 DHS-7955-ENG 4-24

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 03/18/2025 | DATE OF FIRST REVISION | | DATE OF SECOND REVISION | | DATE OF THIRD REVISION |  | DATE OF FOURTH REVISION | |
| PROVIDER NAME  Riverway Preschool |  | | | | |  | | |
| STREET ADDRESS  9000 117th Ave N |  | | | CITY  Champlin | | STATE  MN | | ZIP CODE  55316 |
| PHONE NUMBER |  | EMERGENCY PHONE NUMBER | | EMAIL ADDRESS | |  | | |
| 7632346604 |  | 7632346604 | | heather@riverwaychurch.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) | LOCATION 2 (IN-BUILDING) |
| Classrooms | Classrooms |
| DESCRIBE PROCEDURES FOR SHELTER-IN-PLACE/LOCK-DOWN (WHO, WHAT, WHERE, WHEN):  Each classroom will lock doors, shut off lights, and be quiet, maintaining ratios and staying together.  The administrator will inform staff via messaging and/or phones when it is safe or things have changed | |
| DESCRIBE SPECIAL CIRCUMSTANCES OR PROCEDURES NEEDED FOR ACCOMMODATING INFANTS AND TODDLERS: We will not have infants or toddlers enrolled | |
| DESCRIBE SPECIAL CIRCUMSTANCES OR PROCEDURES NEEDED FOR CHILDREN WITH DISABILITIES OR CHRONIC MEDICAL CONDITIONS:  Children with special needs are included in the classroom and should follow procedures if possible. If not possible, an available staff member or office staff will take the child along with some quiet toys or books. Children with chronic medical conditions are included in the classroom and should follow procedures when possible. If not possible, an available staff member will take responsibility for the child's specific needs. | |

### Notification

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| EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN:  Notification will happen with any Shelter-in-Place or Lockdown that happens. At that point, we can have them help determine next steps accordingly. |
| PARENTS/GUARDIANS WILL BE NOTIFIED WHEN:  Parents will be notified when any emergency happens. Parents/guardians will be notified via email and/or messaging alerts during an emergency or as soon as possible. |

### 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.

Each classroom has a backpack with a first aid kit and emergency contact information for each child. In an emergency, the teacher is in charge of making sure the children are safe and the assistant/aide is responsible for the other tasks. Each classroom is responsible to maintain supplies and make sure all paperwork is in order.

## 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:  Evacuation procedures are posted in each room, with primary, secondary, and alternative routes for each room. Staff would follow the same procedure as a fire exit, practiced monthly. |
| DESCRIBE SPECIAL CIRCUMSTANCES OR PROCEDURES NEEDED FOR ACCOMMODATING INFANTS AND TODDLERS:  We will not have infants or toddlers enrolled. |
| DESCRIBE SPECIAL CIRCUMSTANCES OR PROCEDURES NEEDED FOR CHILDREN WITH DISABILITIES OR CHRONIC MEDICAL CONDITIONS, INCLUDING PROCEDURES FOR STORING A CHILD'S MEDICALLY NECESSARY MEDICINE:  Any children with disabilities or chronic medical conditions will be evacuated based on specific needs. Any medications should be stored either easily accessbile (in the medication lock box in each classroom) or in the backpack. |

### Notification

|  |
| --- |
| EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN:  Notification will happen with any Evacuation and Relocation that happens. At that point, we can have them help determine next steps accordingly. |
| PARENTS/GUARDIANS WILL BE NOTIFIED WHEN:  Parents will be notified when any emergency happens. Parents/guardians will be notified via email and/or messaging alerts during an emergency or as soon as possible. |

### 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.

|  |  |  |  |
| --- | --- | --- | --- |
| BUILDING NAME  Anoka-Hennapin Credit Union |  |  |  |
| REASON(S) TO EVACUATE TO LOCATION 2  When danger inside the building warrants |  |  |  |
| STREET ADDRESS | CITY | STATE | ZIP CODE |
| 11681 Theatre Dr N | Champlin | MN | 55316 |

Each classroom has a backpack with a first aid kit and emergency information for each child. In an emergency, the teacher is in charge of making sure the children are safe, the assistant will grab the backpack.

### Relocation - location 1

|  |  |  |  |
| --- | --- | --- | --- |
| BUILDING NAME  The Legends of Champlin | | | |
| REASON(S) TO EVACUATE TO LOCATION 1  When danger inside the building warrants | | | |
| STREET ADDRESS  11635 Theatre Dr N | CITY  Champlin | STATE  MN | ZIP CODE  55316 |
| PHONE NUMBER (833) 999-2440 | EMERGENCY PHONE NUMBER  7632346604 | | |
| TRANSPORTATION TO LOCATION 1 Walking across the street | | | |
| OTHER DETAILS  Name to face would be taken upon arrival - Teacher will bring tablets and cell phones along | | | |

### Relocation - location 2

|  |  |
| --- | --- |
| PHONE NUMBER | EMERGENCY PHONE NUMBER |
| (763) 422-0290 | 7632346604 |
| TRANSPORTATION TO LOCATION 2  walking across the street | |
| OTHER DETAILS  Name to face would be taken upon arrival - Teacher will bring tablets and cell phones along | |

