

### 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 7.10.2017	DATE(S) REVISED <del>2.6.2018, 3.1.18, 2.14.2019</del> <u>Revised 1.17.2020</u>		
PROVIDER NAME <b>Northeast Child Development Center</b>			
ADDRESS <b>1700 2<sup>nd</sup> Street NE</b>		CITY <b>Minneapolis</b>	STATE <b>MN</b>
PHONE NUMBER <b>612-781-6011</b>		EMERGENCY PHONE <b>612-781-6011</b>	
ZIP CODE <b>55413</b>			
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) <b>PRIMARY – BATHROOMS LOCATED BETWEEN CLASSROOMS</b>		LOCATION 2 (IN-BUILDING) <b>If in GYM – go to bathrooms located on west end of gym.</b>	

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

#### Lock down procedures

- In the event that there is a situation within the agency that would require children and staff to seek internal shelter for safety you will hear over the paging system the phrase “Shelter in Place” 3 consecutive times.
- Children and staff are to enter their bathroom space, sit quietly on the floor with the doors shut and remain quiet.
- Infant staff are to take the infants into the bathroom and close the door.
- All classroom doors are to be shut and lights turned off in the main rooms. Agency designee or emergency responders will give an all clear for you to exit your shelters.
- If children are playing in the gym and the Shelter in Place phrase is announced – children will go into the bathroom located at the west end of the gym in the small hallway.

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

Shelter-in-Place/Lockdown for Children with Disabilities or Chronic Medical Conditions:

- This section will be updated, as need be when a child requiring special procedures enrolls.
  - Specifications will be followed following ICCP from medical source.
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## Notification

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EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN

- **Any situation involving guns, knives, threat of physical violence has entered the building.**
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PARENTS / GUARDIANS WILL BE NOTIFIED WHEN

- **Parents will be notified the day of the lock down via a memo from the office, phone call if necessary, email or via BrightWheel app when the emergency personnel have given the all clear.**
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## 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

### Rule 3 Required Items:

- Sterile Bandages
  - Band-aids
  - Sterile compresses
  - Scissors
  - Ice bag or cold pack
  - Oral or surface thermometer
  - Adhesive tape
  - Current first aid manual **Other Required Items:** ☐ Gloves
  - Protective eyewear
  - Plastic bags
  - Flashlight (battery operated)
  - Radio (battery operated) **Additional Recommended Supplies:**
  - CPR Barrier
  - Liquid soap and water
  - Emergency Cards
  - Cell Phone
  - Injury Report forms
  - Pen or pencil
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### 3. Evacuation and Relocation Procedures

IF WE NEED TO EVACUATE OUR SITE AND RELOCATE TO ANOTHER SITE, THE FOLLOWING PROCEDURES WILL BE FOLLOWED

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EVACUATION ROUTES AND EXITS Show how you and the children will leave from any room in the building

- **Staff and children are to leave via the nearest exit in their classroom.**
- **Teachers are to lead the group out and a staff person is to bring up the end.**
- **Teacher first in line takes the first aid bag containing emergency cards and information.**
- **Emergency routes attached.**
- **Teachers are to lead children quietly and calmly out the doors and to the sidewalk leading to the north end of the building.**
- **At such time that there is to be a relocation deemed by emergency responders, teachers and support personnel will direct the children to A Chance To Grow at 1800 2nd Street NE.**
- **Located directly North across from ESNS parking lot.**
- **Children and staff can seek shelter from weather while waiting for the all clear.**

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

Fire, broken water pipes causing flooding, gas leak, chemical spill

**For Babies:** Babies will be placed in the designated fire cribs for transport outside of the building. Strollers may be used if necessary.

All teachers will take spare blankets, first aid bags containing emergency information.

The following are designated individuals from within the organization that will assist infant-toddler and preschool staff evacuate children:

- **Samantha Greer**
  - **Jean Smith**
  - **Jennefer James**
  - **Mary Anstett**
  - **Margie Rask**
  - **Paula Nancarrow**
  - **Caryn Olsen**
  - **Talia Smigielski**
  - **Kristine Martin**
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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

- **Children with disabilities or chronic medical conditions will be have an adult assigned to assist that child. Any evacuations will be followed per the child's ICCPp if special equipment is required.**
- **Parents will be notified the day of the evacuation - relocation via a memo from the office, phone call if necessary, email or through BrightWheel app when the emergency personnel have given the all clear.**

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### Notification

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EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN

**There is a fire, gas leak in the building, broken water pipes in the building, and chemical spill in building.**

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PARENTS/GUARDIANS WILL BE NOTIFIED WHEN:

- If there is an emergency requiring the children to leave the facility and take temporary shelter at:
- A Chance To Grow at 1800 2nd Street NE.
- Parents will be notified via phone calls, email blast and in person.
- Director, Assistant Director and designated support staff will make phone calls.

