

Lindgren Child Care Center

EMERGENCY PROCEDURES

FIRE EVACUATION PROCEDURES

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

FIRE EVACUATION PLAN

In the event of fire in the center, direct exits lead from the infant, toddler, and preschool rooms to the outside.

- ✘ *Infant Room:* A STAFF MEMBER MUST STAY WITH THE OUTSIDE GROUP IF OTHER STAFF GO BACK INDOORS TO SECURE THE AREA. Keep children in a group away from buildings. Take head count and roll attendance when sign-in sheet is outside.
- ✘ *Toddler Room:* Hold toddlers' hands, exit out the east door into the corridor, to the outside.
- ✘ *Preschool Room:* Staff instruct children to hold hands with one another and teachers, and walk outside of the center through the main southwest entrance. The teacher in charge is the last one out of the center, and he/she shuts off the lights and takes the attendance sign-in sheets to do the roll attendance. Sleeping areas are equipped with smoke detectors.
- ✘ Fire drills will be conducted monthly and will be recorded. Emergency shelter will be sought in the Education Building during an evacuation.

TORNADO PROCEDURE

- ✖ Children exit out of NORTH door and walk down the corridor to room ECC 123. Children should crouch near the walls in the “tuck” position. Children should cover their heads with their arms. The last person into the corridor must close the door. If weather is threatening, keep children’s activities away from windows of the center. Monthly tornado drills will be conducted April to September.



Saint Cloud State University



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

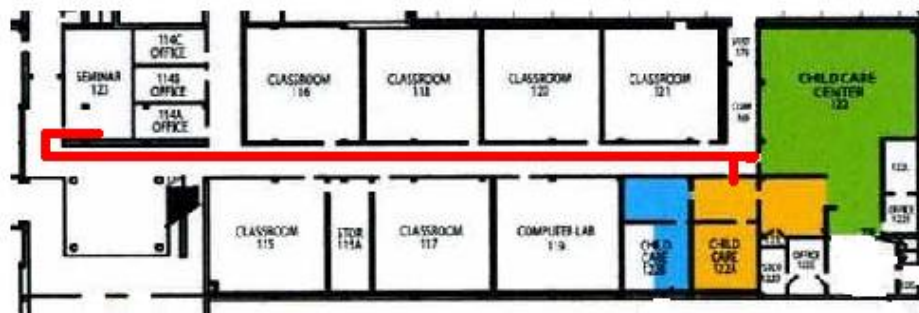
Exit out main entrance and proceed onto the main playground.

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

INSIDE THE BUILDING EMERGENCY

- ✘ If we are advised to evacuate not only our current space but also the ECC building, we will go to the A120 lounge of the Education Building. Easy automobile access to this area is from N lot, or 4th Avenue. We will post this information on signs on our doors when we leave the ECC building. An example of an inside the building emergency might be a biological or chemical hazard.

INSIDE THE BUILDING EMERGENCY- EVACUATION

The instruction to evacuate children to the Education Building are:

- ✗ each teacher takes his/her sign in sheets, places them in their backpack, and readies children to leave building;
- ✗ leave the center by the door furthest away from the danger;
- ✗ on the back of the office door is a RED pocket folder with yellow laminated signs, stating where the Center is going. A staff member must tape one of these to all 3 external doors, 2 in the hallway, and one by the preschool lockers (There are 2 extra of these in the Preschool backpack);
- ✗ in addition to each teacher's backpack, staff must also take along the crisis kit from the office;
- ✗ all staff who have cellular phones should get them and bring them;
- ✗ The Center will enter the Education Building from the doorway staff deem most safe. Children and staff will settle in the lounge, EB A120 immediately;
- ✗ staff members will begin to call parents from the emergency contact sheets located in the brown envelopes in the backpacks;
- ✗ other staff members will be stationed near the doors to spot parents;
- ✗ have parents pick up and sign out their child ONE AT A TIME, to maintain order, and keep track of children
- ✗ SCSU has an emergency procedures contract with the American Red Cross, who would come to campus eventually to provide support and conduct any necessary evacuation.

LOCK-DOWN

If there is danger outside of the building or danger in the building and the Center is not advised to evacuate, the following steps will be taken:

- ✖ All doors are locked;
- ✖ All shades are drawn;
- ✖ Staff and children gather in safe places, which include:
 - Preschool cubby area
 - by toddler sink
 - in staff room and store room
 - infants on infant floor
- ✖ No one is permitted to enter or exit during lock-down.

MISSING CHILDREN

- ✖ 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 and parents will be notified.

WEATHER PROCEDURES AND CLOSINGS

- ✖ The center closes only when the University closes or cancels class. If University only cancels night class the center will remain open. The staff members are to report to work unless the University cancels classes. If it is impossible for staff to get to work safely, that staff member needs to call the center to find an alternate for their position who can reach the center safely

BLIZZARD PROCEDURE

- ✖ The Lindgren Child Care Center will follow the same schedule of weather-related closing as does the University

UTILITY FAILURE

The Lindgren Child Care Center will close as does the University when there is a power or other utility failure.