

Child Care Emergency Plan

Before completing this set of forms, please read the Keeping Kids Safe planning guide that includes instructions on how to complete these forms.

Provider Information

DATE 9/5/2017			
PROVIDER NAME Lindgren Child Care Center			
ADDRESS 720 4th Ave South ECC 122	CITY St. Cloud	STATE MN	ZIP CODE 56301
PHONE NUMBER 320-308-3296	EMERGENCY PHONE 320-248-6830		

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 Lindgren Child Care Center	LOCATION 2 IN BUILDING ECC 123 conference room
PROCEDURES FOR SHELTER-IN-PLACE/LOCKDOWN <i>Describe your procedures (who, what, where, when).</i> All doors are locked, and when possible all shades are drawn. Children and staff gather in safe places: preschool cubby areas/back staff room, by toddler hand sink, in the staff room and store room, infants on the infant floor. We will admit no one until we get the all clear from authorities.	
Shelter-in-Place/Lockdown for Children with Disabilities or Chronic Medical Conditions: <i>Include any special circumstances or procedures needed for children with disabilities or chronic medical conditions.</i>	

Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN Immediately or as soon as possible
PARENTS/GUARDIANS WILL BE NOTIFIED WHEN All emergency notifications will be sent via STAR ALERT by St. Cloud State University Public Safety.

Emergency Kit

<i>Describe the content of your emergency kit, who will be responsible for it, and where it will be stored.</i> Each classroom has a backpack containing emergency contacts, first aid kit, hand sanitizer, wipes, etc... This backpack travels with the children at all times.
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Evacuation and Relocation Procedures

If we need to evacuate our site and relocate to another site, the following procedures will be followed

EVACUATION ROUTES/EXITS

Show how you and the children will leave from any room in the building.

8.1. Fire evacuation routes are posted on all of the doorways, and have diagrams indicating which area of the center uses which exit. Age groups of children assemble as far away from the building as possible, then proceed as a group with their staff to either the parking lot N just west of the building, or to the Education Building. In the event of fire in the center, direct exits lead from the infant, toddler, and preschool rooms to the outside. General guidelines include: follow the exit map on your classroom door; keep children in group and away from the building; take head counts and roll attendance when outside; hold children's hands when exiting. All classrooms are equipped with smoke detectors. The Center practices monthly fire drills and follows routine evacuation procedures. Emergency evacuation routes are posted on all the exits.

9.1. Tornado evacuation routes are posted on all of the doorways, and have diagrams indicating which area of the center uses which exit. Age groups of all children assemble in the ECC 123 conference room, crouching next to the walls and/or under the conference table. When weather is threatening, keep children's play away from the windows. Monthly tornado drills are conducted April to September. When evacuation is deemed necessary, children exit out of the north door and walk down corridor to room ECC 123. Children should crouch near the walls in the 'tuck' position, and cover their heads with their arms.

EVACUATING INFANTS/TODDLERS

Describe any special circumstances or procedures needed for evacuating infants and toddlers from the building.

Infants may be placed in mobile crib if needed. Due to rich staff:child ratio, staff can guide/carry toddlers and infants in an orderly fashion.

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.

Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN

Immediately or as soon as possible.

PARENTS/GUARDIANS WILL BE NOTIFIED WHEN

St. Cloud State University Public Safety will send STAR ALERT Emergency Notification to our parents.

Emergency Kit

Describe the content of your emergency kit, who will be responsible for it, and where it will be stored.

Each classroom has a backpack containing emergency contacts, first aid kit, hand sanitizer, wipes, etc... This backpack travels with the children at all times.

Relocation - Location 1

BUILDING NAME	REASON(S) TO EVACUATE TO LOCATION 1		
A120 lounge of the Education Building	Fire, active threat chemical evac, power outage, bomb threat		
ADDRESS	CITY	STATE	ZIP CODE
720 4th Ave South EB A120	St. Cloud	MN	56301
PHONE NUMBER	EMERGENCY PHONE		
320-308-2132	320-248-6830		
TRANSPORTATION TO LOCATION 1			
Walking Distance			

OTHER DETAILS

Relocation - Location 2

BUILDING NAME	REASON(S) TO EVACUATE TO LOCATION 2		
Wrestling room/Southeast corner of HH Fieldhouse	Active threat, Fire, chemical evac, bomb threat, power outage		
ADDRESS	CITY	STATE	ZIP CODE
720 4th Ave South HH, Wrestling Room	St. Cloud	MN	56301
PHONE NUMBER	EMERGENCY PHONE		
320-308-3325	320-248-6830		
TRANSPORTATION TO LOCATION 2			
Walking Distance			
OTHER DETAILS			

