



Emergency Preparedness

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Rule 3 Licensing Requirement

- Licensed child-care centers must have a written emergency plan for emergencies that require evacuation, sheltering, or other protection of a child, such as a fire, natural disaster, intruder, or other threatening situation that may pose a health or safety hazard to a child.

❖ All Emergency Preparedness plans are list in the [Blue Books](#) (Classroom) within the Emergency & Accident tab

Emergency Preparedness

- Child Care Emergency Plans are required at every licensed classroom.
- Child Care Emergency Plans must be reviewed annually by all staff & revised if needed (meeting place, phone numbers, location of emergency supplies, etc).
- Be familiar with to detailed response for each situation.
- Child Care Emergency Plan are located in the Blue Books.

Emergency/Disaster Preparedness

- ❑ DHS Licensing form also called the Child Care Emergency Plan. Found in the classroom's 'Blue Book'
- ❑ Required at every licensed classroom
- ❑ Review this form (plan) yearly, prior to the first day of class.
 - ❑ Be familiar with detailed response to each situation.
 - ❑ Make revisions if needed (meeting place, phone numbers, locations of emergency supplies, etc.)
 - ❑ Be sure it's posted in a clear location for everyone to access.

A photograph of the interior of a fire truck. In the foreground, a large metal hose reel is mounted on a wall, with a thick white fire hose coiled around it. In the background, a red fire extinguisher is visible on a wall. The scene is dimly lit, with a warm, reddish-orange glow. The text "Response to Specific Emergencies" is overlaid in white, serif font across the lower portion of the image.

Response to Specific Emergencies

Blizzards

- Shelter-in-place if stranded
- Listen to radio or TV for information
- Keep kids in safe indoor location
- Maintain adequate supply of food, water, and blankets during winter months
- Contact Head Start Director before contacting parents
- All staff must stay with children until travel is deemed safe and each child has been picked up or transported home

Bomb Threat

Telephone or Verbal Threat

1. Get information from the caller or person.
2. Calmly gather children.
3. Lead Teacher takes classroom sign- in/out sheet and performs head count.
4. Teacher Assistant takes the classroom cell phone, performs 2nd head count, and closes the door to classroom. Follow at end of line.
5. Classroom Assistant takes the emergency backpack and assists with the group.
6. Evacuate using safest route out of the building.
7. Go to designated outside meeting place.
8. Call 9-1-1.

Serious Package or Device

- DO NOT move, touch, or handle the object.
- DO NOT use 2-way radios, cell phones, or electronic devices.
- DO NOT turn off lights or touch switches, make loud noises or activate alarms.
- Move children away from the object quickly and calmly.
- Call 9-1-1.
- Lead Teacher takes the classroom sign-in/out sheet and performs head count.
- Teacher Assistant takes the classroom cell phone, performs 2nd head count, and closes the door to the classroom. Follow at the end of the line.
- Classroom Assistant takes the emergency backpack and assists with the group.
- Evacuate using safest route out of the building. Avoid area where object is located.
- Go to safe location as directed by emergency personnel or designated outside meeting place.
- Contact Head Start Director before contacting parents.
- Notify parents of evacuation and coordinate transportation or pick up if needed.

Bomb Threat Cont.

- Ensure designated outside meeting place is still accurate
- Each staff has specific duty:
 - Lead Teacher: take sign-in sheet and count heads.
 - TA: take classroom cell phone; count heads; close door to classroom and follow at end of line.
 - CA: take emergency backpack and assist with group.
- Call 9-1-1 once at safe meeting place.
- Contact Head Start Director before contacting parents.

Lockdown

~Potential violence such as weapons, gunfire, hostage, intruder, adult under the influence, threatening person, etc.

❖ Sites located within a school building should follow the procedure specified by that district.

ALL OTHER SITES SHOULD:

1. Close & lock all doors.
2. Turn off lights. Block windows to prevent anyone from seeing inside the room.
3. Have children sit quietly in designated safest area.
4. Lead Teacher call 9-1-1.
5. Lead Teacher and Teacher Assistant perform head count. Call 9-1-1 if anyone is missing.
6. Maintain position until given further instructions.
7. Contact Head Start Director before contacting parents.

Fire Evacuation: fire, electrical issues, gas leak, or any other potential for fire

Monthly fire drill is **required** by MN DHS for licensing.

- Ensure designated outside meeting place is still accurate
- Each staff has specific duty:
 - Lead Teacher: take sign-in sheet and count heads
 - TA: take classroom cell phone; count heads; close door to classroom and follow at end of line
 - CA: take emergency backpack and assist with group
- Contact Head Start Director before contacting parents.

Fire Evacuation

If the Alarm Sounds:

- Calmly gather the children.
- Feel the door. If it's hot, do not open it (see blocked exit instructions)
- Lead Teacher takes classroom sign-in/out sheets and performs head count.
- Teacher Assistants takes the emergency backpack & assists with the group.
- Leave the building using practiced escape route. If blocked by smoke or fire, use alternate escape route.
- If smoke is detected, have children crawl to escape.
- Go to the designated outside meeting place.
- Lead Teacher & Teacher Assistance both perform head count once at the outside meeting place. Notify emergency personnel if anyone is missing.
- Stay together. All staff & children should stay in the designated meeting place until further instructions. Once outside, staff should call 911.
- Contact Head Start Director before contacting parents.
- Notify parents of evacuation & coordinate transportation or pick up if needed.

