

## **SAFETY AND SECURITY INFORMATION**

### **Missing Person**

If, in an extreme emergency, a child cannot be accounted for after a thorough search of indoor-outdoor, 911 will be notified to assist in the search. Parent/guardian will be contacted immediately.

### **Identification**

**Children must be dropped off and picked up by parent/guardian or designated person at the room and contact MUST be made with the teacher.** A child will be released only to the parent/guardian, unless we are specifically informed by the parent that someone else will pick up his or her child. They may be asked to show proof of identification to a staff member. Upon any signs of danger, 911 and parent/emergency contacts will be called. These measures are taken to ensure the safety of all children and staff.

### **Confidentiality**

As per licensing requirements, pertinent information must be kept on file for each child. Access to children's files is limited to program staff and parents. Written parental permission is needed to release information to anyone else with the exception of the MN Dept of Human Services licensing personnel and our program health consultant.

### **Building Evacuation**

Should a site need to be evacuated because of power failure or other emergencies for a period of time, the James Avenue site will evacuate to the community room at the Trailside Apartments and the St. John's site will evacuate to their community room. Parents would then be notified as to where to pick up their children.

### **Fire Drills and Procedures**

Evacuation drills are performed and recorded on a monthly basis. Egress plans are posted in each classroom. Fire Department personnel visit and review procedures on an annual basis.

Staff is fully trained on fire drill preparedness and evacuation procedures. Fire extinguishers are checked on an annual basis. Appropriate reporting to the Minnesota Department of Human Services will be conducted in a timely manner.

### **Tornado Drills and Procedures**

Once a Sheriff's warning has been issued or the civil defense sirens have sounded everyone immediately goes into their designated area until the all clear is sounded. Monthly tornado drills are practiced and recorded April through September. Emergency plans are posted in each room.

### **Disaster/Severe Weather**

In case of severe winter weather such as blizzard, ice conditions or community disaster, please listen to KATE Radio 1450 AM, KAAL Region 6 News or visit The Children's Center's Facebook page for information on sites operating for that day. Every effort will be made to keep at least one site open for those who need childcare in extreme conditions.

*A copy of The Emergency Planning & Procedures Guide is available at any time upon request.*