

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 2018	DATE(S) REVISED June 2019; August 2020; July 2021; July 2022; July 2023; July 2024; June 2025; January 2026		
PROVIDER NAME Valley Preschool			
ADDRESS 413 S. Greeley St.		CITY Stillwater	STATE MN ZIPCODE 55082
PHONE NUMBER (651) 439.8850	EMERGENCY PHONE (PRIVATE NUMBER NOT TO BE SHARED WITH THE PUBLIC) (651) 439.3585		

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) Lower-level, carpeted area	LOCATION 2 (IN-BUILDING) Lower-level, west room
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PROCEDURES FOR **SHELTER-IN-PLACE / LOCKDOWN** Describe your procedures (who, what, where, when)

In the event of dangerous weather or a lockdown situation, students will be led to the safe zone located in the carpeted area of the basement (lower level). One teacher will lead, assisting students as they descend. The second teacher will grab the phone and any medications (if needed) and do a final sweep of all rooms to ensure all students have made it down safely.

SHELTER-IN-PLACE / LOCKDOWN FOR CHILDREN WITH DISABILITIES OR CHRONIC MEDICAL CONDITIONS

Any student requiring physical assistance will be carried to the basement by the lead teacher and placed securely in the safe zone. Any medications used by students with chronic medical conditions will be grabbed by the second teacher prior to descending to the safe zone.

Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN Weather conditions pose a threat to the well-being of the children or in the event an intruder is near or has entered the building.

PARENTS / GUARDIANS WILL BE NOTIFIED WHEN Weather conditions made it necessary to seek shelter and/or when another situation requiring emergency action steps was required. All parents will be notified in real-time in the event situations requiring shelter lasting longer than 20 minutes.

If parents cannot be reached, contacts listed on each student's Student Emergency Information form will be contacted.

Emergency Kit for Shelter-in-Place / Lockdown Situations

PLEASE DESCRIBE YOUR EMERGENCY KIT

Our Emergency Kit includes the following: first aid kit, flashlights (2), extra batteries, bottled water (stored in basement), phone, emergency contact information, facial tissues, and activities for children (stored at the base of the steps, right next to the safe zone).

Last Updated 10/17

3. Evacuation and Relocation Procedures

IF WE NEED TO EVACUATE OUR SITE AND RELOCATE TO ANOTHER SITE, THE FOLLOWING PROCEDURES WILL BE FOLLOWED

please see Valley Preschool's *Emergency Evacuation Plan*

EVACUATION ROUTES AND EXITS Show how you and the children will leave from any room in the building

please see Valley Preschool's *Emergency Evacuation Plan*

EVACUATING INFANTS AND TODDLERS

The student population at Valley Preschool does not include infants or toddlers (children under the age of 33 months)

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

Medication is stored away from children in the front room on the top shelf of the cupboards. In the event of an emergency requiring evacuating, the second teacher to exit the space is responsible for grabbing the medicine and placing it in the emergency kit as quickly as possible.

Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN
all children and staff members are in a safe location and accounted for.

PARENTS / GUARDIANS WILL BE NOTIFIED WHEN
emergency responders have been notified, following the account of all children.

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
The Emergency Kit consists of a first aid kit, class rosters and emergency contact information for each student.

Relocation - Location 1			
BUILDING NAME Neighbors' home (immediately south)		REASON(S) TO EVACUATE TO LOCATION 1 Fire, suspected unsafe air quality within building	
ADDRESS 419 S. Greeley St.	CITY Stillwater	STATE MN	ZIP CODE 55082
PHONE NUMBER (651) 439.8850	EMERGENCY PHONE 9-1-1		
TRANSPORTATION TO LOCATION 1 Walk			

OTHER DETAILS

Our meeting place is next to the flag pole in the neighbors' front lawn, away from the school building.

Relocation - Location 2 (optional)			
BUILDING NAME Golden Living Care Center - Greeley		REASON(S) TO EVACUATE TO LOCATION 2 Location #1 is deemed unsafe for whatever reason	
ADDRESS 313 S. Greeley St.	CITY Stillwater	STATE MN	ZIP CODE 55082
PHONE NUMBER (651) 439-5575	EMERGENCY PHONE 9-1-1		
TRANSPORTATION TO LOCATION 2			

Walk

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

all students are safe and accounted for. Once it has been determined that it is safe to leave the evacuation / safe zone site we will begin notifying parents (in alphabetical order, unless some other concern such as a student's medical condition is determined to a medical priority over that of another) of the status of their child(ren) and informing them of the most efficient and safe way to reunite them with their child(ren).

