

Keeping Kids Safe

Your Home Child Care Emergency Plan



Minnesota Department of **Human Services**



Planning/
Preparing

Emergency
Risks

Responding

Resources

Emergency
Plan

January 2008

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Introduction

Think quick!

- It's 4:30 p.m. on June 25, the middle of Minnesota's tornado season. Your local siren goes off to warn you of a tornado heading your way. You have two 5-year-olds in your care whose parents have not yet picked them up after work. Where do you go?
- It's 20° below zero outside and you smell gas in your home. The three children in your care are napping peacefully. What steps do you take?

Keeping Kids Safe will help you be ready to respond to such emergencies while you're caring for other people's children AND to keep your own family safe—since your child care home is also your family's living space. By planning ahead with this 10-step process, you can feel better prepared to keep yourself and the children safe.

The first two sections of the booklet explain how to create your plan, help you identify what emergency risks you face, and give you more resources for emergency planning. In the third section, you will find references and resources to help you plan. The fourth section provides space for you to use this information to write your plan.

Make sure your plan is printed as a paper copy; during an emergency you will not have time (or perhaps the electrical power) to fire up your computer. Update the plan often, and keep it in a place where you can put your hands on it quickly. Ideally, you would keep a copy near the main exit of your home, one in your vehicle, and another copy in your designated storm shelter area.

If you are a licensed child care provider, you are already required to do some of the actions recommended in this workbook. Some specific licensing requirements are listed in the "Emergency planning resources" section.

If you are not a licensed family child care provider, but are caring for children of family members, a friend or neighbor, this booklet also contains valuable information to help keep you and the children in your care safe.



Section I: Planning and preparing

Serious emergencies tend to pop up suddenly and unexpectedly. When you are taking care of children, it is crucial to plan ahead because it can take time to gather them in a safe place to keep them from getting hurt. In some situations, older children need to know what to do to respond independently; this planning process can help you prepare them.

Section I describes the steps to take when creating your plan. There is a checklist at the end of this section for you to fill out. Review your plan regularly (perhaps monthly when the outdoor notification sirens are tested) to keep your records, supplies and procedures up-to-date. Additional planning resources include:

Minnesota Child Care Resource and Referral Network is a statewide network of community agencies offering comprehensive, individualized listings of child care and education options while also working to build a diverse, high-quality child care system accessible to all Minnesota families. Further information is available on the Web at <http://www.mnchildcare.org>, or by calling toll free (888) 291-9811.

Minnesota County Emergency Managers are available to assist localities plan for emergencies. Detailed contact information is available from the Division of Homeland Security and Emergency Management at http://hsem.state.mn.us/hsem_county_emerg_manager.asp or by calling your county government office.

codeReady is a statewide initiative designed to help Minnesota residents get organized with personal and family preparedness in the event of a major emergency. Further information is available on the Web at <http://www.codeready.org>.

Minnesota Licensed Family Child Care Association sells forms and ID books with refillable pages that may be useful in developing emergency plans. Further information is available on the Web at <http://www.mlfcca.org>.

1. Record business information and emergency numbers

Fill in the emergency phone numbers table in Section IV, page 21.

- Look at utility bills for emergency outage information.
- Call your city or county offices to find contact information for local police and emergency managers. Most Twin Cities metropolitan area suburbs have a designated emergency manager, as do many larger cities outside of the metro area. You can also find a directory of county emergency managers at <http://www.hsem.state.mn.us/>
- Ask county staff to provide numbers for other emergency referrals, such as Poison Control.
- Check with your insurance agent about the details of the coverage for your business, and make sure you have coverage for emergencies and disasters.
- Create a safe storage place for important business records, or keep copies in a safe place outside your home, such as a safety deposit box in a bank.



2. Get emergency contact information from children's parents

It is important to inform all parents of children you care for about your proposed emergency plans, and about any actions you plan to take when an emergency happens. *Fill in Parent contact list in Section IV, page 22.*

Steps you can take in planning for emergencies:

- Make several copies of the contact list and keep it easily accessible, including in your emergency kit and in your designated storm shelter. Also make use of technology—store the numbers in your cell phone for quick access.
- Have signed consent forms or emergency situation directions from the parents on file so you can arrange for emergency medical care or treatment when parents cannot be reached.
- Update contact information frequently, at least three times per year, or as information changes.

3. Train yourself to respond to emergencies

- Learn how to administer first aid and cardiopulmonary resuscitation (CPR). Training can be obtained from the American Red Cross, the American Heart Association, and through the training registry at the Minnesota Child Care Resource and Referral Web site at <http://www.mnstreams.org/>. (You will be asked to log on and create a user profile. It is easy and there is no obligation. You will also find classes and can register for those you want to take.)
- Teach older children how to help respond in an emergency by showing them how to dial 9-1-1. Explain the problem in case you suddenly become incapacitated. Children can start learning this skill as young as 4 years old, depending on their individual level of understanding.
- Create emergency kits and keep in accessible places in a special bag. One or two kits in the house and one in your vehicle are recommended.
- Consider joining local emergency planning efforts. In some Minnesota communities, Community Emergency Response Teams (CERT) are forming to train people in emergency preparedness and response. Find a CERT in your area at <https://www.citizen corps.gov/citizenCorps/certsForState.do?state=MN>.



