



**COLORADO**  
**Office of Early Childhood**  
Department of Human Services

# Emergency Plan

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Licensed Child Care Programs

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## INTRODUCTION

The information included in this packet is prepared for Family Child Care Homes, Child Care Centers, Preschools, School Age Child Care, Day Treatment and Children’s Resident Camps. It is intended to provide assistance in developing a detailed emergency plan for each individual child care facility. Since each child care facility is unique from the floor plan of the building to the number of children enrolled to the location, it is important that each child care program use this as a guide to creating an individual plan.

In most emergency situations, you will not have time to review your plan, so it is important that a comprehensive plan be developed and roles assigned before an emergency happens so each person who is assigned a role is familiar with the emergency plan in order to carry it out quickly and efficiently. Planning, preparation and practice are key to a successful response to an emergency situation. There are three steps to a successful emergency plan, prepare and respond.

## PLAN

There is a rumor that Colorado averages 300 days of sunshine. While this may be slightly exaggerated, Colorado certainly has many bright sunny days, along with the occasional blizzard, hail storm, extreme heat or cold or tornado. Colorado has even experienced some mild earthquakes! So what should child care facilities be prepared for? In order to develop a plan, the child care facility must first identify the hazards and risks that are common to the Colorado community where the program is located. Below are emergency situations that may occur:

- Fire
- Flood
- Tornado
- Blizzard
- Large hail
- High wind
- Extreme heat
- Extreme cold
- Rock slide
- Avalanche
- Earthquake
- Pandemic flu event
- Hazardous materials
- Suspicious person/Intruder
- Bomb threat
- Wild Animal
- Utility Failure
- Missing or abducted child
- Drought
- Area lockdown
- Cyber attack
- Active shooter
- Medical emergency
- Reportable outbreak of communicable illness



**Here are some links to help identify risks:**

<http://www.coloradowildfirerisk.com/>, click on Public Viewer

<https://www.readycolorado.com/>

<http://disaster.colostate.edu/>

[http://wsnet.colostate.edu/CWIS584/Lori\\_Peek/Data/Sites/1/1-research/projects/co\\_childcare\\_hazards/introandoverview.pdf](http://wsnet.colostate.edu/CWIS584/Lori_Peek/Data/Sites/1/1-research/projects/co_childcare_hazards/introandoverview.pdf)

[http://disaster.colostate.edu/Data/Sites/1/cdra-research/co\\_childcare\\_hazards/part-i.pdf](http://disaster.colostate.edu/Data/Sites/1/cdra-research/co_childcare_hazards/part-i.pdf)

[http://wsnet.colostate.edu/CWIS584/Lori\\_Peek/Data/Sites/1/1-research/projects/co\\_childcare\\_hazards/part-ii.pdf](http://wsnet.colostate.edu/CWIS584/Lori_Peek/Data/Sites/1/1-research/projects/co_childcare_hazards/part-ii.pdf)

[http://wsnet.colostate.edu/CWIS584/Lori\\_Peek/Data/Sites/1/1-research/projects/co\\_childcare\\_hazards/part-iii.pdf](http://wsnet.colostate.edu/CWIS584/Lori_Peek/Data/Sites/1/1-research/projects/co_childcare_hazards/part-iii.pdf)

Depending on the emergency, there are several types of emergency procedures to implement:

**Facility evacuation:** Facility evacuation is used to remove children and adults from a dangerous situation or safety or protection. An example of a facility evacuation would be evacuating the building during a fire drill.

**Shelter- In-Place:** Keeping children and adults in place inside the building, and securing the facility for an immediate threat or emergency. Examples of shelter-in-place would include a tornado warning or poor air quality due to smoke from a wild fire.

**Lock Down:** Lockdown is used to protect children and adults inside a facility from a dangerous external threat. An example of a lock down situation would be an active shooter in the area.

**Off-site evacuation:** Off-site evacuation is used to move children and staff out of the entire area to a pre-designated shelter. An example of an off-site evacuation would be a gas leak in the neighborhood.

**Evacuation away from the facility:** Evacuation away from the facility is used to direct children and staff to an off-site location determined by a government agency in the



event of a threat to location. The child care facility may be directed to go to a Red Cross shelter instead of the facilities predetermined evacuation location. Examples of an evacuation away from the facility include a wild fire or flash flood.

