

## 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. This will be given to staff during beginning of year inservice week, and to all new employees as it is posted in the copy room. An abbreviated version will be in the family handbook.

### 1. Provider Information

DATE CREATED August 2008	DATE(S) REVISED September 2011, August 2017, July 2018, August 2019, July 2020, July 2021			
PROVIDER NAME Bluffview Montessori School				
ADDRESS 1321 Gilmore Ave		CITY Winona	STATE MN	ZIP CODE 55987
PHONE NUMBER 507-452-2807		EMERGENCY PHONE 507-858-5524		

### 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) Classroom – Erdkinder in east wing	LOCATION 2 (IN-BUILDING) Windowless offices – SpEd room (formerly nurse office)
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PROCEDURES FOR SHELTER-IN-PLACE / LOCKDOWN Describe your procedures (who, what, where, when)

When there is a lockdown situation such as an intruder or active shooter, the threat is determined by a staff member and “Lockdown” is announced over the PA. All doors are locked and all windows and blinds are closed. The children are instructed by their teacher to remain calm, duck and cover in an area of the classroom with limited visibility from windows. 911 is called by staff member, usually office staff, who then meet the police and direct them to the intruder. “All clear” is announced over the PA when the situation is controlled.

In the case of a tornado emergency, staff and students are notified over the PA. The building manager turns off the gas to the building at the meter shutoff valve. Students and staff are directed to the Erdkinder classroom in the east wing, which has no windows. Roll call is taken by each classroom teacher to determine if anyone is missing. All are then instructed to remain quiet and in a kneeling position until an “All Clear” is announced.

SHELTER-IN-PLACE / LOCKDOWN FOR CHILDREN WITH DISABILITIES OR CHRONIC MEDICAL CONDITIONS  
Include any special circumstances or procedures needed for children with disabilities or chronic medical conditions

Students with disabilities or medical conditions will follow the same procedures as the other students. If they are unable, the student will be assisted by a teacher, paraprofessional or other staff member, who will direct them to the nearest, most accessible safe space in the building and remain with them until the “All Clear” is given.

#### Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN

-Chemical or gas leak, an accident requiring immediate medical attention, kidnapping or abduction, stranger or intruder on campus, chemical or biological agent threats, shooting on campus, bomb threats, fire

PARENTS / GUARDIANS WILL BE NOTIFIED WHEN

-Chemical or gas leak, an accident requiring immediate medical attention, kidnapping or abduction, stranger or intruder on campus, chemical or biological agent threats, shooting on campus, bomb threats, fire, severe weather

#### Emergency Kit for Shelter-in-Place / Lockdown Situations

PLEASE DESCRIBE YOUR EMERGENCY KIT. Please see Keeping Kids Safe for more information about how to use your emergency kit during shelter-in-place and lockdown situations

Our emergency kits consist of but are not limited to: Clipboard with student class lists and contacts, date of birth, address, list of students with special needs (i.e. medical issues, prescription meds, dietary needs, allergies) and description of needs (marked confidential), list of school emergency procedures, whistle and hat for teacher identification, first aid kit with instructions, and small student activities (playing cards, checkers, etc.)



### 3. Evacuation and Relocation Procedures

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

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

All rooms have a floor plan with evacuation routes posted. If evacuation is necessary, staff and students will use their designated route, generally their classroom door, to meet outside on the track on the southeast side of the building. The students will line up by class and the teachers will take attendance. If the students and staff need to relocate to another site, they will remain in line and walk over to the Winona Mall with their teachers. The Winona Mall is located across the parking lot from Bluffview Montessori School on the southeast side. Once students have been relocated to the Winona Mall, attendance will once again be taken by teachers.

EVACUATING INFANTS AND TODDLERS Describe any special circumstances or procedures needed for evacuating infants and toddlers from the building  
Bluffview Montessori School does not have infants or toddlers in attendance.

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

Students with disabilities or medical conditions will follow the same procedures as the other students. If they are unable to evacuate themselves, the student will be assisted by a teacher, paraprofessional or other staff member, who will direct them to safety.

#### Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN

-Chemical or gas leak, an accident requiring immediate medical attention, kidnapping or abduction, stranger or intruder on campus, chemical or biological agent threats, shooting on campus, bomb threats, fire

PARENTS / GUARDIANS WILL BE NOTIFIED WHEN

-Chemical or gas leak, an accident requiring immediate medical attention, kidnapping or abduction, stranger or intruder on campus, chemical or biological agent threats, shooting on campus, bomb threats, fire, severe weather

#### 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

Our emergency kits consist of but are not limited to: Clipboard with student class lists, contacts, date of birth, address, list of students with special needs (i.e. medical issues, prescription meds, dietary needs, allergies) and description of needs (marked confidential), list of school emergency procedures, whistle and hat for teacher identification, first aid kit with instructions, and small student activities (playing cards, checkers, etc.)

