

# Child Care Emergency Plan

Before completing this set of forms, please read the Keeping Kids Safe planning guide that includes instructions on how to complete these forms.

## Provider Information

DATE 4/16/2019			
PROVIDER NAME Anna's Bananas Daycare and Preschool-Apple Valley			
ADDRESS 7765 147th Street West	CITY Apple Valley	STATE MN	ZIP CODE 55124
PHONE NUMBER 952-431-7998	EMERGENCY PHONE 952-683-9404		

## 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 Bathroom/Staff Bathrooms	LOCATION 2 IN BUILDING Kitchen/Pantry, Art Storage Room
<p>PROCEDURES FOR SHELTER-IN-PLACE/LOCKDOWN <i>Describe your procedures (who, what, where, when).</i></p> <p>Given a shelter-in-place or lockdown, staff will gather all children and move to the classroom bathrooms, staff bathrooms, kitchen/pantry, art storage room where they will perform name-to-face to ensure all children are present and will do their best to occupy their attention until the threat no longer exists and/or the they receive further instructions from the Manager on duty or emergency responders. Emergency Weather: children will be instructed to follow tornado safety procedure</p>	
<p>Shelter-in-Place/Lockdown for Children with Disabilities or Chronic Medical Conditions: <i>Include any special circumstances or procedures needed for children with disabilities or chronic medical conditions.</i></p> <p>The staff persons will be required to take the classroom allergy book, emergency backpack and a cell phone if available, with them to the shelter-in-place/lockdown location to ensure that any child who may require emergency medication such as an epi pen or inhaler has it on hand. Staff will always bring Daily Connect Tablet and charger as it houses parent contact information as well.</p>	

## Notification

<p>EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN</p> <p>At the onset of the incident/suspicious activity that warrants the center to do a shelter-in-place or lockdown procedure. In inclement weather, will be notified in the event of a medical emergency, injury or life threatening situation.</p>
<p>PARENTS/GUARDIANS WILL BE NOTIFIED WHEN</p> <p>The immediate threat has passed.</p>

## Emergency Kit

<p><i>Describe the content of your emergency kit, who will be responsible for it, and where it will be stored.</i></p> <p>The center has an emergency kit which has:</p> <ul style="list-style-type: none"> <li>-A copy of the Emergency Preparedness Plan, battery operated radio, flashlight, extra batteries, daily connect tablet, and charger, cell phone-if applicable, books/toys, snacks/food, water and disposable cups.</li> </ul> <p>The Director/Manager on duty will be responsible for the Emergency kit at all times during shelter-in-place/lockdown situations. If he/she is unable to do so, the Lead Infant Teacher will be responsible for it.</p>
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## Evacuation and Relocation Procedures

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

### EVACUATION ROUTES/EXITS

*Show how you and the children will leave from any room in the building.*

Evacuation routes and exits are present in each classroom. Staff will direct children out primary exit route, if not available they will use secondary route and will go to meeting location (North East corner of the Eye Clinic parking lot/ grass area at the end of our fence) where they will be instructed if we will be going to relocation space 1 or 2 given the circumstances warranting the evacuation.

### EVACUATING INFANTS/TODDLERS

*Describe any special circumstances or procedures needed for evacuating infants and toddlers from the building.*

Place infants in cribs, 4 children per crib and evacuate out designated routes. When possible, tater/toddler classrooms will have the classroom aide get any available cribs to utilize for evacuation. Once exited will proceed to the meeting location at the end of the North East corner of the Eye Clinic parking lot/grass area at the tend of our fence.

### 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.*

Teachers will be required to grab classroom allergy book, emergency medication backpack and a cell phone if available with them when evacuating the building along with the classroom attendance clipboard, gate key (if applicable), emergency preparedness plan and a cell phone (if available). They will also bring Daily Connect Tablet and charger as it houses parent contact information.

## Notification

### EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN

As soon as it is safely possible to do so during or after the evacuation 911 will be called

### PARENTS/GUARDIANS WILL BE NOTIFIED WHEN

Once the immediate threat has passed

## Emergency Kit

*Describe the content of your emergency kit, who will be responsible for it, and where it will be stored.*

First Aid Kit, facial tissues, flashlight, battery operated radio, wipes, hand sanitizer, emergency preparedness plan, master allergy book, diapers/wipes, books, water, disposable cups, extra batteries. Director is responsible for this kit and if unable to do so, the infant teacher is responsible for it.

## Relocation - Location 1

BUILDING NAME	REASON(S) TO EVACUATE TO LOCATION 1		
Apple Valley Eye Care	Fire, natural gas smell, bomb threat		
ADDRESS	CITY	STATE	ZIP CODE
7769 147th Street West	Apple Valley	MN	55124
PHONE NUMBER	EMERGENCY PHONE		
952-432-0680	952-683-9404		
TRANSPORTATION TO LOCATION 1			
Walk immediately west from the building directly to the Apple Valley Eye Care front door.			
OTHER DETAILS			
Confirmed with Jill Erickson on 4/10/18 as primary evacuation site			

## Relocation - Location 2

BUILDING NAME	REASON(S) TO EVACUATE TO LOCATION 2		
Coldwell Banker Burnet	Fire, natural gas smell, bomb threat		
ADDRESS	CITY	STATE	ZIP CODE
7741 147th Street West	Apple Valley	MN	55124

# Child Care Emergency Plan

Before completing this set of forms, please read the [Keeping Kids Safe planning guide](#) that includes instructions on how to complete these forms.

## Provider Information

DATE 4/16/2019			
PROVIDER NAME Anna's Bananas Daycare and Preschool-Apple Valley			
ADDRESS 7765 147th Street West	CITY Apple Valley	STATE MN	ZIP CODE 55124
PHONE NUMBER 952-431-7998	EMERGENCY PHONE 952-683-9404		

## 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 Bathroom/Staff Bathrooms	LOCATION 2 IN BUILDING Kitchen/Pantry, Art Storage Room
<b>PROCEDURES FOR SHELTER-IN-PLACE/LOCKDOWN</b> <i>Describe your procedures (who, what, where, when).</i> <p>Given a shelter-in-place or lockdown, staff will gather all children and move to the classroom bathrooms, staff bathrooms, kitchen/pantry, art storage room where they will perform name-to-face to ensure all children are present and will do their best to occupy their attention until the threat no longer exists and/or the they receive further instructions from the Manager on duty or emergency responders. Emergency Weather: children will be instructed to follow tornado safety procedure</p>	
<b>Shelter-in-Place/Lockdown for Children with Disabilities or Chronic Medical Conditions:</b> <i>Include any special circumstances or procedures needed for children with disabilities or chronic medical conditions.</i> <p>The staff persons will be required to take the classroom allergy book, emergency backpack and a cell phone if available, with them to the shelter-in-place/lockdown location to ensure that any child who may require emergency medication such as an epi pen or inhaler has it on hand. Staff will always bring Daily Connect Tablet and charger as it houses parent contact information as well.</p>	

## Notification

<b>EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN</b> <p>At the onset of the incident/suspicious activity that warrants the center to do a shelter-in-place or lockdown procedure. In inclement weather, will be notified in the event of a medical emergency, injury or life threatening situation.</p>
<b>PARENTS/GUARDIANS WILL BE NOTIFIED WHEN</b> <p>The immediate threat has passed.</p>

## Emergency Kit

<b>Describe the content of your emergency kit, who will be responsible for it, and where it will be stored.</b> <p>The center has an emergency kit which has:          -A copy of the Emergency Preparedness Plan, battery operated radio, flashlight, extra batteries, daily connect tablet, and charger, cell phone-if applicable, books/toys, snacks/food, water and disposable cups.          The Director/Manager on duty will be responsible for the Emergency kit at all times during shelter-in-place/lockdown situations. If he/she is unable to do so, the Lead Infant Teacher will be responsible for it.</p>
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PHONE NUMBER 952-432-7200	EMERGENCY PHONE 952-683-9404
TRANSPORTATION TO LOCATION 2 Walk immediately East from the building directly to the Coldwell Banker Burnet front door.	
OTHER DETAILS Confirmed with Jacquelyn Johnson 4/9/18 as secondary evacuation site	

### Relocation - Location 3

BUILDING NAME	REASON(S) TO EVACUATE TO LOCATION 3		
ADDRESS	CITY	STATE	ZIP CODE
PHONE NUMBER	EMERGENCY PHONE		
TRANSPORTATION TO LOCATION 3			
OTHER DETAILS			

## Parent/Guardian and Child Reunification Procedures

If we need to evacuate, shelter-in-place, or when parents/guardians/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.

### Notification

<p>PARENTS/GUARDIANS WILL BE NOTIFIED WHEN</p> <p>The threat no longer exists. A manager from another Anna's Bananas Daycare and Preschool Location will send a text message via Daily Connect to parents preferred SMS#. An email will also be sent for those who do not have an SMS enabled device. An initial notice, then plan will be provided if necessary given situation for reunification. Individual phone calls will then be placed by other company managers as a final 3rd step to follow up with all families effected.</p>
<p>PARENT/GUARDIAN CONTACT INFORMATION WILL BE MAINTAINED IN THIS LOCATION</p> <p>Primary parental contact information is stored in Daily Connect and our tablets are portable as well as the information is accessible from any Internet enabled device. Parental contact information including emergency pick ups is stored in the child's digital file accessible on Procure from any Anna's Bananas Daycare and Preschool location in which Managers from other locations will assist during emergency in contacting parents.</p>

### Release

*Children will only be released to parents/guardians or other individuals listed on the child's form (with proper identification)*

<p>OTHER DETAILS ABOUT REUNIFICATION</p> <p>Unless otherwise communicated by parents to a manager in writing (handwritten and/or e-mail) with the individual picking ups first and last name. The individual will need to provide proper identification that matches what was provided to us by the parent in writing. The individual must have a safety car seat that is age appropriate for the child they are picking up before they will be released as well.</p>
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## Continuing Operations Procedures

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

### 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

Anna Achtenberg-Owner/CEO  
Tara Waller-Chief of Operations  
Whitny Gaylord-Employee Relations Specialist

The following people will need to be notified and be a part of the decision making-process regarding continued operations AFTER a crisis

Debe Marofsky-Affiliated Insurance Company: If applicable based on situation  
Tamara King-Minnesota Department of Human Services: If applicable based on situation

Any additional considerations for operations

Anna's Bananas Daycare and Preschool's controlling individuals will make a decision about the continuation of operation of the facility based on the circumstances and/or incident in which has constituted a shelter-in-place, lockdown and/or evacuation.

PHONE NUMBER 952-432-7200	EMERGENCY PHONE 952-683-9404
TRANSPORTATION TO LOCATION 2 Walk immediately East from the building directly to the Coldwell Banker Burnet front door.	
OTHER DETAILS Confirmed with Jacquelyn Johnson 4/9/18 as secondary evacuation site	

### Relocation - Location 3

BUILDING NAME	REASON(S) TO EVACUATE TO LOCATION 3		
ADDRESS	CITY	STATE	ZIP CODE
PHONE NUMBER	EMERGENCY PHONE		
TRANSPORTATION TO LOCATION 3			
OTHER DETAILS			

## Parent/Guardian and Child Reunification Procedures

If we need to evacuate, shelter-in-place, or when parents/guardians/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.

### Notification

PARENTS/GUARDIANS WILL BE NOTIFIED WHEN The threat no longer exists. A manager from another Anna's Bananas Daycare and Preschool Location will send a text message via Daily Connect to parents preferred SMS#. An email will also be sent for those who do not have an SMS enabled device. An initial notice, then plan will be provided if necessary given situation for reunification. Individual phone calls will then be placed by other company managers as a final 3rd step to follow up with all families effected.
PARENT/GUARDIAN CONTACT INFORMATION WILL BE MAINTAINED IN THIS LOCATION Primary parental contact information is stored in Daily Connect and our tablets are portable as well as the information is accessible from any Internet enabled device. Parental contact information including emergency pick ups is stored in the child's digital file accessible on Procure from any Anna's Bananas Daycare and Preschool location in which Managers from other locations will assist during emergency in contacting parents.

