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

<table>
<thead>
<tr>
<th>DATE CREATED</th>
<th>DATE(S) REVISED</th>
</tr>
</thead>
</table>

PROVIDER NAME
Northeast Child Development Center

<table>
<thead>
<tr>
<th>ADDRESS</th>
<th>CITY</th>
<th>STATE</th>
<th>ZIPCODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1700 2nd Street NE</td>
<td>Minneapolis</td>
<td>MN</td>
<td>55413</td>
</tr>
</tbody>
</table>

PHONE NUMBER 612-781-6011
EMERGENCY PHONE 612-781-6011

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)
PRIMARY – BATHROOMS LOCATED BETWEEN CLASSROOMS

LOCATION 2 (IN-BUILDING)
If in GYM – go to bathrooms located on west end of gym.

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.

Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN
• Any situation involving guns, knives, threat of physical violence has entered the building.

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.

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
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

- 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.

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
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 ICCP 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.

**Notification**

**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.

**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.

**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
### Relocation - Location 1

**BUILDING NAME**
A Chance to Grow  

**REASON(S) TO EVACUATE TO LOCATION 1**
Fire in building, gas leak in building, broken water pipes in building, chemical spill in building  

**ADDRESS**
1800 2nd 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 2nd 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**
- St Mary’s Catholic Church

**REASON(S) TO EVACUATE TO LOCATION 2**
Major fire, gas leak in neighborhood, or emergency personnel have ordered evacuation further from site.

**ADDRESS**
1701 5th St NE,  

**CITY**
Minneapolis  

**STATE**
MN  

**ZIP CODE**
55413  

**PHONE NUMBER**
(612) 781-7667  

**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.
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.

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.

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.

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

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

- 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

ANY ADDITIONAL CONSIDERATIONS FOR OPERATIONS

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.

6. Emergency Contact Information

For Emergencies - Dial 911

<table>
<thead>
<tr>
<th>Law Enforcement Agencies - Police</th>
<th>CONTACT NAME</th>
<th>24-HOUR EMERGENCY NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CITY (if applicable)</strong></td>
<td><strong>NON-EMERGENCY NUMBER</strong></td>
<td><strong>911</strong></td>
</tr>
<tr>
<td>Minneapolis</td>
<td>612-348-2345</td>
<td>612-348-2345</td>
</tr>
<tr>
<td>1911 Central Ave NE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minneapolis MN 55418</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CITY (if applicable)</strong></td>
<td><strong>NON-EMERGENCY NUMBER</strong></td>
<td><strong>24-HOUR EMERGENCY NUMBER</strong></td>
</tr>
<tr>
<td>Minneapolis</td>
<td>612-230-6550</td>
<td>911</td>
</tr>
<tr>
<td>Park Police</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2117 West River Road</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minneapolis MN 55418</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Utility Emergency Phone Numbers

## ELECTRIC
**COMPANY**
Xcel Energy
3100 Marshall St NE

**CONTACT PERSON**
Non-emergency number (612) 520-6800

**24-HOUR EMERGENCY NUMBER**
1-800-895-1999

## GAS
**COMPANY**
CenterPoint Energy
505 Nicollet Mall
P.O. Box 59038
Minneapolis, Minnesota 55459-0038

**CONTACT PERSON**
Customer Service (Commercial)
612-321-4939

**24-HOUR EMERGENCY NUMBER**
Report a Gas leak
612-372-5050
800-296-9815

## WATER
**COMPANY**
Minneapolis Public Works
Water Treatment & Distribution Service
*Address:* 4300 Marshall St NE, Minneapolis, MN 55421

**24-HOUR EMERGENCY NUMBER**
General number (612) 788-1691

### General Emergency Resource Numbers

**MINNESOTA POISON CONTROL**
800-222-1222
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
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
CLAIM HANDLING – Berkley Risk Administrators Co.

<table>
<thead>
<tr>
<th>Assistant VP, Claims:</th>
<th>Phone:</th>
<th>Contact Fax:</th>
<th>Email:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lee Ingrassia</td>
<td>612-766-3809</td>
<td>612-766-3099</td>
<td><a href="mailto:LIngrassia@berkleyrisk.com">LIngrassia@berkleyrisk.com</a></td>
</tr>
</tbody>
</table>

Claim Supervisors:

<table>
<thead>
<tr>
<th>Mike Sternal</th>
<th>612-766-3445</th>
<th>612-766-3099</th>
<th><a href="mailto:MSternal@berkleyrisk.com">MSternal@berkleyrisk.com</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Dan Walbruch</td>
<td>612-766-3047</td>
<td>612-766-3099</td>
<td><a href="mailto:DWalbruch@berkleyrisk.com">DWalbruch@berkleyrisk.com</a></td>
</tr>
</tbody>
</table>

Claim Adjusters:

