

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 9/29/2022	DATE OF FIRST REVISION	DATE OF SECOND REVISION	DATE OF THIRD REVISION	DATE OF FOURTH REVISION
PROVIDER NAME Watertown Mayer Kids' Company Caring Hands				
STREET ADDRESS 313 Angel Ave NW		CITY Watertown	STATE MN	ZIP CODE 55388
PHONE NUMBER 952-955-0283	EMERGENCY PHONE NUMBER 952-955-0293	EMAIL ADDRESS michelle.hess@wm.k12.mn.us		

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) Boys/Girls bathrooms by office & gym	LOCATION 2 (IN-BUILDING) Corner of classrooms away from doors & windows
DESCRIBE PROCEDURES FOR SHELTER-IN-PLACE/LOCK-DOWN (WHO, WHAT, WHERE, WHEN): <ol style="list-style-type: none"> 1. PA announcement of lockdown 2. All exterior doors will be locked to prevent entrance and monitored by an adult 3. Clear halls, common areas & restroom ensuring lock down of all staff and students 4. Meet and assist public safety agencies 5. Notify District Administration 	
DESCRIBE SPECIAL CIRCUMSTANCES OR PROCEDURES NEEDED FOR ACCOMMODATING INFANTS AND TODDLERS: <p>Infants will be transported through the facility in portable cribs. Blankets and clothing will be used to keep youth warm in adverse climates. The infant room is located closest to the office bathrooms, if needed, and have a designated shelter in the back of the classroom.</p> <p>Toddlers will proceed to bathrooms nearest the office or into the small bathroom area within the classroom. If time allows staff will grab blankets and warm clothing to be placed on youth in adverse weather conditions.</p> <p>If program participants need to relocate for an extended period of time, staff will be notified to lead participants to Immaculate Conception Catholic Church parish office. The parish office is located directly south following Angel Avenue.</p>	
DESCRIBE SPECIAL CIRCUMSTANCES OR PROCEDURES NEEDED FOR CHILDREN WITH DISABILITIES OR CHRONIC MEDICAL CONDITIONS: <p>SAME PROCEDURE AS ABOVE</p>	

Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN: <p>Responders will be notified when and if threat is determined by staff and staff and students are safely locked down</p>

PARENTS/GUARDIANS WILL BE NOTIFIED WHEN:

Parent/Guardians will be notified after emergency responders have been notified and district administration gives all clear to notify

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.

Each group or class has a stocked first aid kit that is checked routinely, class roster, emergency contact list, and at-a-glance crisis manual. Leads have a two-way radio, and i-pad for communication access. Infant and toddler groups have an emergency evacuation bag with extra supplies and toys.

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

Evacuation Plan:

Room	Exit Door	Waiting Area
Main Office	4	East Parking Lot
100	4	East Parking Lot
101	4	East Parking Lot
102	4	East Parking Lot
106	4	East Parking Lot
107	4	East Parking Lot
105	7	West of Playground
103	7	West of Playground
104	7	West of Playground
Multipurpose Gym 7		West of Playground
Auditorium	7	West of Playground
109	1	Across from State Street
110	1	Across from State Street
Lunchroom	11	Across from State Street
Kitchen	11	Across from State Street
Courtyard	3	East Parking Lot

If program participants need to relocate for an extended period of time, staff will be notified to lead participants to Immaculate Conception Catholic Church parish office. The parish office is located directly south following Angel Avenue.

If a bus is needed for transportation due to weather, district administration will contact the bus company to let them know of the need, the number of students, shelter location and route to use.

