

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 7/2/2024		
PROVIDER NAME St. Michael's Lutheran Preschool			
ADDRESS 9201 Normandale Blvd.	CITY Bloomington	STATE MN	ZIPCODE 55437
PHONE NUMBER 952-230-2025 (classroom)	EMERGENCY PHONE 952-831-5276 (church office)		

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) Back large storage room	LOCATION 2 (IN-BUILDING) Room 36
---	-------------------------------------

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. 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 location for severe weather will be Room 36.

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 (or Room 36) 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
Brightwheel printout of emergency contacts
ICCPs

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 to the far side of the south parking lots to meet up. If necessary, we will walk the students to the Water Treatment Plant located adjacent to the church property at 9300 Poplar Bridge Road for shelter until caregivers can be contacted and children picked up.

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 relocated. 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 – Emergency Plan, Brightwheel printout of emergency contacts, 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

Emergency contact information and approved pick-ups are obtained during registration and a printout is 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

Emergency contact information and approved pick-ups are obtained during registration and a printout is 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 Becky Mesto	LICENSOR PHONE 651-431-6030 x4021#

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.

9. Yearly review of child care emergency plan

This section is provided for programs to document a yearly review of the child care emergency plan.

Name of person completing yearly review: Kristi Lueth	Date: 7/2/24
--	---------------------