PARENT/GUARDIAN CONTACT INFORMATION WILL BE MAINTAINED IN THIS LOCATION

Valley Preschool's *Emergency Contact binder*.

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

OTHER DETAILS ABOUT RELEASE OR REUNIFICATION:

Children under Valley Preschool staff members' supervision will only be released to those individuals listed on the "Authorized Caregivers" form.

No exceptions.

An individual may be asked to produce a photo id in the event a staff member does not recognize and/or know the individual in question.

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 — Sarah Peterson, Director (if not on-site already); Emergency Personnel (Fire Marshall; Police Chief; etc. to determine safety of building and surrounding areas)

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

Sarah Peterson, Director (if not on-site already); Emergency Personnel (Fire Marshall; Police Chief; etc. to determine safety of building and surrounding areas; Board members (for non-emergency decision-making)

ANY ADDITIONAL CONSIDERATIONS FOR OPERATIONS Safety of both the building and surrounding areas must be secured before operations can continue following an emergency/crisis.

6. Emergency Contact Information

For Emergencies - Dial 911

Law Enforcement Agencies		
CITY (if applicable) Stillwater	CONTACT NAME	
NON-EMERGENCY NUMBER (651) 439-9381	24-HOUR EMERGENCY NUMBER	
CITY (if applicable) Oak Park Heights	CONTACT NAME	
NON-EMERGENCY NUMBER	24-HOUR EMERGENCY NUMBER (651) 439-4723	

Utility Emergency Phone Numbers

ELECTRIC 1 (800) 895-1999	COMPANY XCEL Energy
CONTACT PERSON	24-HOUR EMERGENCY NUMBER
GAS	COMPANY XCEL Energy
CONTACT PERSON	24-HOUR EMERGENCY NUMBER 1 (800) 895-2999
WATER (651) 439- 6231	COMPANY Board of Water Commissioners
CONTACT PERSON	24-HOUR EMERGENCY NUMBER

General Emergency Resource Numbers

MINNESOTA POISON CONTROL	PHONE NUMBER 800-222-1222
CRIME VICTIM SERVICES MINNESOTA CRIME VICTIM SUPPORT LINE	PHONE NUMBER 866-385-2699
POST-CRISIS MENTAL HEALTH HOTLINE CANVAS HEALTH	PHONE NUMBER 651-777-5222
FIRE DEPARTMENT STILLWATER FIRE DEPARTMENT	PHONE NUMBER 651-351-4950
OTHER	PHONE NUMBER

NAME OF INSURANCE AGENCY

Valley Agencies Inc.

INSURANCE CONTACT PERSON Renee Peabody	PHONE NUMBER (715) 372-5390
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Licensing or Certification Information

LICENSING OR CERTIFICATION NUMBER 802590	
LICENSED OR CERTIFIED BY STATE OR COUNTY MINNESOTA	
LICENSOR NAME Kari Schmitz	LICENSOR PHONE (651) 431-6030 ext. 4027

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

CCAP PROVIDER ID n/a	
CCAP AGENCIES REGISTERED WITH n/a	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 TH
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Fire	see Risk Reduction Plan
Flood	see Risk Reduction Plan
Gas/Chemical Leaks	see Risk Reduction Plan
Hazardous Materials	see Risk Reduction Plan
High or Low Temperatures	see Risk Reduction Plan
Infectious Diseases	see Risk Reduction Plan
Nuclear Power Plant	There are two nuclear power plants in Minnesota, located in Welch and Monticello. The locations of these plants to not present “risk of harm.”
Severe Winter Weather	see Risk Reduction Plan
Thunderstorm	see Risk Reduction Plan
Tornado	see Risk Reduction Plan
Violent Incidents	see Risk Reduction Plan
Other	see Risk Reduction Plan

8. Child Emergency Contact Information

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