Relocation - Location 3

BUILDING NAME	REASON(S) TO EVACUATE TO LOCATION 3		
Atwood Memorial Center—Atwood Underground	Active threat, Fire, chemical evac, bomb threat, power outage		
ADDRESS	CITY	STATE	ZIP CODE
720 4th Ave South AMC, Underground	St. Cloud	MN	56301
PHONE NUMBER	EMERGENCY PHONE		
320-308-3246	320-248-6830		
TRANSPORTATION TO LOCATION 3			
Walking Distance			
OTHER DETAILS			

Parent/Guardian and Child Reunification Procedures

If we need to evacuate, shelter-in-place, or when parents/guardians/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.

Notification

PARENTS/GUARDIANS WILL BE NOTIFIED WHEN
St. Cloud State University Public Safety will send STAR ALERT Emergency Notification to our parents.
PARENT/GUARDIAN CONTACT INFORMATION WILL BE MAINTAINED IN THIS LOCATION
Each Backpack will have a copy of each child's emergency contact information.

Release

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

OTHER DETAILS ABOUT REUNIFICATION
Parents will receive text information from STAR ALERT regarding pick-up locations. If multiple pick-up locations, staff will call/text parents to notify of location.

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

Dennis Mergen-Director
Kevin Whitlock - Director, Public Safety
Jennifer E Furan Super - Associate Director, Public Safety
Dr. Wanda Overland- VP, Student Life and Development
Kayla Allar - Toddler Teacher
Kimberly Hemiller - Preschool Teacher
Martina Juvera-Paul - Infant Teacher

The following people will need to be notified and be a part of the decision making-process regarding continued operations AFTER a crisis

Dennis Mergen-Director
Kevin Whitlock - Director, Public Safety
Jennifer E Furan Super - Associate Director, Public Safety
Dr. Wanda Overland- VP, Student Life and Development
Kayla Allar - Toddler Teacher
Kimberly Hemiller - Preschool Teacher
Martina Juvera-Paul - Infant Teacher

Any additional considerations for operations

Provider Emergency Contact Information

PROVIDER NAME 720 4th Ave South ECC 122		PROVIDER PHONE NUMBER 320-308-3296	
PROVIDER ADDRESS 720 4th Ave South ECC 122	CITY St. Cloud	STATE MN	ZIP CODE 56301

For Emergencies - Dial 911

Public Safety Agencies

CITY (if applicable) St. Cloud	CONTACT NAME Any		
NON-EMERGENCY NUMBER 320-345-4444		24- HOUR EMERGENCY NUMBER 911-911-9111	
COUNTY Stearns	CONTACT NAME Any		
NON-EMERGENCY NUMBER 320-251-4240		24- HOUR EMERGENCY NUMBER 911-911-9111	

Utility Emergency Phone Numbers

ELECTRIC	COMPANY St. Cloud State University- Facilities Management		
CONTACT PERSON Larry James Blaiser			24- HOUR EMERGENCY NUMBER 320-308-3166
GAS	COMPANY St. Cloud State University- Facilities Management		
CONTACT PERSON Larry James Blaiser			24- HOUR EMERGENCY NUMBER 320-308-3166
WATER	COMPANY St. Cloud State University- Facilities Management		
CONTACT PERSON Larry James Blaiser			24- HOUR EMERGENCY NUMBER 320-308-3166

General Emergency Resource Numbers

POISON CONTROL	PHONE NUMBER 800-222-1222
CRIME VICTIM SERVICES Anna Marie's	PHONE NUMBER 320-253-6900
POST-CRISIS MENTAL HEALTH HOTLINE CENTRAL MINNESOTA MENTAL HEALTH CENTER	PHONE NUMBER 320-253-5555
FIRE DEPARTMENT City of St. Cloud	PHONE NUMBER 320-650-3500
OTHER St. Cloud State University Public Safety	PHONE NUMBER 320-308-3333
NAME OF INSURANCE AGENCY State of Minnesota	
INSURANCE CONTACT PERSON MN Department of Administration	PHONE NUMBER 651-201-2555

Licensing Information (If applicable)

LICENSE/CERTIFICATION NUMBER 800299	
Licensed by: <input checked="" type="checkbox"/> STATE <input type="checkbox"/> COUNTY	
LICENSOR NAME Kratzke, Chad M (DHS) <chad.m.kratzke@state.mn.us>	LICENSOR PHONE 651-431-6535