Evacuation Plan:

- Clear entire building including commons, and restrooms. Ensure all staff and students have been evacuated
- Notify District Administration
- Meet and assist public agencies
- Defer any further decisions to the Public Safety Agencies
- Notify students in off-site programs not to return to the building
- Take school crisis kit to evacuation area
- Assess need for emergency transportation plan activation
- In the case of inclement weather relocate to (Immaculate Conception Parish Office)

- Establish Crisis Command Center-
 - An area with access to communication resources, if possible
 - Hang place cards from crisis kit
- Establish a Media Center
 - Refer all requests from the media to district media contact
- Establish a Family Center
 - An area and materials for parents who may need support services
- Establish a student pick up center
 - Consider an off-site location
 - An area and materials for parents who arrive to pick up students
 - Consider releasing students one class at a time to parents in a designated place
 - Notify School Health Professional to prepare emergency medications to be transported, anticipating any medical emergencies
 - Assign personnel to greet students and staff arriving at the shelter
 - Consider how students will be fed and restroom needs met
 - Follow through with appropriate Crisis management plans and post crisis recovery plans

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

Infants will be transported out of the facility in portable cribs. Blankets and clothing will be used to keep youth warm in adverse climates. The infant room is located closest to door #4 they will evacuate to the East Parking Lot entrance near Angel Ave.

Toddlers if time and space allows will be transported using strollers or youth will be walked or carried. If time allows staff will grab blankets and warm clothing to be placed on youth in adverse weather conditions.

If program participants need to relocate for an extended period of time, staff will be notified to lead participants to Immaculate Conception Catholic Church parish office. The parish office is located directly south following Angel Avenue.

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

Children with Disabilities or Chronic medical conditions will be evacuated with a staff person near them with the rest of their class. If student has a chronic medical condition it will be listed in the class roster in their emergency folder. If participant will need medication during their evacuation time, staff will secure it from the medication location and bring with. If time did not allow for the grabbing of medication, family will be notified as soon as possible to meet the participants at the relocation point.

Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN:

Fire alarm is pulled or 911 is called by a staff member.

PARENTS/GUARDIANS WILL BE NOTIFIED WHEN:

Parents /Guardians will be notified when participants are relocated to a secured site or when a non-drill evacuation / medical incident happens. Communication will be drafted by the District Office and pushed out through various means of email, text and calling. We will use our Eleyo Registration System as our program data base.

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.

Each group or class has a stocked first aid kit that is checked routinely, class roster, emergency contact list, and at-a-glance crisis manual. Leads have a two-way radio, and i-pad for communication access. Infants and toddler groups have an emergency evacuation bag with extra supplies and toys.

Relocation - location 1

BUILDING NAME Immaculate Conception Parish Office	REASON(S) TO EVACUATE TO LOCATION 1 Fire, intruder, damage to Community Learning Center		
STREET ADDRESS 109 Angel Ave NW	CITY Watertown	STATE MN	ZIP CODE 55388
PHONE NUMBER 952-955-1458	EMERGENCY PHONE NUMBER 952-955-1282		
TRANSPORTATION TO LOCATION 1 Walk or bus if available			
OTHER DETAILS Emergency # is Father Peter Hughs			

Relocation - location 2

BUILDING NAME Watertown-Mayer High School	REASON(S) TO EVACUATE TO LOCATION 2 Fire, intruder, damage to the Community Learning Center		
STREET ADDRESS 1001 Hwy 25	CITY Watertown	STATE MN	ZIP CODE 55388
PHONE NUMBER 952-955-0480	EMERGENCY PHONE NUMBER 952-955-0600		
TRANSPORTATION TO LOCATION 2 Walking Path or bus if available			
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:

Parents/Guardians will be notified when participants are relocated to a secured site or when a non-drill evacuation/medical incident happens. Communication will be drafted by the District Office and pushed out through various means of email, text and calling. We will use our Eleyo Registration System as our Program Data Base. There are also hard copy rosters in the Program's Crisis Kit.