## Prepare

Now that you have had the opportunity to identify the potential hazards and risks that are unique to the child care facility and you are familiar with the different responses to emergencies, a comprehensive emergency plan should be developed addressing the hazards and potential hazards. When developing the emergency plan, the following should be considered:

1. Identifying the roles and responsibilities that adults will have during an emergency situation. Be sure the adult assigned a role is familiar with and understands their role in a successful emergency response.
2. Clearly establishing guidelines for how the emergency plan will be carried out.
3. Developing the procedure for how the child care facility will receive notification of an actual or impending emergency. Can the facility receive reverse 911 calls? Many counties now have the capability to send reverse 911 calls to cell phone numbers. If there is a block on the phone, this may prevent reverse 911 notifications. (<http://911colorado.org/emergency-notification-service/>)
4. Developing the procedure for how the child care facility will communicate the warning to all occupants of the building.
5. Scheduling a formal review of the emergency plan at least one time per year to ensure that no changes have occurred i.e.:
  - a. staff or other adults assigned a role are no longer at the child care facility
  - b. room arrangements have changed that affect the exit pattern
6. Developing the procedure for informing parents of the emergency.
7. Developing the procedure for keeping a current emergency telephone list for all staff, staff substitutes parents/guardians and local emergency services (911 may be overwhelmed or unavailable, also have the local emergency number).
8. Developing a plan to ensure children, parent and staff emergency contact information, children's emergency medical authorizations and health care plans are updated on a regular basis.
9. Identifying external emergency evacuation locations and a plan to move children and staff safely to the outside location.
10. Developing the procedure for responding to emergencies while outside the facility, whether on the playground or on a field trip.
11. Identifying and developing a plan to accommodate infants, toddlers and children with special needs or special health considerations.



12. Identifying an “all clear” signal that staff and children easily recognize.
13. Identifying list of responsibilities and assignments for adults/staff and alternates.
14. Developing a plan to reunify with parents/guardians after the emergency.

**Emergency Planning Roles and Responsibilities:**

In the midst of an emergency, it is difficult to assess the situation and act appropriately if primary roles and responsibilities are not previously assigned, practiced and implemented. Whether you are a Family Child Care Home Provider licensed for 6 children, or the director of a Children’s Resident Camp that is licensed for 800 children, there are roles and responsibilities that should be identified and assigned:

<p><b>Child Care Provider or Director of a facility</b></p>	<p>Develops the emergency plan for the child care facility. It can be helpful to create a team to assist with planning. The planning team could consist of the provider substitute, parents, other child care providers, local emergency personnel, family child care association, local Early Childhood Council.</p> <p>This emergency plan should consider all types emergency situations, evacuation and evacuation locations, addressing all ages and needs of children enrolled at the facility</p> <p>Address children with special needs or special health concerns</p> <p>A plan for reunification with parents.</p> <p>Identify who will be in charge during the emergency</p> <p>Assign emergency procedure responsibilities to staff or other adults. This may include enlisting the help from neighbors, parents or other community members during an emergency.</p> <p>Train staff to all phases of the emergency plan. Staff should be familiar with and can independently implement any aspect of the emergency plan. Each time a new staff member is hired; all emergency plans should be reviewed with the new staff. Emergency evacuations and drills should be practiced with every new employee. See Appendix G for floor plan information.</p> <p>Inform parents of all emergency procedures, including the locations of all evacuation sites and contact information. Consider having an out of town or out of state alternate contact who can relay information to parents and staff in the event that local landline or cell phone communications are down. Parents should be provided a copy of the plan, including emergency contact phone numbers, upon enrollment, annually when parents are updating children’s files and each time the plan is updated.</p> <p>Conduct regular safety checks of the child care facility, including building, playgrounds</p>
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and vehicles. These checks should include ensuring all exits are free and clear from any obstructions and are easily accessible, repair any safety hazards and know where to find all shut off valves for water, gas and electricity.

Maintain first aid and “Go Kits” <http://www.ready.gov/build-a-kit> or <http://hsema.dc.gov/page/make-emergency-go-kit>. Be sure your Go Kit includes items appropriate for the ages of children enrolled in your program. See Appendix E for a list of suggested Go Kit items.