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


CCAP PROVIDER ID 2700	
CCAP AGENCIES REGISTERED WITH Stearns, Benton, Sherburne, Morrison	CCAP AGENCY PHONE NUMBER(S)




Lindgren Child Care Center Relocation and Evacuation Locations

If advised to evacuate not only our current space but also the ECC building, we will go to one of four designated locations based on the location of the danger and children during the time of crisis. These include;

1. A120 lounge of the Education Building,
2. Maintenance Building to the South of the University bridge,
3. Wrestling room in the Southeast corner of the Fieldhouse
4. Atwood Memorial Center—Atwood Underground

We will communicate to parents regarding the location and pick up procedure using the STAR ALERT system. The director or lead teachers will communicate with public safety. All relocation locations are noted with a -  symbol.

Fire evacuation routes are posted on all of the doorways, and have diagrams indicating which area of the center uses which exit. Fire evacuation location noted with a -  symbol.

Lindgren Child Care Center



Fire Exit Route

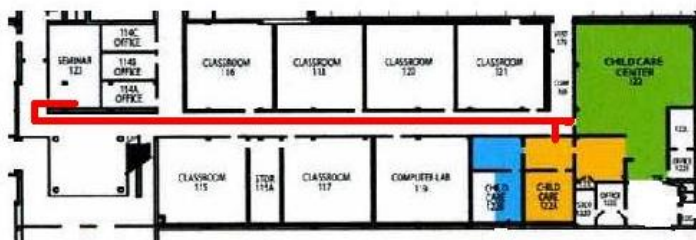
Infant Room
Exit directly out of toddler room door and proceed to the playground.

Toddler Room
Exit directly out of toddler room door and proceed to the playground.

Preschool Room
Exit out main entrance and proceed onto the main playground.

Infant Room
Toddler Room
Preschool Room

Tornado Evacuation Route



Infant Room
Exit directly out of toddler room door and proceed down corridor to Seminar Room 123

Toddler Room
Exit directly out of toddler room door and proceed down corridor to Seminar Room 123

Preschool Room
Exit directly out of north classroom door and proceed down corridor to Seminar Room 123

Complete Lindgren Child Care Center Disaster Preparedness and Emergency Evacuation Procedures Behind Fire and Tornado Evacuation Routes

Lindgren Child Care Center

Emergency Preparation Training

1. Evacuation

1.1. If we are advised to evacuate not only our current space but also the ECC building, we will go to one of four designated locations based on the location of the danger and children during the time of crisis. These include;

1.1.1. A120 lounge of the Education Building,

1.1.2. Maintenance Building to the South of the University bridge,

1.1.3. Wrestling room in the Southeast corner of the Fieldhouse

1.1.4. Atwood Memorial Center—Atwood Underground

1.1.4.1. We will communicate to parents regarding the location and pick up procedure using the STAR ALERT system. The director or lead teachers will communicate with public safety. If you are responsible for children, you will have your phone!

2. Medical Emergency

2.1. Emergency transport and escort from the program: If a child becomes seriously injured, we will call Gold Cross Ambulance Services for transport to the St. Cloud Hospital emergency room. Parent will be notified to go to the hospital; a staff person will accompany the child to ER and stay until parent arrives. St. Cloud Hospital, 1406 6th Avenue N.; St. Cloud, MN 56303 320.251.2700.

3. Severe Winter Weather/School Closing

3.1. The Lindgren Child Care Center will follow the same schedule of weather-related closing as does the University. The center closes only on the rare circumstances that University classes are cancelled. Cancellation information is broadcast on KCLD-FM and WJON-AM as well as ECCO-AM radio. We encourage staff/parents to use their best judgment in determining whether or not their child will attend on severe weather days without undue risk.

4. Fire Emergency

4.1. Fire evacuation routes are posted on all of the doorways, and have diagrams indicating which area of the center uses which exit. Age groups of children assemble as far away from the building as possible, then proceed as a group with their staff to either the parking lot N just west of the building, or to the Education Building. In the event of fire in the center, direct exits lead from the infant, toddler, and preschool rooms to the outside. General guidelines include: follow the exit map on your classroom door; keep children in group and away from the building; take head counts and roll attendance when outside; hold children's hands when exiting. All classrooms are equipped with smoke detectors. The Center practices monthly fire drills and follows routine evacuation procedures. Emergency evacuation routes are posted on all the exits.