#### Relocation - Location 1

BUILDING NAME Winona Mall Office	REASON(S) TO EVACUATE TO LOCATION 1 Chemical/gas leaks, damage to building following severe weather, bomb threats, fire, intruder/active shooter		
ADDRESS 1213 Gilmore Ave	CITY Winona	STATE MN	ZIP CODE 55987
PHONE NUMBER 507-454-7295	EMERGENCY PHONE 507-858-5524		
TRANSPORTATION TO LOCATION 1 Walk			

OTHER DETAILS designated as rally point with Local Police Department. Sugarloaf Ford is the Parent Rally point

#### Relocation - Location 2 (optional)

BUILDING NAME Taco Bell	REASON(S) TO EVACUATE TO LOCATION 2 Intruder/active shooter		
ADDRESS 1455 Gilmore Ave	CITY Winona	STATE MN	ZIP CODE 55987
PHONE NUMBER 452-1530	EMERGENCY PHONE		
TRANSPORTATION TO LOCATION 2 --Walk			

OTHER DETAILS designated as rally point with Local Police Department. Sugarloaf Ford is the Parent Rally point

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## 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.

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### PARENTS / GUARDIANS WILL BE NOTIFIED WHEN

The parent Rally Point is designated as Sugarloaf Ford. If an evacuation occurs, all parents will be directed there-local Police Department has that information as well. In an emergency situation the PD will have direct oversight on the reunification process.

First attempt at parent contact for reunion will be phone calls or email to all numbers provided to the school. If a parent or guardian is unable to be reached, we will then call the emergency contact numbers on file for each student, which are provided by the parent. Our Student management system URL and passwords are saved on a shared google Doc with the 4 admin staff. Being on Google allows remote access to all required student information from any location with a computer.

In the event we are unable to reach contacts, we will appeal to the police and fire departments to establish contact. In the event of a relocation situation, the help of the news media may be invoked.

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### PARENT/GUARDIAN CONTACT INFORMATION WILL BE MAINTAINED IN THIS LOCATION

Parent/guardian contact information is located in a binder in the front office of Bluffview Montessori as well as housed in the school's database. Each classroom also maintains its own student contact list, stored confidentially.

All data can be accessed through virtual logins as the school SIS is fully virtual. It can also be accessed from any computer with internet access.

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**Release** Children will only be released to parents/guardians or other individuals listed on the child's form (with proper identification)  
OTHER DETAILS ABOUT REALEASE OR REUNIFICATION

In order to release students to their parents or emergency contacts, they must be checked out by the individual, showing identification and allowing staff to determine and denote that the student has been safely reunited.

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## 5. Continuing Operations Procedures

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

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### 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

Head of School – Henry Schantzen, Assistant Head of School – Sherry Lohmeyer, Building Manager – Andrew Richardson, Board of Directors Executive Member (Ann-Marie Dunbar), and emergency services may all be notified.

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

Board of Directors and staff will convene (special session) to discuss event, policies and procedures in an open meeting forum. This will include an invitation to all Bluffview Montessori community stakeholders sent via email.

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ANY ADDITIONAL CONSIDERATIONS FOR OPERATIONS

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## 6. Emergency Contact Information

For Emergencies - Dial 911

### Law Enforcement Agencies

CITY (if applicable) Winona	CONTACT NAME Winona Police Department
NON-EMERGENCY NUMBER 507-457-6302	24-HOUR EMERGENCY NUMBER 911
CITY (if applicable)	CONTACT NAME
NON-EMERGENCY NUMBER	24-HOUR EMERGENCY NUMBER

### Utility Emergency Phone Numbers

ELECTRIC 800-481-4700	COMPANY Xcel Energy
CONTACT PERSON Customer Service	24-HOUR EMERGENCY NUMBER 800-895-1999
GAS 800-481-4700	COMPANY Xcel Energy
CONTACT PERSON Customer Service	24-HOUR EMERGENCY NUMBER 800-895-2999
WATER 507-457-8262	COMPANY City of Winona - provider
CONTACT PERSON Plumber's Mechanical Group – local plumber	24-HOUR EMERGENCY NUMBER 507-452-7587