Additional responsibilities should include clearly identifying roles for:

- Leading the evacuation and ensuring all children and adults have moved to a safe location.
- Checking each room, bathroom, closet to ensure all children and staff have been evacuated.
- Taking attendance of all adults and children to ensure everyone is accounted for.
- Ensuring the “Go Kit”, first aid kits and important papers (including sign in and out sheets) are taken during the evacuation or are immediately available during a shelter in place.
- Closing all windows, window coverings and doors, if this can be done safely and time allows.
- Guarding or locking exits (including windows) to prevent unauthorized entrance.
- Being the communication “point person” that will make and receive emergency calls, contact parents/guardians and responsible for providing updates as necessary.

**Family  
 Child Care  
 provider,  
 teachers or  
 other adults**

Participate in developing and implementing the emergency plan.

Participate in training and performing regular drills.

Keep classroom emergency exits free and clear of clutter and know all of the emergency evacuation locations for the child care facility.

Teach children emergency procedures. Children should be familiar with the evacuation and drill procedures so they are a matter of routine. When children are familiar with the procedures, they are less likely to panic and hide in an actual emergency. Evacuations and emergency drills should be practiced with children each



	time there is a new enrollment.  Remain calm and support children during an emergency.
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<b>Parents</b>	<p>Participate in developing the emergency plan, if applicable.</p> <p>Update children’s emergency medical authorizations annually (more frequently if needed).</p> <p>Update children’s emergency contact information annually (more frequently if needed).</p> <p>Update children’s health care plans, emergency medication authorizations, and prescription medications annually (more frequently, if required).</p>
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**Responding to Emergencies**

How each child care responds to an emergency will be different, based on the location, the hazard and the needs of the children and staff at the child care facility. By creating and implementing a detailed emergency plan, adults and children can be better prepared. When possible, the emergency response should include:

- A safety plan for children including the procedure for ensuring that all children are actively supervised before, during and after an emergency.
- The procedure for identifying where children are before, during and after an emergency. Staff should be in the habit of taking name to face attendance and able to accurately identify the correct number of children present at all times as well as accurately report the number of children in care to first responders. This is critical information for first responders to have so they are not sending emergency personnel into a dangerous situation unnecessarily or not responding appropriately to a child or adult who may be unable to evacuate.
- Notification of the proper authorities (police, fire, gas company), including identifying who will be responsible for making the notification. Exhibit B for a sample phone list.
- Notification of parents/guardians including identifying who will be responsible for notifying parents/guardians.

The emergency plan should:

Identify what happens during and after the emergency and identify the resources necessary to respond to the situation. There may be different responses and resources





necessary depending on the emergency as well as the ages and abilities of the children enrolled at the child care facility.

<p>Emergency Response</p>	<p><b><u>Shelter- In-Place:</u></b></p> <p>If it is unsafe to evacuate children and adults outside the facility (i.e. tornado warning), children and adults should be moved into previously identified “safe” areas inside the building.</p> <p>If this is due to a tornado warning, the safe area(s) should be on the lowest level of the building (basement if possible), in interior rooms, away from doors and windows and if possible in smaller rooms with smaller ceiling spaces (large ceiling spaces such as gyms may fall more easily when exposed to high winds or shaking).</p> <p>Furniture and items mounted on walls should be secured so they do not fall on the occupants of the room.</p> <p>Protected areas may include: lowest level interior hallways, basement, closet, bathroom or other small interior windowless rooms.</p> <p>If there are no other areas, seek shelter using the interior wall of a room on the opposite side of the building from where the storm is approaching.</p> <p>If you need to shelter in place due to poor air quality from smoke or other toxins, close all windows, doors and air intakes. If possible, cover windows, doors and vents with thick plastic in order to keep the interior air as clear as possible.</p> <p>If the emergency is or has created a utility (electric or gas) outage, loss of heat or water, the following must be considered:</p> <ul style="list-style-type: none"><li>• Will the utility failure be for a short period of time?</li><li>• How will the program meet the need for heat in the winter? Are infants and toddlers in care? What is the plan to ensure that they are kept at a comfortable temperature?</li><li>• When and how will parents be contacted?</li><li>• Will there be alternate telephone service (landline and/or cell phones)</li><li>• Are fire alarms affected?</li><li>• Is there enough light to safely supervise children?</li><li>• How will the program meet the requirements for diapering, toileting, hand washing, and dish sanitation?</li></ul>
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- If the electricity is out, can food be safely prepared and stored?
- How will children be kept safe and comfortable? Is there an adequate emergency supply of non-perishable food, water, blankets, flashlights, diapers, baby formula, clothing and other necessary items available on site.
- How will children be engaged during the emergency?

