



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 **10/7/2019** DATE(S) REVISED **10/15/2020, 10/10/2021, 10/08/2022, 10/6/2023**

PROVIDER NAME  
**YMCA Early Childhood Development Center**

ADDRESS **4289 Ugstad Rd** CITY **Hermantown** STATE **MN** ZIP CODE **55811**

PHONE NUMBER **241-8008 x520** EMERGENCY PHONE **9-1-1**

**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) **In classroom** LOCATION 2 (IN-BUILDING)

PROCEDURES FOR SHELTER-IN-PLACE / LOCKDOWN Describe your procedures (who, what, where, when)  
**1) Call 9-1-1 2) Staff will close and lock doors, turn off lights, and close blinds  
3) Keep children quiet 4) Do not open doors until cleared by the authorities**

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  
**\*Will update when specific need is known**

**Notification**

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN  
**At the start of the lockdown**

PARENTS / GUARDIANS WILL BE NOTIFIED WHEN  
**When authorities notify staff that the threat is over.**

**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

**Providers should grab the emergency backpack and take their cell phones to the shelter so they have access to parent contact information. Backpack includes the following items- Current Roster with parent phone numbers, Travel first aid kit, Flashlight, ICCPS.**

**When allowed, bring the following: Battery operated radio, snacks and beverages, books and toys for children**

## Allergy Prevention and Response

YMCA Early Childhood Development Center will maintain documentation of any known allergy from a child's parent and medical provider before the child will be allowed to enroll in the program. The Allergy Information Form will be included in the enrollment packet that each child must complete before entering the program and will be made available upon request. This documentation will be kept in the child's file and will be given to parents annually to ensure the information and response measure remain current. In regard to allergy, for the child's Individual Child Care Program Plan(I.C.C.P.P), The center will use the 'Family Childcare Allergy Information Form' created by the Minnesota Department of Human Services', which includes a description of the allergy, specific triggers, avoidance techniques, symptoms of allergic reaction, and procedures for responding to an allergic reaction. These procedures include medication, dosages, and doctor's contact information.

When a child who has an allergy enrolls in the program or the child moves to a new classroom, the child's teacher and the child's parent will review the child's Allergy Information Form together in an informal conference before the child will begin care in that teacher's classroom. The child's teacher will sign the bottom of the form to indicate this conference has occurred and the form will be kept in the child's file. The lead teacher will train all support staff working with the child in carrying out the child's I.C.C.P.P.

Each September, all children enrolled in the center who have an allergy will be required to fill out an updated Allergy Information Form. Any time a family reports a new allergy or change to an existing allergy, a new informal conference will be held between the teacher and the child's parents.

A copy of each child's Allergy Information Form will be kept in his/her classroom's enrollment book and will be taken with if the child leaves the building on a field trip. This form will also be posted in the child's classroom. For children with food allergies, a copy of the Allergy Information Forms will be kept in the kitchen to be accessible in the area in which food is prepared and served. A copy will also be given to Chickadee Catering.

In the event that a child with an allergy had been exposed to the allergen or had begun experiencing a reaction that requires medical intervention, the child's parent will be contacted immediately. If epinephrine(Epi-Pen) is administered, 9-1-1 will be called first and then the child's parent.

Allergy prevention and response policies and procedures will be provided to parents at the time of enrollment (in the Parent Handbook) and will be made available upon request.

## Handling and Disposal of Bodily Fluids

At The YMCA Early Childhood Development Center, all surfaces that come in contact will potentially infectious bodily fluids, including blood and vomit, must be cleaned and disinfected according to Minnesota Rules, part 9503.0005, subpart 11.

- Gloves must be worn at all times when handling blood or bodily fluids. All blood-contaminated materials must be disposed of in a plastic bag with a secure tie. When applicable, sharp items (syringes) used for a child with special care needs must be disposed of in a "sharps container" that is stored out of reach of children. Disposable gloves, disposable plastic bags, and safety goggles will be accessible in each classroom to ensure the proper handling of bodily fluids.

