

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 August 2017	DATE(S) REVISED 12/28/17, 08/13/18, 06/13/19, 08/15/19, 08/18/20, 06/15/21
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PROVIDER NAME
Mount Hope Preschool and Childcare

ADDRESS 3601 W Old Shakopee Rd	CITY Bloomington	STATE MN	ZIPCODE 55431
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PHONE NUMBER 952 888 5059	EMERGENCY PHONE 612 384 2245
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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) Classrooms/Classroom bathrooms	LOCATION 2 (IN-BUILDING) Kitchen pantry, Gym closet
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PROCEDURES FOR SHELTER-IN-PLACE / LOCKDOWN Describe your procedures (who, what, where, when)

The person issuing the SIP/LD via the paging system is responsible for calling 911. If getting outside is essential, evacuate to the fire escape areas, and use evacuation site if necessary. If staying inside is essential, children should be taken to the nearest safe room. (Shelter-in-Place can be done in the classroom with doors shut and windows covered). The teachers will take the children along with their classroom's backpack (containing Rule 3 required items), their cell phone and classroom binder containing student Emergency Forms to the nearest safe area (Lockdown). The student medication bucket also be taken by the teachers assigned to the Purple room. That teacher is responsible for communication regarding medication. If possible, turn off all lights, lock doors and windows, and cover the windows. If possible, slide the Green card from the emergency hook under the door. No one is to be allowed out of the safe room until given an all clear sign from staff or emergency responders. Parents/guardians will be notified as soon as safely possible. The Director will contact families explaining the situation and the Center's response. If a shelter-in-place occurs at drop-off/pick-up times, the door will be monitored to allow access to Center families only.

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

Mount Hope is completely wheelchair accessible. Medications will be the responsibility of the teacher assigned to the Purple room at the time of the emergency. The teacher will bring the medication bucket to the evacuation/shelter-in-place area.

Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN

An emergency requiring assistance is identified. The staff person who identifies a need for a shelter-in-place or lockdown is responsible for calling 911.

PARENTS / GUARDIANS WILL BE NOTIFIED WHEN

Safe to do so. The Director will communicate what led to the shelter-in-place/lockdown and the response.

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

An emergency kit including a crank radio, extra blankets, a whistle, extra clothing, water, paper goods and garbage bags is available at the exit to the play area. Each teacher will also have, along with their cell phone, their backpack containing first aid supplies and crack flashlights. Each classroom also has a blanket available along with paper goods.

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
Evacuate to fire escape area, from there use alternate evacuation sites if needed. The person calling for an evacuation is responsible for calling 911. First aid backpacks (which contain Rule 3 required items), class binders, medication bucket and personal cell phones must be brought with. Account for all students frequently. Move all persons to evacuation site if staying outside is not safe. Do not allow anyone back inside the building until given an all-clear signal from Police/Fire Dept/Utility officials.

Evacuation maps are posted near the door in each classroom. The teachers are able to evacuate the children out doors to the west, south and/or east. All three exits lead to sidewalks that lead to the parking lot. Evacuation drills end at a site along the west fence. It is out of the way of any emergency vehicles which may be responding. Teachers stop to count children frequently.

EVACUATING INFANTS AND TODDLERS Describe any special circumstances or procedures needed for evacuating infants and toddlers from the building
Mount Hope is not licensed to care for infants or toddlers.

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
No special circumstances at this time. The Purple Room teacher is responsible for bringing the medication bucket and Emergency kit with during an evacuation.

Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN
An emergency requiring the assistance of first responders/medical personnel has been identified.

PARENTS / GUARDIANS WILL BE NOTIFIED WHEN
When all children are safely to the evacuation site

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

An emergency kit containing a crank radio, extra blankets, a whistle, extra clothing, water, paper goods and garbage bags is available at the exit to the play area. Each teacher will also have, along with their cell phone, their backpack containing first aid supplies and crank flashlights.