When to Shelter In Place:

**Warning:** Forecasters will issue warnings and quickly send out alerts of the imminent severe weather threat. A warning is an urgent message telling you that severe weather or flooding is imminent or is occurring. A Severe Thunderstorm Warning is issued for wind gusts of 58 mph or higher or for hail one inch in diameter or greater. A Tornado Warning is issued when tornadoes are imminent or occurring. A Flash Flood Warning is issued for rapidly developing life threatening flooding.

**Watch:** If severe weather becomes likely a watch will be issued to alert you of the chance for severe weather in or close to the watch area. If you are in or close to the watch area plan where you would go for shelter if severe weather should occur.

Other shelter in place situations may include high winds, hail or blizzard. These weather conditions may or may not require a special shelter area inside the facility.

**Lock Down:**

If there is an intruder/active shooter or other dangerous external emergency inside or immediately outside, as quickly and quietly as possible:

- Lock all internal and external doors and windows.
- A coded alert should be given to all adults that all doors should be locked, when possible.
- Children should be kept in rooms, away from doors and windows. If there is an internal room (closet, bathroom) inside the classroom, attempt to move the children into the room quickly and quietly. In a child care facility with a single classroom or in a family child care home, a closet or bathroom space may be the best available option.
- The designated emergency staff should contact police immediately.

Staff or other adults should only unlock doors when the all clear is signaled.

If this can be done safely, and depending on the threat, it may be possible to escape from the building when an intruder enters.



It is important to keep children as calm and quiet as possible, having some quiet activities or books can help keep children entertained and calm.

**Facility/off site evacuation:**

If the hazard is more widespread, it may be necessary to evacuate children and adults to a pre-determined location in a safe area. This pre-determined location should be planned in advance, should provide the child care facility with current contact information and should be aware that the facility is bringing children and adults to that alternate location. There should be multiple locations identified including at least:

- One within walking distance and
- Two outside of the child care facility neighborhood; these should be a minimum of two to five miles from the child care facility. Maps with driving and walking directions should be kept as part of the emergency plan and provided to the parents upon enrollment. See Appendix C for examples.
- The person responsible will let parents/guardians know that the evacuation occurred and where to reunite with children.
- When possible, the child care facility should get a signed agreement between each evacuation location and the child care facility. See Appendix F for sample agreements.
- If the facility will be transporting children, there should be adequate car seat or booster seats available and parents should be notified in advance of the child care facilities plan to transport, including evacuation locations. See Appendix D and Appendix H.
- If the transportation is not available or there is not adequate transportation to evacuate all children at one time, alternate transportation arrangements must be made in advance. Alternate arrangements can be made with neighbors, parents, public transportation. Emergency personnel may not be available to assist with transportation.
- In some emergency situations, transportation by vehicle may not be possible (such as during a gas leak) and children and adults may need to leave the child care facility by foot and walk to a location that is away from the danger.

Examples of an off-site evacuation would include gas leak or building/structure emergency (fire, broken pipes).

**Evacuation away from the facility:**

This evacuation type occurs when a governmental agency determines that an external hazard poses an imminent danger to the community are there is a high



risk for the hazard to occur. This would include a pre-evacuation or mandatory evacuation order during a wild fire or flash flood situation. The child care facility will be directed by an agency to an evacuation location such as a Red Cross shelter. It is very important to note that before an emergency occurs, the child care facility should work with the local emergency responders so they know:

- Where to locate children in care
- The ages served and the capacity of the facility.
- Transportation may or may not be accessible depending on the type of emergency, the facility should be prepared to evacuate quickly, so a detailed transportation plan is essential. Emergency personnel may not be available to assist.
- Because this can be a quickly evolving situation, the first priority is to evacuate the children and adults and once located at the emergency location, parents can be contacted for reunification.
- Remember, landlines and cell phones may not be available, the use of an out of town or out of state alternate contact may be necessary to relay messages to and from parents.