4. Make your home and vehicle safe and ready

Household emergencies, such as fire, are the most frequent kinds of emergencies you could face. Some things that can be done to help prevent emergencies in your home, and better help you to respond to a disaster so no one gets hurt are:

- Install and maintain smoke detectors that have been listed by Underwriter Laboratory (UL) on each level of the home, especially in sleeping areas and hallways outside sleeping areas.
- Keep a fire extinguisher (with at least a 2 A 10 BC rating) in the kitchen. Know how to use it, and have it inspected annually.
- Gather emergency supplies in an accessible place such as near an outside door, and in your car. To determine what supplies are needed, access codeReady, Get Prepared on the Web at <http://www.codeready.org/>.

- Ensure that heating systems are vented to the outside, protect children from hot surfaces, and keep combustible items at least 36 inches from heat sources.
- Ensure proper ventilation of homes, especially if you live in a more energy-efficient home built since the 1970s. Pay special attention to air circulation. Homes can be too airtight and can trap moisture and dangerous gases, such as radon. Radon test kits are available at most hardware or home improvement stores.
- Install and maintain a carbon monoxide (CO) detector.
- Find escape routes from all levels of the home: each room should have two escape routes. One can be a window that children can open easily. Make sure escape routes are not blocked by furniture or other obstacles.



For more information on home safety, see the following:

The publication, “Your Home Fire Safety Checklist,” is available from the U.S. Consumer Product Safety Commission Web site at <http://www.cpsc.gov/cpscpub/pubs/556.pdf>

The “Home Safety Resources” section at the Minnesota Department of Health Web site at <http://www.health.state.mn.us/divs/fh/mch/fhv/safety.html>

The “Family Daycare Information Sheet” is available on the Minnesota Department of Public Safety’s Web site at <http://www.dps.state.mn.us/fmarshal/FireCode/GroupFamilyDayCare.pdf>

5. Protect your child care business

To protect yourself from the financial fallout from an emergency, talk to an insurance agent about coverage you should have for your business.

Consider any additional risks you may have in your neighborhood. If you live near a river or creek known to flood, you may be eligible to purchase flood insurance. Contact your local emergency manager for information. Federal Emergency Management Agency (FEMA) flood insurance information is on the Web at <http://www.floodsmart.gov/floodsmart/pages/index.jsp>

Sanitary sewers can back up into your home during floods or very heavy storms, even if you do not live near a river or creek. Check with your insurance agent as to whether you have or can add coverage for sewer backup to your existing policy.

Create safe storage for your child care financial records, perhaps a fireproof box or create an electronic file backup to a flash drive.

6. Know your local emergency warning systems

When the weather looks threatening or when you hear of other outside threats that may become an emergency, tune in to a local commercial radio or TV station to monitor events. A battery-operated radio is ideal in case the electricity goes out.

Following is a list of ways you can get warnings for emergencies that start outside your home. Rely on several types of warning systems when possible. Take shelter if the weather looks threatening, even if an alarm has not been activated. Some storms can be very fast-moving.

NOAA Weather Radio All Hazards (NWR): This national radio network broadcasts weather warnings and other hazard information 24 hours a day. The broadcasts cannot be heard on a regular AM/FM radio; a special receiver can be purchased at many retail outlets, including electronics, department, sporting goods, and boat accessory stores, as well as directly from manufacturers online. Consider buying a receiver that can be programmed by county (otherwise it will go off any time there is an alert anywhere in the state).

More information is available on the Web site of the National Oceanic and Atmospheric Administration (NOAA) at <http://www.nws.noaa.gov/nwr>, including NWR receiver consumer information, station listings for Minnesota, and NOAA Weather Radio All Hazards (NWA) for the deaf and hard of hearing.

The outdoor warning siren is the best known type of warning. The most frequently used signal is a steady three- to five-minute steady tone used for tornadoes or other severe weather. When the steady siren sounds, it means severe weather has been sighted in your area. Take shelter immediately, with a battery-operated radio to receive updates on the latest developments.

Communities in Minnesota test their outdoor warning sirens at 1:00 p.m. on the first Wednesday of each month. If you take care of children who are new to Minnesota, let them know that these are test sirens. New immigrants, especially, can be frightened by this sound.

Note: Outdoor warning sirens are not meant to warn people who are indoors during a disaster. Newer homes, which tend to be more soundproof, may block out this sound.

Motor vehicles equipped with public address systems or other direct contact by local authorities may warn you of an emergency in your immediate neighborhood. Listen for them to tell you what to do to protect yourself in the particular incident. One instance where this is commonly done is during a hazardous chemical spill.

Become aware of other alert systems. As technology advances, watch for ways to set up alerts through a telephone network, by internet or e-mail, or by pager.

Also be aware of other activity in your neighborhood. If you hear police sirens or helicopters near your home, a dangerous situation might be developing where it would be wise to keep children in the home.

What to do when you hear these warnings ...