### Release

*Children will only be released to parents/guardians or other individuals listed on the child's form (with proper identification)*

OTHER DETAILS ABOUT REUNIFICATION Unless otherwise communicated by parents to a manager in writing (handwritten and/or e-mail) with the individual picking ups first and last name. The individual will need to provide proper identification that matches what was provided to us by the parent in writing. The individual must have a safety car seat that is age appropriate for the child they are picking up before they will be released as well.
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## Continuing Operations Procedures

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

### Notification and Decision Making



# Provider Emergency Contact Information

PROVIDER NAME Anna's Bananas Daycare and Preschool		PROVIDER PHONE NUMBER 952-683-9404	
PROVIDER ADDRESS 10621 165th St W	CITY Lakeville	STATE MN	ZIP CODE 55044

For Emergencies - Dial 911

## Public Safety Agencies

CITY (if applicable) Apple Valley	CONTACT NAME Apple Valley Police Department, Firs Available Representative		
NON-EMERGENCY NUMBER 952-953-9700		24- HOUR EMERGENCY NUMBER	
COUNTY Dakota County	CONTACT NAME Dakota County Sheriff Department, First available representative		
NON-EMERGENCY NUMBER 651-438-4700		24- HOUR EMERGENCY NUMBER	

## Utility Emergency Phone Numbers

ELECTRIC 651-463-6212	COMPANY Dakota Electric Association		
CONTACT PERSON First available representative			24- HOUR EMERGENCY NUMBER 651-462-6201
GAS 612-372-4727	COMPANY Centerpoint Energy		
CONTACT PERSON First available representative			24- HOUR EMERGENCY NUMBER 800-296-9815
WATER 952-953-2400	COMPANY City of Apple Valley		
CONTACT PERSON First available representative			24- HOUR EMERGENCY NUMBER



## General Emergency Resource Numbers

POISON CONTROL Minnesota Poison Control	PHONE NUMBER 800-222-1222
CRIME VICTIM SERVICES Eagan Lewis House	PHONE NUMBER 651-452-7288
POST-CRISIS MENTAL HEALTH HOTLINE National Suicide Prevention Lifeline	PHONE NUMBER 800-273-8255
FIRE DEPARTMENT Apple Valley Fire Department	PHONE NUMBER 651-344-7231
OTHER	PHONE NUMBER
NAME OF INSURANCE AGENCY Affiliated Insurance	
INSURANCE CONTACT PERSON Debe Marofsky	PHONE NUMBER 763-551-1300

## Licensing Information (If applicable)

LICENSE/CERTIFICATION NUMBER 1053790	
Licensed by: <input checked="" type="checkbox"/> STATE <input type="checkbox"/> COUNTY	
LICENSOR NAME Tamara King	LICENSOR PHONE 651-431-6594

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

CCAP PROVIDER ID 19912	
CCAP AGENCIES REGISTERED WITH Dakota 651-554-5611, Hennepin 612-348-5937, Scott 952-496-8686, Rice 507-332-6115, Goodue	CCAP AGENCY PHONE NUMBER(S) 651-385-2048

# Provider Emergency Contact Information

PROVIDER NAME Anna's Bananas Daycare and Preschool		PROVIDER PHONE NUMBER 952-683-9404	
PROVIDER ADDRESS 10621 165th St W	CITY Lakeville	STATE MN	ZIP CODE 55044

For Emergencies - Dial 911

## Public Safety Agencies

CITY (If applicable) Apple Valley	CONTACT NAME Apple Valley Police Department, Firs Available Representative		
NON-EMERGENCY NUMBER 952-953-9700		24- HOUR EMERGENCY NUMBER	
COUNTY Dakota County	CONTACT NAME Dakota County Sheriff Department, First available representative		
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## Utility Emergency Phone Numbers

ELECTRIC 651-463-6212	COMPANY Dakota Electric Association		
CONTACT PERSON First available representative			24- HOUR EMERGENCY NUMBER 651-462-6201
GAS 612-372-4727	COMPANY Centerpoint Energy		
CONTACT PERSON First available representative			24- HOUR EMERGENCY NUMBER 800-296-9815
WATER 952-953-2400	COMPANY City of Apple Valley		
CONTACT PERSON First available representative			24- HOUR EMERGENCY NUMBER

# Child Care Emergency Plan

Before completing this set of forms, please read the Keeping Kids Safe planning guide that includes instructions on how to complete these forms.

## Provider Information

DATE 4/16/2019			
PROVIDER NAME Anna's Bananas Daycare and Preschool			
ADDRESS 12004 County Road 11	CITY Burnsville	STATE MN	ZIP CODE 55337
PHONE NUMBER 952-882-6357	EMERGENCY PHONE 952-683-9404		

## 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 Crib Rooms	LOCATION 2 IN BUILDING Baby Bananas changing alcove
<b>PROCEDURES FOR SHELTER-IN-PLACE/LOCKDOWN</b> <i>Describe your procedures (who, what, where, when).</i> <p>Given a shelter-in-place or lockdown, staff will gather all children and move to the crib rooms/changing alcove and they will perform name-to-face to ensure all children are present and will do their best to occupy the children's attention until the threat no longer exists and/or they receive further instructions from the Manager on duty or emergency responders. Emergency Weather: children will be instructed to follow tornado safety procedures.</p>	
<b>Shelter-in-Place/Lockdown for Children with Disabilities or Chronic Medical Conditions:</b> <i>Include any special circumstances or procedures needed for children with disabilities or chronic medical conditions.</i> <p>The staff persons will be required to take the classroom allergy book, emergency backpack and a cell phone if available with them to the shelter-in-place/lockdown location to ensure that any child who may require emergency medication such as an epi pen or inhaler has it on hand. Staff will bring the Daily Connect Tablet and charger as it houses parent contact information as well.</p>	

## Notification

<b>EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN</b> <p>At the onset of the incident/suspicious activity that warrants the center to do a shelter-in-place or lockdown procedure, emergency responders will be notified.  In inclement weather, emergency responders will be notified in the event of a medical emergency, injury or life threatening situation.</p>
<b>PARENTS/GUARDIANS WILL BE NOTIFIED WHEN</b> <p>The immediate threat has passed</p>

## Emergency Kit



*Describe the content of your emergency kit, who will be responsible for it, and where it will be stored.*

The center has an Emergency kit which contains:

- Copy of the Emergency Preparedness Plan, battery operated radio, flashlight, extra batteries, cell phone-if available, books/toys, water and disposable cups, First Aid Kit, facial tissues. Additionally, the director will grab snacks/food from the kitchen and a daily connect tablet and charger.

The Director/Manager on duty will be responsible for the Emergency kit at all times during a shelter-in-place/lockdown situation. If he/she is unable to do so, the Lead Infant Teacher will be responsible for it.

## Evacuation and Relocation Procedures

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

### EVACUATION ROUTES/EXITS

*Show how you and the children will leave from any room in the building.*

Evacuation routes and exits are present in each classroom. Staff will direct children out primary exit routes, if not available, they will use secondary route and will go to the Meeting location (on the grass boulevard behind the small playground near the tree lining) where they will be instructed if we will be going to relocation space 1 or 2 given the circumstances warranting the evacuation.

### EVACUATING INFANTS/TODDLERS

*Describe any special circumstances or procedures needed for evacuating infants and toddlers from the building.*

Place infants in cribs, 4 children per crib and evacuate out designated routes. Once excited, proceed to the meeting location (on the grass boulevard behind the small playground of the main Anna's Bananas Daycare and Preschool location near the tree lining) where they will be instructed if we will be going to relocation space 1 or 2 given the circumstances warranting the evacuation.

### 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.*

Teachers will be required to grab classroom attendance clipboard, allergy book, emergency medication backpack, daily connect tablet and charger (contains parent contact information), gate key (if applicable), Emergency Preparedness Plan and a cell phone if available when evacuating the building.

## Notification

### EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN

As soon as it is safely possible to do so during or after the evacuation 911 will be called.

### PARENTS/GUARDIANS WILL BE NOTIFIED WHEN

Once the immediate threat has passed.

## Emergency Kit

*Describe the content of your emergency kit, who will be responsible for it, and where it will be stored.*

First Aid Kit, Facial tissues, flashlight, battery operated radio, wipes, hand sanitizer, emergency preparedness plan, master allergy book (Director will grab), diapers/wipes, books, water, disposable cups, extra batteries. Director is responsible for grabbing it, and it is stored in the unlocked side office located near the front doors of the facility.

## Relocation - Location 1

BUILDING NAME		REASON(S) TO EVACUATE TO LOCATION 1	
Anna's Bananas Daycare and Preschool		Fire, Natural Gas Smell, Flooding, Bomb Threat	
ADDRESS	CITY	STATE	ZIP CODE
12018 County Road 11	Burnsville	MN	55337
PHONE NUMBER	EMERGENCY PHONE		
952-707-1814	952-683-9404		
TRANSPORTATION TO LOCATION 1			
Walk immediately west from the building directly to the Anna's Bananas Daycare and Preschool-Main Building front do			

# Child Care Emergency Plan

Before completing this set of forms, please read the Keeping Kids Safe planning guide that includes instructions on how to complete these forms.

## Provider Information

DATE 4/16/2019			
PROVIDER NAME Anna's Bananas Daycare and Preschool			
ADDRESS 12004 County Road 11		CITY Burnsville	STATE MN
PHONE NUMBER 952-882-6357		EMERGENCY PHONE 952-683-9404	

## 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 Crib Rooms	LOCATION 2 IN BUILDING Baby Bananas changing alcove
<b>PROCEDURES FOR SHELTER-IN-PLACE/LOCKDOWN</b> <i>Describe your procedures (who, what, where, when).</i> <p>Given a shelter-in-place or lockdown, staff will gather all children and move to the crib rooms/changing alcove and they will perform name-to-face to ensure all children are present and will do their best to occupy the children's attention until the threat no longer exists and/or they receive further instructions from the Manager on duty or emergency responders. Emergency Weather: children will be instructed to follow tornado safety procedures.</p>	
<b>Shelter-in-Place/Lockdown for Children with Disabilities or Chronic Medical Conditions:</b> <i>Include any special circumstances or procedures needed for children with disabilities or chronic medical conditions.</i> <p>The staff persons will be required to take the classroom allergy book, emergency backpack and a cell phone if available with them to the shelter-in-place/lockdown location to ensure that any child who may require emergency medication such as an epi pen or inhaler has it on hand. Staff will bring the Daily Connect Tablet and charger as it houses parent contact information as well.</p>	

## Notification

<b>EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN</b> <p>At the onset of the incident/suspicious activity that warrants the center to do a shelter-in-place or lockdown procedure, emergency responders will be notified.</p> <p>In inclement weather, emergency responders will be notified in the event of a medical emergency, injury or life threatening situation.</p>
<b>PARENTS/GUARDIANS WILL BE NOTIFIED WHEN</b> <p>The immediate threat has passed</p>

## Emergency Kit



## OTHER DETAILS

Confirmed with Anna Achtenberg 4/10/2018

**Relocation - Location 2**

BUILDING NAME Caldera	REASON(S) TO EVACUATE TO LOCATION 2 Fire, Natural Gas Smell, Flooding, Bomb Threat		
ADDRESS 1850 E. 121st St. Suite 107	CITY Burnsville	STATE MN	ZIP CODE 55337
PHONE NUMBER 612-216-5212	EMERGENCY PHONE 952-683-9404		
TRANSPORTATION TO LOCATION 2 Walk southeast f/ the Anna's building to the sidewalk on Cty Rd 11, proceed South .12 Miles to Caldera on Right			
OTHER DETAILS Confirmed with Tasha Fryer, Office Manager 4/10/2018			

**Relocation - Location 3**

BUILDING NAME	REASON(S) TO EVACUATE TO LOCATION 3		
ADDRESS	CITY	STATE	ZIP CODE
PHONE NUMBER	EMERGENCY PHONE		
TRANSPORTATION TO LOCATION 3			
OTHER DETAILS			

**Parent/Guardian and Child Reunification Procedures**

If we need to evacuate, shelter-in-place, or when parents/guardians/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.

**Notification**

## PARENTS/GUARDIANS WILL BE NOTIFIED WHEN

The threat no longer exists. A manager from another Anna's Bananas Daycare and Preschool location will send a text message via Daily Connect to the parents preferred SMS#. An email will also be sent for those who do not have an SMS enabled device.

An initial notice, then plan will be provided if necessary given the situation for reunification. Individual phone calls will then be placed by other company managers as the third and final step to follow up with all families affected.

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

Primary parental contact information is stored in Daily Connect and our tablets are portable as well as information is accessible from any internet enabled device. Parental contact information including emergency pick ups is stored in the child's digital file accessible on Procare from any Anna's Bananas Daycare and Preschool location in which Managers from those locations will be assisting during the emergency in contacting parents.

**Release**

*Children will only be released to parents/guardians or other individuals listed on the child's form (with proper identification)*



#### OTHER DETAILS ABOUT REUNIFICATION

Unless otherwise communicated by parents to a manager in writing (handwritten and/or e-mail) with the individual picking ups first and last name, children will not be released to any individual other than the known parent. The individual will need to provide proper identification that matches what was provided to us by the parent in writing. The individual must have a safety car seat that is age appropriate for the child they are picking up before the child will be released.

## Continuing Operations Procedures

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

### 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

Anna Achtenberg-Owner/CEO  
Tara Waller-Chief of Operations  
Whitny Gaylord-Employee Relations Specialist

The following people will need to be notified and be a part of the decision making-process regarding continued operations AFTER a crisis

Debe Marofsky-Affiliated Insurance Company: If applicable based on the situation  
Tamara King-Minnesota Department of Human Services: If applicable based on the situation

Any additional considerations for operations

Controlling individuals will make decisions re: the continuation of operations based on the circumstances and/or incident which prompted a shelter-in-place, lockdown and/or evacuation.

**OTHER DETAILS**

Confirmed with Anna Achtenberg 4/10/2018

**Relocation - Location 2**

BUILDING NAME Caldera	REASON(S) TO EVACUATE TO LOCATION 2 Fire, Natural Gas Smell, Flooding, Bomb Threat		
ADDRESS 1850 E. 121st St. Suite 107	CITY Burnsville	STATE MN	ZIP CODE 55337
PHONE NUMBER 612-216-5212	EMERGENCY PHONE 952-683-9404		
TRANSPORTATION TO LOCATION 2 Walk southeast f/ the Anna's building to the sidewalk on Cty Rd 11, proceed South .12 Miles to Caldera on Right			
OTHER DETAILS Confirmed with Tasha Fryer, Office Manager 4/10/2018			

**Relocation - Location 3**

BUILDING NAME	REASON(S) TO EVACUATE TO LOCATION 3		
ADDRESS	CITY	STATE	ZIP CODE
PHONE NUMBER	EMERGENCY PHONE		
TRANSPORTATION TO LOCATION 3			
OTHER DETAILS			

**Parent/Guardian and Child Reunification Procedures**

If we need to evacuate, shelter-in-place, or when parents/guardians/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.