<table>
<thead>
<tr>
<th>Dan Ramsland</th>
<th>612-766-3467</th>
<th>952-294-4709</th>
<th><a href="mailto:DRamsland@berkleyrisk.com">DRamsland@berkleyrisk.com</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Marcia Wiczek</td>
<td>612-766-3468</td>
<td>763-421-0459</td>
<td><a href="mailto:MWiczek@berkleyrisk.com">MWiczek@berkleyrisk.com</a></td>
</tr>
<tr>
<td>Mary Jo York</td>
<td>612-766-3528</td>
<td>1-866-340-5549</td>
<td><a href="mailto:MYork@berkleyrisk.com">MYork@berkleyrisk.com</a></td>
</tr>
<tr>
<td>Michelle Dressler</td>
<td>612-766-3427</td>
<td>763-263-1427</td>
<td><a href="mailto:MDressler@berkleyrisk.com">MDressler@berkleyrisk.com</a></td>
</tr>
<tr>
<td>Judy Kuduk</td>
<td>612-766-3429</td>
<td>763-856-0218</td>
<td><a href="mailto:JKuduk@berkleyrisk.com">JKuduk@berkleyrisk.com</a></td>
</tr>
<tr>
<td>Mary Ellen Hanner</td>
<td>612-766-3415</td>
<td>612-766-3309</td>
<td><a href="mailto:MHanner@berkleyrisk.com">MHanner@berkleyrisk.com</a></td>
</tr>
<tr>
<td>Karen Parkos (med only)</td>
<td>612-766-3409</td>
<td>612-766-3099</td>
<td><a href="mailto:KParkos@berkleyrisk.com">KParkos@berkleyrisk.com</a></td>
</tr>
<tr>
<td>Chris Letourneau (med only)</td>
<td>612-766-3447</td>
<td>612-766-3099</td>
<td><a href="mailto:CLetourneau@berkleyrisk.com">CLetourneau@berkleyrisk.com</a></td>
</tr>
</tbody>
</table>

Submitting First Reports of Injury:

Fax: 1-866-904-1907
Email: bracfroi@berkleyrisk.com
Website: Action Center @ https://bracoportal.berkleyrisk.com
(Requires pre-authorization – Contact Cheryle Nibbe)

LOSS CONTROL – BERKLEY RISK ADMINISTRATORS CO.

<table>
<thead>
<tr>
<th>LC Representatives:</th>
<th>Phone:</th>
<th>Fax:</th>
<th>Email:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Greg Weed</td>
<td>612-766-3178</td>
<td>612-766-3199</td>
<td><a href="mailto:GWeed@berkleyrisk.com">GWeed@berkleyrisk.com</a></td>
</tr>
</tbody>
</table>

Program MANAGEMENT – BERKLEY RISK ADMINISTRATORS CO.

<table>
<thead>
<tr>
<th>Program Manager:</th>
<th>Phone:</th>
<th>Fax:</th>
<th>Email:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dale Haug</td>
<td>612-766-3309</td>
<td>612-766-3399</td>
<td><a href="mailto:DHaug@berkleyrisk.com">DHaug@berkleyrisk.com</a></td>
</tr>
<tr>
<td>VP Program Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cheryle Nibbe</td>
<td>612-766-3312</td>
<td>612-766-3399</td>
<td><a href="mailto:CNibbe@berkleyrisk.com">CNibbe@berkleyrisk.com</a></td>
</tr>
<tr>
<td>Account Serv Coordinator</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>INSURANCE CONTACT PERSON</td>
<td>PHONE NUMBER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>--------------------------</td>
<td>-------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cheryl Nibbe</td>
<td>612-766-3312</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Licensing or Certification Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>6500 City West Parkway, #100, Eden Prairie, MN 55344</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Agent</th>
<th>Phone:</th>
<th>Fax:</th>
<th>Email:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jim Halek</td>
<td>952-944-2929</td>
<td>952-944-3091</td>
<td><a href="mailto:jimh@horizonagency.com">jimh@horizonagency.com</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Customer Service</th>
<th>Licensor Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rep:</td>
<td>651-431-2640</td>
</tr>
</tbody>
</table>

| Julie Quiring    | 952-914-7139   | 952-944-3091   | julieq@horizonagency.com   |

**LICENSING OR CERTIFICATION NUMBER**

801743  
DHS Rule 3 child care license number

<table>
<thead>
<tr>
<th>LICENSED OR CERTIFIED BY STATE OR COUNTY</th>
<th>Minnesota</th>
</tr>
</thead>
<tbody>
<tr>
<td>LICENSOR NAME</td>
<td>Arkansas</td>
</tr>
<tr>
<td>Leslie Joslin</td>
<td>Senior Human Services Licensor</td>
</tr>
</tbody>
</table>

**Minnesota Department of Human Services**

Mailing address:  P.O. box 64242  
St. Paul, MN  55164-0242
O: 651-431-2640
F: 651-431-7673
mn.gov/dhs

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

| CCAP PROVIDER ID | 3396 |

<table>
<thead>
<tr>
<th>CCAP AGENCIES REGISTERED WITH</th>
<th>CCAP AGENCY PHONE NUMBER(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Hennepin</td>
<td>1. 612-543-1383</td>
</tr>
<tr>
<td>2. Anoka</td>
<td>2. 763-324-2366</td>
</tr>
<tr>
<td>3. Ramsey</td>
<td>3. 651-280-8648</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>HAZARDS</th>
<th>RISK OF HARM, POTENTIAL IMPACT AT YOUR SITE, AND PLAN FOR CONTINUING OPERATIONS DURING AND AFTER THE EMERGENCY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire</td>
<td>Risk of harm</td>
</tr>
<tr>
<td>Flood</td>
<td>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.</td>
</tr>
<tr>
<td>Gas/Chemical Leaks</td>
<td></td>
</tr>
<tr>
<td>Hazardous Materials</td>
<td></td>
</tr>
<tr>
<td>High or Low Temperatures</td>
<td>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.</td>
</tr>
<tr>
<td>Infectious Diseases</td>
<td>Infectious diseases are listed in the program health and safety policies. Reviewed and updated annually.</td>
</tr>
<tr>
<td>Nuclear Power Plant</td>
<td>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.”</td>
</tr>
<tr>
<td>Severe Winter Weather</td>
<td>Severe winter weather in program health and safety policies. Reviewed and updated annually.</td>
</tr>
<tr>
<td>Thunderstorm</td>
<td>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.</td>
</tr>
<tr>
<td>Tornado</td>
<td>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.</td>
</tr>
<tr>
<td>Violent Incidents</td>
<td></td>
</tr>
<tr>
<td>-------------------</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>
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.