### 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

See attached map

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

**Infants: Load into strollers or evacuation cribs. Exit classroom and go to relocation site**

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

**Bring any necessary medicine and emergency backpack**

#### Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN

**As soon as a threat had been detected**

PARENTS / GUARDIANS WILL BE NOTIFIED WHEN

**As soon as children have reached relocation site**

#### 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

**Cell phone, current roster with parent phone numbers, first aid kit, flashlight, ICCPS, sign in and out sheet, battery operated radio, medications, snacks and beverages, books and toys**

#### Relocation - Location 1

BUILDING NAME	REASON(S) TO EVACUATE TO LOCATION 1		
<b>Hermantown Community School Administrative Offices</b>	<b>Threat of violence, flood, bomb threat, power outage, chemical spill, or gas leak</b>		
ADDRESS	CITY	STATE	ZIP CODE
<b>4307 Ugstad Rd</b>	<b>Hermantown</b>	<b>MN</b>	<b>55811</b>
PHONE NUMBER	EMERGENCY PHONE		
<b>218-729-9313</b>			
TRANSPORTATION TO LOCATION 1			
<b>Walk</b>			
OTHER DETAILS			

#### Relocation - Location 2 (optional)

BUILDING NAME	REASON(S) TO EVACUATE TO LOCATION 2		
<b>Hermantown Hockey Arena</b>	<b>Threat of violence, flood, bomb threat, power outage</b>		
ADDRESS	CITY	STATE	ZIP CODE
<b>4309 Ugstad Rd</b>	<b>Hermantown</b>	<b>MN</b>	<b>55811</b>
PHONE NUMBER	EMERGENCY PHONE		
<b>218-729-5493</b>			
TRANSPORTATION TO LOCATION 2			
<b>Walk</b>			
OTHER DETAILS			

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#### 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

**The threat is over or children have been safely relocated**

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PARENT/GUARDIAN CONTACT INFORMATION WILL BE MAINTAINED IN THIS LOCATION

**In the emergency backpack**

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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 REALEASE OR REUNIFICATION

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#### 5. Continuing Operations Procedures

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

**YMCA CEO, YMCA Executive Director, YMCA Childcare Director, Hermantown Law Enforcement**

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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**

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ANY ADDITIONAL CONSIDERATIONS FOR OPERATIONS

**Notify public health and human services**

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**6. Emergency Contact Information**

For Emergencies – Dial 911

**Law Enforcement Agencies**

CITY (if applicable) <b>Hermantown</b>	CONTACT NAME <b>Jim Crace</b>
NON-EMERGENCY NUMBER <b>218-729-1200</b>	24-HOUR EMERGENCY NUMBER <b>9-1-1</b>
CITY (if applicable) <b>Duluth</b>	CONTACT NAME <b>Mike Tusken</b>
NON-EMERGENCY NUMBER <b>218-730-5400</b>	24-HOUR EMERGENCY NUMBER <b>9-1-1</b>

**Utility Emergency Phone Numbers**

ELECTRIC <b>218-722-2625</b>	COMPANY <b>Minnesota Power</b>
CONTACT PERSON	24-HOUR EMERGENCY NUMBER <b>1-877-797-9839</b>
GAS <b>1-800-889-9508</b>	COMPANY <b>Minnesota Energy Resources</b>
CONTACT PERSON	24-HOUR EMERGENCY NUMBER <b>1-800-889-4970</b>
WATER <b>218-729-3600</b>	COMPANY <b>City Hall</b>
CONTACT PERSON	24-HOUR EMERGENCY NUMBER

