



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 09/01/2018	DATE(S) REVISED 10/01/2019, 05/18/2021, 6/9/23		
PROVIDER NAME Mount Calvary Preschool			
ADDRESS 301 County Road 19	CITY Excelsior	STATE MN	ZIPCODE 55331
PHONE NUMBER 952-474-5542	EMERGENCY PHONE 952-474-5542 (call forward feature will forward to director's cell phone)		

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) Preschool Classrooms	LOCATION 2 (IN-BUILDING) Church Office Area
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PROCEDURES FOR SHELTER-IN-PLACE / LOCKDOWN Describe your procedures (who, what, where, when)
 Upon the decision to shelter- in- place, all students and teachers will remain in their classroom or immediately travel there if outside of the classroom. The notice will come over the phone loud speakers and/or by text. Once in the classroom, doors will be locked from the outside handle. Keys are hanging by the classroom phone. Teachers will put additional door security in place for doors that need it. Blinds will be shut. Teachers will use normal classroom techniques to bring calm and activities will strive to be quiet and in place. If any classroom is unsafe, other classrooms will be the second choice and the third choice will be the church office area. Shelter-in-place procedures will be put in place when a safety threat is presented, when the confirmed sound of a discharged firearm is heard, or at the discretion of the senior person. Doors will only be opened after the head teacher has learned from local officials or the administrator that it is "all clear."

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

Same procedures as above for students in the classroom. Additional adult resources will be allocated according to the child's disability to accommodate getting them to a safe place. All student medications are maintained in a safe and secure office location. A teacher will secure these prior to sheltering in place.

Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN

Anyone is capable to dial 911. They will also notify the preschool and church administrators who will be in charge of the scene until local officials arrive. 911 will always be called under the following conditions: when a safety threat is presented, when a child has been identified as missing, when the confirmed sound of a discharged weapon is heard, at the discretion of the senior person.

PARENTS / GUARDIANS WILL BE NOTIFIED WHEN

The Preschool Administrator will make the decision to notify parents at the earliest, safest opportunity. The Administrator will consult with local officials, church administrator, and internal Emergency Response members, as necessary.

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

Classroom backpacks are equipped with the following items and will be used for shelter-in-place and evacuation situations: sterile bandages, band-aids, compresses, scissors, cold packs, adhesive tape, current First Aid manual, gloves, protective eyewear, plastic bags, flashlight (battery operated), emergency cards, and a CPR barrier. The office emergency backpack contains a thermometer, radio (solar crank powered), Sharps container, and bottled water (in addition to items listed above.)

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

The lead teacher will line up the children, count them, and grab the emergency backpack. Assistant will assist with gathering children and follow at the end of the line. Primary evacuation routes will be followed out of the building (secondary routes if necessary) to the designated assembly area. The Director will gather medications and the office emergency backpack. Once everyone is assembled, we would proceed on foot to Excelsior Elementary School, walking down George St and crossing Water St. to the entrance of the school.

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

The internal Emergency Response team will assist with toddlers and young children, using wagons and sleds, if necessary.

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. Additional adult resources will be allocated according to the child's disability to accommodate getting them to a safe place. The Director will gather the epi pens and medications and secure them in the office Emergency Backpack, which will be brought to the relocation site.

Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN

As soon as possible in the event of a fire, an imminent medical need, or threat of harm to people.

PARENTS / GUARDIANS WILL BE NOTIFIED WHEN

After children are sheltered in place.

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

Classroom backpacks are equipped with the following items and will be used for shelter-in-place and evacuation situations: sterile bandages, band-aids, compresses, scissors, cold packs, adhesive tape, current First Aid manual, gloves, protective eyewear, plastic bags, flashlight (battery operated), emergency cards, and a CPR barrier. The office emergency backpack contains a thermometer, radio (solar crank powered), Sharps container, and bottled water (in addition to items listed above.)

Relocation - Location 1

BUILDING NAME Excelsior Elementary School	REASON(S) TO EVACUATE TO LOCATION 1 Safe walking proximity		
ADDRESS 441 Oak St.	CITY Excelsior	STATE MN	ZIP CODE 55331
PHONE NUMBER 952-401-5650	EMERGENCY PHONE		

TRANSPORTATION TO LOCATION 1

Walking, augmented with wagons and sleds (if necessary)

OTHER DETAILS

We are able to use sidewalks and a well-maintained crosswalk. Distance is 2 blocks.