Commercial broadcast radio and television: When the weather becomes threatening, when you hear sirens or other warnings, or when you hear about other threats in your community, tune in to your local commercial radio or television stations for updates and instructions from authorities. Since power outages are more likely to happen during bad weather, have your battery-operated radio ready. Make sure that you have an adequate supply of batteries.

7. Identify your neighborhood's emergency risks

The most common Minnesota emergencies that start outside the home are tornadoes and severe thunderstorms, but some neighborhoods have other special concerns. Think ahead about planning a response:

- If you live near a chemical plant
- If you live near a major freeway or railroad where chemicals are transported
- If you live near a nuclear power generating plant
- If you live near a river or area that tends to flood.

Contact your county emergency manager to find out whether there are any special risk factors in your neighborhood that you should plan an emergency response for.

Section II of this guide outlines the most common emergencies faced in Minnesota, some that could happen anywhere in the state, and some that tend to happen in certain locations.

8. Decide how you will respond to emergency risks and share your plan with parents

Your plan should lay out what you will do and where you will go in an emergency, including:

- How you will evacuate your home and/or your property completely.

Designate a place outside and away from the house, where everyone will meet if you need to leave your home quickly. If you need to vacate the property, arrange a nearby alternate site or two where you can care for the children.

- How you will get babies, toddlers and children with disabilities out safely, and have any special equipment needed for transportation ready.
- How to shelter in place (take cover in a safe spot in your home). For weather-related emergencies such as tornadoes, stay away from doors and windows and stay in a basement room reinforced with concrete.
- How to find locations in your home where you can protect yourself best can be identified by referring to the guide, “Determining Severe Weather Shelter in Buildings” from the Metropolitan Emergency Managers’ Association at <http://www.severeweather.state.mn.us/Documents/TornadoShelterAreaDetermination.pdf>
- How to plan for isolation. Keeping yourself, or one or more children who are sick, in a confined area is sometimes necessary to prevent the spread of infectious disease. Set a policy of sending sick children home, and of closing your child care if you are sick.



Share your emergency plan with parents so they know what to expect if an emergency occurs. Also, make sure they have contact information for you (home, cell, e-mail), along with an emergency contact outside your home.

Section IV (your emergency plan) provides spaces for you to identify the details for your home and property.

9. Practice your plan

It is important to practice emergency drills regularly. When the monthly outdoor warning sirens sound at 1:00 p.m. on the first Wednesday of each month, it is a good reminder to practice and update your emergency plans, update contact numbers, and check emergency supplies. It is recommended that you practice each type of response (shelter in place and evacuating the house) at least two to three times per year. When practicing emergency drills:

- Be ready to evacuate/transport children in care, with special planning for infants and children who have a disability
- Teach each child where to go and what to do in each type of emergency in a way that is appropriate for their age and abilities
- When practicing—and when responding—to an actual disaster, tell the children very directly and calmly what they need to do. If you are practicing evacuating your home, for instance, use short phrases like “Go out now.”

10. When disaster strikes

When an emergency strikes, a calm response is needed in order to keep the children from panicking. That’s where planning—and some practice—will have been useful.

During emergencies, a simple explanation to the children will be enough, along with very direct words about what you want them to do; giving them all the details will just scare them needlessly. Simply shelter in place or evacuate according to your emergency plan; wait it out while distracting the children by reading them a book or giving them a snack.

If you are a licensed child care provider, and any of the children required medical treatment while in your care, or if a fire truck responded to an emergency at your home, state regulations require you to report this to your county licensing worker as soon as possible after the immediate emergency is over.



Post-disaster stress in young children. Children’s reactions to disasters can vary greatly, depending on their age and ability to understand what has happened—AND on how their parents and other caregivers react to the event. When children suffer trauma after an event, the following tips may be helpful:

- Help them feel secure by comforting them when they need you.
- Give them more choices to restore their sense of control.
- Stick to a routine that the children can depend on. Prepare them early for any changes to that routine, when possible.
- Allow children to express their feelings, letting them know it is okay to feel mad, scared, etc. Also, distract them by focusing on positive things.

- Alert a child's parents if he or she shows post-disaster stress in extreme or inappropriate ways so that they might get the child needed mental health care. Issues could include highly intense acting out, or acting out for an unusually long time.
- Take care of yourself physically and emotionally, so you can better help the children and can teach them good coping skills.

For more detailed information, see:

The publication, "How Can Trauma Affect My Young Child?" from the University of Minnesota's Center for Early Education and Development at <http://education.umn.edu/ceed/publications/questionsaboutkids/traumaenglish.pdf>

The publication, "Helping Children Respond to Disasters" from Bananas, Inc. at <http://www.bananasinc.org/uploads/1007155037.pdf>



Basic checklist for planning

Check the items as you complete your plan, *following the guidelines outlined in Section I, Planning and Preparing*. Record your personal information and emergency plan on the pages noted below.

Step 1. Record business information and emergency numbers

- Record basic information about your child care business (*Section IV, page 20*).
- List phone numbers you can call in an emergency, and for help in emergency preparedness planning (*Section IV, page 21*).

Step 2. Get emergency contact information from children's parents

- List parent contact information and make several copies (*Section IV, page 22*).
- Have signed emergency consent forms for each child in care (*Section IV, page 23*).
- Update lists at least three times per year, and when information changes.

