



OFFICE OF INSPECTOR GENERAL - LICENSING DIVISION



DHS-7955-ENG

4-24

Child Care Emergency Plan

***IMPORTANT:** If you are not able to complete this form online, click [Print Blank Form](#) to print the form and complete it by hand.

[Print Blank Form](#)

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	DATE OF FIRST REVISION	DATE OF SECOND REVISION	DATE OF THIRD REVISION	DATE OF FOURTH REVISION
9/24/2019	1/5/2023	1/3/2024	1/2/2025	1/5/2026
PROVIDER NAME				
Tiger Cub Child Care Center				
STREET ADDRESS 211 W. Richway Dr.	CITY Albert Lea	STATE MN	ZIP CODE 56007	
PHONE NUMBER 507-379-5158	EMERGENCY PHONE NUMBER	EMAIL ADDRESS shaune.mcdaniel@alschools.org		

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)
Individual Classrooms	Inner storage space
DESCRIBE PROCEDURES FOR SHELTER-IN-PLACE/LOCK-DOWN (WHO, WHAT, WHERE, WHEN):	
<p>Building Administration: Announce students and staff must report to the nearest classroom to SHELTER-IN-PLACE Close all exterior doors and windows, if appropriate Turn off ventilation system (HVAC), if appropriate Monitor the situation Provide updates and instructions as available Announce "all clear" signal when the emergency has ceased</p> <p>Staff: Clear the halls of students and staff immediately and report to the nearest available classroom or other designated shelter area Take class roster Assist those with special needs accommodations Take attendance and report any missing, injured, and/or extra students to building administration or incident commander Do not allow anyone to leave the classroom or shelter area If there appears to be air contamination within the shelter area, place a wet handkerchief or wet paper towel over the nose and mouth for temporary respiratory protection</p> <p>If sheltering-in-place because of an external gas or chemical release Close and tape all windows and doors Seal the gap between the bottom of the door</p>	

If sheltering-in-place because all evacuation routes are blocked
Seal door
Open or close windows as appropriate
Limit movement and talking
Communicate your situation to administration or emergency officials by whatever means possible

Stay away from all doors and windows
Wait for instructions

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

BUILDING ADMINISTRATION

Announce students and staff must report to the nearest classroom to SHELTER-IN-PLACE
Close all exterior doors and windows, if appropriate
Turn off ventilation system (HVAC), if appropriate
Monitor the situation
Provide updates and instructions as available
Announce "all clear" signal when the emergency has ceased

STAFF

Clear the halls of students and staff immediately and report to the nearest available classroom or other designated shelter area
Take class roster
Assist those with special needs accommodations
Take attendance and report any missing, injured, and/or extra students to building administration or incident commander
Do not allow anyone to leave the classroom or shelter area
If there appears to be air contamination within the shelter area, place a wet handkerchief or wet paper towel over the nose and mouth for temporary respiratory protection

If sheltering-in-place because of an external gas or chemical release
Close and tape all windows and doors
Seal the gap between the bottom of the door

If sheltering-in-place because all evacuation routes are blocked
Seal door
Open or close windows as appropriate
Limit movement and talking
Communicate your situation to administration or emergency officials by whatever means possible

Stay away from all doors and windows
Wait for instructions

DESCRIBE SPECIAL CIRCUMSTANCES OR PROCEDURES NEEDED FOR CHILDREN WITH DISABILITIES OR CHRONIC MEDICAL CONDITIONS:

Same as above.

Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN:

Emergency responders will be notified immediately when there is an immediate or suspected threat or suspicious person or activity. Emergency responders will be notified if our location is directly impacted by a fire or a tornado.

PARENTS/GUARDIANS WILL BE NOTIFIED WHEN:

Parents/guardians will be notified of a lock-down event (not a drill) once there is no longer a threat and all children are accounted for. Parents and guardians will be notified if the building is impacted by a fire or tornado.

