

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 6/15/2022	DATE OF FIRST REVISION 3/27/2024	DATE OF SECOND REVISION 6/15/2025	DATE OF THIRD REVISION	DATE OF FOURTH REVISION
PROVIDER NAME Sacred Heart Catholic School PreK				
STREET ADDRESS 4050 Hubbard Ave. N.		CITY Robbinsdale	STATE MN	ZIP CODE 55422
PHONE NUMBER 763-537-1329	EMERGENCY PHONE NUMBER 952-546-0308	EMAIL ADDRESS kbursey@sacredheartschoolrobbinsdale.org		

Shelter-in-place/lock-down procedures

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

LOCATION 1 (IN-BUILDING) School Gym	LOCATION 2 (IN-BUILDING) School lunchroom
DESCRIBE PROCEDURES FOR SHELTER-IN-PLACE/LOCK-DOWN (WHO, WHAT, WHERE, WHEN): Teacher(s) will direct students to the safe location listed above. Teacher will bring 1st Aid Kit, Cinch Sak with emergency information and cell phone(s). Any necessary medications will also be taken.	
DESCRIBE SPECIAL CIRCUMSTANCES OR PROCEDURES NEEDED FOR ACCOMMODATING INFANTS AND TODDLERS: N/A	
DESCRIBE SPECIAL CIRCUMSTANCES OR PROCEDURES NEEDED FOR CHILDREN WITH DISABILITIES OR CHRONIC MEDICAL CONDITIONS: We have an elevator to accommodate children with certain disabilities and we would only use if it was safe. If needed, staff can carry a child on their back or two staff together. Other staff may need to help as well.	

Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN: Fire, lock down, severe weather, chemical spill, or an unsafe circumstances for children such as a severe injury, unruly parent, suspicious person, etc.
PARENTS/GUARDIANS WILL BE NOTIFIED WHEN: For all the above.

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

DESCRIBE YOUR EMERGENCY KIT. SEE <u>KEEPING KIDS SAFE</u> FOR MOR INFORMATION ABOUT HOW TO USE YOUR EMERGENCY KIT DURING SHELTER-IN-PLACE AND LOCK-DOWN SITUATIONS. Each classroom has a 1st aid kit and cinch sak which includes emergency information for each student. Each teacher has a personal cell phone to use. We have a flashlight, radio, blankets, snacks in each classroom. The lead teacher will call 911 for emergency medical aide if needed.

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:

There is an emergency plan hanging at each classroom doorway that specifies emergency doors to exit, evacuation site and lockdown procedures. Elevators will not be used during evacuation drills.

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

N/A

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

Staff would carry out any child that could not walk on their own. Additional office staff would assist. The leadership team (principal, pastor, business administrator, custodians), will stay in building to operate critical equipment and ensure that all have successfully evacuated the building. Once everything is clear, leadership team will evacuate.

Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN:

Any situation when we have to evacuate the building due to fire, chemical spill, intruder, child seriously injured and needing emergency assistance.

PARENTS/GUARDIANS WILL BE NOTIFIED WHEN:

All of the above.

Emergency kit for evacuation and relocation situations

DESCRIBE YOUR EMERGENCY KIT. SEE KEEPING KIDS SAFE FOR MOR INFORMATION ABOUT HOW TO USE YOUR EMERGENCY KIT DURING EVACUATION AND RELOCATION SITUATIONS.

We have a cinch sak with 1st Aid Supplies and emergency contact information for each child. Teachers have a cell phone. We have blankets if necessary and snacks.

Relocation - location 1

BUILDING NAME	REASON(S) TO EVACUATE TO LOCATION 1		
School Gym	Hazardous waste, unsafe condition in classroom		
STREET ADDRESS	CITY	STATE	ZIP CODE
4087 West Broadway Ave.	Robbinsdale	MN	55422
PHONE NUMBER	EMERGENCY PHONE NUMBER		
763-537-4561	763-531-1200		
TRANSPORTATION TO LOCATION 1			
Walk to gym			
OTHER DETAILS			
The gym is a safe location and has locker rooms to use for restroom.			

Relocation - location 2

BUILDING NAME	REASON(S) TO EVACUATE TO LOCATION 2		
Elim Luthern Church	Fire, hazardous waste, gas leak		
STREET ADDRESS	CITY	STATE	ZIP CODE
3978 West Broadway	Robbinsdale	MN	55422
PHONE NUMBER	EMERGENCY PHONE NUMBER		
763-537-8481	952-546-0308		
TRANSPORTATION TO LOCATION 2			

OTHER DETAILS

The Robbinsdale Police Dept. may also be used for an evacuation site.

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:

Any situation when we have to evacuate the classroom and move to a new location.