Step 3. Train yourself to respond to emergencies

- Take first aid and CPR training and record the dates (*Section IV, page 24*).
- Teach older children to help respond in an emergency ('9-1-1').
- Create emergency supply kits (*Section IV, page 24*).

Step 4. Make your home and vehicle safe and ready

- Evaluate your home for safety by filling out a home safety checklist, "Your Home Fire Safety Checklist" and "Home Safety Resources" (*Links: Section I, page 4*).
- Complete the checklist for emergency training and supplies, and practice your plan (*Section IV, page 24*), especially for infants, toddlers and children with special needs.
- Install and maintain working smoke detectors (*Section I, page 3*).
- Keep a fire extinguisher near cooking area (*Section I, page 3*).
- Install carbon monoxide (CO) detectors (*Section I, page 4*).

Step 5. Protect your child care business

- Check with your insurance agent about coverage for your business (*Section I, page 2*).
- Create safe storage for child care business records (*Section I, page 2*).

Step 6. Know your local emergency warning systems

- Identify how you will get warnings when disasters occur (*Section IV, page 25*).
- Know where you will tune to on radio or tv to get updates on an emergency situation (*Section IV, page 25*).

Step 7. Identify your neighborhood's emergency risks

- Call the county or city emergency manager to find out local risks, *page 21*, and list those risks in the emergency plan (*Section IV, page 25*).

Step 8. Decide how you will respond to these risks and share your plan with parents

- Record your evacuation plan in case of an emergency (*Section I, page 6*).
- Record your plan to protect yourself in your home (shelter in place) in case of an emergency (*Section IV, page 26*).
- List policies that will help stop the spread of infectious disease in your child care home (*Section IV, page 26*).
- When your plan is completed, give a copy to each parent or guardian of the children in your care (*Section IV, page 26*).

Step 9. Practice your plan

- Plan a regular time to practice your plan with the children, at least two to three times per year for both evacuation and for sheltering in place.

Step 10. When disaster strikes ...

- Follow risk and response guidance described in Section II, or from emergency broadcasts (*Section II*).

Section II: Emergency risks and your response

There are several kinds of disasters you might face, some of them more common (like winter storms), and a few caused by specific hazards in your neighborhood (a chemical spill at a business). There are a few basic responses, however, and it is important to know what to do when—quickly!

This section outlines most of the emergencies you could face, along with the actions you would take to keep you and the children safe if they occur. Take time to review all of them regularly so you are ready to respond when needed.

Fire

When you see flames or smell smoke when you are in the house:

- Before you open a door, feel for heat on the surface. If it is hot, check other ways to exit the room and house.
- Immediately get yourself and all of the children outside, grabbing your emergency kit, with the emergency plan, your contact list, and your cell phone on the way out (if these items are handy and there is time). If you have a copy of these lists in your car, get them from there instead.
- Gather all the children at a designated spot away from the fire. Count heads to make sure everyone got out.
- Call 9-1-1 to report the fire.
- **DO NOT** go back into the house until fire responders say it is safe to do so.

If you are trapped inside:

- Try to get everyone to a safe place inside the house.
- Count heads to make sure all children are with you.
- Seal the door(s), especially those between you and the fire.
- Open or close windows as appropriate. Close them if smoke or other dangerous fumes would blow in; open them if you can use them to escape, to get fresh air, or to signal for help.
- Try to keep the children calm.
- Contact the fire department however you can.



After the immediate emergency has ended, contact parents if necessary. If you are a licensed provider, call your county licensing agency also.

Floods, flash floods

Floods can happen during snow melt in the spring, after heavy rainstorms anytime, or because of an ice or debris jam on a river.

- **Flash floods** are a very sudden rise of water within six hours of heavy rain, or after a dam or levee failure, or following a sudden release of water held by an ice or debris jam. Good practices include:
 - Listen to weather reports and follow the advice of emergency responders.
 - Evacuate to higher ground as waters rise—out of the area, if needed.
 - When driving toward the flooding, turn around instead of trying to drive through the deep water.



Further information about flood safety is available from the National Weather Service at <http://www.weather.gov/floodsafety/index.shtml>

Gas/chemical leaks

When you smell gas fumes in your home or outside, you should:

- Evacuate immediately, if you are inside the house.
- Do not use any electric switches, telephones (landlines or cell phones) or anything that could cause an electric spark while in the house.
- Go to a safe location in a nearby home or building.
- Call your gas company's emergency line, and dial 9-1-1 as soon as possible. Never assume that someone else has reported the gas leak. Alert your neighbors.
- Never try to repair a gas leak yourself. Leave all repairs to a trained technician.

Further information about gas leaks is available from Center Point Energy at http://mn.centerpointenergy.com/global_navigation/safety/gas_leak_info.asp

Hazardous materials incidents

- Hazardous chemicals are all around us in the form of products we use every day. Accidents can happen where they are manufactured, transported, stored, used, or disposed of. Good practices include:
 - If you see a hazardous materials accident, spill or leak, call 9-1-1 as soon as possible.
 - If you hear a warning siren, turn on your local radio or television station and listen for instructions from emergency responders. They might advise you to evacuate or to take shelter in your home, depending on the circumstances. Follow their advice immediately.
 - Stay away from the incident site to minimize your chances of contamination.
 - If you are caught outside during an incident (such as during a field trip or walk in the park): try to stay upstream, uphill and upwind—hazardous materials can quickly be transported by water and wind. In general, try to go at least one-half mile (10 city blocks) from the danger area; for many incidents you will need to go much further.