Relocation - Location 1

BUILDING NAME Applewood Pointe at Valley West	REASON(S) TO EVACUATE TO LOCATION 1 If the weather or duration of time do not allow for an outdoor stay		
ADDRESS 10650 Beard Ave S	CITY Bloomington	STATE MN	ZIP CODE 55431
PHONE NUMBER See below for details	EMERGENCY PHONE See below for details		

TRANSPORTATION TO LOCATION 1
Applewood Pointe at Valley West is within walking distance – shared parking lot

OTHER DETAILS

There is a written agreement in place with Applewood Pointe to use their facility to shelter children until authorized persons can come pick them up. Applewood Pointe contact numbers are available to Mount Hope staff and listed below. We are not able to hold childcare or preschool on their site and would need to be closed if our facility is unsafe. We walk across our shared parking lot to their building and call to be let in.

Kristi 952 737 6140	/ 612 616 0864 (Office Manager)	Jim 952 934 9286	/ 612 298 3494
Vern 952 831 7940	/ 952 240 0038	Betty 952 737 6151	/ 952 435 6119
Dave 952 888 0601	/ 952 710 9725	Patrick 952 884 4681	/ 612 308 4970

Relocation - Location 2 (optional)

BUILDING NAME Cub Foods	REASON(S) TO EVACUATE TO LOCATION 2 Evacuation site 1 not safe or available		
ADDRESS 10520 France Ave S	CITY Bloomington	STATE MN	ZIP CODE 55437
PHONE NUMBER 952 884 8288	EMERGENCY PHONE		

TRANSPORTATION TO LOCATION 2
Within walking distance

OTHER DETAILS

No agreement is in place with Cub.

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

All children have been moved to a safe space.

PARENT/GUARDIAN CONTACT INFORMATION WILL BE MAINTAINED IN THIS LOCATION

Each teacher will have a classroom binder with them that includes all students' Emergency Form.

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

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.

Phone calls will be placed to families by staff members. If parents cannot be reached in a timely manner, emergency contacts will be called. Children will only be released to parents/guardians or other individuals listed on the child's Emergency Form with proper identification.

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

Director, Pastor, President of the congregation, any emergency responders involved.

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

Director, President of the congregation, DHS Licensor, Fire Marshal and or any other utilities or inspectors whose approval is needed to operate the Center

ANY ADDITIONAL CONSIDERATIONS FOR OPERATIONS

At this time Mount Hope is searching for other facilities who would welcome us in if our facility was unable to be used for childcare.

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	COMPANY Excel Energy	
CONTACT PERSON Customer Service 1 800 895 4999	24-HOUR EMERGENCY NUMBER 1 800 895 4999	
GAS	COMPANY Centerpoint Energy	
CONTACT PERSON	24-HOUR EMERGENCY NUMBER 1 800 296 9815	
WATER	COMPANY City of Bloomington	
CONTACT PERSON 952 563 4905	24-HOUR EMERGENCY NUMBER 952 563 4900	

General Emergency Resource Numbers

MINNESOTA POISON CONTROL	PHONE NUMBER 800-222-1222
CRIME VICTIM SERVICES www.victimconnect.com	PHONE NUMBER 1 855 484 2846
POST-CRISIS MENTAL HEALTH HOTLINE Childcrisisresponsemn.org	PHONE NUMBER 612 384 2233
FIRE DEPARTMENT 911	PHONE NUMBER 911
OTHER	PHONE NUMBER
NAME OF INSURANCE AGENCY Superior Point MN Worker's Compensation Assigned Risk Plan	
INSURANCE CONTACT PERSON	PHONE NUMBER 877 256 1411

Licensing or Certification Information

LICENSING OR CERTIFICATION NUMBER 801601	
LICENSED OR CERTIFIED BY STATE OR COUNTY MN – Hennepin County	
LICENSOR NAME Jason Condon	LICENSOR PHONE 651 431 5715

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

CCAP PROVIDER ID 8697	
CCAP AGENCIES REGISTERED WITH Hennepin County	CCAP AGENCY PHONE NUMBER(S) 612 348 3498

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.

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.