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 an Emergency Evacuation Backpack that should go with them any time they leave their classrooms for any reason. The backpack will contain the following:

- First Aid Materials
- Flashlight
- Paper & Writing Utensil
- Scissors
- Thermometer & Covers
- Portable Radios
- Weather Radios
- Travel Changing Pad
- Variety of Diapers
- Wipes
- Tissues
- Tweezers

If leaving the classroom staff should also bring the medication box and key with them.

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 are marked on the building maps. Each classroom has a primary and secondary exit marked on their individual maps- posted near the door of each classroom and in the classroom binder.

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

Toddlers will use the walking rope and wagons as needed to get children out of the building. Infants will use strollers or emergency evacuation cribs (4 in a crib) to evacuate the classrooms. All extra staff available will assist infants and toddlers in evacuating the building quickly and safely. The float aid is responsible for grabbing bottles, formula, and any breast milk (quickly accessible) during an evacuation. The infant emergency evac backpack has a cooler pocket for breast milk storage.

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

In the event of an evacuation, staff will take the medication box and key with them. They will also take any refrigerated medication and put it in the evacuation backpack.

Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN:

Emergency Responders will be notified immediately if evacuation is due to danger or threat at our location.

PARENTS/GUARDIANS WILL BE NOTIFIED WHEN:

Parents/guardians will be notified if the evacuation is permanent or long-term, and as soon as it is reasonably 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.

Each classroom has an Emergency Evacuation Backpack that should go with them any time they leave their classrooms for any reason. The backpack will contain the following:

First Aid Materials
Flashlight
Paper & Writing Utensil
Scissors
Thermometer & Covers
Portable Radios
Weather Radios
Travel Changing Pad
Variety of Diapers
Wipes
Tissues
Tweezers

If leaving the classroom staff should also bring the medication box and key with them.

Relocation - location 1

BUILDING NAME Green Lea Golf Course			
REASON(S) TO EVACUATE TO LOCATION 1 Anytime evacuation or relocation is necessary			
STREET ADDRESS 101 E. Richway Drive	CITY Albert Lea	STATE MN	ZIP CODE 56007
PHONE NUMBER 507-373-1061	EMERGENCY PHONE NUMBER		
TRANSPORTATION TO LOCATION 1 None-located within walking distance			
OTHER DETAILS			

Relocation - location 2

BUILDING NAME Fairgrounds Fairlane Community Center			
REASON(S) TO EVACUATE TO LOCATION 2 Location #1 is in distress or has some relocation issues			
STREET ADDRESS 1029 Bridge Ave	CITY Albert Lea	STATE MN	ZIP CODE 56007
PHONE NUMBER 507-402-5131	EMERGENCY PHONE NUMBER		
TRANSPORTATION TO LOCATION 2 None-Location within walking distance			

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:

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.

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

Parents & guardians will be notified if their children need to be picked up immediately due to a permanent or long-term evacuation and relocation. They will be notified of their child's location and any additional change in pick-up procedures.

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:

Children will only be released to a parent, guardian, or authorized pick-up person who have proper identification. Parents/guardians will be asked to sign the paper rosters upon pick-up of the child and staff will note the time of pick-up next to each child's name.

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**:

The school district superintendent, community education administrator/director, and the child care supervisor should be notified and will decide how to proceed regarding continued operations during a crisis.

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

The school district superintendent, community education administrator/director, and the child care supervisor should be notified and will decide how to proceed regarding continued operations during a crisis.

ANY ADDITIONAL CONSIDERATIONS FOR OPERATIONS:

Emergency contact information

For Emergencies - Dial 911

Law enforcement agencies

CITY (IF APPLICABLE) Albert Lea	CONTACT NAME Police Department
NON-EMERGENCY NUMBER 507-377-5210	24-HOUR EMERGENCY NUMBER

CITY (IF APPLICABLE)	CONTACT NAME
NON-EMERGENCY NUMBER	24-HOUR EMERGENCY NUMBER

Utility emergency phone numbers

ELECTRIC 507-373-6421	COMPANY Freeborn Mower Cooperative Services
CONTACT PERSON Main Line	24-HOUR EMERGENCY NUMBER
GAS (IF APPLICABLE) 800-889-9508	COMPANY Minnesota Energy Resource Cooperation
CONTACT PERSON Main Line	24-HOUR EMERGENCY NUMBER
WATER 507-377-4325	COMPANY Albert Lea Public Works
CONTACT PERSON Main Line	24-HOUR EMERGENCY NUMBER