- Establish Crisis Command Center-
 - An area with access to communication resources, if possible
 - Hang place cards from crisis kit
- Establish a Media Center
 - Refer all requests from the media to district media contact

- Establish a Family Center
- An area and materials for parents who may need support services
- Establish a student pick up center
- An area and materials for parents who arrive to pick up students
- Consider releasing students one class at a time to parents in a designated place
- Notify School Health Professional to prepare emergency medications to be transported, anticipating any medical emergencies
- Assign personnel to greet students and staff arriving at the shelter
- Consider how students will be fed and restroom needs met
- Follow through with appropriate Crisis management plans and post crisis recovery plans

DESCRIBE HOW YOU WILL KEEP PARENT/GUARDIAN INFORMATION UP TO DATE. HOW WILL YOU ACCESS THIS INFORMATION IN AN EMERGENCY?

Parent/Guardian contact information is maintained on our School's Infinite Campus Resource and our Eleyo Registration website. Hard copies of rosters are maintained in the emergency kits. Eleyo will be available via WiFi hot spot in the emergency kit.

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:

- Establish a Family Center
- An area and materials for parents who may need support services
- Establish a student pick up center
- An area and materials for parents who arrive to pick up students
- Consider releasing students one class at a time to parents in a designated place
- Notify School Health Professional to prepare emergency medications to be transported, anticipating any medical emergencies
- Follow through with appropriate Crisis management plans and post crisis recovery plans

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:

- Superintendent
- Head Custodian
- Kids Company Childcare Coordinator
- Community Education Director
- Building Principals
- Head Nurse
- District Financial Officer

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

- Superintendent
- Head Custodian
- Kids Company Childcare Coordinator
- Community Education Director
- Building Principals
- Head Nurse
- District Financial Officer

ANY ADDITIONAL CONSIDERATIONS FOR OPERATIONS:

Emergency contact information

For Emergencies - Dial 911

Law enforcement agencies

CITY (IF APPLICABLE) Watertown	CONTACT NAME Deputy Robert Cripps
NON-EMERGENCY NUMBER 952-361-1231	24-HOUR EMERGENCY NUMBER 911
CITY (IF APPLICABLE) Carver County	CONTACT NAME
NON-EMERGENCY NUMBER 952-361-1231	24-HOUR EMERGENCY NUMBER 911

Utility emergency phone numbers

ELECTRIC Bob Dressel Head School Custodian	COMPANY Excel Energy Company
CONTACT PERSON	24-HOUR EMERGENCY NUMBER 800-895-1999
GAS (IF APPLICABLE) Excel Energy	COMPANY Excel Energy
CONTACT PERSON	24-HOUR EMERGENCY NUMBER 800-895-1999
WATER City of Watertown	COMPANY City of Watertown
CONTACT PERSON	24-HOUR EMERGENCY NUMBER 952-955-2681

General emergency resource numbers

MINNESOTA POISON CONTROL	PHONE NUMBER 800-222-1222
CRIME VICTIM SERVICES	PHONE NUMBER 952-361-1400
POST-CRISIS MENTAL HEALTH HOTLINE	PHONE NUMBER 952-442-7601
FIRE DEPARTMENT	PHONE NUMBER 911
OTHER	PHONE NUMBER
NAME OF INSURANCE COMPANY Minnesota Insurance Scholastic Trust	
INSURANCE CONTACT PERSON Katie Navin	PHONE NUMBER 630-228-6665

Licensing or certification information

LICENSING OR CERTIFICATION NUMBER 1101936/1089207	
ARE YOU LICENSED BY THE STATE OR THE COUNTY? State License	
LICENSOR NAME Tamara King	LICENSOR PHONE 651-431-6594

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

CCAP PROVIDER ID 5064	
CCAP AGENCY/AGENCIES REGISTERED WITH Carver & Wright Counties	CCAP AGENCY PHONE NUMBER(S) 952-361-1721/763-682-7400