**Evacuation Levels:**

**Voluntary Evacuation:** the hazard (in Colorado, usually fire or flood) is moving closer to you, a mandatory evacuation order may be issued at any time, now is the time to prepare for immediate evacuation-be ready to leave with less than 5 minute's notice.

**Pre-evacuation:** there is no immediate danger to your area but the hazard may be moving toward you-now is the time to get ready, prepare for possible evacuation.

**Mandatory:** Leave immediately. You will not be allowed to return until after the mandatory evacuation has been lifted by authorities.

Examples of evacuation away from the facility include due to wild fire or flash flood warning.

## Shelter Agreements

Before the emergency, the child care facility should identify at least two alternate emergency evacuation locations.

- There should be one location that is outside of the child care facility neighborhood but within walking distance
- And at least one evacuation location that is two to five miles from the child care facility.



- Whether these locations are homes or businesses, a shelter agreement should be made with the homeowner or the business owner.
- Written directions and detailed maps that include walking and driving directions from the child care to the emergency evacuation location should be developed and maintained as a part of the emergency plan. See Appendix C for an example of a shelter agreement.

## Kids on the go!

Whether the child care facility is a mobile program, outdoor based, travel trip, primitive camp or does off site field trips, the emergency plan should include:

- Identifying the potential hazards and responses for handling those emergencies. Think about the location of the children and staff, including a plan for sudden severe weather (lightening, high winds, hail, blizzard etc.) and where safe shelter can be located and how children and adults will be transported to the safe location.
- Emergency procedures for emergencies while on the road (vehicle breaks down or involved in an accident), including traveling with children's emergency medical authorizations, parent contact information, field trip authorizations, medications and medication authorizations and a list of children and staff present on the field trip.
- Emergencies involving staff-what is the plan if the approved driver is injured or becomes ill or incapacitated?
- Emergencies involving children-what is the plan if a child is injured, becomes ill or has an allergic reaction? Another consideration is for children from other states who are attending a program in Colorado. Not everyone is acclimated to Colorado's altitude and precautions should be taken. For more information please visit <http://www.denver.org/about-denver/high-altitude-tips/> or <http://guide.denverpost.com/lists/8-tips-avoid-mile-high-altitude-sickness/>
- For those programs who enroll children from other states, it is important that know that children may have difficulty adjusting to the higher elevations in Colorado. To prevent altitude sickness, children and adults need to drink plenty of water to prevent dehydration and take extra precaution in the sun. According to the Environmental Protection Agency (EPA), "UV intensity increases with altitude because there is less atmosphere to absorb the damaging rays. As a result, your chance of damaging your eyes and skin increases at higher altitude... At high altitudes the ultraviolet rays from the sun are more intense and



therefore more damaging. Cautionary notes from those who live in high altitude areas include the observation that “sunburns at high altitude may also have a longer delay factor – they may not show up until you are more seriously burned than you would be at lower altitude. In other words, by the time you notice that you are turning pink you may be actually in the process of developing a second degree burn that will blister. Fair skin can begin to burn within half an hour, and two hours can burn you badly enough to give you trouble sleeping that night.” (<http://www.sunaware.org/2010/07/28/sun-protection-at-high-altitudes/>)

## **Family Reunification**

The child care facility should take action in advance of any emergency to ensure that children will be reunited with parents/guardians once the immediate hazard has been cleared. In order to facilitate an efficient reunification, Child care facilities should make every effort to have on file and update at least annually, the emergency contact(s) for parents/guardians, as well as, at least one local emergency contact. The emergency contact information should include parent name, home address, work address, home, work and cell phone numbers as well as emergency contact name, address and phone number(s). Parents should know the locations and alternate locations for reunifying with children after an evacuation (remember, parents may not be able to get to the center to read a note posted to the door).

Included in the plan should be a detailed plan for the release of children that includes a mechanism for identifying parents, emergency contacts and other adults who may be attempting to pick up a child during an emergency (i.e. checking a state issued photo identification or will the parent/guardian use a code or unique word? Will parents sign a specific form?). The plan should also address a procedure for caring for a child when, and to whom the child will be released if the parent, guardian and emergency contacts cannot be reached.

It is also important that there are alternate communication methods during an emergency. If cell phone and local landlines are unavailable, a secondary contact, preferably outside of the area should be available to relay messages to and from the child care facility.