**General Emergency Resource Numbers**

MINNESOTA POISON CONTROL	PHONE NUMBER <b>800-222-1222</b>
CRIME VICTIM SERVICES <b>Contact person-Ragan Balzer</b>	PHONE NUMBER <b>218-723-5278</b>
POST-CRISIS MENTAL HEALTH HOTLINE <b>Duluth Mental Crisis Line</b>	PHONE NUMBER <b>218-623-1800</b>
FIRE DEPARTMENT <b>Hermantown Fire Department</b>	PHONE NUMBER <b>218-729-3661</b>
OTHER	PHONE NUMBER
NAME OF INSURANCE AGENCY <b>West Bend Mutual Insurance Company</b>	
INSURANCE CONTACT PERSON <b>Aileen Geving</b>	PHONE NUMBER <b>218-722-7477</b>

**Certification Information**

Licensing or

LICENSING OR CERTIFICATION NUMBER <b>1101224</b>	
LICENSED OR CERTIFIED BY STATE OR COUNTY	
LICENSOR NAME <b>Keith Henderson</b>	LICENSOR PHONE <b>651-431-6533</b>

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

CCAP PROVIDER ID	
CCAP AGENCIES REGISTERED WITH <b>St. Louis County</b>	CCAP AGENCY PHONE NUMBER(S) <b>218-726-2400</b>

## 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	
Flood	
Gas/Chemical Leaks	
Hazardous Materials	
High or Low Temperatures	
Infectious Diseases	
Nuclear Power Plant	
Severe Winter Weather	
Thunderstorm	
Tornado	
Violent Incidents	
Other	

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## 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.**
- 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.**

**Parent/guardian information:**







# 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		
3/25/19			
PROVIDER NAME			
YMCA Early Childhood Education Center			
ADDRESS	CITY	STATE	ZIPCODE
4298 Ugstad Road	Hermantown	MN	55811
PHONE NUMBER	EMERGENCY PHONE		
	9-1-1		

## 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)
In classrooms	

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

1) Call 9-1-1 2) Staff will close and lock doors, turn off lights, and close blinds 3) Keep kids quiet 4) Do not open doors until cleared by the authorities

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

## Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN

At the start of the lockdown

PARENTS / GUARDIANS WILL BE NOTIFIED WHEN

When authorities notify staff that the threat is over.

## 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

Providers should grab the emergency backpack and take their cell phones to the shelter so they have access to parent contact information.

Backpack includes the following items-

Current Roster with parent phone numbers, Travel first aid kit, flashlight, ICCPS

If time allows bring the following: Battery operated radio, snacks and beverages, books and toys for children



### 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

See attached map

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

Infants: Load into strollers or cribs on wheels. Exit classroom and go to relocation site.

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

Bring any necessary medicine and emergency backpack

#### Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN

As soon as a threat has been detected

PARENTS / GUARDIANS WILL BE NOTIFIED WHEN

As soon as children have reached parking lot relocation site

#### 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

Cell phone charge, current roster with parent phone numbers, first aid kit, flashlight, ICCPS, sign in and out sheet, battery operated radio, medications, snacks and beverages, books and toys.

#### Relocation - Location 1

BUILDING NAME	REASON(S) TO EVACUATE TO LOCATION 1		
Hermantown Community Schools Admintrivie Offices	Threat of violence, flood, bomb threat, power outage		
ADDRESS	CITY	STATE	ZIP CODE
4307 Ugstad RD	Hermantown	MN	55811
PHONE NUMBER	EMERGENCY PHONE		
2187299313			

TRANSPORTATION TO LOCATION 1

Walk

OTHER DETAILS

#### Relocation - Location 2 (optional)

BUILDING NAME	REASON(S) TO EVACUATE TO LOCATION 2		
Hermantown Hockey Arena	Bomb threat, chemical spill, threat of violence, flood		
ADDRESS	CITY	STATE	ZIP CODE
4309 Ugstad Rd	Hermantown	MN	55811
PHONE NUMBER	EMERGENCY PHONE		
2187295493			

TRANSPORTATION TO LOCATION 2

Walk

OTHER DETAILS



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#### 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