Relocation - Location 2 (optional)

BUILDING NAME	REASON(S) TO EVACUATE TO LOCATION 2		
ADDRESS	CITY	STATE	ZIP CODE
PHONE NUMBER	EMERGENCY PHONE		

TRANSPORTATION TO LOCATION 2

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

Parents will be notified of emergency procedures at the beginning of the school year. After an incident, the first communication to the parents/guardians will include clear instructions on the expected length of time remaining until all clear (most incidents will be all clear before the first communication is made.) Parents will be notified by email or phone, if necessary.

PARENT/GUARDIAN CONTACT INFORMATION WILL BE MAINTAINED IN THIS LOCATION

All parent/guardian contact information is stored in multiple and portable, secure locations: paper copy in the office Emergency Backpack, web-based content manager software with access by administrators and select teachers.

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

OTHER DETAILS ABOUT RELEASE OR REUNIFICATION

After local officials are involved, all reunification procedures will be dependent on the situation and local official's approval. The goal will always be to be closest to the normal pick-up routine and escalated to simple step-by-step instructions if evacuated to a different location. Our back-up location is Excelsior Elementary School. Every attempt will be made to maintain classroom size control of students with their same teachers. Administrators and teachers will have access to names of persons allowed to pick up a child through web-based content manager software and paper copies of child Emergency forms.

Continuing Operations Procedures

During 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 Preschool Director, Church Manager, and any pertinent exterior emergency response decision makers.

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

Those listed above and DHS if relocation is necessary.

ANY ADDITIONAL CONSIDERATIONS FOR OPERATIONS

Full communication of plans to all parents.

6. Emergency Contact Information

For Emergencies - Dial 911

Law Enforcement Agencies

(if applicable) South Lake Minnetonka Police Dept.	CONTACT NAME
NON-EMERGENCY NUMBER 952-258-5321	24-HOUR EMERGENCY NUMBER 911
CITY (if applicable)	CONTACT NAME
NON-EMERGENCY NUMBER	24-HOUR EMERGENCY NUMBER

Utility Emergency Phone Numbers

ELECTRIC Xcel Energy	COMPANY Xcel Energy
CONTACT PERSON	24-HOUR EMERGENCY NUMBER
GAS CenterPoint Energy	COMPANY CenterPoint Energy
CONTACT PERSON	24-HOUR EMERGENCY NUMBER
WATER City of Excelsior	COMPANY Public Works and Utilities
CONTACT PERSON Tim Amundsen	24-HOUR EMERGENCY NUMBER 952-401-8801 or 911

General Emergency Resource Numbers

MINNESOTA POISON CONTROL	PHONE NUMBER 800-222-1222
CRIME VICTIM SERVICES South Lake Minnetonka Police Department	PHONE NUMBER 952-258-5321
POST-CRISIS MENTAL HEALTH HOTLINE 24/7 Crisis Mental Health Hotline	PHONE NUMBER 952-442-7601
FIRE DEPARTMENT Excelsior Fire District	PHONE NUMBER
OTHER	PHONE NUMBER
NAME OF INSURANCE AGENCY Church Mutual	
INSURANCE CONTACT PERSON Claims Center	PHONE NUMBER 1-800-554-2642

Licensing or Certification Information

LICENSING OR CERTIFICATION NUMBER 801600	
LICENSED OR CERTIFIED BY STATE OR COUNTY	
LICENSOR NAME Dennis Mergen	LICENSOR PHONE 651-431-2692

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

CCAP PROVIDER ID	
CCAP AGENCIES REGISTERED WITH	CCAP AGENCY PHONE NUMBER(S)

Addendum: Emergency Preparedness Plan

Family Child Care, Licensed Child Care Centers and Certified Child Care Centers

Shelter-in-place / lockdown procedures

Describe any special circumstances or procedures needed for accommodating infants and toddlers.

The church's Internal Response Team will have people assigned to help with the toddler students. Preschool office staff will also assist if needed. Wagons and sleds will be used, if necessary.