



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 8/17/2017 | DATE(S) REVISED 7/5/2023 | | |
| PROVIDER NAME St. Michael's Lutheran Preschool | | | |
| ADDRESS 9201 Normandale Blvd. | CITY Bloomington | STATE MN | ZIPCODE 55437 |
| PHONE NUMBER 952-230-2025 | EMERGENCY PHONE 952-831-5276 | | |

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) Classroom | LOCATION 2 (IN-BUILDING) Back large storage room |
|---------------------------------------|---|

PROCEDURES FOR SHELTER-IN-PLACE / LOCKDOWN Describe your procedures (who, what, where, when)

A person from the Emergency Response Team (Pastors, Office, or Custodial Staff) will communicate to the Preschool that a lockdown is necessary, providing a description of what is happening and a location if possible. Window shades will be drawn. The doors that have a window in them will be covered with black felt already hanging from the window. Preschools doors are already kept locked while class is in session.

If necessary, the teachers will move the children to the back storage room where there are no windows and a door that can be locked. A head count will take place immediately. If a child is missing the Director or Teacher's Aide will leave and try to find the student if they are able to leave the room safely. If there are any children in the class who have need of an EpiPen then it will be brought to the storage room as well. The teachers will encourage the children to be quiet while whispering & reading by flashlight about nocturnal animals. Staff will have their cell phones.

The doors will not be opened until a person from the Emergency Response Team has given them an "all clear" message or call via phone or in person.

The Emergency Response Team will work with authorities to provide information and assistance.

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

If a student enrolled in our class has an EpiPen, the medication (kept in the emergency backpack) will be brought to the back storage room if it is necessary for us to move to that room in an emergency.

Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN

It is safe to do so.

PARENTS / GUARDIANS WILL BE NOTIFIED WHEN

Someone from the staff can safely notify parents through a Brightwheel message, phone call, or email.

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

Water
Flashlights/batteries
Radio
Toilet Paper
Hand Wipes (in emergency backpack)
Ice Cream pail or bucket
Snacks
First aid kit (in emergency backpack)
Nocturnal animal books
Preschool Application sheets with emergency information and ICCPPs

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

Lower Level:

If we are in the classroom, we will leave the room via the back doors where the ramp leads out of the building to the playground area.

If we are in the Education Hall, we will exit via the door to the outside and go up the stairs to the back lawn. We can walk around the building towards the playground area.

If we are in Room 36 (large muscle area), we will enter the hallway to the preschool room and exit via the emergency doors. The stairs lead up to just outside the playground area. There is also an exit out the back hallway.

Level One:

If we are in the Sanctuary, we will leave out the doors to the left of the stage area.

If we are in the Office, we will leave out the staff entrance or go to the exit past the pastor's offices.

Site relocation:

Initially we will walk the students past the playground area and across the small parking lots. If necessary, we will walk the students to the Water Treatment Plant located adjacent to the church property at 9300 Poplar Bridge Road.

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

N/A

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

Whenever we leave the classroom, we take the emergency backpack with us. It will have any EpiPens or other medically necessary medicine.

Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN

It is safe to do so.

PARENTS / GUARDIANS WILL BE NOTIFIED WHEN

When children are safely located. We will notify via Brightwheel, phone call, or email.

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

Emergency backpack – Preschool application sheets with emergency information, ICCPPs, books, first aid kit, flashlight, handwipes, portable radio, hand sanitizer.

Relocation - Location 1

| | | | |
|--|---|-------------|-------------------|
| BUILDING NAME Bloomington Water Treatment Plant | REASON(S) TO EVACUATE TO LOCATION 1 Fire, Lockdown Protocol (outside facility) | | |
| ADDRESS 9300 Poplar Bridge Road | CITY Bloomington | STATE MN | ZIP CODE 55437 |
| PHONE NUMBER 952-563-4905 | EMERGENCY PHONE 952-563-4581 Public Works Department | | |
| TRANSPORTATION TO LOCATION 1 walking | | | |

OTHER DETAILS

Relocation - Location 2 (optional)

| | | | |
|--|---|-------------|-------------------|
| BUILDING NAME Normandale Hills elementary | REASON(S) TO EVACUATE TO LOCATION 2 If location 1 could cause injury to students, location 2 would be used for fire, or lockdown protocol (outside facility) | | |
| ADDRESS 9501 Toledo Ave. S. | CITY Bloomington | STATE MN | ZIP CODE 55437 |
| PHONE NUMBER 952-806-7000 | EMERGENCY PHONE 952-806-7000 (911) | | |
| TRANSPORTATION TO LOCATION 2 walking | | | |

OTHER DETAILS

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

When it is safe for the children and staff. The parents will be notified via Brightwheel, a phone call, text or email until all children are safely reunited to their parents/guardians.