### General Emergency Resource Numbers

MINNESOTA POISON CONTROL	PHONE NUMBER 800-222-1222
CRIME VICTIM SERVICES Winona County Attorney's Office – Victim Services	PHONE NUMBER 507-457-6586
POST-CRISIS MENTAL HEALTH HOTLINE Hiawatha Valley Mental Health Center	PHONE NUMBER 507-454-4341
FIRE DEPARTMENT Winona Fire Department	PHONE NUMBER 507-457-8266
OTHER Summit Companies (Fire, intrusion monitoring)	PHONE NUMBER 507-280-0622
NAME OF INSURANCE AGENCY WA Group	
INSURANCE CONTACT PERSON Derek Espy	PHONE NUMBER 507-452-3366

### Licensing or Certification Information

LICENSING OR CERTIFICATION NUMBER 1996	
LICENSED OR CERTIFIED BY STATE OR COUNTY	
LICENSOR NAME Winona County Department of Human Services	LICENSOR PHONE 507-457-6241

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

CCAP PROVIDER ID 1996	
CCAP AGENCIES REGISTERED WITH Winona County Department of Human Services	CCAP AGENCY PHONE NUMBER(S) 507-457-6241

## 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 THE EMERGENCY
Fire	<p>EVACUATION ROUTES AND EXITS Show how you and the children will leave from any room in the building</p> <p>All rooms have a floor plan with evacuation routes posted. If evacuation is necessary (fire alarm sounds), staff and students will use their designated route, generally their classroom door, to meet outside on the track on the southeast side of the building. The students will line up by class and the teachers will take attendance. If the students and staff need to relocate to another site, they will remain in line and walk over to the Winona Mall with their teachers with emergency kits in tow. The Winona Mall is located across the parking lot from Bluffview Montessori School on the southeast side. Once students have been relocated to the Winona Mall, attendance will once again be taken by teachers and the child reunification procedures will take place. The Head of School or Assistant Head of School will coordinate with emergency services as needed.</p>
Flood	<p>EVACUATION ROUTES AND EXITS Show how you and the children will leave from any room in the building</p> <p>All rooms have a floor plan with evacuation routes posted. If evacuation is necessary an announcement will be made over the speaker system by admin, staff and students will use their designated route, generally their classroom door, to meet outside on the track on the southeast side of the building. The students will line up by class and the teachers will take attendance. If the students and staff need to relocate to another site, they will remain in line and walk over to the Winona Mall with their teachers with emergency kits in tow. The Winona Mall is located across the parking lot from Bluffview Montessori School on the southeast side. Once students have been relocated to the Winona Mall, attendance will once again be taken by teachers and the child reunification procedures will take place. The Head of School or Assistant Head of School will coordinate with emergency services as needed.</p>
Gas/Chemical Leaks	<p>EVACUATION ROUTES AND EXITS Show how you and the children will leave from any room in the building</p> <p>All rooms have a floor plan with evacuation routes posted. If evacuation is necessary (fire alarm may be pulled and announcement made over the speaker system), staff and students will use their designated route, generally their classroom door, to meet outside on the track on the southeast side of the building. The students will line up by class and the teachers will take attendance. If the students and staff need to relocate to another site, they will remain in line and walk over to the Winona Mall with their teachers with emergency kits in tow. The Winona Mall is located across the parking lot from Bluffview Montessori School on the southeast side. Once students have been relocated to the Winona Mall, attendance will once again be taken by teachers and the child reunification procedures will take place. The Head of School or Assistant Head of School will coordinate with emergency services as needed.</p>
Hazardous Materials	<p>EVACUATION ROUTES AND EXITS Show how you and the children will leave from any room in the building</p> <p>All rooms have a floor plan with evacuation routes posted. If evacuation is necessary (fire alarm may be pulled and announcement made over the speaker system), staff and students will use their designated route, generally their classroom door, to meet outside on the track on the southeast side of the building. The students will line up by class and the teachers will take attendance. If the students and staff need to relocate to another site, they will remain in line and walk over to the Winona Mall with their teachers with emergency kits in tow. The Winona Mall is located across the parking lot from Bluffview Montessori School on the southeast side. Once students have been relocated to the Winona Mall, attendance will once again be taken by teachers and the child reunification procedures will take place. The Head of School or Assistant Head of School will coordinate with emergency services as needed.</p>
High or Low Temperatures	<p>Students do not go outside if the temps are below 0 degrees F, including the wind chill indicator. This includes waiting for the bus at pick up time. High temps may also require the students to remain indoors...we receive automated alerts from NOAA in La Crosse which helps to determine if conditions are so extreme that the students should remain indoors (site is air conditioned). If the students do go out in high temps, they will be monitored closely, and their outdoor time will be reduced with regular trips for water consumption.</p>
Infectious Diseases	<p>Students that are sick will be isolated from the other students and sent home as written in the Exclusion policy. Those diagnosed with an infectious disease will be reported to the commissioner in accordance with the Exclusion policy as well, and excluded from school until cleared by a physician.</p>
Nuclear Power Plant	<p>Please note, there are two nuclear power plants in Minnesota. Depending on your proximity to these plants, which are located in Welch and Monticello, you may/may not have a potential "risk of harm."</p>