## **Reporting Communicable Disease**

Excerpt from the Colorado Public Health and Environment Infectious Disease in Child Care and School



Settings: [https://www.colorado.gov/pacific/sites/default/files/DC\\_ComDis-Infectious-Diseases-in-Child-Care-and-School-Settings.pdf](https://www.colorado.gov/pacific/sites/default/files/DC_ComDis-Infectious-Diseases-in-Child-Care-and-School-Settings.pdf)

By law, certain diseases and conditions are reportable to public health for surveillance purposes and so disease control measures can be implemented. Per Colorado regulation 6 CCR 1009-1 “Rules and Regulations Pertaining to Epidemic and Communicable Disease Control”, persons treating or having knowledge of a reportable disease, whether the disease is suspected or confirmed, must report the case to the state or local public health agency.

This includes schools and child care providers. A list of diseases and conditions reportable in Colorado is available on page 6 of the document, and also at the following website (this website also contains links to the Colorado statutes and regulations that address disease reporting): <https://www.colorado.gov/pacific/cdphe/report-a-disease>.

When a suspected or confirmed case is reported, public health agencies may conduct an investigation to confirm the diagnosis, assess treatment options (if applicable), determine the cause of the illness, and implement appropriate methods of disease control. Group outbreaks resulting from any cause, including foodborne outbreaks, must be reported to the state or local public health agency within 24 hours. For the purposes of public health reporting, an outbreak is defined as two or more persons ill with similar symptoms within a similar time frame. In an outbreak situation, the state or local public health agency will typically work with the child care facility or school to achieve the following:

- Control and prevent further spread of disease;
- Identify ill persons so they can receive proper treatment if indicated;
- Attempt to identify the source of the outbreak;
- Identify infection risk factors;
- Evaluate existing prevention strategies.

Child care facilities and schools can also contact the state and/or local public health agencies about infectious conditions that are not reportable, especially if the facility has questions about notifying parents, exclusion, and disease control measures.

Per the Colorado “Rules and Regulations Governing the Health and Sanitation of Child Care Facilities in the State of Colorado” (available at [https://www.colorado.gov/pacific/sites/default/files/Regulation\\_Child-Care\\_2013.pdf](https://www.colorado.gov/pacific/sites/default/files/Regulation_Child-Care_2013.pdf)), in addition to consulting with the state or local public health agency, child care facilities should also consult with their nurse consultant or child care health consultant about any type communicable disease issue, case, or outbreak. Child care facilities are inspected



routinely by either the state or local public health agency to ensure compliance with the health and sanitation regulations. These inspections are typically conducted by Environmental Health Specialists employed at the state/local public health agency. It is acceptable for a child care facility to report cases of illness or outbreaks to the Environmental Health Specialist who conducts the health and sanitation inspections. Typically, the Environmental Health Specialist will then consult with the public health nurse or epidemiologist within his/her public health agency to determine the best course of action.

To report a suspected or confirmed disease case or outbreak, please contact your local public health agency (contact information can be found at: <https://www.colorado.gov/pacific/cdphe/find-your-local-public-healthagency>), or CDPHE at (303) 692-2700 or 1-800-866-2759 (after-hours (303) 370-9395). To the extent it is available; the following information should be reported for all suspected or confirmed cases:

Diagnosis	Address	Laboratory test results
Patient's name	Phone number	Case suspected or confirmed
Date of birth	Parent/Guardian name	
Gender	Name and address of the responsible health care provider	
Race and ethnicity		

## Appeals and Waivers

During time of emergency or disaster, child care facilities may request an emergency waiver of rules and regulations from the Colorado Division of Early Care and Learning, Licensing and Administration unit. The appeal/waiver request should include the facility name, license number, emergency situation, a safety and supervision plan and the number and ages of children affected. If the facility must relocate to a different location, on a temporary basis, the address of the temporary location must be included in the appeal/waiver request. If the facility is currently accepting Colorado Child Care Assistance at the time of the evacuation, providing the alternate address will expedite reimbursements. Examples of emergency waivers that may be considered:

- relocation of a child care facility to a temporary location due to a hazard at the current location





- accepting enrollments from other affected child care facilities
- exceeding capacities
- creating multi-age cohort models of classrooms consisting of well and sick children during a pandemic or epidemic event
- operating outside of normal business hours to accommodate emergency personnel schedules

Once an emergency appeal/waiver is approved, it is still the responsibility of the child care facility to provide for the health, safety, and welfare of enrolled children in care before, during and after the emergency situation.