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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

#### **Rule 3 Required Items:**

- Sterile Bandages
  - Band-aids
  - Sterile compresses
  - Scissors
  - Ice bag or cold pack
  - Oral or surface thermometer
  - Adhesive tape
  - Current first aid manual **Other Required Items:**  Gloves
  - Protective eyewear
  - Plastic bags
  - Flashlight (battery operated)
  - Radio (battery operated) **Additional Recommended Supplies:**
  - CPR Barrier
  - Liquid soap and water
  - Emergency Cards
  - Cell Phone
  - Injury Report forms
  - Pen or pencil
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**Relocation - Location 1**

BUILDING NAME <b>A Chance to Grow</b>	REASON(S) TO EVACUATE TO LOCATION 1 <b>Fire in building, gas leak in building, broken water pipes in building, chemical spill in building</b>		
ADDRESS 1800 2 <sup>nd</sup> Street NE	CITY Minneapolis	STATE MN	ZIP CODE 55418
PHONE NUMBER (612) 789-1236	EMERGENCY PHONE Erica Dickerson, Director of Clinical Services 612-706-5538  Doreen Grundhauser, Receptionist 612-706-5510  Leihla Wachlin, Director of Turnquist 612-706-5545		

## TRANSPORTATION TO LOCATION 1

- **Children will be escorted to 1800 2<sup>nd</sup> Street by classroom staff and designated agency staff.**

## OTHER DETAILS

- **Children are supervised by sight and sound while walking. First aid bags will have helping rope with handles for children to hold onto, strollers maybe used and fire cribs. Staff will identify children by first and last name, date of birth and parent name by writing with a permanent marker on the child's arm.**

**Relocation - Location 2 (optional)**

BUILDING NAME <input type="checkbox"/> <b>St Mary's Catholic Church</b>	REASON(S) TO EVACUATE TO LOCATION 2 <b>Major fire, gas leak in neighborhood, or emergency personnel have ordered evacuation further from site.</b>		
ADDRESS 1701 5th St NE,	CITY STATE ZIP CODE Minneapolis MN 55413		
PHONE NUMBER <u>(612) 781-7667</u>	EMERGENCY PHONE - St. Mary's Parish Center 1701 5th St NE Minneapolis, MN 55413 612-781-7667		

## TRANSPORTATION TO LOCATION 2

Children will walk or be carried with staff and assistance from identified agency personnel. Staff will use fire cribs and strollers if possible. Support staff will assist in helping children get to designated site.

## OTHER DETAILS

Children are supervised by sight and sound while walking.

First aid bags will contain a helping rope with handles for children to hold onto, strollers/fire cribs may be used.

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Staff will identify children by first and last name, date of birth and parent name by writing with a permanent marker on the child's arm.

Support staff will be supervised by classroom teachers.

#### **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 or designated contacts as soon as it is safe.

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PARENTS/GUARDIANS WILL BE NOTIFIED WHEN:

Immediately upon notification from emergency responders that an all clear has been given.

- **Director and Assistant Director and/or designated lead teacher will set up a call station with directions and information the parent will need to get to their child. Support staff from ESNS will assist if necessary.**
  - **Parents will be given directions on any street complications and where they should park. If an emergency individual comes to pick up the child, a photo ID is required to be checked against the permission for pick up.**
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PARENT/GUARDIAN CONTACT INFORMATION WILL BE MAINTAINED IN THIS LOCATION

First aide bags have emergency contact information for each group. Information is updated annually.

Administration has a master list of current enrolled children including DOB, parent name and phone number both in paper form and electronic.

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#### **Release**

Children will only be released to parents/guardians or other individuals listed on the child's form (with proper identification)

#### **OTHER DETAILS ABOUT RELEASE OR REUNIFICATION**

Staff will write on children's arms with permanent marker their first and last name, date of birth including parent name and phone number.

Individuals picking up children must present a current photo id and be listed on child's emergency information.