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>FIRST STEPS</p> <p>If fire is in your area:</p> <ul style="list-style-type: none"> R-RESCUE—Remove those in immediate danger & close the door A-ALARM—Pull alarm, if you are the first to see fire C-CONTAIN—Close doors & windows E-EXTINGUISH—Only if safe to do so <p>Notify Building Administration, who will call 911. Follow Evacuation Plan: Utilize alternate evacuation routes if route is blocked by fire</p> <p>ADMINISTRATIVE ACTION</p> <p>Call 911. Report all fires to the fire department, regardless of size or nature, prior to cleanup Activate Emergency Procedures Protocols (EPP) Notify District Administration. Initiate Evacuation Plan. Meet and assist Public Safety agencies: <ul style="list-style-type: none"> Direct all non-emergency traffic away from the building Defer any further decisions to the arriving Public Safety agencies Administer first aid, if able to safely: Send a staff member with anyone transported to the hospital, documenting names and hospitals Notify families of victim(s), after consultation with Public Safety agencies. Coordinate cleanup of area. Communication, after consultation with Public Safety agencies: <ul style="list-style-type: none"> Prepare a telephone script for secretaries to read when answering phones Inform staff and students as appropriate to the situation Prepare letter and handout to send home with students, if necessary Refer media to District Media Contact Hold staff information meeting prior to staff release Initiate Post-Crisis Recovery Plan.</p>
Flood	<p>Building is located on top of a hill a block away from the river. Building should not be affected by flood. During severe thunderstorms staff will stay very observant to listen for flood warnings to inform parents of routes to the building which may be closed</p>

HAZARDS	RISK OF HARM, POTENTIAL IMPACT AT YOUR SITE, AND PLAN FOR CONTINUING OPERATIONS DURING AND AFTER THE EMERGENCY
Gas/Chemical Leaks	<p>FIRST STEPS</p> <p>If suspected gas leak—do not use any electrical switches, flame sources or the phone:</p> <ul style="list-style-type: none"> Open windows to ventilate area If there is a gas valve in the room, turn it off <p>Notify Building Administration, who will call 911.</p> <p>If the scene is safe to enter, administer first aid:</p> <ul style="list-style-type: none"> If victim is unresponsive, DO NOT ENTER without breathing apparatus If chemical has contacted skin or eyes, flush for at least 15 minutes <p>Follow Evacuation Plan.</p> <p>If suspected biological warfare, shelter victims in place until the hazardous material has been identified. Allow authorities to identify the substance and follow appropriate procedures.</p> <p>ADMINISTRATIVE ACTION</p> <p>If suspected gas leak—do not use any electrical switches or phones in the area:</p> <ul style="list-style-type: none"> Advise custodian to turn off gas main Open windows to ventilate area Call Gas Company. <p>If suspected biological warfare, notify custodian to shut down the ventilation system.</p> <p>Call 911</p> <p>Activate EPP</p> <p>Notify District Administration</p> <p>Meet and assist Public Safety agencies:</p> <ul style="list-style-type: none"> Defer any further decisions to the arriving Public Safety agencies <p>Attempt to determine severity of incident, if able to do so safely:</p> <ul style="list-style-type: none"> Locate Material Safety Data Sheet for substance(s) involved Follow directions on MSDS for cleanup <p>Initiate Evacuation Plan, as necessary:</p> <ul style="list-style-type: none"> Evacuation routes should be upwind or crosswind from the hazardous material. <p>Administer first aid, if able to safely:</p> <ul style="list-style-type: none"> If victim is unresponsive, DO NOT ENTER without breathing apparatus If chemical has contacted skin or eyes, flush for at least 15 minutes Send a staff member with anyone transported to the hospital, documenting names and hospitals Send a copy of MSDS with victim to the hospital <p>Notify families of victim(s), after consultation with Public Safety agencies.</p> <p>Initiate Post-Crisis Recovery Plan</p>