5. Tornado/Severe Weather

5.1. Tornado evacuation routes are posted on all of the doorways, and have diagrams indicating which area of the center uses which exit. Age groups of all children assemble in the ECC 123 conference room, crouching next to the walls and/or under the conference table. When weather is threatening, keep children's play away from the windows. Monthly tornado drills are conducted April to September. When evacuation is deemed necessary, children exit out of the north door and walk down corridor to room ECC 123. Children should crouch near the walls in the 'tuck' position, and cover their heads with their arms.

6. Power Outage

6.1. The Lindgren Child Care Center will close as does the University when there is a power or other utility failure. In the event the current needs to be cut, the person in charge will notify the ECC Building Manager.

7. General Disruptive Behavior

- 7.1. Remain calm to avoid provoking disruptive individual(s).
- 7.2. If there is immediate danger, request the individuals leave the area.
- 7.3. If it fails, ask someone to leave the area and call SCSU Public Safety (**320-308-3333**).
- 7.4. Maintain a safe distance from the suspect until emergency personnel arrive. Do not attempt to subdue the individual; avoid direct eye contact.
- 7.5. If the situation becomes threatening before SCSU Public Safety personnel have arrived, call **911** and remove all from area.
- 7.6. If there appears to be no immediate danger, a complaint should be filed with Public Safety, Residential Life (if appropriate), Office of Student Life & Development or Women's Center.

8. Bomb Threat Checklist

8.1. **Information to note:**

- Call Date
- Call Time
- Exact Words of Caller
- **Statements by Caller/Questions to Ask (if possible):**
- WHEN is bomb going to explode
- WHERE is the bomb
- WHAT kind of bomb is it
- What will cause it to explode
- Did you place the bomb
- Why
- Did Caller Identify Self by Name/Affiliation
- **Description of Caller**
- Gender
- Speech pattern or distinguishing vocal characteristics
- Voice (e.g. calm, rapid, slurred, uneducated, angry, excited)
- Background Noises: (e.g. electronics [music], traffic, horns/sirens, people, aircraft, etc.)
- Person receiving call
- Phone # at which call received
- **REMEMBER:** Stay calm, do NOT hang up phone after call has ended. Use another phone to call **911** & campus Public Safety (**320-308-3333**)

9. Utility Emergency/Miscellaneous

- 9.1. *The Lindgren Child Care Center will close as does the University when there is a power or other utility failure. In the event the current needs to be cut, the person in charge will notify the ECC Building Manager.*

10. Hazardous Material

- 10.1. If you encounter a hazardous material spill, leak or situation:

1. **Evacuate the area**

- Initiate your building's emergency evacuation plan.

- Use the fire alarm if there is an immediate hazard and the entire building needs to be evacuated, or notify those in the affected area if only a partial evacuation is needed.
- Shut off electrical equipment if possible and if it is safe to do so.
- Proceed to emergency exits; **DO NOT** use elevators.
- Help those needing assistance.
- Stay up-wind and uphill from any hazardous vapor, gas or liquid.

2. Report the spill

- **Call 911** and/or SCSU Public Safety (**[320-308-3333](tel:320-308-3333)**)
- State the emergency.
- Provide your building address (see [CAMPUS MAP](#) building addresses are listed on the individual building page) and exact location in that building.
- Report any known injuries.
- Report the name, description and amount of material spilled, if known.

DO NOT go back into an area where a chemical spill has occurred.

11. Violent Intruder/Weapons Threat

11.1. Run— RUN: Evacuate If Possible

- 11.1.1. If there is considerable distance between you and the gunfire/armed person, quickly move away from the sound of the gunfire/armed person. If the gunfire/armed person is in your building and it is safe to do so, run out of the building and move far away until you are in a secure place to hide.
- 11.1.2. Leave your belongings behind.
- 11.1.3. Keep your hands visible to law enforcement. Take others with you, but do not stay behind because others will not go.
- 11.1.4. Call 911 when it is safe to do so. Do not assume that someone else has reported the incident. The information that you are able to provide law enforcement may be critical, e.g. number of shooters, physical description and identification, number and type(s) of weapons, and location of the shooter.

11.2. HIDE: Hide silently in as safe a place as possible

- 11.2.1. If the shooter is in close proximity and you cannot evacuate safely, hide in an area out of the armed person's view.
- 11.2.2. Choose a hiding place with thicker walls and fewer windows, if possible.
- 11.2.3. Lock doors and barricade with furniture, if possible.
- 11.2.4. Turn off lights
- 11.2.5. Silence phones and turn off other electronics.
- 11.2.6. Close windows, shades and blinds, and avoid being seen from outside the room, if possible.
- 11.2.7. If you are outdoors and cannot RUN safely, find a place to hide that will provide protection from gunfire such as a brick wall, large trees or buildings.
- 11.2.8. Remain in place until you receive an "all clear" signal from STAR ALERT or Law Enforcement. Blackboard Connect.