## 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:

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| --- |
| PARENTS/GUARDIANS WILL BE NOTIFIED WHEN:  Parents/guardians will be notified immediately or as soon as the situation deems possible.  Teacher will email, message, and/or call to notify them of the groups location and the plan.  Messages will be left for any parents that could not be reached. Once they've reached out to all parents, they will move on to emergency contact alternatives for those not reached. We will continue to maintain ratio until all parents have arrived. |
| DESCRIBE HOW YOU WILL KEEP PARENT/GUARDIAN INFORMATION UP TO DATE. HOW WILL YOU ACCESS THIS INFORMATION IN AN EMERGENCY?  All hard copies of emergency contact information is kept in each classroom backpack.  They are kept in each classroom and travels with the staff as the class moves to other areas of the building or to the playground. Our software program also contains family information, which can be accessed from any computer or electronic device. This program also allows for ease to update parent/guardian information. |
| 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:  We will follow our usual protocol/procedures of checking ID for any emergency contact person who is unknown to the staff. |

## 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:   * Administrator * Office Staff on Shift * Lead Teachers |
| THE FOLLOWING PEOPLE WILL NEED TO BE NOTIFIED AND BE A PART OF THE DECISION MAKING-PROCESS REGARDING CONTINUED OPERATIONS **AFTER** A  CRISIS:   * Administrator * Office Staff on Shift * Lead Teachers |

ANY ADDITIONAL CONSIDERATIONS FOR OPERATIONS:

The police or any officials will aid in any decision making if needed

## Emergency contact information

**For Emergencies - Dial 911**

### Law enforcement agencies

|  |  |  |
| --- | --- | --- |
| CITY (IF APPLICABLE) | CONTACT NAME | |
| Champlin | Champlin Police Department | |
| NON-EMERGENCY NUMBER  (763) 421-2971 |  | 24-HOUR EMERGENCY NUMBER  911 |
| CITY (IF APPLICABLE)  Hennepin County | CONTACT NAME  Hennepin County Sheriff's Department | |
| NON-EMERGENCY NUMBER  (612) 348-3744 |  | 24-HOUR EMERGENCY NUMBER  911 |

### Utility emergency phone numbers

|  |  |  |
| --- | --- | --- |
| ELECTRIC | COMPANY  Xcel Energy | |
| CONTACT PERSON |  | 24-HOUR EMERGENCY NUMBER 1 (800) 895-1999 |
| GAS (IF APPLICABLE) | COMPANY  Centerpoint | |
| CONTACT PERSON |  | 24-HOUR EMERGENCY NUMBER  612-372-5050 |
| WATER | COMPANY  City of Champlin | |
| CONTACT PERSON Dave Sifter |  | 24-HOUR EMERGENCY NUMBER  763-421-0154 M-F after hours:952-258-5321 |

### General emergency resource numbers

|  |  |
| --- | --- |
| MINNESOTA POISON CONTROL | PHONE NUMBER  800-222-1222 |
| CRIME VICTIM SERVICES | PHONE NUMBER (612) 470-2592 |
| POST-CRISIS MENTAL HEALTH HOTLINE | PHONE NUMBER 612-596-1223 |
| FIRE DEPARTMENT  Champlin Fire Department | PHONE NUMBER (763) 576-2900 |
| OTHER | PHONE NUMBER |
| NAME OF INSURANCE COMPANY  Church Mutual |  |
| INSURANCE CONTACT PERSON | PHONE NUMBER |
| Corey Knott | (320) 470-1949 |

### Licensing or certification information

|  |  |
| --- | --- |
| LICENSING OR CERTIFICATION NUMBER  2001699 |  |
| ARE YOU LICENSED BY THE STATE OR THE COUNTY? State |  |
| LICENSOR NAME | LICENSOR PHONE |
| Ashley Stentz | 651-431-6419 |

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

|  |  |
| --- | --- |
| CCAP PROVIDER ID |  |
| CCAP AGENGY/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 an after the emergency** |
| Fire | The severity of the fire and location will determine whether operations can continue regularly or on an alternate routine. All rooms and bathrooms need to be  funcational to ensure safety of the children. Ratios and regulations must be followed |
| Flood | The severity of the flood and location will determine whether operations can continue regularly or on an alternate routine. All rooms and bathrooms need to be  funcational to ensure safety of the children. Ratios and regulations must be followed |
| Gas/Chemical Leaks | In the event of a gas or chemical leak, officials will determine whether the center is safe to remain operational. |
| Hazardous Materials | We would not remain operational if the hazardous material would deem the center unsafe. |
| High or Low Temperatures | The length and duration of the tempurature will determine whether the center can remain operational. If temps dip or raise to unsafe levels, we will proceed with closing the center. |
| Infectious Diseases | We will determine operations based on the severity of the incident. If it occurs at or in our center, we would call parents and let them decide whether to pick up their child or not. If it's in the area we would remain operational, but inform parents of the incident. |
| **Hazards** | **Risk of harm, potential impact at your site, and plan for continuing operations during an 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". | We would not remain operational in the event of a nuclear issue. |
| Severe Winter Weather | The severity of the weather will determine whether the center can remain operational. If Anoka-Hennapin deems weather unsafe, we will proceed with closing the center. If severe weather occurs during the day, parents will be kept informed of our status. |
| Thunderstorm | We will remain indoors, away from potential weather related hazards (wind, lightning, etc.). |
| Tornado | We will use our tornado safety skills and go to our safety zones. If there is damage, we would close our building until it is safe to re-open. If there is no damage, we will remain operational. |
| Violent Incidents | We will determine operations based on the severity of the incident. If it occurs at or in our center, we would call parents and let them decide whether to pick up their child or not. If it's in the area we would remain operational, but inform parents of the incident. |
| 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: Parent/guardian information:**

* Child's name • Name(s) & relationship to child
* Child's address • Preferred contact information (i.e. phone number or

|  |  |
| --- | --- |
| NAME OF PERSON COMPLETING YEARLY REVIEW | DATE |
| Heather Miletich | 03/18/2025 |

* Child's date of birth email address)
* Special instructions for children with disabilities or • Alternate emergency contacts chronic medical conditions (if applicable) • 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.