PARENT/GUARDIAN CONTACT INFORMATION WILL BE MAINTAINED IN THIS LOCATION

Information is on preschool application sheets that are completed by parent/guardian when enrolled and kept in the Emergency Backpack and in the Lockdown Emergency Kit.

This information is also available on the Brightwheel platform, accessible from staff cell phones or a web site login.

Release Children will only be released to parents/guardians or other individuals listed on the child's form (with proper identification)

OTHER DETAILS ABOUT REALEASE OR REUNIFICATION

Information is on preschool application sheets that are completed by parent/guardian when enrolled and kept in the Emergency Backpack and in the Lockdown Emergency Kit.

This information is also available on the Brightwheel platform, accessible from staff cell phones or a web site login.

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

The pastors of St. Michael's Lutheran Church, the administrative personnel at St. Michael's Lutheran Church, and/or the Preschool Committee for St. Michael's Lutheran Preschool.

THE FOLLOWING PEOPLE WILL NEED TO BE NOTIFIED AND BE A PART OF THE DECISION MAKING-PROCESS REGARDING CONTINUED OPERATIONS AFTER A CRISIS

The pastors of St. Michael's Lutheran Church, the administrative personnel at St. Michael's Lutheran Church, and/or the Preschool Committee for St. Michael's Lutheran Preschool.

ANY ADDITIONAL CONSIDERATIONS FOR OPERATIONS

6. Emergency Contact Information

For Emergencies - Dial 911

Law Enforcement Agencies

| | |
|--------------------------------------|---------------------------------|
| CITY (if applicable) Bloomington | CONTACT NAME |
| NON-EMERGENCY NUMBER 952-563-4900 | 24-HOUR EMERGENCY NUMBER 911 |
| CITY (if applicable) | CONTACT NAME |
| NON-EMERGENCY NUMBER | 24-HOUR EMERGENCY NUMBER |

Utility Emergency Phone Numbers

| | |
|----------------------------|---|
| ELECTRIC 1-800-481-4700 | COMPANY Xcel Energy |
| CONTACT PERSON | 24-HOUR EMERGENCY NUMBER 612-330-5500 |
| GAS 612-321-4939 | COMPANY CenterPoint Energy |
| CONTACT PERSON | 24-HOUR EMERGENCY NUMBER 612-372-5050 |
| WATER 952-563-8700 | COMPANY City of Bloomington |
| CONTACT PERSON | 24-HOUR EMERGENCY NUMBER 952-563-*8777 |

General Emergency Resource Numbers

| | |
|---|---|
| MINNESOTA POISON CONTROL | PHONE NUMBER 800-222-1222 |
| CRIME VICTIM SERVICES Minnesota Crime Victim Support Line | PHONE NUMBER 1-866-385-2699 |
| POST-CRISIS MENTAL HEALTH HOTLINE Crisis Hotline Minnesota | PHONE NUMBER 1-800-273-8255 |
| FIRE DEPARTMENT Bloomington Fire Department | PHONE NUMBER 911 emergency 952-563-4801 |
| OTHER Child Protective Services | PHONE NUMBER 612-348-3552 |
| NAME OF INSURANCE AGENCY Church Mutual Insurance | |
| INSURANCE CONTACT PERSON Dale Van de Loo & Scott Stensrud | PHONE NUMBER 800.554.2642 |

Licensing or Certification Information

| | |
|--|-----------------------------|
| LICENSING OR CERTIFICATION NUMBER 802372 | |
| LICENSED OR CERTIFIED BY STATE OR COUNTY Yes | |
| LICENSOR NAME Jay Condon | LICENSOR PHONE 651-431-5715 |

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

| | |
|-------------------------------|-----------------------------|
| CCAP PROVIDER ID | |
| 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 | |
| Flood | |
| Gas/Chemical Leaks | |
| Hazardous Materials | |
| High or Low Temperatures | |
| Infectious Diseases | |
| 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." |
| Severe Winter Weather | |
| Thunderstorm | |
| Tornado | |
| Violent Incidents | |
| Other | |

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.