If Exit Is Blocked:

- If door feels hot, do not open it. Stay in the room.
- Place blanket or other material under door to block smoke.
- Gather children near window. Escape may be possible through window.
- If escape is not possible, call 9-1-1.

Tornado or Severe Weather

- MN Childcare Licensing requires a monthly tornado drill in September, April, and May
- Know difference between a tornado watch and warning
 - Watch: tornado is possible but not yet sighted
 - Warning: tornado is on radar or sighted
- Use designated tornado shelter—avoid windows and doors
- Each staff has specific duty:
 - Lead Teacher: take sign-in sheet and count heads
 - TA: take classroom cell phone; count heads; close door to classroom and follow at end of line
 - CA: take emergency backpack and assist with group
- Stay in designated shelter until “all clear” given– use site’s emergency weather radio
- Contact Head Start Director before contacting parents
- Call parents/emergency contacts once safe

Tornado

Tornado Watch-Tornado is possible, but not yet sighted.

- ❖ Watch the sky. Listen to radio/TV for more information.
- ❖ Be prepared to move quickly to safe location.
- ❖ Calmly gather children.
- ❖ Lead Teacher takes the classroom sign-in/out sheets and performs head count.
- ❖ Teacher Assistant takes classroom cell phone, performs 2nd head count, and closes the door to the classroom. Follow at end of the line.
- ❖ Classroom Assistant takes the emergency backpack and assists with the group.
- ❖ Use designated shelter.

Tornado Warning- Tornado has been sighted or indicated by radar.

- ❖ Calmly gather children.
- ❖ Lead Teacher takes the classroom sign-in/out sheets and performs head count.
- ❖ Teacher Assistant takes classroom cell phone, performs 2nd head count, and closes the door to the classroom. Follow at end of the line.
- ❖ Classroom Assistant takes the emergency backpack and assists with the group.
- ❖ Use designated shelter. Avoid windows and glass doors. Close doors to outside rooms.
- ❖ Lead Teacher and Teacher Assistant perform head count. Call 9-1-1 if someone is missing.
- ❖ Have children sit in position. If possible, protect heads with blankets or other coverings.
- ❖ Stay in this position until given the "all clear" by authorities.
- ❖ Contact Head Start Director before contacting parents.
- ❖ Contact parents or emergency contacts.

Utility Disruption

- Any utility is out of service (electrical, heat, water, phone).
- If no immediate danger, continue services as usual.
- If not reinstated after 1 hour, begin calling parent/emergency contact to arrange transportation.
- Site should close when:
 - Room temp is colder than 65° or warmer than 85° for more than 1 hour (contact HS Management if this is a chronic issue at your site).
 - Phone service is disrupted for more than 1 hour.
 - Running water isn't available for more than 1 hour (affects handwashing, diapering and toileting, food prep, etc).
 - Lighting is reduced to the point of being unsafe.
 - Nutritional needs of the children cannot be met.

Flooding

- Be familiar with various “stages” of flooding
- If evacuation is necessary, each staff has specific duty:
 - Lead Teacher: take sign-in sheet and count heads
 - Teacher Assistant: take classroom cell phone; count heads; close door to classroom and follow at end of line
 - Classroom Assistant: take emergency backpack and assist with group
- Use your site’s emergency weather radio for instructions.
- Contact Head Start Director before contacting parents.

Flooding

Flood Watch

- Flooding is possible

Flash Flood Watch

- Flash flooding is possible. If located in an area for flash flood risk, move to higher ground.

Flood Warning

- Flooding is occurring or will happen soon.

Flash Flood Warning

- Flash Flood is Happening! If in an area for flash flood risk, move to higher ground immediately.

Flood Evacuation Procedures

- If advised to evacuate, do so quickly. Avoid being isolated by flooded roads.
- Lead Teacher takes the classroom sign-in/out sheets and performs head count.
- Teacher Assistant takes classroom cell phone, performs 2nd head count and closes door to classroom. Follow at end of the line.
- Classroom Assistant takes the emergency backpack and assists with the group.
- Leave the building using practiced escape route.
- Use emergency weather radio for evacuation instructions.
- Follow recommended evacuation routes. Shortcuts may be blocked.
- Never attempt to drive through water flooded streets.
- Contact Head Start Director before contacting parents.
- Notify parents of evacuation. Arrange transportation or pick-up if needed.

Shelter –In-Place (Chemical, biological, or Other Contaminate) – Prevent Exposure to Hazardous Material

1. Calmly gather children.
2. Lead Teacher takes the classroom sign-in/out sheets and performs head count.
3. Teacher Assistant takes classroom cell phone, performs 2nd head count, and closes the door to the classroom. Follow at end of the line.
4. Classroom Assistant takes the emergency backpack and assists with the group.
5. Go to designated safest area of building, preferably inner room with no outside windows.
6. Close all windows and doors. Seal openings with plastic duct tape.
7. Close and seal ventilation and air ducts.
8. Shut down heating/cooling system, if possible.
9. Lead Teacher will call 9-1-1 to report class location. Stay there until further instructions.
10. Contact Head Start Director before contacting parents.

