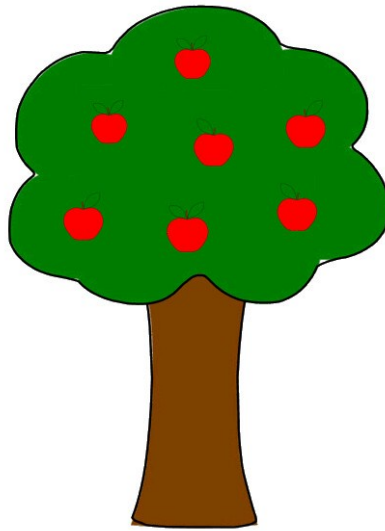


Child Care Emergency Plan

Updated: April 1, 2024



TLC Preschool & Growing Tree Learning Center

123 29th Street NE

Bemidji, MN. 56601

218-444-4442

Director: Ginny Kurtzweg/ 218-556-5848

Licenser: Vicky Douglas/ 651-431-2640

Shelter-in-Place/ Lockdown Procedures: In case of the need to stay put due to a tornado or notification from the authorities, the following procedures will be followed:

Location:	Hallway by bathrooms or Toddler room
Emergency Supplies:	<ul style="list-style-type: none">• First Aid Kit• Food, water, diapers, wipes, Kleenex• Flashlights, batteries• A cell phone will be brought to the basement.• Emergency contact forms are kept with the supplies
Notification:	Responders will be notified as soon as possible. Parents/ guardians will be notified once the immediate threat has passed.

Evacuation and Relocation Procedures: In case of the need to evacuate our site and relocate to another site, the following procedures will be followed:

Evacuation Routes/ Exits:	<ul style="list-style-type: none"> • If possible, children will be evacuated using the stairway on the North side of the building. • Windows and doors
Evacuating Toddlers:	<ul style="list-style-type: none"> • Toddlers will be evacuated up the stairs to the stroller parked next to the exit. • In case of the need to evacuate through the windows, children will be placed out windows first, placing them on the ground securely.
Evacuation Children with disabilities:	<ul style="list-style-type: none"> • In the circumstance we have a child with disabilities, we will take that child to the elevator to exit the basement. Once we reach the main level we will exit the nearest and or safest door.
Notification:	Once all children are safely evacuated 911 will be called and parents will be notified of the evacuation.
Emergency Kit for evacuation and Relocation:	Emergency kits will be taken, all parent/ guardians contact info is with emergency kit
Evacuation Sites:	<ol style="list-style-type: none"> 1. Bob Lowth Ford/ 218-751-3140 3010 Bemidji Ave N Bemidji, MN. 56601 2. Playground Area (Northeast of Church)/ 218-444-4441 123 29th St NE Bemidji, MN. 56601 3. Emergency Phone Number: 218-556-5848
Transportation to site:	Walk, stroller
Parent/Guardian and Child Reunification Process:	<p>Parents are provided :</p> <ul style="list-style-type: none"> • Information on each evacuation site. • Contact information for staff <p>Parent/ guardian contact numbers are:</p> <ul style="list-style-type: none"> • Kept in emergency kits <p>Children will only be released to contacts listed on the child's form with proper identification.</p>

Emergency Contact Information: Identify the contact information for emergencies and post in easily accessible locations.

Fire/ Rescue/ Police	911
Non Emergency Number	218-333-9111
Electric Company: Ottertail Power Company	800-257-4044
Gas Company: MN Energy	844-889-3400
Water : City Water	218-759-3564
Poison Control:	800-222-1222