**Notification****PARENTS/GUARDIANS WILL BE NOTIFIED WHEN**

The threat no longer exists. A manager from another Anna's Bananas Daycare and Preschool location will send a text message via Daily Connect to the parents preferred SMS#. An email will also be sent for those who do not have an SMS enabled device.

An initial notice, then plan will be provided if necessary given the situation for reunification. Individual phone calls will then be placed by other company managers as the third and final step to follow up with all families affected.

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

Primary parental contact information is stored in Daily Connect and our tablets are portable as well as information is accessible from any internet enabled device. Parental contact information including emergency pick ups is stored in the child's digital file accessible on Procare from any Anna's Bananas Daycare and Preschool location in which Managers from those locations will be assisting during the emergency in contacting parents.

**Release**

*Children will only be released to parents/guardians or other individuals listed on the child's form (with proper identification)*

# Provider Emergency Contact Information

PROVIDER NAME Anna's Bananas Daycare and Preschool		PROVIDER PHONE NUMBER 952-882-6357	
PROVIDER ADDRESS 12004 County Road 11	CITY Burnsville	STATE MN	ZIP CODE 55337

For Emergencies - Dial 911

## Public Safety Agencies

CITY (if applicable) Burnsville	CONTACT NAME Burnsville Police Department, First Available Representative		
NON-EMERGENCY NUMBER 952-895-4600		24- HOUR EMERGENCY NUMBER	
COUNTY Dakota County	CONTACT NAME Dakota County Sheriff's Department, First Available Representative		
NON-EMERGENCY NUMBER 651-438-4700		24- HOUR EMERGENCY NUMBER	

## Utility Emergency Phone Numbers

ELECTRIC 651-463-6212	COMPANY Dakota Electric Association		
CONTACT PERSON First Available Representative			24- HOUR EMERGENCY NUMBER
GAS 612-372-4727	COMPANY Centerpoint Energy		
CONTACT PERSON First Available Representative			24- HOUR EMERGENCY NUMBER 800-296-3815
WATER 952-895-4552	COMPANY City of Burnsville		
CONTACT PERSON First Available Representative			24- HOUR EMERGENCY NUMBER



## General Emergency Resource Numbers

POISON CONTROL Minnesota Poison Control	PHONE NUMBER 800-222-1222
CRIME VICTIM SERVICES Eagan Lewis House	PHONE NUMBER 651-452-7288
POST-CRISIS MENTAL HEALTH HOTLINE National Suicide Prevention Lifeline	PHONE NUMBER 800-273-8255
FIRE DEPARTMENT Burnsville Fire Department	PHONE NUMBER 952-895-4570
OTHER	PHONE NUMBER
NAME OF INSURANCE AGENCY Affiliated Insurance	
INSURANCE CONTACT PERSON Deb Marofsky	PHONE NUMBER 763-551-1300

## Licensing Information (If applicable)

LICENSE/CERTIFICATION NUMBER 1075534	
Licensed by: <input checked="" type="checkbox"/> STATE <input type="checkbox"/> COUNTY	
LICENSOR NAME Tamara King	LICENSOR PHONE 651-431-6594

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

CCAP PROVIDER ID 38970	
CCAP AGENCIES REGISTERED WITH Dakota 651-554-5611, Hennepin 612-348-5937, Scott 952-496-8686, Rice 507-332-6115, Goodhe	CCAP AGENCY PHONE NUMBER(S) 651-385-2048

# Provider Emergency Contact Information

PROVIDER NAME Anna's Bananas Daycare and Preschool		PROVIDER PHONE NUMBER 952-882-6357	
PROVIDER ADDRESS 12004 County Road 11	CITY Burnsville	STATE MN	ZIP CODE 55337

For Emergencies - Dial 911

## Public Safety Agencies

CITY (if applicable) Burnsville	CONTACT NAME Burnsville Police Department, First Available Representative		
NON-EMERGENCY NUMBER 952-895-4600		24- HOUR EMERGENCY NUMBER	
COUNTY Dakota County	CONTACT NAME Dakota County Sheriff's Department, First Available Representative		
NON-EMERGENCY NUMBER 651-438-4700		24- HOUR EMERGENCY NUMBER	

## Utility Emergency Phone Numbers

ELECTRIC 651-463-6212	COMPANY Dakota Electric Association		
CONTACT PERSON First Available Representative			24- HOUR EMERGENCY NUMBER
GAS 612-372-4727	COMPANY Centerpoint Energy		
CONTACT PERSON First Available Representative			24- HOUR EMERGENCY NUMBER 800-296-3815
WATER 952-895-4552	COMPANY City of Burnsville		
CONTACT PERSON First Available Representative			24- HOUR EMERGENCY NUMBER



# Child Care Emergency Plan

Before completing this set of forms, please read the Keeping Kids Safe planning guide that includes instructions on how to complete these forms.

## Provider Information

DATE 4/16/2019			
PROVIDER NAME Anna's Bananas Daycare and Preschool			
ADDRESS 12018 County Road 11	CITY Burnsville	STATE MN	ZIP CODE 55337
PHONE NUMBER 952-707-1814	EMERGENCY PHONE 952-683-9404		

## 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 Bathrooms, Staff Bathrooms, Art Storage Room, Kitchen	LOCATION 2 IN BUILDING Hallways
<b>PROCEDURES FOR SHELTER-IN-PLACE/LOCKDOWN</b> <i>Describe your procedures (who, what, where, when).</i> <p>Given a shelter-in-place or lockdown, staff will gather all children and move to the classroom bathrooms, staff bathroom, kitchen/pantry, art storage room and/or hallways and they will perform name-to-face to ensure all children are present and will do their best to occupy the children's attention until the threat no longer exists and/or they receive further instructions from the Manager on duty or emergency responders. Emergency Weather: children will be instructed to follow tornado safety procedures.</p>	
<b>Shelter-in-Place/Lockdown for Children with Disabilities or Chronic Medical Conditions:</b> <i>Include any special circumstances or procedures needed for children with disabilities or chronic medical conditions.</i> <p>The staff persons will be required to take the classroom allergy book, emergency backpack and a cell phone if available with them to the shelter-in-place/lockdown location to ensure that any child who may require emergency medication such as an epi pen or inhaler has it on hand. Staff will bring the Daily Connect Tablet and charger as it houses parent contact information as well.</p>	

## Notification

<b>EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN</b> <p>At the onset of the incident/suspicious activity that warrants the center to do a shelter-in-place or lockdown procedure, emergency responders will be notified.</p> <p>In inclement weather, emergency responders will be notified in the event of a medical emergency, injury or life threatening situation.</p>
<b>PARENTS/GUARDIANS WILL BE NOTIFIED WHEN</b> <p>The immediate threat has passed</p>

## Emergency Kit



*Describe the content of your emergency kit, who will be responsible for it, and where it will be stored.*

The center has an Emergency kit which contains:

-Copy of the Emergency Preparedness Plan, battery operated radio, flashlight, extra batteries, cell phone-if available, books/toys, water and disposable cups, First Aid Kit, facial tissues. Additionally, the director will grab snacks/food from the kitchen and a daily connect tablet and charger.

The Director/Manager on duty will be responsible for the Emergency kit at all times during a shelter-in-place/lockdown situation. If he/she is unable to do so, the Lead Infant Teacher will be responsible for it.

## Evacuation and Relocation Procedures

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

### EVACUATION ROUTES/EXITS

*Show how you and the children will leave from any room in the building.*

Evacuation routes and exits are present in each classroom. Staff will direct children out primary exit routes, if not available, they will use secondary route and will go to the Meeting location (on the grass boulevard behind the small playground near the tree lining) where they will be instructed if we will be going to relocation space 1 or 2 given the circumstances warranting the evacuation.

### EVACUATING INFANTS/TODDLERS

*Describe any special circumstances or procedures needed for evacuating infants and toddlers from the building.*

Staff members will line taters/toddlers up as quickly and efficiently as possible with one staff member leading and the other as the caboose of the group to move out of the center as quickly and efficiently as possible so two sets of eyes are continuously on the group. The staff persons will encourage the children to hold a buddies hand if possible. Once exited, will proceed to the meeting location (on the grass boulevard behind the small playground near the tree lining) where they will be instructed if we will be going to relocation space 1 or 2 given the circumstances warranting the evacuation.

### 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.*

Teachers will be required to grab classroom attendance clipboard, allergy book, emergency medication backpack, daily connect tablet and charger (contains parent contact information), gate key (if applicable), Emergency Preparedness Plan and a cell phone if available when evacuating the building.

## Notification

### EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN

As soon as it is safely possible to do so during or after the evacuation 911 will be called.

### PARENTS/GUARDIANS WILL BE NOTIFIED WHEN

Once the immediate threat has passed.

## Emergency Kit

*Describe the content of your emergency kit, who will be responsible for it, and where it will be stored.*

First Aid Kit, Facial tissues, flashlight, battery operated radio, wipes, hand sanitizer, emergency preparedness plan, master allergy book (Director will grab), diapers/wipes, books, water, disposable cups, extra batteries.

Director is responsible for grabbing it, and it is stored in the unlocked side office located near the front doors of the facility.

## Relocation - Location 1

BUILDING NAME	REASON(S) TO EVACUATE TO LOCATION 1		
A&A Auto Services	Fire, Natural Gas Smell, Flooding, Bomb Threat		
ADDRESS	CITY	STATE	ZIP CODE
12000 County Road 11	Burnsville	MN	55337
PHONE NUMBER	EMERGENCY PHONE		
952-882-0455	952-683-9404		

# Child Care Emergency Plan

Before completing this set of forms, please read the Keeping Kids Safe planning guide that includes instructions on how to complete these forms.

## Provider Information

DATE 4/16/2019			
PROVIDER NAME Anna's Bananas Daycare and Preschool			
ADDRESS 12018 County Road 11	CITY Burnsville	STATE MN	ZIP CODE 55337
PHONE NUMBER 952-707-1814	EMERGENCY PHONE 952-683-9404		

## 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 Bathrooms, Staff Bathrooms, Art Storage Room, Kitchen	LOCATION 2 IN BUILDING Hallways
PROCEDURES FOR SHELTER-IN-PLACE/LOCKDOWN <i>Describe your procedures (who, what, where, when).</i> Given a shelter-in-place or lockdown, staff will gather all children and move to the classroom bathrooms, staff bathroom, kitchen/pantry, art storage room and/or hallways and they will perform name-to-face to ensure all children are present and will do their best to occupy the children's attention until the threat no longer exists and/or they receive further instructions from the Manager on duty or emergency responders. Emergency Weather: children will be instructed to follow tornado safety procedures.	
Shelter-in-Place/Lockdown for Children with Disabilities or Chronic Medical Conditions: <i>Include any special circumstances or procedures needed for children with disabilities or chronic medical conditions.</i> The staff persons will be required to take the classroom allergy book, emergency backpack and a cell phone if available with them to the shelter-in-place/lockdown location to ensure that any child who may require emergency medication such as an epi pen or inhaler has it on hand. Staff will bring the Daily Connect Tablet and charger as it houses parent contact information as well.	

## Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN At the onset of the incident/suspicious activity that warrants the center to do a shelter-in-place or lockdown procedure, emergency responders will be notified. In inclement weather, emergency responders will be notified in the event of a medical emergency, injury or life threatening situation.
PARENTS/GUARDIANS WILL BE NOTIFIED WHEN The immediate threat has passed

## Emergency Kit

**TRANSPORTATION TO LOCATION 1**

Walk immediately east from the building directly to the A&A Auto Services front door.

**OTHER DETAILS**

Confirmed with Don Magnan 4/10/2018

**Relocation - Location 2**

BUILDING NAME Caldera		REASON(S) TO EVACUATE TO LOCATION 2 Fire, Natural Gas Smell, Flooding, Bomb Threat	
ADDRESS 1850 E. 121st St. Suite 107	CITY Burnsville	STATE MN	ZIP CODE 55337
PHONE NUMBER 612-216-5212	EMERGENCY PHONE 952-683-9404		
TRANSPORTATION TO LOCATION 2 Walk southeast f/ the Anna's building to the sidewalk on Cty Rd 11, proceed South .12 Miles to Caldera on Right			
OTHER DETAILS Confirmed with Tasha Fryer, Office Manager 4/10/2018			

**Relocation - Location 3**

BUILDING NAME		REASON(S) TO EVACUATE TO LOCATION 3	
ADDRESS	CITY	STATE	ZIP CODE
PHONE NUMBER	EMERGENCY PHONE		
TRANSPORTATION TO LOCATION 3			
OTHER DETAILS			

**Parent/Guardian and Child Reunification Procedures**

If we need to evacuate, shelter-in-place, or when parents/guardians/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.

**Notification****PARENTS/GUARDIANS WILL BE NOTIFIED WHEN**

The threat no longer exists. A manager from another Anna's Bananas Daycare and Preschool location will send a text message via Daily Connect to the parents preferred SMS#. An email will also be sent for those who do not have an SMS enabled device.

An initial notice, then plan will be provided if necessary given the situation for reunification. Individual phone calls will then be placed by other company managers as the third and final step to follow up with all families affected.

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

Primary parental contact information is stored in Daily Connect and our tablets are portable as well as information is accessible from any internet enabled device. Parental contact information including emergency pick ups is stored in the child's digital file accessible on Procare from any Anna's Bananas Daycare and Preschool location in which Managers from those locations will be assisting during the emergency in contacting parents.