Shelter-In-Place (Evacuation: transport children to safe location)

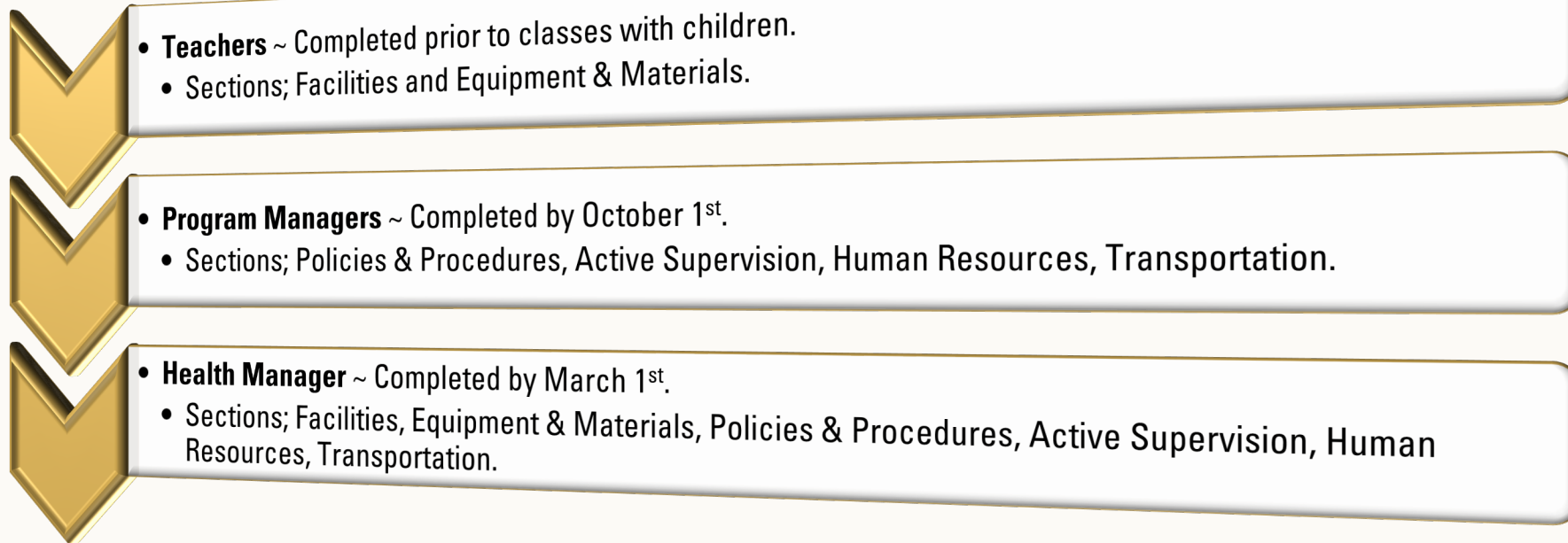
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4. Classroom Assistant takes the emergency backpack and assists with the group.
5. Leave the building using practiced escape route.
6. Go to designated outside meeting place.
7. Lead Teacher and Teacher Assistant perform head count. Report anyone missing to 9-1-1!
8. Transport children to safe location as directed by emergency personnel.
9. Contact Head Start Director before contacting parents.
10. Notify parents or emergency contacts.

Serious Injury or Death

- Injury or death of any person at the site.
- Stay with the victim unless there is immediate danger.
- Call or send someone to call 9-1-1.
- Initiate lockdown procedure to keep area safe.
- Utilize appropriate first aid/CPR measures until emergency personnel arrives.
- Refrain from moving the victim until emergency personnel arrive.
- Contact Head Start Director before contacting parents.
- Contact parents/emergency contacts if needed.

Health & Safety Screener

- All licensed classrooms must complete the Health & Safety Screener annually & document in Child Plus Internal Monitoring module

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- **Teachers** ~ Completed prior to classes with children.
 - Sections; Facilities and Equipment & Materials.
 - **Program Managers** ~ Completed by October 1st.
 - Sections; Policies & Procedures, Active Supervision, Human Resources, Transportation.
 - **Health Manager** ~ Completed by March 1st.
 - Sections; Facilities, Equipment & Materials, Policies & Procedures, Active Supervision, Human Resources, Transportation.

Playground Safety

Playground Safety
"Fix It" Process

All classrooms must conduct a **playground safety 'sweep'** before allowing children on any playground equipment or play area.

Follow guidance called Entering & Submitting a Playground "Fix It" Form

Preschool children cannot be on equipment that puts them more than 5 feet off the ground unless they're 100% enclosed (such as a tunnel).

Adult-child ratio is 1:10, action supervision is a must

Use visual markers for boundaries if the area is not fully fenced. Explain them to children.

Post the playground safety sweep at your site for parents and volunteers to use.



Complete Knowledge Check



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