HAZARDS	RISK OF HARM, POTENTIAL IMPACT AT YOUR SITE, AND PLAN FOR CONTINUING OPERATIONS DURING AND AFTER THE EMERGENCY
Hazardous Materials	<p>FIRST STEPS</p> <p>If suspected gas leak—do not use any electrical switches, flame sources or the phone: Open windows to ventilate area If there is a gas valve in the room, turn it off Notify Building Administration, who will call 911 If the scene is safe to enter, administer first aid: If victim is unresponsive, DO NOT ENTER without breathing apparatus If chemical has contacted skin or eyes, flush for at least 15 minutes Follow Evacuation Plan If suspected biological warfare, shelter victims in place until the hazardous material has been identified. Allow authorities to identify the substance and follow appropriate procedures.</p> <p>ADMINISTRATIVE ACTION</p> <p>If suspected gas leak—do not use any electrical switches or phones in the area: Advise custodian to turn off gas main Open windows to ventilate area Call Gas Company. If suspected biological warfare, notify custodian to shut down the ventilation system. Call 911 Activate EPP Notify District Administration Meet and assist Public Safety agencies: Defer any further decisions to the arriving Public Safety agencies Attempt to determine severity of incident, if able to do so safely: Locate Material Safety Data Sheet for substance(s) involved Follow directions on MSDS for cleanup Initiate Evacuation Plan, as necessary: Evacuation routes should be upwind or crosswind from the hazardous material. Administer first aid, if able to safely: If victim is unresponsive, DO NOT ENTER without breathing apparatus If chemical has contacted skin or eyes, flush for at least 15 minutes Send a staff member with anyone transported to the hospital, documenting names and hospitals Send a copy of MSDS with victim to the hospital Notify families of victim(s), after consultation with Public Safety agencies Initiate Post-Crisis Recovery Plan</p>
High or Low Temperatures	Program utilizes Child Care Weather Watch guide
Infectious Diseases	Families are notified via email either directly or via family updates, if there is an outbreak of any type of disease which could be spread between children.

HAZARDS	RISK OF HARM, POTENTIAL IMPACT AT YOUR SITE, AND PLAN FOR CONTINUING OPERATIONS DURING AND AFTER THE EMERGENCY
<p>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".</p>	<p>BASIC INFORMATION</p> <p>General Emergency is the only nuclear emergency classification that requires public action, and is declared when an event at the plant has caused a loss of safety systems. If such an event occurs, radiation could be released that would travel beyond the site boundary. State and local authorities will take action to protect those near the plant, advising to evacuate promptly, or possibly, to shelter in place. Usually, as a precautionary measure, school children are relocated prior to the evacuation of the general public. When the alert and notification system is sounded, you should listen to your radio, television and tone alert radios for site-specific information and instructions.</p> <p>Three Ways to Minimize Radiation Exposure:</p> <p>Time—Most radioactivity loses its strength fairly quickly. Limiting the time spent near the source of radiation reduces the amount of radiation exposure you will receive.</p> <p>Distance—The more distance between you and the source of the radiation, the less radiation you will receive. This is the reason for evacuation from the area.</p> <p>Shielding—Like distance, the more heavy, dense materials between you and the source of the radiation, the better. This is why local officials could advise you to remain indoors if an accident occurs. In some cases, the walls in your home or workplace would be sufficient shielding to protect you for a short period of time.</p> <p>FIRST STEPS</p> <p>Upon hearing Civil Defense Sirens, turn to an Emergency Alert System (EAS) TV or radio station to determine whether siren indicates only a test or an actual emergency.</p> <p>DO NOT CALL 911: Special rumor control numbers and information will be provided to the public for a nuclear power plant emergency during the EAS message</p> <p>If outdoors, come inside: Shower and change clothing and shoes Put items worn outdoors in a plastic bag and seal it</p> <p>Go to the basement if possible. Stay inside until advised otherwise by authorities</p>
<p>Severe Winter Weather</p>	<p>Families are notified and program remains open for 1 hour to allow for families to pick up students</p>

