



**DEPARTMENT OF HUMAN SERVICES**

# 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 10/1/18	DATE(S) REVISED 9/25/19		
PROVIDER NAME Rochester Montessori School			
ADDRESS 5099 7th Street NW	CITY Rochester	STATE MN	ZIP CODE 55901
PHONE NUMBER 507-288-8725	EMERGENCY PHONE 480-299-1460		

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) Classrooms	LOCATION 2 (IN-BUILDING) Bathrooms/Kitchen/Lounge

**PROCEDURES FOR SHELTER-IN-PLACE / LOCKDOWN** Describe your procedures (who, what, where, when)  
If there is an immediate threat, RMS will go into lockdown which will be announced over the intercom system, when possible. Additional communication such as texts or email may be used. Students remain in the classroom under the supervision of staff. Doors are locked, blinds are shut and students huddle in a location out of sight. Everyone remains in this position until the all clear is given. During a tornado warning, each program level (classroom) is assigned to a specific room away from exterior windows where they will remain until the all clear is given. All classrooms have emergency kits.

**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  
  
Students with disabilities or medical conditions follow the same procedure as above. All necessary medical or allergen information is maintained in the classroom and each classroom has an emergency kit. Staff and administration maintain lists of anyone with chronic or severe medical conditions/allergies. Every effort will be made to get necessary medical treatment to the classroom as it is stored in the administrative offices. Staff have phones and will call 911 if necessary to address an emergency medical condition.

**Notification**  
**EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN**  
  
Immediately or as soon as possible for any threat-type situation that requires RMS to take shelter or lock down.

**PARENTS / GUARDIANS WILL BE NOTIFIED WHEN**  
For any lockdown due to threat or shelter in place due to weather, parents will be notified. RMS has group announcement abilities via SchoolCues. Emails and phone calls will be placed, if needed.

**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  
  
All classrooms have an emergency kit that staff are responsible for. The kit includes:  
- Parent and emergency contact information for each child  
- An enrollment list for the class  
- Orange vests (1 per room)  
- Allergy and medical information for each student  
- Supplies for treating minor injuries - bandages, sterile compress, scissors, cold pack, thermometer, adhesive tape and first aid manual.

### 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

Evacuation routes are practiced during drills and posted throughout the school. If the primary exit is unavailable, the secondary exit shall be used. Everyone proceeds by foot to the parking lot which is located on the south side of the school. Children are kept in group, headcounts/roll call is taken, hands of small children are held.

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

RMS does not serve infants. Toddlers will follow the same procedures as above but the toddler staff will have additional assistance from RMS middle school students to safely evacuate the toddlers from the building.

**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

Students with disabilities or chronic medical conditions shall follow the same procedures above. Should a student require special assistance, a staff member shall be assigned to the child to ensure safe exit from the school.

#### Notification

**EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN**

When a situation requires evacuation, emergency responders will be notified immediately or as soon as possible by administration. Staff will call 911 in the event that administration is unable to act.

**PARENTS / GUARDIANS WILL BE NOTIFIED WHEN**

After emergency responders have been notified and children/staff/volunteers accounted for, administration (or staff) will contact parents about the evacuation and reunification procedures. Announcement will be sent via SchoolCues. Emails and/or calls will be made, if needed.

#### 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

It contains a first aid kit, student information, parent and emergency contact information, allergy and medical information, supplies to treat minor injuries and a first aid manual.

#### Relocation - Location 1

BUILDING NAME Parking Lot	REASON(S) TO EVACUATE TO LOCATION 1 Unsafe conditions such as fire, smoke, gas leak, etc.		
ADDRESS 5099 7th Street NW	CITY Rochester	STATE MN	ZIP CODE 55901
PHONE NUMBER 507-288-8725	EMERGENCY PHONE 480-299-1460 (Summerson) or 414-429-7307 (Wridt)		

TRANSPORTATION TO LOCATION 1

Walking

OTHER DETAILS

#### Relocation - Location 2 (optional)

BUILDING NAME	REASON(S) TO EVACUATE TO LOCATION 2		
ADDRESS	CITY	STATE	ZIP CODE
PHONE NUMBER	EMERGENCY PHONE		

TRANSPORTATION TO LOCATION 2

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

RMS will notify parents as soon as measures have been taken to ensure the safety of all students, staff, volunteers/visitors and after emergency responders have been notified. When possible, RMS will utilize announcements via SchoolCues to notify all families at once. If this system isn't available, guides and administration will send emails and/or make phone calls to parents. Communication will describe the situation and any procedures/timing for picking up students. For parents that cannot be reached or are unable to pick up their children, RMS will begin contacting the alternate names that parents have provided for emergency.

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### PARENT/GUARDIAN CONTACT INFORMATION WILL BE MAINTAINED IN THIS LOCATION

Each classroom has an emergency binder with parent and emergency contact information and staff are trained to take this information with them in the event of evacuation. Each staff is required to carry a cell phone during emergency events. RMS also has access to parent (and alternate emergency) contact information via an electronic information system (SchoolCues).

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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

Students will remain with RMS staff while family/guardian/emergency contacts are notified of the situation and arrangements can be made for either pickup or care. RMS maintains a list of individuals who are approved by parents/guardians to pick up children. Hard copies are also in the emergency binders of each classroom. No child will be released to anyone who is not authorized by the parent/guardian and proper identification is required.