For more information on Appeals and Waivers, visit the Colorado Office of Early Childhood website: <http://www.coloradoofficeofearlychildhood.com/#!/appeals-for-child-care-licensing/cy7f>. See Appendix K for the Appeal Form and Instructions.

### **Helping children deal with stress and trauma**

Disasters can strike quickly and with very little warning. This can be frightening and traumatic for children, especially if they don't know what to do. During a disaster, children's routines become disrupted, especially if the child care facility or family had to relocate due to the emergency. Children may experience anxiousness, confusion, or experience fear. For example, when the tornado that affected Windsor in 2008 occurred, it was reported that as the summer progressed, children became anxious and fearful when storms approached. Many times, how the adults react in a situation determines how children react. If a child sees the adult react with fear, the child is more likely to become frightened; however, through practice and preparation, adults can react in a way that is responsive rather than chaotic, thereby lessening the stress and fear for children. Children will need to be reassured in a manner that is age and developmentally appropriate. Another way to help children during an emergency is to have them prepared before an emergency occurs. Practicing drills and emergency procedures will help reduce stress and the more familiar children (and adults) are with the emergency procedures, the more confident they will be during an actual emergency. See Appendix I and J for examples of drill logs; see Resource section for links to helping children deal with stress and trauma.



## Resources

AAP Children & Disasters- Disaster preparedness information for physicians, families, children and others. [www.aap.org/disasters](http://www.aap.org/disasters)

Administration for Children and Families early childhood emergency resources: <http://www.acf.hhs.gov/programs/ohsepr/early-childhood>

American Red Cross Training and Resources <http://www.redcross.org/prepare/disaster-safety-library>

Car Seat FAQ's <https://www.codot.gov/safety/seatbelts-carseats/carseats/parents/frequently-asked-questions.html>

Car Seat Inspection Stations: <https://www.codot.gov/safety/seatbelts-carseats/carseats/parents/fit-stations.html>

Car Seat resources: <http://www.safercar.gov/parents/Car-Seat-Safety.htm>

Car Seat Safety: <https://www.codot.gov/safety/seatbelts-carseats/carseats/parents/safety-recommendations.html>

Caring for our Children: <http://cfoc.nrckids.org/StandardView/9.2.4.3>

Caring for Our Children Emergency Preparedness Standards: <http://cfoc.nrckids.org/StandardView/StdNum/emergency+preparedness>

Child Care and Natural Hazards, Counties A-F, State of Colorado: [http://disaster.colostate.edu/Data/Sites/1/cdra-research/co\\_childcare\\_hazards/part-i.pdf](http://disaster.colostate.edu/Data/Sites/1/cdra-research/co_childcare_hazards/part-i.pdf)

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FEMA Family Communication Plan worksheet: [http://www.fema.gov/media-library-data/0e3ef555f66e22ab832e284f826c2e9e/FEMA\\_plan\\_parent\\_508\\_071513.pdf](http://www.fema.gov/media-library-data/0e3ef555f66e22ab832e284f826c2e9e/FEMA_plan_parent_508_071513.pdf)

Find a Shelter App for Iphone <https://itunes.apple.com/us/app/american-red-cross-shelter/id419258261?mt=8>

Head Start National Center on Health Emergency Preparedness: <http://eclkc.ohs.acf.hhs.gov/hslc/tta-system/health/center/ep> or <http://eclkc.ohs.acf.hhs.gov/hslc/tta-system/health/ep/tip-sheets.html>

Preparing for influenza outbreak: Online Training Course - Influenza Prevention and Control: Strategies for Early Education and Child Care Programs <http://www.healthychildcare.org/flu.html>

Ready Colorado: <https://www.readycolorado.com/>

Ready.gov Build-A-Kit: [www.ready.gov/build-a-kit](http://www.ready.gov/build-a-kit) (Available in a number of languages)

Red Cross: <http://www.redcross.org/prepare/disaster-safety-library> (includes resources in multiple languages)

Reverse 911 Notifications: <http://911colorado.org/emergency-notification-service/>

Wild fire risk: <http://www.coloradowildfirerisk.com/>, click on Public Viewer  
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