**Release**

*Children will only be released to parents/guardians or other individuals listed on the child's form (with proper identification)*



#### OTHER DETAILS ABOUT REUNIFICATION

Unless otherwise communicated by parents to a manager in writing (handwritten and/or e-mail) with the individual picking ups first and last name, children will not be released to any individual other than the known parent. The individual will need to provide proper identification that matches what was provided to us by the parent in writing. The individual must have a safety car seat that is age appropriate for the child they are picking up before the child will be released.

## Continuing Operations Procedures

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

### 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

Anna Achtenberg-Owner/CEO  
Tara Waller-Chief of Operations  
Whitny Gaylord-Employee Relations Specialist

The following people will need to be notified and be a part of the decision making-process regarding continued operations AFTER a crisis

Debe Marofsky-Affiliated Insurance Company: If applicable based on the situation  
Tamara King-Minnesota Department of Human Services: If applicable based on the situation

Any additional considerations for operations

Controlling individuals will make decisions re: the continuation of operations based on the circumstances and/or incident which prompted a shelter-in-place, lockdown and/or evacuation.

TRANSPORTATION TO LOCATION 1
Walk immediately east from the building directly to the A&A Auto Services front door.
OTHER DETAILS
Confirmed with Don Magnan 4/10/2018

## Relocation - Location 2

BUILDING NAME	REASON(S) TO EVACUATE TO LOCATION 2		
Caldera	Fire, Natural Gas Smell, Flooding, Bomb Threat		
ADDRESS	CITY	STATE	ZIP CODE
1850 E. 121st St. Suite 107	Burnsville	MN	55337
PHONE NUMBER	EMERGENCY PHONE		
612-216-5212	952-683-9404		
TRANSPORTATION TO LOCATION 2			
Walk southeast f/ the Anna's building to the sidewalk on Cty Rd 11, proceed South .12 Miles to Caldera on Right			
OTHER DETAILS			
Confirmed with Tasha Fryer, Office Manager 4/10/2018			

## Relocation - Location 3

BUILDING NAME	REASON(S) TO EVACUATE TO LOCATION 3		
ADDRESS	CITY	STATE	ZIP CODE
PHONE NUMBER	EMERGENCY PHONE		
TRANSPORTATION TO LOCATION 3			
OTHER DETAILS			

## Parent/Guardian and Child Reunification Procedures

If we need to evacuate, shelter-in-place, or when parents/guardians/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.

### Notification

PARENTS/GUARDIANS WILL BE NOTIFIED WHEN
The threat no longer exists. A manager from another Anna's Bananas Daycare and Preschool location will send a text message via Daily Connect to the parents preferred SMS#. An email will also be sent for those who do not have an SMS enabled device.
An initial notice, then plan will be provided if necessary given the situation for reunification. Individual phone calls will then be placed by other company managers as the third and final step to follow up with all families affected.
PARENT/GUARDIAN CONTACT INFORMATION WILL BE MAINTAINED IN THIS LOCATION
Primary parental contact information is stored in Daily Connect and our tablets are portable as well as information is accessible from any internet enabled device. Parental contact information including emergency pick ups is stored in the child's digital file accessible on Procure from any Anna's Bananas Daycare and Preschool location in which Managers from those locations will be assisting during the emergency in contacting parents.

### Release

*Children will only be released to parents/guardians or other individuals listed on the child's form (with proper identification)*



# Provider Emergency Contact Information

PROVIDER NAME Anna's Bananas Daycare and Preschool		PROVIDER PHONE NUMBER 952-707-1814	
PROVIDER ADDRESS 12018 County Road 11	CITY Burnsville	STATE MN	ZIP CODE 55337

For Emergencies - Dial 911

## Public Safety Agencies

CITY (if applicable) Burnsville	CONTACT NAME Burnsville Police Department, First Available Representative		
NON-EMERGENCY NUMBER 952-895-4600		24- HOUR EMERGENCY NUMBER	
COUNTY Dakota County	CONTACT NAME Dakota County Sheriff's Department, First Available Representative		
NON-EMERGENCY NUMBER 651-438-4700		24- HOUR EMERGENCY NUMBER	

## Utility Emergency Phone Numbers

ELECTRIC 800-895-1999	COMPANY Xcel Energy		
CONTACT PERSON First Available Representative			24- HOUR EMERGENCY NUMBER
GAS 612-372-4727	COMPANY Centerpoint Energy		
CONTACT PERSON First Available Representative			24- HOUR EMERGENCY NUMBER 800-296-3815
WATER 952-895-4552	COMPANY City of Burnsville		
CONTACT PERSON First Available Representative			24- HOUR EMERGENCY NUMBER



## General Emergency Resource Numbers

POISON CONTROL Minnesota Poison Control	PHONE NUMBER 800-222-1222
CRIME VICTIM SERVICES Eagan Lewis House	PHONE NUMBER 651-452-7288
POST-CRISIS MENTAL HEALTH HOTLINE National Suicide Prevention Lifeline	PHONE NUMBER 800-273-8255
FIRE DEPARTMENT Burnsville Fire Department	PHONE NUMBER 952-895-4570
OTHER	PHONE NUMBER
NAME OF INSURANCE AGENCY Affiliated Insurance	
INSURANCE CONTACT PERSON Deb Marofsky	PHONE NUMBER 763-551-1300

## Licensing Information (If applicable)

LICENSE/CERTIFICATION NUMBER 1041366	
Licensed by: <input checked="" type="checkbox"/> STATE <input type="checkbox"/> COUNTY	
LICENSOR NAME Tamara King	LICENSOR PHONE 651-431-6594

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

CCAP PROVIDER ID 1074	
CCAP AGENCIES REGISTERED WITH Dakota 651-554-5611, Hennepin 612-348-5937, Scott 952-496-8686, Rice 507-332-6115, Goodhe	CCAP AGENCY PHONE NUMBER(S) 651-385-2048

# Provider Emergency Contact Information

PROVIDER NAME Anna's Bananas Daycare and Preschool		PROVIDER PHONE NUMBER 952-707-1814	
PROVIDER ADDRESS 12018 County Road 11	CITY Burnsville	STATE MN	ZIP CODE 55337

For Emergencies - Dial 911

## Public Safety Agencies

CITY (if applicable) Burnsville	CONTACT NAME Burnsville Police Department, First Available Representative		
NON-EMERGENCY NUMBER 952-895-4600		24- HOUR EMERGENCY NUMBER	
COUNTY Dakota County	CONTACT NAME Dakota County Sheriff's Department, First Available Representative		
NON-EMERGENCY NUMBER 651-438-4700		24- HOUR EMERGENCY NUMBER	

## Utility Emergency Phone Numbers

ELECTRIC 800-895-1999	COMPANY Xcel Energy		
CONTACT PERSON First Available Representative			24- HOUR EMERGENCY NUMBER
GAS 612-372-4727	COMPANY Centerpoint Energy		
CONTACT PERSON First Available Representative			24- HOUR EMERGENCY NUMBER 800-296-3815
WATER 952-895-4552	COMPANY City of Burnsville		
CONTACT PERSON First Available Representative			24- HOUR EMERGENCY NUMBER

# Child Care Emergency Plan

Before completing this set of forms, please read the Keeping Kids Safe planning guide that includes instructions on how to complete these forms.

## Provider Information

DATE 4/16/2019			
PROVIDER NAME Anna's Bananas Daycare and Preschool-Farmington			
ADDRESS 21220 Chippendale Avenue	CITY Farmington	STATE MN	ZIP CODE 55024
PHONE NUMBER 651-460-8488	EMERGENCY PHONE 952-683-9404		

## 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 Bathroom, Staff Lounge, Crib Room, far side of classroom on other side of the half-wall as far away from the classroom door as possible.	LOCATION 2 IN BUILDING Hallways/areas defined on the evacuation maps for Tornado drills
<b>PROCEDURES FOR SHELTER-IN-PLACE/LOCKDOWN</b> <i>Describe your procedures (who, what, where, when).</i> Given a shelter-in-place or lockdown, staff will gather all children and move to the bathrooms/crib room/staff lounge and/or far side of the classroom on the other side of the half-wall as far from the classroom door as possible where they will perform name-to-face to ensure all children are present and will do their best to occupy their attention until the threat no longer exists and/or the they receive further instructions from the Manager on duty or emergency responders. Emergency Weather: children will be instructed to follow tornado safety procedure	
<b>Shelter-in-Place/Lockdown for Children with Disabilities or Chronic Medical Conditions:</b> <i>Include any special circumstances or procedures needed for children with disabilities or chronic medical conditions.</i> The staff persons will be required to take the classroom allergy book, emergency backpack and a cell phone if available, with them to the shelter-in-place/lockdown location to ensure that any child who may require emergency medication such as an epi pen or inhaler has it on hand. Staff will always bring Daily Connect Tablet and charger as it houses parent contact information as well.	

## Notification

<b>EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN</b> At the onset of the incident/suspicious activity that warrants the center to do a shelter-in-place or lockdown procedure. In inclement weather, will be notified in the event of a medical emergency, injury or life threatening situation.
<b>PARENTS/GUARDIANS WILL BE NOTIFIED WHEN</b> The immediate threat has passed.

## Emergency Kit



*Describe the content of your emergency kit, who will be responsible for it, and where it will be stored.*

The center has an emergency kit which has:

- A copy of the Emergency Preparedness Plan, battery operated radio, flashlight, extra batteries, daily connect tablet, and charger, cell phone-if applicable, books/toys, snacks/food, water and disposable cups.

The Director/Manager on duty will be responsible for the Emergency kit at all times during shelter-in-place/lockdown situations. If he/she is unable to do so, the Lead Infant Teacher will be responsible for it.

## Evacuation and Relocation Procedures

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

### EVACUATION ROUTES/EXITS

*Show how you and the children will leave from any room in the building.*

Evacuation routes and exits are present in each classroom. Staff will direct children out primary exit route, if not available they will use secondary route and will go to meeting location (grassy area on the east side of the Allina building, south of the Anna's Bananas Daycare and Preschool Monument sign) where they will be instructed if we will be going to relocation space 1 or 2 given the circumstances warranting the evacuation.

### EVACUATING INFANTS/TODDLERS

*Describe any special circumstances or procedures needed for evacuating infants and toddlers from the building.*

Place infants in cribs, 4 children per crib and evacuate out designated routes. When possible, tater/toddler classrooms will have the classroom aide get any available cribs to utilize for evacuation. Once exited will proceed to the meeting location (grassy area of the east side of the Allina building, south of the Anna's Bananas Daycare and Preschool Monument sign)

### 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.*

Teachers will be required to grab classroom allergy book, emergency medication backpack and a cell phone if available with them when evacuating the building along with the classroom attendance clipboard, gate key (if applicable), emergency preparedness plan and a cell phone (if available). They will also bring Daily Connect Tablet and charger as it houses parent contact information.

## Notification

### EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN

As soon as it is safely possible to do so during or after the evacuation 911 will be called

### PARENTS/GUARDIANS WILL BE NOTIFIED WHEN

Once the immediate threat has passed

## Emergency Kit

*Describe the content of your emergency kit, who will be responsible for it, and where it will be stored.*

First Aid Kit, facial tissues, flashlight, battery operated radio, wipes, hand sanitizer, emergency preparedness plan, master allergy book, diapers/wipes, books, water, disposable cups, extra batteries. Director is responsible for this kit and if unable to do so, the infant teacher is responsible for it.

## Relocation - Location 1

BUILDING NAME	REASON(S) TO EVACUATE TO LOCATION 1		
Allina Medical Clinic	Fire, natural gas smell, bomb threat		
ADDRESS	CITY	STATE	ZIP CODE
21260 Chippendale Avenue	Farmington	MN	55024
PHONE NUMBER	EMERGENCY PHONE		
651-463-7181	952-683-9404		
TRANSPORTATION TO LOCATION 1			
Walk south from the building and enter Allina Medical Clinic, call 651-241-0847 to be let in Employee lounge if possible			

# Child Care Emergency Plan

Before completing this set of forms, please read the Keeping Kids Safe planning guide that includes instructions on how to complete these forms.

## Provider Information

DATE 4/16/2019			
PROVIDER NAME Anna's Bananas Daycare and Preschool-Farmington			
ADDRESS 21220 Chippendale Avenue	CITY Farmington	STATE MN	ZIP CODE 55024
PHONE NUMBER 651-460-8488	EMERGENCY PHONE 952-683-9404		

## 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 Bathroom, Staff Lounge, Crib Room, far side of classroom on other side of the half-wall as far away from the classroom door as possible.	LOCATION 2 IN BUILDING Hallways/areas defined on the evacuation maps for Tornado drills
PROCEDURES FOR SHELTER-IN-PLACE/LOCKDOWN <i>Describe your procedures (who, what, where, when).</i> Given a shelter-in-place or lockdown, staff will gather all children and move to the bathrooms/crib room/staff lounge and/or far side of the classroom on the other side of the half-wall as far from the classroom door as possible where they will perform name-to-face to ensure all children are present and will do their best to occupy their attention until the threat no longer exists and/or the they receive further instructions from the Manager on duty or emergency responders. Emergency Weather: children will be instructed to follow tornado safety procedure	
Shelter-in-Place/Lockdown for Children with Disabilities or Chronic Medical Conditions: <i>Include any special circumstances or procedures needed for children with disabilities or chronic medical conditions.</i> The staff persons will be required to take the classroom allergy book, emergency backpack and a cell phone if available, with them to the shelter-in-place/lockdown location to ensure that any child who may require emergency medication such as an epi pen or inhaler has it on hand. Staff will always bring Daily Connect Tablet and charger as it houses parent contact information as well.	

## Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN At the onset of the incident/suspicious activity that warrants the center to do a shelter-in-place or lockdown procedure. In inclement weather, will be notified in the event of a medical emergency, injury or life threatening situation.
PARENTS/GUARDIANS WILL BE NOTIFIED WHEN The immediate threat has passed.

## Emergency Kit



**OTHER DETAILS**

Confirmed with Sally Bauer 4/9/18

**Relocation - Location 2**

BUILDING NAME Pellicci Hardware	REASON(S) TO EVACUATE TO LOCATION 2 Fire, natural gas smell, bomb threat		
ADDRESS 3560 213th St W	CITY Farmington	STATE MN	ZIP CODE 55024
PHONE NUMBER 651-463-4777	EMERGENCY PHONE 952-683-9404		
TRANSPORTATION TO LOCATION 2 Walk south from the building .1 miles and enter Pellicci Hardware			
OTHER DETAILS Confirmed with Stuart Emich 4/10/18			

**Relocation - Location 3**

BUILDING NAME	REASON(S) TO EVACUATE TO LOCATION 3		
ADDRESS	CITY	STATE	ZIP CODE
PHONE NUMBER	EMERGENCY PHONE		
TRANSPORTATION TO LOCATION 3			
OTHER DETAILS			

**Parent/Guardian and Child Reunification Procedures**

If we need to evacuate, shelter-in-place, or when parents/guardians/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.

**Notification****PARENTS/GUARDIANS WILL BE NOTIFIED WHEN**

The threat no longer exists. A manager from another Anna's Bananas Daycare and Preschool Location will send a text message via Daily Connect to parents preferred SMS#. An email will also be sent for those who do not have an SMS enabled device. An initial notice, then plan will be provided if necessary given situation for reunification. Individual phone calls will then be placed by other company managers as a final 3rd step to follow up with all families effected.

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

Primary parental contact information is stored in Daily Connect and our tablets are portable as well as the information is accessible from any Internet enabled device. Parental contact information including emergency pick ups is stored in the child's digital file accessible on Procure from any Anna's Bananas Daycare and Preschool location in which Managers from other locations will assist during emergency in contacting parents.

**Release**

*Children will only be released to parents/guardians or other individuals listed on the child's form (with proper identification)*



#### OTHER DETAILS ABOUT REUNIFICATION

Unless otherwise communicated by parents to a manager in writing (handwritten and/or e-mail) with the individual picking ups first and last name. The individual will need to provide proper identification that matches what was provided to us by the parent in writing. The individual must have a safety car seat that is age appropriate for the child they are picking up before they will be released as well.

## Continuing Operations Procedures

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

### 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

Anna Achtenberg-Owner/CEO  
Tara Waller-Chief of Operations  
Whitny Gaylord-Employee Relations Specialist

The following people will need to be notified and be a part of the decision making-process regarding continued operations AFTER a crisis

Debe Marofsky-Affiliated Insurance Company: If applicable based on situation  
Tamara King-Minnesota Department of Human Services: If applicable based on situation

Any additional considerations for operations

Anna's Bananas Daycare and Preschool's controlling individuals will make a decision about the continuation of operation of the facility based on the circumstances and/or incident in which has constituted a shelter-in-place, lockdown and/or evacuation.

## OTHER DETAILS

Confirmed with Sally Bauer 4/9/18

**Relocation - Location 2**

BUILDING NAME	REASON(S) TO EVACUATE TO LOCATION 2		
Pellicci Hardware	Fire, natural gas smell, bomb threat		
ADDRESS	CITY	STATE	ZIP CODE
3560 213th St W	Farmington	MN	55024
PHONE NUMBER	EMERGENCY PHONE		
651-463-4777	952-683-9404		
TRANSPORTATION TO LOCATION 2			
Walk south from the building .1 miles and enter Pellicci Hardware			
OTHER DETAILS			
Confirmed with Stuart Emich 4/10/18			

**Relocation - Location 3**

BUILDING NAME	REASON(S) TO EVACUATE TO LOCATION 3		
ADDRESS	CITY	STATE	ZIP CODE
PHONE NUMBER	EMERGENCY PHONE		
TRANSPORTATION TO LOCATION 3			
OTHER DETAILS			

**Parent/Guardian and Child Reunification Procedures**

If we need to evacuate, shelter-in-place, or when parents/guardians/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.

**Notification**

## PARENTS/GUARDIANS WILL BE NOTIFIED WHEN

The threat no longer exists. A manager from another Anna's Bananas Daycare and Preschool Location will send a text message via Daily Connect to parents preferred SMS#. An email will also be sent for those who do not have an SMS enabled device. An initial notice, then plan will be provided if necessary given situation for reunification. Individual phone calls will then be placed by other company managers as a final 3rd step to follow up with all families effected.

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

Primary parental contact information is stored in Daily Connect and our tablets are portable as well as the information is accessible from any Internet enabled device. Parental contact information including emergency pick ups is stored in the child's digital file accessible on Procure from any Anna's Bananas Daycare and Preschool location in which Managers from other locations will assist during emergency in contacting parents.

**Release**

*Children will only be released to parents/guardians or other individuals listed on the child's form (with proper identification)*

# Provider Emergency Contact Information

PROVIDER NAME Anna's Bananas Daycare and Preschool-Farmington		PROVIDER PHONE NUMBER 952-683-9404	
PROVIDER ADDRESS 21220 Chippendale Avenue	CITY Farmington	STATE MN	ZIP CODE 55024

For Emergencies - Dial 911

## Public Safety Agencies

CITY (if applicable) Farmington	CONTACT NAME Farmington Police Department, First Available Representative		
NON-EMERGENCY NUMBER 651-280-6700		24- HOUR EMERGENCY NUMBER 911-000-0000	
COUNTY Dakota County	CONTACT NAME Dakota County Sheriff Department, First available representative		
NON-EMERGENCY NUMBER 651-438-4700		24- HOUR EMERGENCY NUMBER 911-000-0000	

## Utility Emergency Phone Numbers

ELECTRIC 800-895-1899	COMPANY Xcel Energy		
CONTACT PERSON First available representative			24- HOUR EMERGENCY NUMBER 800-895-1899
GAS 612-372-4727	COMPANY Centerpoint Energy		
CONTACT PERSON First available representative			24- HOUR EMERGENCY NUMBER 800-296-9815
WATER 6512806800	COMPANY City of Farmington		
CONTACT PERSON First available representative			24- HOUR EMERGENCY NUMBER 651-270-6800



## General Emergency Resource Numbers

POISON CONTROL Minnesota Poison Control	PHONE NUMBER 800-222-1222
CRIME VICTIM SERVICES Eagan Lewis House	PHONE NUMBER 651-452-7288
POST-CRISIS MENTAL HEALTH HOTLINE National Suicide Prevention Lifeline	PHONE NUMBER 800-273-8255
FIRE DEPARTMENT Farmington Fire Department	PHONE NUMBER 651-344-7231
OTHER	PHONE NUMBER
NAME OF INSURANCE AGENCY Affiliated Insurance	
INSURANCE CONTACT PERSON Debe Marofsky	PHONE NUMBER 763-551-1300

## Licensing Information (If applicable)

LICENSE/CERTIFICATION NUMBER 1003090	
Licensed by: <input checked="" type="checkbox"/> STATE <input type="checkbox"/> COUNTY	
LICENSOR NAME Tamara King	LICENSOR PHONE 651-431-6594

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

CCAP PROVIDER ID 2014	
CCAP AGENCIES REGISTERED WITH Dakota 651-554-5611, Hennepin 612-348-5937, Scott 952-496-8686, Rice 507-332-6115, Goodue	CCAP AGENCY PHONE NUMBER(S) 651-385-2048

# Provider Emergency Contact Information

PROVIDER NAME Anna's Bananas Daycare and Preschool-Farmington		PROVIDER PHONE NUMBER 952-683-9404	
PROVIDER ADDRESS 21220 Chippendale Avenue	CITY Farmington	STATE MN	ZIP CODE 55024

For Emergencies - Dial 911

## Public Safety Agencies

CITY (if applicable) Farmington	CONTACT NAME Farmington Police Department, First Available Representative		
NON-EMERGENCY NUMBER 651-280-6700		24- HOUR EMERGENCY NUMBER 911-000-0000	
COUNTY Dakota County	CONTACT NAME Dakota County Sheriff Department, First available representative		
NON-EMERGENCY NUMBER 651-438-4700		24- HOUR EMERGENCY NUMBER 911-000-0000	

## Utility Emergency Phone Numbers

ELECTRIC 800-895-1899	COMPANY Xcel Energy		
CONTACT PERSON First available representative			24- HOUR EMERGENCY NUMBER 800-895-1899
GAS 612-372-4727	COMPANY Centerpoint Energy		
CONTACT PERSON First available representative			24- HOUR EMERGENCY NUMBER 800-296-9815
WATER 6512806800	COMPANY City of Farmington		
CONTACT PERSON First available representative			24- HOUR EMERGENCY NUMBER 651-270-6800



# Child Care Emergency Plan

Before completing this set of forms, please read the Keeping Kids Safe planning guide that includes instructions on how to complete these forms.

## Provider Information

DATE 4/16/2019			
PROVIDER NAME Anna's Bananas Daycare and Preschool-Lakeville East			
ADDRESS 6700 160th Street West	CITY Lakeville	STATE MN	ZIP CODE 55068
PHONE NUMBER 952-683-9200	EMERGENCY PHONE 952-683-9404		

## 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 Bathroom, Staff Bathrooms, storage areas, crib room, laundry/storage room	LOCATION 2 IN BUILDING Hallways
<b>PROCEDURES FOR SHELTER-IN-PLACE/LOCKDOWN</b> <i>Describe your procedures (who, what, where, when).</i> <p>Given a shelter-in-place or lockdown, staff will gather all children and move to the classroom bathrooms, staff bathrooms, laundry/storage room, storage areas and/or hallways where they will perform name-to-face to ensure all children are present and will do their best to occupy their attention until the threat no longer exists and/or the they receive further instructions from the Manager on duty or emergency responders. Emergency Weather: children will be instructed to follow tornado safety procedure</p>	
<b>Shelter-in-Place/Lockdown for Children with Disabilities or Chronic Medical Conditions:</b> <i>Include any special circumstances or procedures needed for children with disabilities or chronic medical conditions.</i> <p>The staff persons will be required to take the classroom allergy book, emergency backpack and a cell phone if available, with them to the shelter-in-place/lockdown location to ensure that any child who may require emergency medication such as an epi pen or inhaler has it on hand. Staff will always bring Daily Connect Tablet and charger as it houses parent contact information as well.</p>	

## Notification

<b>EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN</b> <p>At the onset of the incident/suspicious activity that warrants the center to do a shelter-in-place or lockdown procedure. In inclement weather, will be notified in the event of a medical emergency, injury or life threatening situation.</p>
<b>PARENTS/GUARDIANS WILL BE NOTIFIED WHEN</b> <p>The immediate threat has passed.</p>

## Emergency Kit

<b>Describe the content of your emergency kit, who will be responsible for it, and where it will be stored.</b> <p>The center has an emergency kit which has:  -A copy of the Emergency Preparedness Plan, battery operated radio, flashlight, extra batteries, daily connect tablet, and charger, cell phone-if applicable, books/toys, snacks/food, water and disposable cups.  The Director/Manager on duty will be responsible for the Emergency kit at all times during shelter-in-place/lockdown situations. If he/she is unable to do so, the Lead Infant Teacher will be responsible for it.</p>
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## Evacuation and Relocation Procedures

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

### EVACUATION ROUTES/EXITS

*Show how you and the children will leave from any room in the building.*

Evacuation routes and exits are present in each classroom. Staff will direct children out primary exit route, if not available they will use secondary route and will go to meeting location (on the grass boulevard on the north-east corner of the parking lot near the large tree) where they will be instructed if we will be going to relocation space 1 or 2 given the circumstances warranting the evacuation.

### EVACUATING INFANTS/TODDLERS

*Describe any special circumstances or procedures needed for evacuating infants and toddlers from the building.*

Place infants in cribs, 4 children per crib and evacuate out designated routes. When possible, tater/toddler classrooms will have the classroom aide get any available cribs to utilize for evacuation. Once exited will proceed to the meeting location on the grass boulevard on the north-east corner of the parking lot near the large tree.

### 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.*

Teachers will be required to grab classroom allergy book, emergency medication backpack and a cell phone if available with them when evacuating the building along with the classroom attendance clipboard, gate key (if applicable), emergency preparedness plan and a cell phone (if available). They will also bring Daily Connect Tablet and charger as it houses parent contact information.

## Notification

### EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN

As soon as it is safely possible to do so during or after the evacuation 911 will be called

### PARENTS/GUARDIANS WILL BE NOTIFIED WHEN

Once the immediate threat has passed

## Emergency Kit

*Describe the content of your emergency kit, who will be responsible for it, and where it will be stored.*

First Aid Kit, facial tissues, flashlight, battery operated radio, wipes, hand sanitizer, emergency preparedness plan, master allergy book, diapers/wipes, books, water, disposable cups, extra batteries. Director is responsible for this kit and if unable to do so, the infant teacher is responsible for it.