11.3. FIGHT: Take action to disrupt or incapacitate the shooter

- 11.3.1. As a last resort, fight. If you cannot evacuate or hide safely and only when your life is in imminent danger, take action.
- 11.3.2. Attempt to incapacitate or disrupt the actions of the shooter.
- 11.3.3. Act with physical aggression toward the shooter.
- 11.3.4. Use items in your area such as fire extinguishers or chairs.

- 11.3.5. Throw items at the shooter if possible.
- 11.3.6. Call 911 when it is safe to do so.
- 11.4. Immediately after an incident:
 - 11.4.1. Wait for Local Law Enforcement officers to assist you out of the building, if inside.
 - 11.4.2. When law enforcement arrives, students and employees must display empty hands with open palms.
- 11.5. Note:
 - 11.5.1. Understand that gunfire may sound artificial. Assume that any popping sound is gunfire.
 - 11.5.2. If there are two or more persons in the same place when a violent incident begins, you should spread out in the room to avoid offering the aggressor an easy target.
 - 11.5.3. Be mindful that violent attacks can involve any type of weapon, not just a gun. Knives, blunt objects, physical force or explosives can be just as deadly as a gun. The suggested actions provided here are applicable in any violent encounter.
 - 11.5.4. Plan ahead: Visualize possible escape routes, including physically accessible routes for students and staff with disabilities and others with limited mobility.
- 12. Containment/Lockdown Procedures
 - 12.1. *Danger outside of the building or danger inside the building; lockdown.* All doors are locked, and when possible all shades are drawn. Children and staff gather in safe places: preschool cubby areas/back staff room, by toddler hand sink, in the staff room and store room, infants on the infant floor. We will admit no one until we get the all clear from authorities.
- 13. Missing children:
 - 13.1. *The staff person in charge will constantly maintain a head count. If a child is missing, the staff person in charge will immediately notify SCSU Security, delegate another person to be in charge, and go in search of the child. If the child is not found in 10 minutes, the St. Cloud Police Department will be notified.*

Lindgren Child Care Center

Procedures for Answering Aiphone Door System

1. All current Lindgren Child Care Center Staff and Parents will have the ability to gain access into the center via their SCSU Student I.D.
2. This ability is given via the wireless blackboard system through SCSU's Campus Card.
3. Parents that do not have an association with SCSU, a temporary access card will be loaned until he/she is given a permanent card through Campus Card.
4. Persons with current access will slide the card through the lock (shown at right) which will momentarily unlock the door.
5. Parents, without access cards along with practicum students, volunteers, and visitors must utilize the Aiphone call system.



All parents without access cards, visitors, practicum students, and volunteers must identify themselves by:

6. The only door that this system is operable with is the Main South Entrance door.
7. Persons without access cards will be directed by a sign in the vestibule with instructions for access the Child Care Center, these procedures are included at right:

1. Pushing call button on Aiphone Intercom

2. A staff person in the Office will communicate with you to verify your identity and purpose for visit.



8. When a person without access to the Lindgren Child Care Center pushes the Aiphone Intercom button, a tone will sound on the office intercom handset, shown to the left.
9. When responding, push and hold the talk button down while you respond, then release the talk button while waiting for the verbal response of the person. Your conversation will proceed as follows;
 - a. "Good Morning (afternoon) how can I help you?"
 - b. An appropriate response will be, "I am here to pick up _____ from the _I-T-P_ room".
 - c. You may respond if you are not sure about a name, "Can I have your name please?"
 - d. Write name down in log book and if you recognize the person you may state, "Thank you, just wait one minute and I will get the door for you."
 - e. Walk over to the front door and cheerfully open the door.
 - f. If the person that is attempting to access the child care center is a practicum student or volunteer please ask for a name, and which classroom they will be working in along with which course this experience is for.
 - g. If the person that is attempting to access the child care center is a visitor stopping by for a tour. Please ask is anyone is expecting them? Also, take down their name and time of visit.
10. In the logbook, identify the name of the person gaining entrance, their purpose, and time of visit.
11. **At the conclusion of the intercom communication, push the OFF button on the intercom and proceed to let the person in the center.**
12. If the person to be let in is a parent, escort them to the classroom to where his/her child is.
13. Direct them to the sign in area if they are completing a practicum or volunteering.

