are stored out of reach of children and in locked cabinets. Other hazardous materials risk is minimal.
High or Low Temperatures	Minimal risk as redundant heating and cooling systems are properly maintained. Advanced Heating - Cooling & Service Co. 320-25-9362.
Infectious Diseases	In case of severe outbreak, center may close temporarily. Otherwise all procedures established with health nurse and/or city and state officials will be followed.
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." N/A; no nuclear facilities in the area.
Severe Winter Weather	Shelter-in-place. In some instances, center may opt to close early.
Thunderstorm	Shelter-in-place.
Tornado	Shelter-in-place making sure to move children to tornado shelters.
Violent Incidents	DIAL 911. Lockdown procedure if necessary.
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.