## Relocation - Location 1

BUILDING NAME Lakeville Liquor	REASON(S) TO EVACUATE TO LOCATION 1 Fire, natural gas smell, bomb threat		
ADDRESS 16000 Galaxie Avenue	CITY Lakeville	STATE MN	ZIP CODE 55044
PHONE NUMBER 952-985-4930	EMERGENCY PHONE 952-683-9404		
TRANSPORTATION TO LOCATION 1 Walk immediately west from the building .1 miles to the Lakeville Liquor Store			
OTHER DETAILS Confirmed with Matt Goettsch 4/9/18 as primary evacuation site			

## Relocation - Location 2

BUILDING NAME Pahls Market	REASON(S) TO EVACUATE TO LOCATION 2 Fire, natural gas smell, bomb threat		
ADDRESS 6885 160th Street	CITY Apple Valley	STATE MN	ZIP CODE 55124

# Child Care Emergency Plan

Before completing this set of forms, please read the Keeping Kids Safe planning guide that includes instructions on how to complete these forms.

## Provider Information

DATE 4/16/2019			
PROVIDER NAME Anna's Bananas Daycare and Preschool-Lakeville East			
ADDRESS 6700 160th Street West	CITY Lakeville	STATE MN	ZIP CODE 55068
PHONE NUMBER 952-683-9200	EMERGENCY PHONE 952-683-9404		

## 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 Bathroom, Staff Bathrooms, storage areas, crib room, laundry/storage room	LOCATION 2 IN BUILDING Hallways
<b>PROCEDURES FOR SHELTER-IN-PLACE/LOCKDOWN</b> <i>Describe your procedures (who, what, where, when).</i> <p>Given a shelter-in-place or lockdown, staff will gather all children and move to the classroom bathrooms, staff bathrooms, laundry/storage room, storage areas and/or hallways where they will perform name-to-face to ensure all children are present and will do their best to occupy their attention until the threat no longer exists and/or the they receive further instructions from the Manager on duty or emergency responders. Emergency Weather: children will be instructed to follow tornado safety procedure</p>	
<b>Shelter-in-Place/Lockdown for Children with Disabilities or Chronic Medical Conditions:</b> <i>Include any special circumstances or procedures needed for children with disabilities or chronic medical conditions.</i> <p>The staff persons will be required to take the classroom allergy book, emergency backpack and a cell phone if available, with them to the shelter-in-place/lockdown location to ensure that any child who may require emergency medication such as an epi pen or inhaler has it on hand. Staff will always bring Daily Connect Tablet and charger as it houses parent contact information as well.</p>	

## Notification

<b>EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN</b> <p>At the onset of the incident/suspicious activity that warrants the center to do a shelter-in-place or lockdown procedure. In inclement weather, will be notified in the event of a medical emergency, injury or life threatening situation.</p>
<b>PARENTS/GUARDIANS WILL BE NOTIFIED WHEN</b> <p>The immediate threat has passed.</p>

## Emergency Kit

<b>Describe the content of your emergency kit, who will be responsible for it, and where it will be stored.</b> <p>The center has an emergency kit which has:  -A copy of the Emergency Preparedness Plan, battery operated radio, flashlight, extra batteries, daily connect tablet, and charger, cell phone-if applicable, books/toys, snacks/food, water and disposable cups.  The Director/Manager on duty will be responsible for the Emergency kit at all times during shelter-in-place/lockdown situations. If he/she is unable to do so, the Lead Infant Teacher will be responsible for it.</p>
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PHONE NUMBER 952-431-4345	EMERGENCY PHONE 952-683-9404
TRANSPORTATION TO LOCATION 2 Go to crosswalk on corner of Cty Rd 42/Foliage Avenue, Press crosswalk sign, go North through cross walk west to Pahl's	
OTHER DETAILS Confirmed with Jacquelyn Johnson 4/9/18 as secondary evacuation site	

### Relocation - Location 3

BUILDING NAME	REASON(S) TO EVACUATE TO LOCATION 3		
ADDRESS	CITY	STATE	ZIP CODE
PHONE NUMBER	EMERGENCY PHONE		
TRANSPORTATION TO LOCATION 3			
OTHER DETAILS			

## Parent/Guardian and Child Reunification Procedures

If we need to evacuate, shelter-in-place, or when parents/guardians/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.

### Notification

PARENTS/GUARDIANS WILL BE NOTIFIED WHEN The threat no longer exists. A manager from another Anna's Bananas Daycare and Preschool Location will send a text message via Daily Connect to parents preferred SMS#. An email will also be sent for those who do not have an SMS enabled device. An initial notice, then plan will be provided if necessary given situation for reunification. Individual phone calls will then be placed by other company managers as a final 3rd step to follow up with all families effected.
PARENT/GUARDIAN CONTACT INFORMATION WILL BE MAINTAINED IN THIS LOCATION Primary parental contact information is stored in Daily Connect and our tablets are portable as well as the information is accessible from any Internet enabled device. Parental contact information including emergency pick ups is stored in the child's digital file accessible on Procure from any Anna's Bananas Daycare and Preschool location in which Managers from other locations will assist during emergency in contacting parents.

### Release

*Children will only be released to parents/guardians or other individuals listed on the child's form (with proper identification)*

OTHER DETAILS ABOUT REUNIFICATION Unless otherwise communicated by parents to a manager in writing (handwritten and/or e-mail) with the individual picking ups first and last name. The individual will need to provide proper identification that matches what was provided to us by the parent in writing. The individual must have a safety car seat that is age appropriate for the child they are picking up before they will be released as well.
--

## Continuing Operations Procedures

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

### 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

Anna Achtenberg-Owner/CEO  
Tara Waller-Chief of Operations  
Whitny Gaylord-Employee Relations Specialist

The following people will need to be notified and be a part of the decision making-process regarding continued operations AFTER a crisis

Debe Marofsky-Affiliated Insurance Company: If applicable based on situation  
Tamara King-Minnesota Department of Human Services: If applicable based on situation

Any additional considerations for operations

Anna's Bananas Daycare and Preschool's controlling individuals will make a decision about the continuation of operation of the facility based on the circumstances and/or incident in which has constituted a shelter-in-place, lockdown and/or evacuation.

PHONE NUMBER 952-431-4345	EMERGENCY PHONE 952-683-9404
TRANSPORTATION TO LOCATION 2 Go to crosswalk on corner of Cty Rd 42/Foliage Avenue, Press crosswalk sign, go North through cross walk west to Pahls	
OTHER DETAILS Confirmed with Jacquelyn Johnson 4/9/18 as secondary evacuation site	

### Relocation - Location 3

BUILDING NAME	REASON(S) TO EVACUATE TO LOCATION 3		
ADDRESS	CITY	STATE	ZIP CODE
PHONE NUMBER	EMERGENCY PHONE		
TRANSPORTATION TO LOCATION 3			
OTHER DETAILS			

## Parent/Guardian and Child Reunification Procedures

If we need to evacuate, shelter-in-place, or when parents/guardians/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.

### Notification

<p>PARENTS/GUARDIANS WILL BE NOTIFIED WHEN</p> <p>The threat no longer exists. A manager from another Anna's Bananas Daycare and Preschool Location will send a text message via Daily Connect to parents preferred SMS#. An email will also be sent for those who do not have an SMS enabled device. An initial notice, then plan will be provided if necessary given situation for reunification. Individual phone calls will then be placed by other company managers as a final 3rd step to follow up with all families effected.</p>
<p>PARENT/GUARDIAN CONTACT INFORMATION WILL BE MAINTAINED IN THIS LOCATION</p> <p>Primary parental contact information is stored in Daily Connect and our tablets are portable as well as the information is accessible from any Internet enabled device. Parental contact information including emergency pick ups is stored in the child's digital file accessible on Procure from any Anna's Bananas Daycare and Preschool location in which Managers from other locations will assist during emergency in contacting parents.</p>

### Release

*Children will only be released to parents/guardians or other individuals listed on the child's form (with proper identification)*

<p>OTHER DETAILS ABOUT REUNIFICATION</p> <p>Unless otherwise communicated by parents to a manager in writing (handwritten and/or e-mail) with the individual picking ups first and last name. The individual will need to provide proper identification that matches what was provided to us by the parent in writing. The individual must have a safety car seat that is age appropriate for the child they are picking up before they will be released as well.</p>
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## Continuing Operations Procedures

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

### Notification and Decision Making



# Provider Emergency Contact Information

PROVIDER NAME Anna's Bananas Daycare and Preschool		PROVIDER PHONE NUMBER 952-683-9404	
PROVIDER ADDRESS 10621 165th St W	CITY Lakeville	STATE MN	ZIP CODE 55044

For Emergencies - Dial 911

## Public Safety Agencies

CITY (If applicable) Lakeville	CONTACT NAME Lakeville Police Department, First available representative		
NON-EMERGENCY NUMBER		24- HOUR EMERGENCY NUMBER	
COUNTY Dakota County	CONTACT NAME Dakota County Sheriff Department, First available representative		
NON-EMERGENCY NUMBER 651-438-4700		24- HOUR EMERGENCY NUMBER	

## Utility Emergency Phone Numbers

ELECTRIC 651-463-6212	COMPANY Dakota Electric Association		
CONTACT PERSON First available representative			24- HOUR EMERGENCY NUMBER 651-462-6201
GAS 612-372-4727	COMPANY Centerpoint Energy		
CONTACT PERSON First available representative			24- HOUR EMERGENCY NUMBER 800-296-9815
WATER 952-953-240952-985-2700	COMPANY City of Lakeville		
CONTACT PERSON First available representative			24- HOUR EMERGENCY NUMBER



## General Emergency Resource Numbers

POISON CONTROL Minnesota Poison Control	PHONE NUMBER 800-222-1222
CRIME VICTIM SERVICES Eagan Lewis House	PHONE NUMBER 651-452-7288
POST-CRISIS MENTAL HEALTH HOTLINE National Suicide Prevention Lifeline	PHONE NUMBER 800-273-8255
FIRE DEPARTMENT Lakeville Fire Department	PHONE NUMBER 952-985-4700
OTHER	PHONE NUMBER
NAME OF INSURANCE AGENCY Affiliated Insurance	
INSURANCE CONTACT PERSON Debe Marofsky	PHONE NUMBER 763-551-1300

## Licensing Information (If applicable)

LICENSE/CERTIFICATION NUMBER 1077930	
Licensed by: <input checked="" type="checkbox"/> STATE <input type="checkbox"/> COUNTY	
LICENSOR NAME Tamara King	LICENSOR PHONE 651-431-6594

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

CCAP PROVIDER ID 34837	
CCAP AGENCIES REGISTERED WITH Dakota 651-554-5611, Hennepin 612-348-5937, Scott 952-496-8686, Rice 507-332-6115, Goodhue	CCAP AGENCY PHONE NUMBER(S) 651-385-2048

# Provider Emergency Contact Information

PROVIDER NAME Anna's Bananas Daycare and Preschool		PROVIDER PHONE NUMBER 952-683-9404	
PROVIDER ADDRESS 10621 165th St W	CITY Lakeville	STATE MN	ZIP CODE 55044

For Emergencies - Dial 911

## Public Safety Agencies

CITY (if applicable) Lakeville	CONTACT NAME Lakeville Police Department, First available representative		
NON-EMERGENCY NUMBER		24- HOUR EMERGENCY NUMBER	
COUNTY Dakota County	CONTACT NAME Dakota County Sheriff Department, First available representative		
NON-EMERGENCY NUMBER 651-438-4700		24- HOUR EMERGENCY NUMBER	

## Utility Emergency Phone Numbers

ELECTRIC 651-463-6212	COMPANY Dakota Electric Association		
CONTACT PERSON First available representative			24- HOUR EMERGENCY NUMBER 651-462-6201
GAS 612-372-4727	COMPANY Centerpoint Energy		
CONTACT PERSON First available representative			24- HOUR EMERGENCY NUMBER 800-296-9815
WATER 952-953-240952-985-2700	COMPANY City of Lakeville		
CONTACT PERSON First available representative			24- HOUR EMERGENCY NUMBER



DEPARTMENT OF  
HUMAN SERVICES

## 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.

### 1. Provider Information

DATE CREATED  
04/19/2018

DATE(S) REVISED  
4/19/19

PROVIDER NAME

Anna's Bananas Daycare and Preschool

ADDRESS  
10487 165<sup>th</sup> St W

CITY  
Lakeville

STATE  
MN

ZIP CODE  
55044

PHONE NUMBER  
952-236-0237

EMERGENCY PHONE  
952-683-9404

### 2. Shelter-in-Place / Lockdown Procedures

#### LOCATION 1 (IN-BUILDING)

Classroom Bathrooms, staff bathrooms, crib room, far side of classroom on other side of the half-wall as far away from the classroom door as possible.

#### LOCATION 2 (IN-BUILDING)

hallways/areas defined on evacuation maps for Tornado drills

PROCEDURES FOR SHELTER-IN-PLACE / LOCKDOWN Describe your procedures (who, what, where, when)

Given a shelter-in-place or lockdown, staff will gather all children and move to the classroom bathrooms, staff bathrooms, far side of the classroom on the other side of the half-wall as far from the classroom door as possible, and/or hallways and they will perform name-to-face to ensure all children are present and will do their best to occupy the children's attention until the threat no longer exists and/or they receive further instructions from the Manager on duty or emergency responders. Emergency Weather: Children will be instructed to follow tornado safety procedures

#### 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  
The staff persons will be required to take the classroom allergy book, emergency backpack and a cell phone if available, with them to the shelter-in-place/lockdown location to ensure that any child who may require emergency medication such as an epi pen or inhaler has it on hand. Staff will always bring the Daily Connect Tablet and charger as it houses parent contact information as well.

### Notification

#### EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN

At the onset of the incident/suspicious activity that warrants the center to do a shelter-in-place or lockdown procedure, emergency responders will be notified.  
In inclement weather, emergency responders will be notified in the event of a medical emergency, injury or life threatening situation.