General emergency resource numbers

MINNESOTA POISON CONTROL	PHONE NUMBER 800-222-1222
CRIME VICTIM SERVICES Supervisor	PHONE NUMBER 507-377-5460
POST-CRISIS MENTAL HEALTH HOTLINE Program Manager	PHONE NUMBER 507-377-5513
FIRE DEPARTMENT Albert Lea Fire Department	PHONE NUMBER 507-377-4340
OTHER	PHONE NUMBER
NAME OF INSURANCE COMPANY	
INSURANCE CONTACT PERSON Katie Navin	PHONE NUMBER 631-228-6665

Licensing or certification information

LICENSING OR CERTIFICATION NUMBER 1102555	
ARE YOU LICENSED BY THE STATE OR THE COUNTY?	State License
LICENSOR NAME Martha Walker	LICENSOR PHONE 651-431-6030

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

CCAP PROVIDER ID 41143	CCAP AGENCY/AGENCIES REGISTERED WITH Freeborn County Department of Children, Youth, and Families	CCAP AGENCY PHONE NUMBER(S) 507-377-5400
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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	The building has smoke detectors and fire alarms. In the event of a fire, we would evacuate the building and relocate to Green Lea Golf Course. As soon as reasonably possible, parents will be notified via phone call to pick-up their child at the evacuation site. Parents will be notified if and when operation will resume. Fire drills will be routinely conducted and practiced with the staff and children.
Flood	The school is not located in a flood plain. In the event of internal flooding, due to burst pipes, we would evacuate the building and relocate to Green Lea Golf Course. As soon as reasonably possible, parents will be notified via phone call to pick up their child at the evacuation site. Parents will be notified if and when operation will resume.
Gas/Chemical Leaks	In the event of a gas or chemical leak, we would evacuate the building and relocate to Green Lea Golf Course. As soon as reasonably possible, parents will be notified via phone call to pick up their child at the evacuation site. Parents will be notified if and when operation will resume.
Hazardous Materials	Staff will contact 911 as soon as possible if they notice a hazardous materials accident, spill, or leak. Staff will keep children away from the incident site by bringing them safely indoors and will evacuate them to Green Lea Golf Course if the incident is located inside the building.
High or Low Temperatures	Staff will follow posted weather guidelines regarding outdoor play. Use precautions regarding clothing, sunscreen, and beverages while outdoors. Closely observe the children for signs of discomfort.
Infectious Diseases	Staff will follow our Health & Safety Policies regarding illness and infectious diseases. If a child has a fever, undiagnosed rash, or other infectious or communicable diseases, they are not able to remain in or attend the center. Details are listed in the Health & Safety Policies.

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".	There are two nuclear power plants in Minnesota. Due to our proximity to these plants, which are located in Welch and Monticello, we have no potential "risk of harm."
Severe Winter Weather	In the event of severe winter weather, the program will closely monitor weather conditions and will notify families via the School Messenger system.
Thunderstorm	During a thunderstorm all children will be moved inside the building and staff will close the blinds on outside windows and will continue to closely monitor the weather conditions and will listen to their weather radios. If strong winds are a concern, staff will move children to interior rooms of the building.
Tornado	During a tornado warning, staff will move children to designated tornado shelter locations inside the building. Shelter locations are interior spaces of the building without windows. Staff will close the door and instruct children to sit and cover their heads with their arms. Infants will be moved to shelter locations in evacuation cribs and the top of the crib will be covered with a blanket or other material for protection from debris. Tornado drills will be routinely conducted and practiced with the staff and children.
Violent Incidents	In the event of a violent incident or intruder on the property, or suspicious event or person, the building will go into lock-down and the classrooms will be given directions on how to proceed. Lock-down drills will be routinely conducted and practiced with staff and children.
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	DATE
Shaune McDaniel	01/05/2026
Add name	