#### **5. Continuing Operations Procedures**

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

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## 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

- **Kristine Martin, President of East Side Neighborhood Services**
- **Susan Riley, Board of Directors President**
- **Margie Rask, VP of Programs**
- **Michelle Kornowski, Human Resources**
- **Felicia Ring, Finance Director**
- **David Baack, Building Supervisors**

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ANY ADDITIONAL CONSIDERATIONS FOR OPERATIONS

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1. **Notify DHS Licensor immediately of a crisis that will affect program operations.**
2. **Notify CCAP and County funding sources of operations if the childcare program service is disrupted due to a crisis.**
3. **Additional considerations for continued operations are securing materials & equipment to include DHS Rule 3 list of needed items per age group.**

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## 6. Emergency Contact Information

### For Emergencies - Dial 911

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#### Law Enforcement Agencies -Police

CITY (if applicable)  Minneapolis 1911 Central Ave NE Minneapolis MN 55418	CONTACT NAME General number 612-673-5702 Local precinct
NON-EMERGENCY NUMBER 612-348-2345	24-HOUR EMERGENCY NUMBER <b>911</b>
CITY (if applicable)  Minneapolis Park Police 2117 West River Road Minneapolis MN 55418	CONTACT NAME General number 612-230-6550
NON-EMERGENCY NUMBER 612-230-6550	24-HOUR EMERGENCY NUMBER 911

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## Utility Emergency Phone Numbers

<b>ELECTRIC</b> XCEL ENERGY	COMPANY Xcel Energy 3100 Marshall St NE	
CONTACT PERSON Non-emergency number (612) 520-6800		24-HOUR EMERGENCY NUMBER <b>1-800-895-1999</b>
<b>GAS</b> CenterPoint Energy	COMPANY CenterPoint Energy 505 Nicollet Mall P.O. Box 59038 Minneapolis, Minnesota 55459-0038	
CONTACT PERSON <b>Customer Service (Commercial)</b>  □ 612-321-4939		24-HOUR EMERGENCY NUMBER <b>Report a Gas leak</b> 612-372-5050 800-296-9815
<b>WATER</b> Minneapolis Public Works Water Treatment & Distribution Service <u>Address:</u> 4300 Marshall St NE, Minneapolis, MN 55421	COMPANY <b>Minneapolis Public Works</b> 350 S 5th St #203, Minneapolis, MN 55415 <u>Hours:</u> <b>Open . Closes 4:30PM</b> <u>Phone:</u> <a href="tel:(612)673-3000">(612) 673-3000</a>	
CONTACT PERSON  General number <a href="tel:(612)788-1691">(612) 788-1691</a>		24-HOUR EMERGENCY NUMBER
<b>General Emergency Resource Numbers</b>		
<b>MINNESOTA POISON CONTROL</b>		PHONE NUMBER <b>800-222-1222</b>



CRIME VICTIM SERVICES

A wide range of private organizations and governmental agencies exist to help victims of crime obtain the information and assistance they need. Links to the websites of several of these organizations are listed below. These websites contain links to many additional organizations that provide victim services.

- [Notice of Victim Rights \(pdf\)](#)
- [Hennepin County Domestic Abuse Service Center](#)
- [Help for Crime Victims](#)
- [Minnesota Statutes – Crime Victims](#)
- [National Organization for Victim Assistance](#)
- [National Center for Victims of Crime](#)
- [U.S. Department of Justice, Office for Victims of Crime](#)
- [Minneapolis Police Department, Forgery and Fraud Crime Victims](#)
- [Minneapolis Police Department, Personal Safety Referral List](#)
- [City of Minneapolis, Graffiti Victims](#)

PHONE NUMBER

**City Attorney's Office**

City Hall, Room 210 350 S. 5th St. Minneapolis, MN 55415 (612) 673-2010

POST-CRISIS MENTAL HEALTH HOTLINE

Hennepin County can help people who are in the midst of a mental health crisis.

[Hennepin County mobile crisis teams](#)

[Adults, 18 and older](#)

[Children, ages 17 and younger](#)