HAZARDS	RISK OF HARM, POTENTIAL IMPACT AT YOUR SITE, AND PLAN FOR CONTINUING OPERATIONS DURING AND AFTER THE EMERGENCY
Thunderstorm	<p>BASIC INFORMATION</p> <p>Severe thunderstorms can produce tornadoes, or cause damage of their own from wind gusts of 58 mph or greater and/or hail 3/4" in diameter or larger.</p> <p>Severe Thunderstorm Watch – conditions are conducive to the development of severe thunderstorms in and close to the watch area.</p> <p>Severe Thunderstorm Warning – a severe thunderstorm has actually been observed by spotters or indicated on radar, and is occurring or imminent in the warning area.</p> <p>FIRST STEPS</p> <p>If outdoors, come inside. Remain indoors until advised otherwise.</p> <p>ADMINISTRATIVE ACTION</p> <p>Announce over PA system: Avoid unnecessary use of telephones Avoid contact with electrical equipment, drinking fountains, water pipes, and electrical switches Shut down and unplug computers Evacuate showers Do not use candles, matches or any flame source for lighting in case of power outage (explosion risk if gas leak, and fire risk)</p> <p>Activate EPP Initiate Storm Shelter Plan or other appropriate plan Consider turning off computer equipment and natural gas in anticipation of a power outage Obtain necessary emergency equipment (i.e. flashlights, cellular phone, bullhorn) from School Crisis Kit Crisis Action Team should survey building, including shower areas, ensuring compliance with procedures</p>

HAZARDS	RISK OF HARM, POTENTIAL IMPACT AT YOUR SITE, AND PLAN FOR CONTINUING OPERATIONS DURING AND AFTER THE EMERGENCY
Tornado	<p>BASIC INFORMATION</p> <p>Tornado Watch – conditions are conducive to the development of tornadoes in and close to the watch area.</p> <p>Tornado Warning – a tornado has actually been sighted by spotters or indicated on radar and is occurring or imminent in the warning area.</p> <p>FIRST STEPS</p> <p>Notify Building Administration. If outdoors, come inside. Remain indoors until advised otherwise. Follow Storm Shelter Plan as directed.</p> <p>ADMINISTRATIVE ACTION</p> <p>Announce over PA system:</p> <ul style="list-style-type: none"> Avoid unnecessary use of telephones Avoid contact with electrical equipment, drinking fountains, water pipes, and electrical switches Shut down and unplug computers Evacuate showers Do not use candles, matches or any flame source for lighting in case of power outage (explosion risk if gas leak, and fire risk) <p>Activate EPP Initiate Storm Shelter Plan or other appropriate plan Consider turning off computer equipment and natural gas in anticipation of a power outage Obtain necessary emergency equipment (i.e. flashlights, cellular phone, bullhorn) from School Crisis Kit Crisis Action Team should survey building, ensuring compliance with procedures Consider using a CAT member to monitor weather conditions from a safe area, reporting any threatening changes</p>

HAZARDS	RISK OF HARM, POTENTIAL IMPACT AT YOUR SITE, AND PLAN FOR CONTINUING OPERATIONS DURING AND AFTER THE EMERGENCY
Violent Incidents	<p>Staff and students will follow the lock down and cover procedure Out-of-Control Individual FIRST STEPS</p> <p>Do not physically confront the individual. Protect yourself and your students first. Give the individual space. If able to do so safely, and if necessary for safety of individual or others, use necessary force, to restrain individual until help arrives. Allow the individual to leave school, noting description of individual and clothing to report to police. Notify Building Administration, who will call 911.</p> <p>ADMINISTRATIVE ACTION Call 911 Activate EPP Notify District Administration Ascertain suspect's location Initiate a Lock down Plan, if appropriate Turn off class bell system, if possible Meet and assist Public Safety agencies: Defer any further decisions to the arriving Public Safety agencies Administer first aid, if able to safely: Send a staff member with anyone transported to the hospital, documenting names and hospitals Notify families of victim(s), after consultation with Public Safety agencies. When indicated by law enforcement, release students and staff from Lock down with a PA "ALL CLEAR" announcement, followed by specific instructions. Communication, after consultation with Public Safety agencies: Inform staff and students as appropriate to the situation Prepare letter and handout to send home with students, if necessary Refer media to District Media Contact Hold staff information meeting prior to staff release Initiate Post-Crisis Recovery Plan as necessary</p>
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 L Hess	DATE 9/29/2022
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