#### PARENTS / GUARDIANS WILL BE NOTIFIED WHEN

The immediate threat has passed.

### 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

The center has an Emergency kit which has:

-Copy of the Emergency Preparedness Plan, battery operated radio, flashlight, extra batteries, cell phone-if available, books/toys, water and disposable cups, First Aid Kit. Additionally, the director will grab snacks/food from the kitchen and a daily connect tablet and charger, facial tissues.

The Director/Manager on duty will be responsible for the Emergency kit at all times during a shelter-in-place/lockdown situation. If he/she is unable to do so, the Lead Infant Teacher will be responsible for it.



### 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

Evacuation routes and exits are present in each classroom. Staff will direct children out primary exit route, if not available, they will use secondary route and will go to the Meeting (north east corner of the Swim School parking lot, to the west of the Anna's Bananas Daycare and Preschool playground fence) where they will be instructed if we will be going to relocation space 1 or 2 given the circumstances warranting the evacuation.

EVACUATING INFANTS AND TODDLERS Describe any special circumstances or procedures needed for evacuating infants and toddlers from the building

Place infant in cribs, 4 children per crib and evacuate out designated routes. When possible, infants/toddler classrooms will have the classroom aide gather any available cribs to utilizing for evacuation. Once exited, will proceed to the meeting location (north east corner of the Swim School parking lot, to the west of the Anna's Bananas Daycare and Preschool playground fence) where they will be instructed if we will be going to relocation space 1 or 2 given the circumstances warranting the evacuation.

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

Teachers will be required to grab classroom attendance clipboard, allergy book, emergency medication backpack, daily connect tablet and charger (contains parent contact information), gate key (if applicable), Emergency Preparedness Plan, and a cell phone if available when evacuating the building.

#### Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN

As soon as it is safely possible to do so during or after the evacuation 9-1-1 will be called.

PARENTS / GUARDIANS WILL BE NOTIFIED WHEN

Once the immediate threat has passed.

#### 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

First aid kit, facial tissues, flashlight, battery operated radio, wipes, hand sanitizer, emergency preparedness plan, master allergy book, diapers/wipes, books, water, disposable cups, extra batteries. Director responsible for.

#### Relocation - Location 1

BUILDING NAME Family Swim School	REASON(S) TO EVACUATE TO LOCATION 1 Fire, natural gas smell, flooding, bomb threat		
ADDRESS 10491 165 <sup>th</sup> St W	CITY Lakeville	STATE MN	ZIP CODE 55044
PHONE NUMBER 952-435-1898	EMERGENCY PHONE 952-683-9404		

#### TRANSPORTATION TO LOCATION 1

Walk immediately West of the facility to the Swim School.

#### OTHER DETAILS

Confirmed with Peter Schrock 4/10/18

#### Relocation - Location 2 (optional)

BUILDING NAME Anna's Bananas Daycare and Preschool Corporate Office	REASON(S) TO EVACUATE TO LOCATION 2 Fire, natural gas smell, flooding, bomb threat		
ADDRESS 10621 165 <sup>th</sup> St. W	CITY Lakeville	STATE MN	ZIP CODE 55024
PHONE NUMBER 952-683-9404	EMERGENCY PHONE 952-431-7998		

#### TRANSPORTATION TO LOCATION 2

Proceed West .2 miles, turn north in the parking lot and walk straight ahead to the office.

#### OTHER DETAILS

Confirmed with Anna Achtenberg 4/10/18



DEPARTMENT OF  
HUMAN SERVICES

## 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.

### 1. Provider Information

DATE CREATED  
04/19/2018

DATE(S) REVISED  
4/19/19

PROVIDER NAME

Anna's Bananas Daycare and Preschool

ADDRESS  
10487 165<sup>th</sup> St W

CITY  
Lakeville

STATE  
MN

ZIP CODE  
55044

PHONE NUMBER  
952-236-0237

EMERGENCY PHONE  
952-683-9404

### 2. Shelter-in-Place / Lockdown Procedures

LOCATION 1 (IN-BUILDING)  
Classroom Bathrooms, staff bathrooms, crib room, far side of classroom on other side of the half-wall as far away from the classroom door as possible.

LOCATION 2 (IN-BUILDING)  
hallways/areas defined on evacuation maps for Tornado drills

PROCEDURES FOR SHELTER-IN-PLACE / LOCKDOWN Describe your procedures (who, what, where, when)

Given a shelter-in-place or lockdown, staff will gather all children and move to the classroom bathrooms, staff bathrooms, far side of the classroom on the other side of the half-wall as far from the classroom door as possible, and/or hallways and they will perform name-to-face to ensure all children are present and will do their best to occupy the children's attention until the threat no longer exists and/or they receive further instructions from the Manager on duty or emergency responders. Emergency Weather: Children will be instructed to follow tornado safety procedures

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  
The staff persons will be required to take the classroom allergy book, emergency backpack and a cell phone if available, with them to the shelter-in-place/lockdown location to ensure that any child who may require emergency medication such as an epi pen or inhaler has it on hand. Staff will always bring the Daily Connect Tablet and charger as it houses parent contact information as well.

### Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN

At the onset of the incident/suspicious activity that warrants the center to do a shelter-in-place or lockdown procedure, emergency responders will be notified.  
In inclement weather, emergency responders will be notified in the event of a medical emergency, injury or life threatening situation.

PARENTS / GUARDIANS WILL BE NOTIFIED WHEN

The immediate threat has passed.

### 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

The center has an Emergency kit which has:

-Copy of the Emergency Preparedness Plan, battery operated radio, flashlight, extra batteries, cell phone-if available, books/toys, water and disposable cups, First Aid Kit. Additionally, the director will grab snacks/food from the kitchen and a daily connect tablet and charger, facial tissues.

The Director/Manager on duty will be responsible for the Emergency kit at all times during a shelter-in-place/lockdown situation. If he/she is unable to do so, the Lead Infant Teacher will be responsible for it.



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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 threat no longer exists. A manager from another Anna's Bananas Daycare and Preschool location will send a text message via Daily Connect to the parents preferred SMS#. An email will also be sent for those who do not have an SMS enabled device. An initial notice, then plan will be provided if necessary given the situation for reunification. Individual phone calls will then be placed by other company managers as a final 3<sup>rd</sup> step to follow up with all families affected.

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

Primary parental contact information is stored in Daily Connect and our tablets are portable as well as the information is accessible from any internet enabled device. Parental contact information including emergency pickups is stored in the child's digital file accessible on Procare from any Anna's Bananas Daycare and Preschool location in which Managers from those locations will be assisting during the emergency in contacting parents.

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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 RELEASING OR REUNIFICATION

Unless otherwise communicated by parents to a manager in writing (handwritten and/or e-mail) with the individual picking up first and last name, children will not be released to any individual other than the known parent. The individual will need to provide proper identification that matches what was provided to us by the parent in writing. The individual must have a safety car seat that is age appropriate for the child they are picking up before they will be released as well.

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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

Anna Achtenberg-Owner/CEO  
Tara Waller-Chief of Operations  
Whitney Gaylord-Employee Relations Specialist

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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

Deb Marofsky-Affiliated Insurance Company: If applicable based on the situation  
Kerri Leuth-Minnesota Department of Human Services: If applicable based on the situation

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##### ANY ADDITIONAL CONSIDERATIONS FOR OPERATIONS

Anna's Bananas Daycare and Preschool's controlling individuals will make a decision about the continuation of operation of the facility based on the circumstances and/or incident in which has constituted a shelter-in-place, lockdown and/or evacuation.

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**6. Emergency Contact Information****For Emergences - Dial  
911****Law Enforcement Agencies**

CITY (If applicable) Lakeville	CONTACT NAME Lakeville Police Department, First available representative
NON-EMERGENCY NUMBER 911	24-HOUR EMERGENCY NUMBER 911
CITY (If applicable) Dakota County	CONTACT NAME Dakota County Sheriff Department, First available representative
NON-EMERGENCY NUMBER 651-438-4700	24-HOUR EMERGENCY NUMBER 911

**Utility Emergency Phone Numbers**

ELECTRIC 651-463-6212	COMPANY Dakota Electric Association
CONTACT PERSON First available representative	24-HOUR EMERGENCY NUMBER 651-463-6201
GAS 612-372-4727	COMPANY Centerpoint Energy
CONTACT PERSON First available representative	24-HOUR EMERGENCY NUMBER 800-296-9815
WATER 952-985-2700	COMPANY City of Lakeville
CONTACT PERSON First available representative	24-HOUR EMERGENCY NUMBER 911

**General Emergency Resource Numbers**

MINNESOTA POISON CONTROL	PHONE NUMBER 800-222-1222
CRIME VICTIM SERVICES Eagan Lewis House	PHONE NUMBER 651-452-7288
POST-CRISIS MENTAL HEALTH HOTLINE National Suicide Prevention Lifeline	PHONE NUMBER 800-273-8255
FIRE DEPARTMENT Lakeville Fire Department	PHONE NUMBER 952-985-4700
OTHER	PHONE NUMBER

**NAME OF INSURANCE AGENCY****Affiliated Insurance**

INSURANCE CONTACT PERSON Deb Marofsky	PHONE NUMBER 763-551-1300
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**Licensing or Certification Information**

LICENSING OR CERTIFICATION NUMBER 1080548	
LICENSED OR CERTIFIED BY STATE OR COUNTY State of Minnesota	
LICENSOR NAME Kerri Leuth	LICENSOR PHONE 651-431-2828

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

CCAP PROVIDER ID 36364	
CCAP AGENCIES REGISTERED WITH Dakota 651-564-5611, Hennepin 612-348-5937, Scott 952-496-8686, Rice 507-332-6115, Goodhue 651-385-2048	CCAP AGENCY PHONE NUMBER(S)

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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.

---

##### PARENTS / GUARDIANS WILL BE NOTIFIED WHEN

The threat no longer exists. A manager from another Anna's Bananas Daycare and Preschool location will send a text message via Daily Connect to the parents preferred SMS#. An email will also be sent for those who do not have an SMS enabled device. An initial notice, then plan will be provided if necessary given the situation for reunification. Individual phone calls will then be placed by other company managers as a final 3<sup>rd</sup> step to follow up with all families affected.

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

Primary parental contact information is stored in Daily Connect and our tablets are portable as well as the information is accessible from any internet enabled device. Parental contact information including emergency pickups is stored in the child's digital file accessible on Procare from any Anna's Bananas Daycare and Preschool location in which Managers from those locations will be assisting during the emergency in contacting parents.

---

##### Release Children will only be released to parents/guardians or other individuals listed on the child's form (with proper identification)

##### OTHER DETAILS ABOUT RELEASE OR REUNIFICATION

Unless otherwise communicated by parents to a manager in writing (handwritten and/or e-mail) with the individual picking up first and last name, children will not be released to any individual other than the known parent. The individual will need to provide proper identification that matches what was provided to us by the parent in writing. The individual must have a safety car seat that is age appropriate for the child they are picking up before they will be released as well.

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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

Anna Achtenberg-Owner/CEO  
Tara Waller-Chief of Operations  
Whitney Gaylord-Employee Relations Specialist

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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

Deb Marofsky-Affiliated Insurance Company: If applicable based on the situation  
Kerri Leuth-Minnesota Department of Human Services: If applicable based on the situation

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##### ANY ADDITIONAL CONSIDERATIONS FOR OPERATIONS

Anna's Bananas Daycare and Preschool's controlling individuals will make a decision about the continuation of operation of the facility based on the circumstances and/or incident in which has constituted a shelter-in-place, lockdown and/or evacuation.

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# Child Care Emergency Plan

Before completing this set of forms, please read the Keeping Kids Safe planning guide that includes instructions on how to complete these forms.

## Provider Information

DATE 4/10/2019			
PROVIDER NAME Anna's Bananas Daycare and Preschool-Northfield			
ADDRESS 516 5th Street West	CITY Northfield	STATE MN	ZIP CODE 55057
PHONE NUMBER 507-645-5050	EMERGENCY PHONE 952-683-9404		

## 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 Bathroom/Crib Room	LOCATION 2 IN BUILDING West Hallway/Staff Bathroom for Secondary Tornado
<b>PROCEDURES FOR SHELTER-IN-PLACE/LOCKDOWN</b> <i>Describe your procedures (who, what, where, when).</i> <p>Given a shelter-in-place or lockdown, staff will gather all children and move to the classroom bathrooms/crib room where they will perform name-to-face to ensure all children are present and will do their best to occupy their attention until the threat no longer exists and/or the they receive further instructions from the Manager on duty or emergency responders. Emergency Weather: children will be instructed to follow tornado safety procedure</p>	
<b>Shelter-in-Place/Lockdown for Children with Disabilities or Chronic Medical Conditions:</b> <i>Include any special circumstances or procedures needed for children with disabilities or chronic medical conditions.</i> <p>The staff persons will be required to take the classroom allergy book, emergency backpack and a cell phone if available, with them to the shelter-in-place/lockdown location to ensure that any child who may require emergency medication such as an epi pen or inhaler has it on hand. Staff will always bring Daily Connect Tablet and charger as it houses parent contact information as well.</p>	

## Notification

<b>EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN</b> <p>At the onset of the incident/suspicious activity that warrants the center to do a shelter-in-place or lockdown procedure. In inclement weather, will be notified in the event of a medical emergency, injury or life threatening situation.</p>
<b>PARENTS/GUARDIANS WILL BE NOTIFIED WHEN</b> <p>The immediate threat has passed.</p>

## Emergency Kit

<i>Describe the content of your emergency kit, who will be responsible for it, and where it will be stored.</i> <p>The center has an emergency kit which has:          -A copy of the Emergency Preparedness Plan, battery operated radio, flashlight, extra batteries, daily connect tablet, and charger, cell phone-if applicable, books/toys, snacks/food, water and disposable cups.          The Director/Manager on duty will be responsible for the Emergency kit at all times during shelter-in-place/lockdown situations. If he/she is unable to do so, the Lead Infant Teacher will be responsible for it.</p>
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## Evacuation and Relocation Procedures

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

### EVACUATION ROUTES/EXITS

*Show how you and the children will leave from any room in the building.*

Evacuation routes and exits are present in each classroom. Staff will direct children out primary exit route, if not available they will use secondary route and will go to meeting location at the end of the frontage road (east of building)

### EVACUATING INFANTS/TODDLERS

*Describe any special circumstances or procedures needed for evacuating infants and toddlers from the building.*

Place infants in cribs, 4 children per crib and evacuate out designated routes. When possible, tater/toddler classrooms will have the classroom aide get any available cribs to utilize for evacuation. Once exited will proceed to the meeting location at the end of the frontage rd (east of building).

