

OFFICE OF INSPECTOR GENERAL - LICENSING DIVISION

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.

Provider information

| | | | | |
|---|--|---|------------------------|-------------------------|
| DATE CREATED 06/05/2024 | DATE OF FIRST REVISION 02/19/2025 | DATE OF SECOND REVISION | DATE OF THIRD REVISION | DATE OF FOURTH REVISION |
| PROVIDER NAME Lindgren Early Learning Center | | | | |
| STREET ADDRESS 720 4th Ave South, ECC 122 | | CITY Saint Cloud | STATE MN | ZIP CODE 56301 |
| PHONE NUMBER 320-308-3296 | EMERGENCY PHONE NUMBER 320-309-7492 | EMAIL ADDRESS carol.gibson-miller@stcloudstate.edu | | |

Shelter-in-place/lock-down procedures

If we need to stay in the building due to an emergency, the following procedures will be followed:

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|---|-------------------------------------|
| LOCATION 1 (IN-BUILDING) Lindgren Early Learning Center | LOCATION 2 (IN-BUILDING) ECC 122 |
| DESCRIBE PROCEDURES FOR SHELTER-IN-PLACE/LOCK-DOWN (WHO, WHAT, WHERE, WHEN): All doors are locked, and when possible all shades are drawn. Children and staff gather in safe places ; Preschool by cubby areas/back staff room, by toddler hand sink, in the staff room, infants on the infant floor. We will admit no one until we get the all clear from authorities. | |
| DESCRIBE SPECIAL CIRCUMSTANCES OR PROCEDURES NEEDED FOR ACCOMMODATING INFANTS AND TODDLERS: Toddlers have an enclosed sink area away from windows and doors. Infants have safe area on the floor in the infant room. | |
| DESCRIBE SPECIAL CIRCUMSTANCES OR PROCEDURES NEEDED FOR CHILDREN WITH DISABILITIES OR CHRONIC MEDICAL CONDITIONS: | |

Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN:

Immediately or as soon as possible. Lead teaching staff have cell phone with them at all times.

PARENTS/GUARDIANS WILL BE NOTIFIED WHEN:

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

Emergency kit for shelter-in-place/lock-down situations

DESCRIBE YOUR EMERGENCY KIT. SEE [KEEPING KIDS SAFE](#) FOR MORE INFORMATION ABOUT HOW TO USE YOUR EMERGENCY KIT DURING SHELTER-IN-PLACE AND LOCK-DOWN SITUATIONS.

Each classroom has a backpack containing emergency contacts, first aid kit, hand sanitizer, wipes, etc. This backpack travels with the children at all times and is easily accessible to be grabbed in an emergency situation.

Evacuation and relocation procedures

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

DESCRIBE EVACUATION ROUTES AND EXITS. SHOW HOW YOU AND THE CHILDREN WILL LEAVE FROM ANY ROOM IN THE BUILDING:

From the preschool, children can leave through a south or north door exit. South exit goes directly outside. From the toddler room children can leave from the east door and directly out onto the playground or out the south main door directly outside. Infants can leave (evacuation crib available) from the east door and directly out onto the playground or out the south main door.

DESCRIBE SPECIAL CIRCUMSTANCES OR PROCEDURES NEEDED FOR ACCOMMODATING INFANTS AND TODDLERS:

Evacuation crib available for infants. Staff ratio's (1 adult to 3 infants and 1 adult to 4 toddlers allows for children to be carried if quick evacuation is needed.

DESCRIBE SPECIAL CIRCUMSTANCES OR PROCEDURES NEEDED FOR CHILDREN WITH DISABILITIES OR CHRONIC MEDICAL CONDITIONS, INCLUDING PROCEDURES FOR STORING A CHILD'S MEDICALLY NECESSARY MEDICINE:

Adults working in the preschool are aware of children with special communication needs and will carry them when appropriate for the situation.

Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN:

Immediately or as soon as possible. Lead teaching staff have cell phone with them at all times.

PARENTS/GUARDIANS WILL BE NOTIFIED WHEN:

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

Emergency kit for evacuation and relocation situations

DESCRIBE YOUR EMERGENCY KIT. SEE [KEEPING KIDS SAFE](#) FOR MORE INFORMATION ABOUT HOW TO USE YOUR EMERGENCY KIT DURING EVACUATION AND RELOCATION SITUATIONS.

Each classroom has a backpack containing emergency contacts, first aid kit, hand sanitizer, wipes, etc. This backpack travels with the children at all times and is easily accessible to be grabbed in an emergency situation.

Relocation - location 1

BUILDING NAME

Halenbeck Hall (HH) Balcony Room 402

REASON(S) TO EVACUATE TO LOCATION 1

Emergency situation in the ECC building that requires evacuation

STREET ADDRESS

720 4th Ave South

CITY

St. Cloud

STATE

MN

ZIP CODE

56301

PHONE NUMBER

320-308-3297

EMERGENCY PHONE NUMBER

320-309-7492

TRANSPORTATION TO LOCATION 1

walking distance

OTHER DETAILS

Children are familiar with this location and will feel safer than another unknown space on campus.

Relocation - location 2

BUILDING NAME

ISELF Building Room 118 - lounge

REASON(S) TO EVACUATE TO LOCATION 2

Emergency situation in the ECC building that requires evacuation and it is not safe to go south. ISELF is north.