- Avoid contact with the hazardous substance and do not eat or drink anything that might have been contaminated.
- When in a motor vehicle, close off ventilation and shut windows.

A useful publication, “Hazardous Materials Incidents” by Stearns County is available at <http://www.co.stearns.mn.us/3580.htm>

Heat wave

Minnesotans are used to cooler weather, so heat waves can hit hard. Small children are especially at risk for heat reactions. To protect children, make sure they:

- Slow down, especially during the hottest part of the afternoon.
- Stay in the coolest available place; air-conditioned space is usually best.
- Dress for summer; wear lightweight, light-colored clothing, as it reflects heat and sunlight, and helps bodies stay cooler.
- Eat light foods. Heavy meals can heat bodies up.
- Drink lots of water, even if the children say they are not thirsty.
- Stay out of the sun. When children are outside, provide a shaded area, such as trees, umbrellas, etc.
- Play outside for short periods.
- Play outside earlier or later in the day, staying indoors between noon and 4:00 p.m. Use your best judgment on timing; if you are hot, they are too.

The publication “Heat Wave: A Summer Killer” at <http://www.severeweather.state.mn.us/Documents/heatwave.pdf> includes helpful information from NOAA, FEMA and the American Red Cross.

Infectious disease outbreaks

Serious infectious diseases are transmitted in several different ways, including physical contact with an infected person or animal through:

- Objects the person has touched
- Airborne droplets carrying the disease, spread by coughing or sneezing
- Bug bites and stings
- Food contamination.

Preventing the spread of infectious disease comes down to the basics of limiting the spread of germs. You and/or the children should routinely:

- Wash hands frequently with soap and water upon entering your home and often throughout the day. **(Most important!)**
- Wash hands before and after using shared materials, such as toys and play dough, especially with babies and young toddlers who tend to put things in their mouth.
- Cover coughs or sneezes with tissues. Put used tissues in the waste basket. Clean your hands after coughing or sneezing.
- Keep plenty of hygiene supplies handy, such as tissues and soap.

- Keep toys clean. Wash any toy a child has put in his or her mouth before letting another child play with it.
- Use clean and safe food preparation techniques.
- Keep diaper changing areas separate from areas occupied by children and food preparation areas; sanitize often.
- Keep household pets healthy.
- Avoid sharing personal items, such as drinking glasses and combs.
- Ensure that the children in your care have all their recommended vaccinations.
- Give medication to children ONLY with a doctor's prescription and signed parent permission.

If a child gets sick while at your home, isolate the child away from you and the other children. Check on the child regularly for any change in condition. Call the parent(s) to request that they pick up their child as soon as possible, and make sure the child is well before coming back to child care. Also, alert the other parents so they are aware of the risk to their children.



If you catch an infectious disease, isolate yourself at home until your illness passes. Stock up on bottled water, medical supplies, light snack food, and other supplies you will need for two weeks. Do not take children into your care during this time.

If an infectious disease threat arises, such as an E. coli bacteria outbreak, the Department of Health will issue directions on how to protect yourself and the children. Schools and child care centers may be closed in infected areas.

If a pandemic flu epidemic threat arises, the governor and the Department of Public Safety will issue instructions designed to prevent the spread of the disease. Schools, churches, child care, and other public gathering places may be closed.

Further information, including the publication “Pandemic Flu Planning Checklist for Individuals and Families,” is available from the Centers for Disease Control at <http://www.pandemicflu.gov>.

The publication, “Infectious Diseases: How they spread, how to stop them,” is available from the Mayo Clinic at <http://www.mayoclinic.com/health/infectious-disease/ID00004>

A directory of county public health departments in Minnesota is available from the Minnesota Department of Health at <http://www.health.state.mn.us/divs/cfh/ophp/system/administration/counties.html>, or call your county offices to get the number.

Nuclear power generator plant incident

Two nuclear power generating plants are located in Minnesota: one in Red Wing (Goodhue County), and one in Monticello (Sherburne County). If there is a radiological accident, the plants have emergency plans in place. If you live in one of these areas, contact the numbers below for instructions on how to complete your emergency plan.

(**Note:** DO NOT call these numbers during an actual emergency, as the lines need to be kept open for emergency responders.)