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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

The Head of School, Program Director and President of the RMS Board of Directors. Law enforcement or a related agency will be consulted, as needed.

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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

The Head of School, Program Director and President of the RMS Board of Directors. Law enforcement or a related agency will be consulted, as needed.

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ANY ADDITIONAL CONSIDERATIONS FOR OPERATIONS

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## 6. Emergency Contact Information

### For Emergencies - Dial 911

#### Law Enforcement Agencies

CITY (if applicable) Rochester	CONTACT NAME
NON-EMERGENCY NUMBER 507-328-6800	24-HOUR EMERGENCY NUMBER 911
CITY (if applicable)	CONTACT NAME
NON-EMERGENCY NUMBER	24-HOUR EMERGENCY NUMBER

#### Utility Emergency Phone Numbers

ELECTRIC 507-280-1500	COMPANY Rochester Public Utilities
CONTACT PERSON	24-HOUR EMERGENCY NUMBER 507-280-9191
GAS 800-889-9508	COMPANY Minnesota Energy
CONTACT PERSON	24-HOUR EMERGENCY NUMBER 800-889-4970
WATER 507-280-1500	COMPANY Rochester Public Utilities
CONTACT PERSON	24-HOUR EMERGENCY NUMBER 507-280-9191

#### General Emergency Resource Numbers

MINNESOTA POISON CONTROL	PHONE NUMBER 800-222-1222
CRIME VICTIM SERVICES Olmsted County Victim Services	PHONE NUMBER 507-328-7270
POST-CRISIS MENTAL HEALTH HOTLINE Olmsted County Victim Services	PHONE NUMBER 507-289-0636
FIRE DEPARTMENT Rochester Fire Department	PHONE NUMBER 507-328-2800
OTHER	PHONE NUMBER
NAME OF INSURANCE AGENCY Atlas Insurance	
INSURANCE CONTACT PERSON Bill Nystrom	PHONE NUMBER 507-252-8720

#### Licensing or Certification Information

LICENSING OR CERTIFICATION NUMBER 802157	
LICENSED OR CERTIFIED BY STATE OR COUNTY State	
LICENSOR NAME Minnesota Department of Human Services	LICENSOR PHONE 651-431-6500

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

CCAP PROVIDER ID N/A	
CCAP AGENCIES REGISTERED WITH	CCAP AGENCY PHONE NUMBER(S)

## 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	Evacuation routes are posted. General guidelines include staff providing supervision of children to escort them by groups to the parking lot where they assemble as far from the building as possible. All classrooms are equipped with smoke detectors. Head counts/roll call is taken when outside. RMS practices monthly fire drills and follows routine evacuation procedures. Evacuation routes are posted on all of the exits.
Flood	N/A
Gas/Chemical Leaks	All chemicals and cleaners are properly labeled and stored (locked janitorial closet). Classroom disinfectants are stored out of reach of children. If possible, staff will clean spills using proper protection for eyes/skin. If necessary, staff will evacuate the area with children. Fire alarm may be used to evacuate the building. Staff and children should stay up-wind and uphill from any hazardous vapor, gas or liquid. 911 will be called to report.
Hazardous Materials	Hazardous materials such as sharp objects, medicines, chemicals and plastic bags will be stored out of reach of children.
High or Low Temperatures	RMS is equipped with proper heating and air conditioning. Comfortable temperatures will be maintained during hours of operation.
Infectious Diseases	Parents must contact the school office within 24 hours if their child(ren) contracts a communicable disease. Students must stay home - severe cold, cough, sore throat, new skin rash, temperature of 100 +, nausea, vomiting, diarrhea, other signs of acute illness unless cleared by a physician. RMS is not licensed for sick care. Children must be picked up if the onset of any of these conditions takes place at school.
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."  N/A
Severe Winter Weather	RMS follows the same weather closings as does Rochester Public Schools for snow. RMS does not rely on busing and may be open when the district closes due to extreme cold. RMS will encourage parents to use their best judgment in determining whether to send their child(ren) on severe weather days without undue risk. RMS may close early in the event of a blizzard or severe weather conditions.
Thunderstorm	Emergency weather radios are routinely checked to ensure proper working order. Children do not go outdoors during any threat of severe weather including thunderstorms which may produce lightening and other risks.
Tornado	Children assemble by age groups in different locations that are located away from external walls and windows. Children are instructed to crouch in a 'tuck' position to take cover until an all clear is given. Tornado drills are conducted monthly from April through October.
Violent Incidents	Run and/or take shelter in the nearest room ASAP. Administration will make an announcement when possible to lock down. All doors will be locked and student roll call taken. Lights will be turned off, blinds closed. If a window cannot be covered, staff/students will take shelter out of sight. Everyone to remain under lockdown until the all clear is given or authorities arrive to provide clearance.
Other	The loss of services will be evaluated on an individual basis (e.g., loss of water, heat, electricity, etc). When possible, RMS will address these issues timely to avoid interrupting the daily routine for children. If the loss of service cannot be remedied quickly, RMS may close until service issues are resolved. Parents will be informed ASAP if there are any changes to operations.

## 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.