STREET ADDRESS

720 4th Ave South

CITY

St. Cloud

STATE

MN

ZIP CODE

56301

| | |
|---|---|
| PHONE NUMBER 320-308-3297 | EMERGENCY PHONE NUMBER 320-309-7492 |
| TRANSPORTATION TO LOCATION 2 walking distance | |
| OTHER DETAILS Lindgren will "practice" walking to this location so children have some experience with this space. | |

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:

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|---|
| <p>PARENTS/GUARDIANS WILL BE NOTIFIED WHEN:</p> <p>St. Cloud State University Public Safety will send STAR ALERT Emergency Notification to our parents.</p> |
| <p>DESCRIBE HOW YOU WILL KEEP PARENT/GUARDIAN INFORMATION UP TO DATE. HOW WILL YOU ACCESS THIS INFORMATION IN AN EMERGENCY?</p> <p>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.</p> |
| <p>DESCRIBE HOW CHILDREN WILL ONLY BE RELEASED TO PARENTS/GUARDIANS OR OTHER INDIVIDUALS LISTED ON THE CHILD'S FORM (WITH PROPER IDENTIFICATION). INCLUDE ANY RELEVANT DETAILS ABOUT RELEASE OR REUNIFICATION:</p> <p>Each Backpack will have a copy of each child's emergency contact information.</p> |

Continuing operations procedures

In the period during and after a crisis, the following procedures will be followed regarding continuing operations:

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| <p>THE FOLLOWING PEOPLE WILL NEED TO BE NOTIFIED AND BE A PART OF THE DECISION-MAKING PROCESS REGARDING CONTINUED OPERATIONS DURING A CRISIS:</p> <p>Carol Gibson-Miller - Center Director Kevin Hammond - Director, Risk and Emergency Management David Schnettler- Director, Public Safety Melissa Hanzsek-Brill - Authorized Agent and Dean of COELD Kayla Allar - Preschool Teacher, Dannika George - Toddler Teacher, Allie Frisbie- Infant Teacher</p> |
| <p>THE FOLLOWING PEOPLE WILL NEED TO BE NOTIFIED AND BE A PART OF THE DECISION MAKING-PROCESS REGARDING CONTINUED OPERATIONS AFTER A CRISIS:</p> <p>Carol Gibson-Miller - Center Director Kevin Hammond -Director, Risk and Emergency Management David Schnettler - Director, Public Safety Melissa Hanzsek-Brill - Authorized Agent and Dean of COELD Kayla Allar - Preschool Teacher, Dannika George - Toddler Teacher, Allie Frisbie- Infant Teacher</p> |

ANY ADDITIONAL CONSIDERATIONS FOR OPERATIONS:

Emergency contact information

For Emergencies - Dial 911

Law enforcement agencies

| | |
|--------------------------------------|---------------------------------|
| CITY (IF APPLICABLE) St. Cloud | CONTACT NAME Any |
| NON-EMERGENCY NUMBER 320-345-4444 | 24-HOUR EMERGENCY NUMBER 911 |
| CITY (IF APPLICABLE) | CONTACT NAME |
| NON-EMERGENCY NUMBER | 24-HOUR EMERGENCY NUMBER |

Utility emergency phone numbers

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|---------------------------------|--|
| ELECTRIC | COMPANY St. Cloud State University -Facility management |
| CONTACT PERSON Kelly Bartlow | 24-HOUR EMERGENCY NUMBER 320-308-3166 |
| GAS (IF APPLICABLE) | COMPANY St. Cloud State University -Facility management |
| CONTACT PERSON Kelly Bartlow | 24-HOUR EMERGENCY NUMBER 320-308-3166 |
| WATER | COMPANY St. Cloud State University -Facility management |
| CONTACT PERSON Kelly Bartlow | 24-HOUR EMERGENCY NUMBER 320-308-3166 |

General emergency resource numbers

| | |
|--|------------------------------|
| MINNESOTA POISON CONTROL | PHONE NUMBER 800-222-1222 |
| CRIME VICTIM SERVICES Anna Marie's | PHONE NUMBER 320-253-6900 |
| POST-CRISIS MENTAL HEALTH HOTLINE Central MN 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 |

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| NAME OF INSURANCE COMPANY State of Minnesota | |
| INSURANCE CONTACT PERSON MN Department of Administration | PHONE NUMBER 651-201-2555 |

Licensing or certification information

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|---|---------------------------------------|
| LICENSING OR CERTIFICATION NUMBER 800299 | |
| ARE YOU LICENSED BY THE STATE OR THE COUNTY? State | |
| LICENSOR NAME Tonia Hay | LICENSOR PHONE 651-431-6532 |

Child Care Assistance Program (CCAP) information (if applicable)

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

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 an after the emergency |
|--------------------------|--|
| Fire | 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 enter the parking Lot N. |
| Flood | |
| Gas/Chemical Leaks | see below |
| Hazardous Materials | |
| High or Low Temperatures | Lindgren will close in the event the university closes due to extreme temperatures. When temperatures are below 10 or above 95 the children will be kept indoors at play time. This is the "feels like" temp, not the actual temp. |
| Infectious Diseases | Follow health policies and report to MDH. |

| Hazards | Risk of harm, potential impact at your site, and plan for continuing operations during an after the emergency |
|---|--|
| Nuclear Power Plant There are two nuclear power plants in MN (in Welch and Monticello). Depending on location you may/may not have "potential risk of harm". | |
| Severe Winter Weather | The Lindgren Early Learning Center will follow the same schedule of weather-related closing as does the University. Center closes if SCSU classes are canceled. |
| Thunderstorm | |
| Tornado | Tornado evacuation routes are posted on all of the doorways, and have diagrams indicating which area of the center uses which exit. All children assemble in the ECC 116 classroom, crouching next to the walls and/or under the tables. |
| Violent Incidents | |
| Other | |

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
- Special instructions for children with disabilities or chronic medical conditions (if applicable)

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.

Yearly review of child care emergency plan

This section is provided for programs to document a yearly review of the child care emergency plan.

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|---|------------|
| NAME OF PERSON COMPLETING YEARLY REVIEW | DATE |
| Carol Gibson-Miller | 02/19/2025 |