Plant: Prairie Island Nuclear Generating Plant

Affected counties: Goodhue

Web link to plant: http://www.nmcco.com/about_us/emergency/prairie_island/07-01-042WebPIMN.PDF

Contact for emergency planning info:

- Goodhue County emergency management director - (651) 267-2640
- City of Red Wing emergency management director - (651) 267-2611

Plant: Monticello Nuclear Generating Plant

Affected counties: Sherburne and Wright

Web link to plant: <http://www.co.sherburne.mn.us/sheriff/services/nuclear.htm>

Contact for emergency planning info:

- Wright County emergency management director - (763) 682-7326
- Sherburne County emergency management director - (763) 241-4560

Snowstorms and other winter weather hazards

Severe winter snowstorms can bring strong winds, blizzard conditions with blinding snow, severe drifting and dangerous wind chill. These strong winds can knock down trees, utility poles and power lines. Keep children indoors during these storms. Even when it is not storming, be cautious about cold weather hazards by:

- Listening to NOAA weather radio, or local radio and television stations for the latest weather reports and emergency information.
- Paying attention to wind chill reports to decide if, and for how long, children can play outside while in your care.
- Dressing children warmly for playing outside in colder weather: several layers of clothes, boots, gloves or mittens, and a hat.
- Limiting play time out in the cold. Bring children into the house regularly for warm drinks such as hot chocolate.
- Being careful about the surfaces that children skate or sled on, making sure that ice is thick enough to hold them, and deep snow is packed enough so they do not sink in.



Minnesota's Homeland Security and Emergency Management Department maintains a Winter Hazard Awareness page at <http://www.winterweather.state.mn.us>

For more information see "Outdoor Safety for Children, Minnesota Homeland Security and Emergency Management" at http://www.hsem.state.mn.us/WHAWeek/WHAW_OSChildren.html

Thunderstorms

With thunderstorms come lightning strikes—and possible heavy rain, strong winds, hail and tornadoes. Tune in to your local radio and television stations or NOAA weather radio to stay informed about weather developments.

When the weather becomes severe, take shelter in your home and be ready to head for your tornado shelter, if needed. This unstable weather can change for the worse—fast.



For more information, see “Determining Severe Weather Shelter Areas in Buildings, from the Metropolitan Emergency Managers’ Association” at <http://www.severeweather.state.mn.us/Documents/TornadoShelterAreaDetermination.pdf>

Tornadoes

A tornado is a violently rotating column of air that extends from the base of a thunderstorm to the ground. In Minnesota, tornadoes strike most often between June and August, but have been known to strike from mid-March to mid-November. They typically hit between 4:00 and 9:00 p.m.

Tornado Watch means conditions in the area are such that a tornado may develop. As dark clouds and storms move in:

- Turn on your NOAA weather radio, or listen to local commercial radio and television stations for weather updates, warnings, expirations or extensions.
- Take shelter with the children if skies appear threatening, even if the outdoor siren has not sounded. These storm systems CAN move quicker than the warning systems can be activated. (See shelter in place on page 6.) The traditional advice of moving to the southwest corner of your basement is not necessarily the safest, since tornado winds move in a circular direction.
- Bring an emergency kit to the shelter with you and, as time allows, collect the following:
 - Battery-operated or hand-operated radio
 - This workbook with parent contact numbers
 - Flashlight or other light source
 - Extra batteries
 - Cell phone
 - Snack food and beverages
 - Books or toys for the children
- Call the children’s parents to let them know what the children experienced after the storm passes. Tornadoes typically start forming in early evening, when parents are likely to be driving home. You will want to warn them about the threatening weather, and let them know their children are safe.

Tornado Warning means a tornado has actually been sighted in the area. The community outdoor warning siren (three- to five-minute steady blast) will sound, and you will get alerts from the NOAA weather radio and other warning systems. TAKE SHELTER IMMEDIATELY AT THIS TIME, following the steps above.

The publication, “Tornado Basics” by NOAA can be found at http://www.nssl.noaa.gov/primer/tornado/tor_basics.html

The publication, “Determining Severe Weather Shelter Areas in Buildings,” by the Metropolitan Emergency Managers’ Association is available at <http://www.severeweather.state.mn.us/Documents/TornadoShelterAreaDetermination.pdf>

Violent incidents

Violent incidents are rarer than many of the other disasters, but they are very important to plan for because when they do occur, the action is very sudden and fast-breaking.

Two types of situations happen:

- Incidents that start nearby, outside of your property. Examples of this could include a bomb threat nearby, or a robbery in the neighborhood where the suspect is fleeing to take cover. You may find out about these incidents when you hear emergency response noises in the neighborhood or news reports of the incident, or if a police patrol stops by to warn you. Neighborhood violent incidents can escalate fast—and possibly spill over onto your property.
- Incidents where someone in your home is the target. Examples of this could include violence related to custody battles or other distress in a child’s family.

If you are confronted with either of these types of situations:

- Avoid confrontation with someone who is armed with a weapon.
- Immediately grab your cell phone (if possible and safe to do so) and take the children to your pre-designated home shelter. Your shelter should have another escape route in case you need it as events unwind.
- Lock down the shelter when you get there: lock doors, cover windows if safe to do so, turn the lights down, and keep everyone away from windows.
- Call 9-1-1 to report the incident if it started on your property or if you think police are not aware of it already. Follow their instructions or instructions from other responders who arrive on the scene.
- Try to keep the children as quiet and calm as possible.
- Tune in to your battery-operated radio for reports about it, if this is a widespread incident, to find out when it is safe to leave the shelter.
- Contact the children’s parents when the danger has passed.

Section III: Emergency planning resources

This section contains links to additional information about disaster planning and response.