The threat is over or parents have been safely relocated

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PARENT/GUARDIAN CONTACT INFORMATION WILL BE MAINTAINED IN THIS LOCATION

In the emergency backpack

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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 REALEASE OR REUNIFICATION

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#### 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

, YMCA CEO, YMCA Executive Director, YMCA Childcare Director, YMCA Chief Information Officer, Hermantown Law Enforcement

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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

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ANY ADDITIONAL CONSIDERATIONS FOR OPERATIONS

Notify public health and human services

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## 6. Emergency Contact Information

### For Emergencies - Dial 911

#### Law Enforcement Agencies

CITY (if applicable) <u>Hermantown</u>	CONTACT NAME <u>Jim Crace</u>
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NON-EMERGENCY NUMBER <u>2187291200</u>	24-HOUR EMERGENCY NUMBER <u>9-1-1</u>
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CITY (if applicable) <u>Duluth</u>	CONTACT NAME <u>Mike Tusken</u>
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NON-EMERGENCY NUMBER <u>2187305400</u>	24-HOUR EMERGENCY NUMBER <u>9-1-1</u>
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#### Utility Emergency Phone Numbers

ELECTRIC <u>2187222625</u>	COMPANY <u>Minnesota Power</u>
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CONTACT PERSON	24-HOUR EMERGENCY NUMBER <u>18777979839</u>
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GAS <u>18008899508</u>	COMPANY <u>Minnesota Energy Resources</u>
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CONTACT PERSON	24-HOUR EMERGENCY NUMBER <u>18008894970</u>
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WATER <u>2187293600</u>	COMPANY <u>City Hall</u>
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CONTACT PERSON	24-HOUR EMERGENCY NUMBER <u>18777979839</u>
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#### General Emergency Resource Numbers

MINNESOTA POISON CONTROL	PHONE NUMBER <u>800-222-1222</u>
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CRIME VICTIM SERVICES <u>Duluth Montana Victims Services</u>	PHONE NUMBER <u>218-726-1416</u>
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POST-CRISIS MENTAL HEALTH HOTLINE	PHONE NUMBER <u>1-218-623-1800</u>
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FIRE DEPARTMENT <u>Hermantown Fire Department</u>	PHONE NUMBER <u>2187293661</u>
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OTHER	PHONE NUMBER
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NAME OF INSURANCE AGENCY <u>West Bend Mutual Insurance Company</u>
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INSURANCE CONTACT PERSON <u>Aileen Geving</u>	PHONE NUMBER <u>218-722-7472</u>
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#### Licensing or Certification Information

LICENSING OR CERTIFICATION NUMBER
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LICENSED OR CERTIFIED BY STATE OR COUNTY
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LICENSOR NAME	LICENSOR PHONE
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#### Child Care Assistance Program (CCAP) Information (If applicable)

CCAP PROVIDER ID
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CCAP AGENCIES REGISTERED WITH <u>St. Louis County</u>	CCAP AGENCY PHONE NUMBER(S) <u>218-726-2400</u>
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## 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.

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HAZARDS	RISK OF HARM, POTENTIAL IMPACT AT YOUR SITE, AND PLAN FOR CONTINUING OPERATIONS DURING AND AFTER THE EMERGENCY
Fire	See program manual and Risk Reduction Plan
Flood	See program manual and Risk Reduction Plan
Gas/Chemical Leaks	See program manual and Risk Reduction Plan
Hazardous Materials	See program manual and Risk Reduction Plan
High or Low Temperatures	See program manual and Risk Reduction Plan
Infectious Diseases	See program manual and Risk Reduction Plan
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	See program manual and Risk Reduction Plan
Thunderstorm	See program manual and Risk Reduction Plan
Tornado	See program manual and Risk Reduction Plan
Violent Incidents	See program manual and Risk Reduction Plan
Other	



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## 8. Child Emergency Contact Information

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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

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Please note: Do not post any child-specific information with your emergency plan or share it with other parents.