Severe Winter Weather	The local school district provides our bussing, and therefore decides if school is to be delayed, closed or closed early. These decisions are posted on the school website, and texted and emailed out to the community. In the case of early dismissal from school, staff will remain until all students are accounted for and dismissed.
Thunderstorm	In the event of a severe thunderstorm, students will be moved away from the exterior walls that contain windows. Admin will monitor the weather closely through NOAA and maintain awareness of potential for flooding, tornado, or other potential issues resulting from the storm. In an extreme case, the students/staff may be moved to the tornado locations.
Tornado (Shelter in place)	Students in Children's House will relocate to the secondary SPED room (former nurses office), and the rest of the school will move to the Erdkinder room which was designed and built as a shelter for severe weather. All children will assume the correct position on the floor, kneeling with head between knees and hands covering the back of their necks until the all clear is given by admin who will be monitoring the weather (NOAA) from one of the listed secure locations.
Violent Incidents (lockdowns)	We conduct full and partial lock downs for intruder/violent incidents. A full lockdown (announced over speakers) includes the closing of doors, locking of all deadbolts and closing of all blinds/curtains with children moving to a designated place of least visibility. There is an emergency button in the office, under the desk for admin to press to call emergency services immediately. Lock down remains until admin issues all clear over the speaker system. In event of active shooter that would indicate an evacuation (run hide fight training from local police department), the evacuation rally points are Taco bell (west) and The Winona Mall Office (east), with a parent rally point at Sugarloaf Ford. The Winona Police Department have that on record, along with a campus floor plan.
Medical Emergency	<b>911 is to be called at any time if the staff deems it prudent.</b> Most of the Children's House staff and admin is CPR/First Aid/anaphylaxis trained by the Red Cross. It is made known that if an onsite emergency to reach out to admin and we will get the help needed right away. Students that need individualized health plans have them, and they are shared with appropriate staff. There are 2 epi-pen jr.'s in the nurse office for use by trained staff as needed. Blood borne pathogen training takes place for all staff annually. If the subject of the emergency is independently ambulatory then staff will escort to the nurse office, informing admin as soon as reasonably possible. If non-ambulatory, staff will remove observers from the site, and provide care until appropriate help arrives.
Fight/Disturbance	Office / Admin is notified, 911 or other authorities may be called as deemed necessary. The CPI team should be mobilized and ready to help also, and may be the first on the scene of a student fight or disturbance. If outside, and no staff or students are involved, soft lockdown will take place and authorities will be contacted while admin monitors the situation, intervening if deemed necessary.
Hostage	911 will be called, soft or full lockdown may be called as deemed necessary.
Bomb Threat	911 will be called. Admin will determine the best course of action-vacate to the student/staff offsite rally points or stay put. Decisions will be situational as info is obtained.
Checklist for Phone Threats	There is a checklist in the front cover pocket of the emergency procedures binder, which sits on the counter under the communication window to the foyer (right of the office assistant workspace).
Demonstration	If a demonstration should take place onsite, step one will be a soft lock down. Admin will be contacted to communicate with the demonstrators. A call to 911 may be deemed necessary if there is aggression, which may also trigger a full lock down as needed.
Suicide	Resources include but are not limited to: HVED (Hiawatha Valley Education District) , MACS (MN Association of Charter Schools), WAPS (Winona Public Schools), HVMH (Hiawatha Valley Mental Health) teams at our disposal along with the Trauma Informed team at WSU. Also the Crisis Response for Southern Minnesota: 1-844-274-7472
Media Procedures	All media inquiries, etc should be directed to the Head of School or the Bluffview School Board Chair.
Post-Crisis Procedures	Resources include but are not limited to: HVED (Hiawatha Valley Education District) , MACS (MN Association of Charter Schools), WAPS (Winona Public Schools), HVMH (Hiawatha Valley Mental Health) teams at our disposal along with the Trauma Informed team at WSU. Also the Crisis Response for Southern Minnesota: 1-844-274-7472
School emergency response team	We have a CPI – crisis prevention and intervention – team for student related behaviors and needs. They are easily called on walkies. The office may be called also.  If a larger response team is needed in the case of a large scale event, we have HVED, MACS, WAPS, HVMH teams at our disposal along with the Trauma Informed team at WSU. Also the Crisis Response for Southern Minnesota: 1-844-274-7472.

Other

## 8. 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
- (If applicable) Special instructions for children with disabilities or chronic medical conditions

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.