Questions about local planning

- To find your local office of the Minnesota Child Care Resource and Referral Network, go to <http://www.mnchildcare.org/>—or call toll free (888) 291-9811.
- To find your county emergency manager, go to http://www.hsem.state.mn.us/Hsem_County_Emerg_Manager.asp—or check the phone book for the number of your county government office to be referred.
- To find your county public health agency (directory), go to <http://www.health.state.mn.us/divs/cfh/ophp/system/administration/counties.html>—or check the phone book for the number of your county government office.
- Community Emergency Response Team (CERT), found in some locations. See *State Directory* at <https://www.citizen corps.gov/citizenCorps/certsForState.do?state=MN>—or call your county emergency manager (see above).

Child care licensing requirements for emergency preparedness

- Family child care regulations (DHS Rule 2) Minnesota Rules, Chapter 9502 at <http://www.leg.state.mn.us/leg/statutes.asp>
 - Scroll down the page to Minnesota Rules
 - Click on “Retrieve an entire chapter”
 - Enter 9502 in the box and click “get rule”
 - Or go to http://www.revisor.leg.state.mn.us/bin/getpub.php?pubtype=RULE_CHAP&year=current&chapter=9502

See the licensing rule for all requirements

The following are key points regarding requirements licensed child care providers must meet:

- Complete parental contact and emergency information for each child
- A written emergency medical treatment consent form, signed by a parent, including the names of doctors, dentists and hospitals to be used for emergencies
- First aid and CPR training, and a first aid kit
- A basic emergency plan with drills which are practiced monthly.

A licensed provider’s home must have:

- Two means of escape for each room
- Heating and ventilation that complies with Minnesota State Building Code
- One 2A 10BC rated fire extinguisher in the kitchen
- Working smoke detectors
- Designated storm shelter within the home
- Operable flashlights
- A battery-operated radio.

Licensed providers are required to:

- Notify their county worker after a child's serious injury that requires medical attention, or after an emergency fire department visit to the home.

Child care center requirements:

- (DHS Rule 3) Minnesota Rules, Chapter 9503 at <http://www.revisor.leg.state.mn.us/bin/getpub.php?pubtype=RULECHAP&year=current&chapter=9503>, or follow the instructions for getting a copy of the family child care regulations and type in 9503.

This rule requires that center child care license holders have detailed written procedures for emergencies and that they practice the plan. They are also required to have working emergency equipment (a battery operated flashlight and battery-operated portable radio), a first aid manual, and a first aid kit (including sterile bandages and band-aids, sterile compresses, scissors, an ice bag or cold pack, an oral or surface thermometer, and first aid tape).

Web sites for more information

- Centers for Disease Control and Prevention's Emergency Preparedness and Response page at <http://www.bt.cdc.gov/>
- codeReady at <http://www.codeready.org/>
- Metropolitan Emergency Managers' Association and its publication "Determining Severe Weather Shelter Areas" at <http://www.severeweather.state.mn.us/Documents/TornadoShelterAreaDetermination.pdf>
- Minnesota Department of Health's Home Safety Resources pages at <http://www.health.state.mn.us/divs/fh/mch/fhv/safety.html>
- Minnesota Division of Homeland Security and Emergency Management Severe Weather information at <http://www.severeweather.state.mn.us/> Winter Hazard Week info at <http://www.hsem.state.mn.us/whaw.asp>
- Minnesota Department of Public Safety's background on the state fire code and the publication "Group and Family Day Care Information Sheet" at <http://www.dps.state.mn.us/fmarshal/FireCode/GroupFamilyDayCare.pdf>
- National Weather Service, National Oceanic and Atmospheric Administration (NOAA) at <http://www.nws.noaa.gov/>
- NOAA weather radio at <http://www.nws.noaa.gov/nwr>
- Stearns County Emergency Management's publication "Hazardous Materials Incidents" at Hazardous Materials Incidents: <http://www.co.stearns.mn.us/3580.htm>
- U.S. Consumer Product Safety Commission's publication "Your Home Fire Safety Checklist" at <http://www.cpsc.gov/cpsc/pub/pubs/556.pdf>
- U.S. Department of Health and Human Services, pandemic flu at <http://www.pandemicflu.gov/>

Emergency phone numbers

Fire/Ambulance/Police	
Emergency 9-1-1	
Local police administrative offices phone: _____	
Public Utilities	
Electricity	Company: _____
	Contact person: _____
	24-hour emergency number(s): _____
Gas	Company: _____
	Contact person: _____
	24-hour emergency number(s): _____
Water	Company: _____
	Contact person: _____
	24-hour emergency number(s): _____
Emergency Management Agencies	
Local (city) emergency management director	Name: _____
	Phone: _____
County emergency management director	Name: _____
	Phone: _____
Referrals	
	Poison Control Center: _____
	Crime Victim Services: _____
	Post-crisis Mental Health Hotline: _____

Parent contact list

Date form completed: _____

Child's name:

Date of birth:

Child's special needs, chronic medical condition and/or long-term medications:

Parent/guardian 1 name:

Employer:

Work phone:

Cell phone:

Home phone:

Home address:

Parent/guardian 2 name:

Employer:

Work phone:

Cell phone:

Home phone:

Home address:

Other adult(s) authorized to pick up child from child care, with contact information:

Other emergency phone 1:

Other emergency phone 2:

Other emergency phone 3:

Copy form as needed, one for each child.