PHONE NUMBER

COPE — 612-596-1223

Child Crisis — 612-348-2233

FIRE DEPARTMENT

**Address:** 143 13th Ave NE, Minneapolis, MN 55413

PHONE NUMBER

9-911

OTHER

Non-emergency number at station

PHONE NUMBER

**Phone:** [\(612\) 379-4481](#)

## Contacts for Account Number

<b>CLAIM HANDLING – Berkley Risk Administrators Co.</b>			
Assistant VP, Claims:	Phone:	Contact Fax:	Email:
<b>Lee Ingrassia</b>	612-766-3809	612-766-3099	LIngrassia@berkleyrisk.com
<b>Claim Supervisors:</b>			
<b>Mike Sternal</b>	612-766-3445	612-766-3099	MSternal@berkleyrisk.com
<b>Dan Walbruch</b>	<b>612-766-3047</b>	<b>612-766-3099</b>	<b>DWalbruch@berkleyrisk.com</b>
<b>Claim Adjusters:</b>			
<b>Dan Ramsland</b>	612-766-3467	952-294-4709	DRamsland@berkleyrisk.com
<b>Marcia Wiczek</b>	612-766-3468	763-421-0459	MWiczek@berkleyrisk.com
<b>Mary Jo York</b>	612-766-3528	1-866-340-5549	MYork@berkleyrisk.com
<b>Michelle Dressler</b>	612-766-3427	763-263-1427	MDressler@berkleyrisk.com
<b>Judy Kuduk</b>	612-766-3429	763-856-0218	JKuduk@berkleyrisk.com
<b>Mary Ellen Hanner</b>	612-766-3415	612-766-3309	MHanner@berkleyrisk.com
<b>Karen Parkos</b> (med only)	612-766-3409	612-766-3099	KParkos@berkleyrisk.com
<b>Chris Letourneau</b> (med only)	612-766-3447	612-766-3099	CLetourneau@berkleyrisk.com

Submitting First Reports of Injury:

**Fax: 1-866-904-1907**

**Email: [bracroi@berkleyrisk.com](mailto:bracroi@berkleyrisk.com)**

**Website:** Action Center @ <https://bracportal.berkleyrisk.com>

(Requires pre-authorization – Contact Cheryle Nibbe)

<b>LOSS CONTROL – BERKLEY RISK ADMINISTRATORS CO.</b>			
LC Representatives:	Phone:	Fax:	Email:
<b>Greg Weed</b>	612-766-3178	612 766-3199	GWeed@berkleyrisk.com

<b>Program MANAGEMENT – BERKLEY RISK ADMINISTRATORS CO.</b>			
Program Manager:	Phone:	Fax:	Email:
<b>Dale Haug</b> VP Program Services	612-766-3309	612-766-3399	DHaug@berkleyrisk.com
<b>Cheryle Nibbe</b> Account Serv Coordinator	612-766-3312	612-766-3399	CNibbe@berkleyrisk.com

**HORIZON  
AGENCY:**

INSURANCE CONTACT PERSON	PHONE NUMBER
<b>Cheryl Nibbe</b>	612-766-3312

<b>6500 City West Parkway, #100, Eden Prairie, MN 55344</b>			
Agent:	Phone:	Fax:	Email:
<b>Jim Halek</b>	952-944-2929	952-944-3091	jimh@horizonagency.com
Customer Service			
Rep:			
<b>Julie Quiring</b>	952-914-7139	952-944-3091	julieq@horizonagency.com

**Licensing or Certification Information**

LICENSING OR CERTIFICATION NUMBER  
**801743**      **DHS Rule 3 child care license number**

LICENSED OR CERTIFIED BY STATE OR COUNTY      **Minnesota**

LICENSOR NAME	Licensor Phone
<b>Leslie Joslin</b> Senior Human Services Licensor   Child Care Licensing Division  <b>Minnesota Department of Human Services</b> Mailing address: P.O. box 64242 St. Paul, MN 55164-0242 O: 651-431-2640 F: 651-431-7673 <a href="http://mn.gov/dhs">mn.gov/dhs</a>	651-431-2640

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

CCAP PROVIDER ID  
**3396**

CCAP AGENCIES REGISTERED WITH	CCAP AGENCY PHONE NUMBER(S)
<ol style="list-style-type: none"> <li>1. <b>Hennepin</b></li> <li>2. <b>Anoka</b></li> <li>3. <b>Ramsey</b></li> </ol>	<ol style="list-style-type: none"> <li>1. 612-543-1383</li> <li>2. 763-324-2366</li> <li>3. 651-280-8648</li> </ol>

**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	Risk of harm
Flood	Building not in a flood plane. If pipes burst causing internal flooding, center will be evacuated and parents notified of early dismissal or late start.
Gas/Chemical Leaks	
Hazardous Materials	
High or Low Temperatures	New HVAC unit installed in 2019 for NECDC. All rooms are temp controlled. If temps too high or too low Maintenance is called and the computer adjusted. If system fails the center will dismiss early or late start will occur.
Infectious Diseases	Infectious diseases are listed in the program health and safety policies. Reviewed and updated annually.
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.”
Severe Winter Weather	Severe winter weather in program health and safety policies. Reviewed and updated annually.
Thunderstorm	Severe weather in program health and safety policies. Children practice drills monthly from April to November. All drills are logged for licensing review. Reviewed and updated annually.
Tornado	Severe weather/tornado procedures are listed in program health and safety policies. Children practice drills monthly from April to November. All drills are logged for licensing review. Reviewed and updated annually.

Violent Incidents	
Other	

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## 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.