DESCRIBE HOW YOU WILL KEEP PARENT/GUARDIAN INFORMATION UP TO DATE. HOW WILL YOU ACCESS THIS INFORMATION IN AN EMERGENCY?

Our class cinch sak has 1st aid supplies and emergency information for each child. This cinch sak travels with class whenever they leave the classroom.

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:

Children will only be released to parents and those listed on the emergency contact names listed that the parents provided. A driver's license will be asked for the person to present if the teacher does not know the person.

Continuing operations procedures

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

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

Pastor-Fr. Bryan Pedersen, Business Administrator-Mary Daugherty, Administrative Asst.-Sarah Bowback, School Maintenance Staff, and Robbinsdale Police/Fire

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

Same people listed above along with DHS licensor

ANY ADDITIONAL CONSIDERATIONS FOR OPERATIONS:

Emergency contact information

For Emergencies - Dial 911

Law enforcement agencies

CITY (IF APPLICABLE) Robbinsdale	CONTACT NAME Captain John Elder
NON-EMERGENCY NUMBER 763-531-1220	24-HOUR EMERGENCY NUMBER 763-531-1220
CITY (IF APPLICABLE)	CONTACT NAME Casey Landherr
NON-EMERGENCY NUMBER	24-HOUR EMERGENCY NUMBER

Utility emergency phone numbers

ELECTRIC	COMPANY Xcel Energy
CONTACT PERSON	24-HOUR EMERGENCY NUMBER 800-895-1999
GAS (IF APPLICABLE)	COMPANY

CONTACT PERSON		24-HOUR EMERGENCY NUMBER 800-296-9815
WATER	COMPANY City of Robbinsdale	
CONTACT PERSON		24-HOUR EMERGENCY NUMBER 763-531-1211

General emergency resource numbers

MINNESOTA POISON CONTROL	PHONE NUMBER 800-222-1222
CRIME VICTIM SERVICES Community Mediation Services	PHONE NUMBER 763-561-0033
POST-CRISIS MENTAL HEALTH HOTLINE Mental Health Crisis Hotline	PHONE NUMBER 612-596-1223
FIRE DEPARTMENT Robbinsdale	PHONE NUMBER 763-537-4534
OTHER	PHONE NUMBER
NAME OF INSURANCE COMPANY Catholic Mutual	
INSURANCE CONTACT PERSON Paula Petke	PHONE NUMBER 651-290-1605

Licensing or certification information

LICENSING OR CERTIFICATION NUMBER 1033718	
ARE YOU LICENSED BY THE STATE OR THE COUNTY?	County License
LICENSOR NAME Samantha Baker	LICENSOR PHONE 612-476-4877

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

CCAP PROVIDER ID	
CCAP AGENCY/AGENCIES REGISTERED WITH	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 AND AFTER THE EMERGENCY
Fire	Children and staff will evacuate the building to a new location based on their emergency plan in classroom. Once outside, teachers take a head count to make sure all children are accounted for. If a child is missing, teachers contact the principal and the fire dept. Any child with special accommodations will be carried out by staff. Elevator will not be used to evacuate. If a child cannot use the steps, staff will carry the child out of the building.
Flood	Classrooms on the lower floor will be evacuated to the upper floor of the school. We will keep children on the upper floor until police/fire can assist and when parents are able to drive safely to the school for pick-up.
Gas/Chemical Leaks	Children and staff will evacuate the building and go to Elim Lutheran Church. Gas company and 911 will be called. We will wait at this site until it is safe to go back to school or parents will be notified for pick-up.
Hazardous Materials	Children and staff will evacuate the building and go to Elim Lutheran Church. Gas company and 911 will be called.
High or Low Temperatures	We follow Robbinsdale Schools for school closures. Both PreK classrooms have air conditioning. Students will not go outside for recess when extreme heat or cold. Staff will ensure students are dressed for the weather at pick-up.
Infectious Diseases	Staff will follow the infectious disease information provided by DHS. Sick students will be isolated from others until parent/guardian can pick-up.
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	School will be canceled for potential severe weather, following Robbinsdale Schools. Students will be kept indoors when extreme cold/weather.
Thunderstorm	Students/staff will evacuate to our school lunchroom for severe storms. Teachers will bring their cinch sak, flashlight, radio, cell phone, snacks. Students will be kept in the lunchroom until parents can safely pick up students.
Tornado	Students/staff will evacuate to our school lunchroom for severe storms. Teachers will bring their cinch sak, flashlight, radio, cell phone, snacks. Students will be kept in the lunchroom until parents can safely pick up students.
Violent Incidents	Students and staff will proceed with lock down procedures to keep the children safe. Teachers will call principal if they witness or see potential violent situations with either students or adults. Police will be notified.
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'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.

NAME OF PERSON COMPLETING YEARLY REVIEW	DATE
Karen Bursey	Jun 15, 2025