### 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.*

Teachers will be required to grab classroom allergy book, emergency medication backpack and a cell phone if avialalbe with them when evacuating the building. They will also bring Daily Connect Tablet and charger as it houses parent contact information.

## Notification

### EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN

As soon as it is safely possible to do so during or after the evacuation 911 will be called

### PARENTS/GUARDIANS WILL BE NOTIFIED WHEN

Once the immediate threat has passed

## Emergency Kit

*Describe the content of your emergency kit, who will be responsible for it, and where it will be stored.*

First Aid Kit, facial tissues, flashlight, battery operated radio, wipes, hand sanitizer, emergency preparedness plan, master allergy book, diapers/wipes, books, water, disposable cups, extra batteries. Director is responsible for this kit and if unable to do so, the infant teacher is responsible for it.

## Relocation - Location 1

BUILDING NAME	REASON(S) TO EVACUATE TO LOCATION 1		
St. John's Lutheran Church	Fire, natural gas smell, bomb threat		
ADDRESS	CITY	STATE	ZIP CODE
500 3rd St. West	Northfield	MN	55057
PHONE NUMBER	EMERGENCY PHONE		
507-645-4429	952-683-9404		
TRANSPORTATION TO LOCATION 1			
Walk east down frontage road to Poplar Street to meeting point, proceed North <.2 miles to St. John's Lutheran Church.			
OTHER DETAILS			
Confirmed with Kelly Hall-Holt 4/10/18 as primary evacuation site			

## Relocation - Location 2

BUILDING NAME	REASON(S) TO EVACUATE TO LOCATION 2		
Longfellow Elementary School	Fire, natural gas smell, bomb threat		
ADDRESS	CITY	STATE	ZIP CODE
201 Orchard St. N	Northfield	MN	55057
PHONE NUMBER	EMERGENCY PHONE		
507-645-1200	952-683-9404		

# Child Care Emergency Plan

Before completing this set of forms, please read the Keeping Kids Safe planning guide that includes instructions on how to complete these forms.

## Provider Information

DATE 4/10/2019			
PROVIDER NAME Anna's Bananas Daycare and Preschool-Northfield			
ADDRESS 516 5th Street West	CITY Northfield	STATE MN	ZIP CODE 55057
PHONE NUMBER 507-645-5050	EMERGENCY PHONE 952-683-9404		

## 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 Bathroom/Crib Room	LOCATION 2 IN BUILDING West Hallway/Staff Bathroom for Secondary Tornado
PROCEDURES FOR SHELTER-IN-PLACE/LOCKDOWN <i>Describe your procedures (who, what, where, when).</i> Given a shelter-in-place or lockdown, staff will gather all children and move to the classroom bathrooms/crib room where they will perform name-to-face to ensure all children are present and will do their best to occupy their attention until the threat no longer exists and/or the they receive further instructions from the Manager on duty or emergency responders. Emergency Weather: children will be instructed to follow tornado safety procedure	
Shelter-in-Place/Lockdown for Children with Disabilities or Chronic Medical Conditions: <i>Include any special circumstances or procedures needed for children with disabilities or chronic medical conditions.</i> The staff persons will be required to take the classroom allergy book, emergency backpack and a cell phone if available, with them to the shelter-in-place/lockdown location to ensure that any child who may require emergency medication such as an epi pen or inhaler has it on hand. Staff will always bring Daily Connect Tablet and charger as it houses parent contact information as well.	

## Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN At the onset of the incident/suspicious activity that warrants the center to do a shelter-in-place or lockdown procedure. In inclement weather, will be notified in the event of a medical emergency, injury or life threatening situation.
PARENTS/GUARDIANS WILL BE NOTIFIED WHEN The immediate threat has passed.

## Emergency Kit

Describe the content of your emergency kit, who will be responsible for it, and where it will be stored. The center has an emergency kit which has: -A copy of the Emergency Preparedness Plan, battery operated radio, flashlight, extra batteries, daily connect tablet, and charger, cell phone-if applicable, books/toys, snacks/food, water and disposable cups. The Director/Manager on duty will be responsible for the Emergency kit at all times during shelter-in-place/lockdown situations. If he/she is unable to do so, the Lead Infant Teacher will be responsible for it.
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**TRANSPORTATION TO LOCATION 2**

Walk east down frontage road to Poplar Street to meeting point, proceed North to 3rd st. Go West to Longfellow Elem.

**OTHER DETAILS**

Confirmed with Mary Grace Hanson 4/9/18 as secondary evacuation site

**Relocation - Location 3**

BUILDING NAME	REASON(S) TO EVACUATE TO LOCATION 3		
ADDRESS	CITY	STATE	ZIP CODE
PHONE NUMBER	EMERGENCY PHONE		
TRANSPORTATION TO LOCATION 3			
OTHER DETAILS			

**Parent/Guardian and Child Reunification Procedures**

If we need to evacuate, shelter-in-place, or when parents/guardians/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.

**Notification****PARENTS/GUARDIANS WILL BE NOTIFIED WHEN**

The threat no longer exists. A manager from another Anna's Bananas Daycare and Preschool Location will send a text message via Daily Connect to parents preferred SMS#. An email will also be sent for those who do not have an SMS enabled device. An initial notice, then plan will be provided if necessary given situation for reunification. Individual phone calls will then be placed by other company managers as a final 3rd step to follow up with all families effected.

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

Primary parental contact information is stored in Daily Connect and our tablets are portable as well as the information is accessible from any Internet enabled device. Parental contact information including emergency pick ups is stored in the child's digital file accessible on Procure from any Anna's Bananas Daycare and Preschool location in which Managers from other locations will assist during emergency in contacting parents.

**Release**

*Children will only be released to parents/guardians or other individuals listed on the child's form (with proper identification)*

**OTHER DETAILS ABOUT REUNIFICATION**

Unless otherwise communicated by parents to a manager in writing (handwritten and/or e-mail) with the individual picking ups first and last name. The individual will need to provide proper identification that matches what was provided to us by the parent in writing. The individual must have a safety car seat that is age appropriate for the child they are picking up before they will be released as well.

**Continuing Operations Procedures**

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

**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

Anna Achtenberg-Owner/CEO  
Tara Waller-Chief of Operations  
Whitny Gaylord-Employee Relations Specialist



The following people will need to be notified and be a part of the decision making-process regarding continued operations AFTER a crisis

Debe Marofsky-Affiliated Insurance Company: If applicable based on situation

Tamara King-Minnesota Department of Human Services: If applicable based on situation

Any additional considerations for operations

Anna's Bananas Daycare and Preschool's controlling individuals will make a decision about the continuation of operation of the facility based on the circumstances and/or incident in which has constituted a shelter-in-place, lockdown and/or evacuation.

TRANSPORTATION TO LOCATION 2
Walk east down frontage road to Poplar Street to meeting point, proceed North to 3rd st. Go West to Longfellow Elem.
OTHER DETAILS
Confirmed with Mary Grace Hanson 4/9/18 as secondary evacuation site

### Relocation - Location 3

BUILDING NAME	REASON(S) TO EVACUATE TO LOCATION 3		
ADDRESS	CITY	STATE	ZIP CODE
PHONE NUMBER	EMERGENCY PHONE		
TRANSPORTATION TO LOCATION 3			
OTHER DETAILS			

## Parent/Guardian and Child Reunification Procedures

If we need to evacuate, shelter-in-place, or when parents/guardians/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.

### Notification

PARENTS/GUARDIANS WILL BE NOTIFIED WHEN
The threat no longer exists. A manager from another Anna's Bananas Daycare and Preschool Location will send a text message via Daily Connect to parents preferred SMS#. An email will also be sent for those who do not have an SMS enabled device. An initial notice, then plan will be provided if necessary given situation for reunification. Individual phone calls will then be placed by other company managers as a final 3rd step to follow up with all families effected.
PARENT/GUARDIAN CONTACT INFORMATION WILL BE MAINTAINED IN THIS LOCATION
Primary parental contact information is stored in Daily Connect and our tablets are portable as well as the information is accessible from any Internet enabled device. Parental contact information including emergency pick ups is stored in the child's digital file accessible on Procure from any Anna's Bananas Daycare and Preschool location in which Managers from other locations will assist during emergency in contacting parents.

### Release

*Children will only be released to parents/guardians or other individuals listed on the child's form (with proper identification)*

OTHER DETAILS ABOUT REUNIFICATION
Unless otherwise communicated by parents to a manager in writing (handwritten and/or e-mail) with the individual picking ups first and last name. The individual will need to provide proper identification that matches what was provided to us by the parent in writing. The individual must have a safety car seat that is age appropriate for the child they are picking up before they will be released as well.

## Continuing Operations Procedures

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

### 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
Anna Achtenberg-Owner/CEO
Tara Waller-Chief of Operations
Whitney Gaylord-Employee Relations Specialist

# Provider Emergency Contact Information

PROVIDER NAME Anna's Bananas Daycare and Preschool		PROVIDER PHONE NUMBER 952-683-9404	
PROVIDER ADDRESS 10621 165th St W	CITY Lakeville	STATE MN	ZIP CODE 55044

For Emergencies - Dial 911

## Public Safety Agencies

CITY (If applicable) Northfield	CONTACT NAME Northfield Police Department, First available representative		
NON-EMERGENCY NUMBER 507-645-4475		24- HOUR EMERGENCY NUMBER	
COUNTY Rice County	CONTACT NAME Rice County Sheriff Department, First Available representative		
NON-EMERGENCY NUMBER 507-332-6010		24- HOUR EMERGENCY NUMBER	

## Utility Emergency Phone Numbers

ELECTRIC 800-481-4700	COMPANY Xcel Energy		
CONTACT PERSON First available representative			24- HOUR EMERGENCY NUMBER
GAS 800-481-4700	COMPANY Xcel Energy		
CONTACT PERSON First available representative			24- HOUR EMERGENCY NUMBER
WATER 507-645-3083	COMPANY City of Northfield		
CONTACT PERSON Justin Wagner, Andrew Tussing or first available representative			24- HOUR EMERGENCY NUMBER



## General Emergency Resource Numbers

POISON CONTROL Minnesota Poison Control	PHONE NUMBER 800-222-1222
CRIME VICTIM SERVICES Rice County Hope Center	PHONE NUMBER 800-607-2320
POST-CRISIS MENTAL HEALTH HOTLINE National Suicide Prevention Lifeline	PHONE NUMBER 800-273-8255
FIRE DEPARTMENT Northfield Fire and Rescue	PHONE NUMBER 507-645-4255
OTHER	PHONE NUMBER
NAME OF INSURANCE AGENCY Affiliated Insurance	
INSURANCE CONTACT PERSON Debe Marofsky	PHONE NUMBER 763-551-1300

## Licensing Information (If applicable)

LICENSE/CERTIFICATION NUMBER 1064366	
Licensed by: <input checked="" type="checkbox"/> STATE <input type="checkbox"/> COUNTY	
LICENSOR NAME Tamara King	LICENSOR PHONE 651-431-6594

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

CCAP PROVIDER ID 31378	
CCAP AGENCIES REGISTERED WITH Dakota 651-554-5611, Hennepin 612-348-5937, Scott 952-496-8686, Rice 507-332-6115, Goodue	CCAP AGENCY PHONE NUMBER(S) 651-385-2048

# Provider Emergency Contact Information

PROVIDER NAME Anna's Bananas Daycare and Preschool		PROVIDER PHONE NUMBER 952-683-9404	
PROVIDER ADDRESS 10621 165th St W	CITY Lakeville	STATE MN	ZIP CODE 55044

For Emergencies - Dial 911

## Public Safety Agencies

CITY (if applicable) Northfield	CONTACT NAME Northfield Police Department, First available representative		
NON-EMERGENCY NUMBER 507-645-4475		24- HOUR EMERGENCY NUMBER	
COUNTY Rice County	CONTACT NAME Rice County Sheriff Department, First Available representative		
NON-EMERGENCY NUMBER 507-332-6010		24- HOUR EMERGENCY NUMBER	

## Utility Emergency Phone Numbers

ELECTRIC 800-481-4700	COMPANY Xcel Energy		
CONTACT PERSON First available representative			24- HOUR EMERGENCY NUMBER
GAS 800-481-4700	COMPANY Xcel Energy		
CONTACT PERSON First available representative			24- HOUR EMERGENCY NUMBER
WATER 507-645-3083	COMPANY City of Northfield		
CONTACT PERSON Justin Wagner, Andrew Tussing or first available representative			24- HOUR EMERGENCY NUMBER