Emergency Consent Form

(For parents to complete and sign)

If your child needs emergency medical care and you are not available to give formal consent to medical authorities, care may be unnecessarily delayed. To protect your child, leave a completed EMERGENCY CONSENT FORM with your child care provider or temporary guardian. In the event of a medical emergency, the form should accompany your child to the hospital so that medical treatment can be rendered. You may want to keep a completed form (authorizing a licensed medical doctor to give consent) in your baby's diaper bag for an extra measure of safety. Make copies of this blank form to share with a friend, and to have extras available.

I/We hereby authorize _____ to give consent for all medical and/or surgical treatment that may be required for our child during our absence from _____ until _____.
(Consent expires one year from this date.)

Child's name: _____

Chronic illnesses: _____

Allergies: _____

Current medications: _____

Date of last tetanus immunization: _____

Other health information: _____

Physician: _____ Phone: _____

Health insurance company: _____

Group number: _____

Member number: _____

Home address of parent/guardian: _____

Phone number of parent/guardian: _____

Additional phone numbers: _____

Employer: _____ Phone: _____

Nearest relative: _____ Phone: _____

Additional relative: _____ Phone: _____

Signed, parent/guardian: _____

Date: _____

Emergency supplies, training checklists and practice

Emergency supplies in the house	Emergency supplies in the home shelter area
<input type="checkbox"/> Copy of the emergency plan*	
<input type="checkbox"/> Updated parent contact info*	<input type="checkbox"/> Copy of the emergency plan*
<input type="checkbox"/> First aid kit: bandages, sterile compresses, scissors, an ice bag or cold pack, an oral or surface thermometer, mild liquid soap and first aid tape*	<input type="checkbox"/> Updated parent contact info*
<input type="checkbox"/> First aid book	<input type="checkbox"/> Working flashlight with extra batteries*
<input type="checkbox"/> Working flashlight	<input type="checkbox"/> First aid kit*
<input type="checkbox"/> Extra batteries	Emergency supplies in the car
<input type="checkbox"/> Working battery-operated radio and/or NOAA weather radio*	<input type="checkbox"/> Copy of the emergency plan
<input type="checkbox"/> Working phone: landline or cell*	<input type="checkbox"/> Updated parent contact info
<input type="checkbox"/> Working fire extinguisher, at least 2A 10 BC rating	<input type="checkbox"/> First aid kit: bandages, sterile compresses, scissors, an ice bag or cold pack, an oral or surface thermometer, mild liquid soap and first aid tape.

*Bring to home shelter during emergency, as time permits.

Provider emergency training log

- | | |
|---|----------------|
| <input type="checkbox"/> First aid - date _____ | Trainer: _____ |
| <input type="checkbox"/> First aid - date _____ | Trainer: _____ |
| <input type="checkbox"/> CPR - date _____ | Trainer: _____ |
| <input type="checkbox"/> CPR - date _____ | Trainer: _____ |
| <input type="checkbox"/> Other - date _____ | Trainer: _____ |

Plan for emergency practice

Warning systems and local emergency risks

Warning systems
<input type="checkbox"/> Install and maintain working smoke detectors
<input type="checkbox"/> Install and maintain working carbon monoxide (CO) detectors
<input type="checkbox"/> NOAA weather radio
<input type="checkbox"/> Can hear community outdoor siren
<input type="checkbox"/> Local radio station(s) that broadcast weather alerts: _____
<input type="checkbox"/> Local TV station(s) that broadcast weather alerts: _____
<input type="checkbox"/> Battery-operated radio, with extra batteries
<input type="checkbox"/> Other alert system(s): _____
Local emergency risks
<input type="checkbox"/> Live near a chemical plant
<input type="checkbox"/> Live near a major freeway or railroad where chemicals are transported
<input type="checkbox"/> Live near a nuclear power generating plant
<input type="checkbox"/> Live near a river or other area that tends to flood
<input type="checkbox"/> Other: _____

Child care emergency plan

Date of plan: _____

Copy to parents

Emergency plan for (provider name):	
Address:	
Phone:	Alternate phone:
When we need to evacuate from the house...	
Where we will meet outside the house (describe corner of yard, landmark on property):	
Name of emergency contact for provider, in area:	
Phone number for emergency contact:	
Alternate child care location name 1:	
Address:	
Residence phone:	Cell phone:
Alternate child care location name 2:	
Address:	
Residence phone:	Cell phone:
When we need to take shelter inside the house...	
Where we will be inside the house (describe by floor, corner, room, etc.):	
Plan for infectious disease	
Policy if child is sick:	
Policy if provider is sick:	

Text prepared by Linda Bernin

Linda Bernin has worked as an emergency management planner with the Minnesota Department of Homeland Security, the Minnesota Department of Natural Resources, and the City of Plymouth. She is also a former licensed home child care provider, whose experience gives her direct working knowledge of emergency management in a child care setting.

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