

Sacred Roots Early Learning

Emergency and Disaster Plan

2026-2027 School Year

9.4 Evacuation and Relocation Addendum

This plan explains, in simple terms, what Sacred Roots will do to keep children safe during an emergency. Please read it, ask any questions, and sign the last page.

1. Emergency Contacts

Families must give Sacred Roots current contact information for their child. This helps us reach you quickly if there is ever an emergency. Please keep the following on file and up to date:

- Parent or guardian phone numbers (home, work, and cell)
- A second parent or guardian, if there is one
- At least two emergency contacts who can pick up your child if you cannot be reached
- Your child's doctor
- A hospital preference, if you have one
- Health insurance information

Please update your child's contact information right away whenever it changes. Old or missing information can put your child at risk.

2. Emergency Drills

Sacred Roots practices for emergencies on a regular basis so children and staff feel prepared and calm.

Fire Drills

Practiced every month. Children practice leaving the building safely and staff check that everyone made it to the meeting spot outside.

Severe Weather Drills

Practiced every three months. Children practice moving to a safe area and staying low and calm.

Lockdown Drills

Practiced at least twice a year. Staff practice securing the building, and children are given calm, age-appropriate explanations.

Every drill is written down and reviewed so we can keep improving.

3. Emergency Response

Here is what Sacred Roots staff will do during different kinds of emergencies:

Fire

- Evacuate the building right away using the posted evacuation route
- Check that every child is accounted for at the meeting spot
- Call 911

- Wait to re-enter the building until the fire department says it is safe

Severe Weather

- Watch weather alerts closely
- Move children to the safe area if severe weather is coming
- Keep children in the safe area until the danger has passed
- Follow guidance from local emergency officials

Lockdown

- Secure all doors and windows
- Move children away from doors and windows
- Keep children calm and quiet
- Stay in lockdown until authorities give the all clear

Medical Emergency

- Give first aid as trained
- Call 911 for any serious injury or illness
- Contact parents right away
- Write down what happened

A Child Who Cannot Be Found

- Search the building and the area around it right away
- Let all staff know
- Contact parents and emergency contacts
- Call the police if the child is not found within 10 to 15 minutes
- Write down what happened
- Submit a written report to the Colorado Department of Early Childhood within 24 hours, as required by state child care rules

4. Evacuation and Relocation

If the building needs to be evacuated for a longer period of time, Sacred Roots will move children to one of the following locations, depending on the situation.

Immediate Assembly Point (next to the property)

[REDACTED]
[REDACTED]

Local Relocation Site (walking distance)

[REDACTED]
[REDACTED]

Out of Area Relocation Site (driving or transport distance)

[REDACTED]
[REDACTED]

What Staff Will Do

- Make sure every child is accounted for
- Bring emergency supplies, including the first aid kit, emergency contact information, and a cell phone
- Walk children to the site, or transport them by bus if needed
- Notify families right away about the situation and where to find their child
- Only release children to authorized adults at the relocation site

Reunification with Families

- Families will be told how and where to pick up their child
- Children will only be released to authorized adults who show a photo ID
- Staff will write down when and to whom each child was released

5. School Closures and Delays

Sacred Roots may close or open late because of:

- Severe weather, unsafe roads, or D11 school district closures
- A problem at the building, such as a power outage, water main break, or heating failure
- A public health emergency
- Other safety concerns

How Families Will Be Notified

- Email to the address on file
- Text message, if we have your phone number
- A notice posted on our website and social media
- Local news announcements during severe weather

Tuition

Regular tuition is still due during a closure. We do not prorate tuition for individual missed days, but a longer closure may be handled on a case by case basis.

6. Emergency Supplies

Sacred Roots keeps emergency supplies on hand at all times, including:

- A first aid kit with current supplies
- Emergency contact information for every child
- Emergency medication for children who need it
- Flashlights and batteries
- A battery powered radio
- Emergency water and food that does not spoil
- Blankets
- Comfort items that are appropriate for young children

These supplies are checked regularly and restocked whenever needed.

7. Emergency Authorization

Your child's enrollment form includes your permission for emergency medical treatment. If your child has a medical emergency, Sacred Roots will:

- Give first aid and call 911 if needed
- Contact you and your emergency contacts right away
- Follow the emergency medical authorization on file, so care is not delayed while we try to reach you
- Send your child to the hospital preference on file, if one has been provided, or the nearest hospital in a serious emergency

8. Off-Site Day Procedures

Sacred Roots is a nature-based program, so off-site outdoor learning, such as nature walks and visits to nearby natural areas, is part of our regular routine, not just an occasional field trip. Staff follow extra steps on every outing to keep children safe and to make sure Sacred Roots and families can be reached at all times.

Before Leaving

- Scheduled outings: families receive advance written or electronic notice, including the location, the estimated time away, and a phone number to reach staff during the trip, along with written permission for that outing

- Unscheduled outings: families are notified at the time of departure, by written or electronic means, with the same location, timing, and contact information
- Routine outings, such as regular nature walks to the same nearby area, are covered by an annual written authorization on file
- Staff take a head count and check it against the attendance roster
- Staff confirm the group will stay within the required ratio of no more than 1 staff member to 6 children, with no more than 12 children in a group
- Staff bring a fully stocked first aid kit, a charged cell phone, each child's emergency contact information, and water for hydration

Weather Guidelines for Off-Site Outings

- Outings follow the same weather guidelines as outdoor play at Sacred Roots: no outdoor outings when it is below 20 degrees Fahrenheit with wind chill, above 95 degrees Fahrenheit with heat index, or when there is a severe storm or air quality alert
- Staff check the forecast before leaving and monitor conditions during the outing
- If weather turns unsafe while the group is off-site, staff move to a known shelter location right away and follow the Severe Weather or Emergency Off-Site steps below

Known Shelter Locations

For each place Sacred Roots regularly visits for outdoor learning, staff identify a specific nearby indoor shelter ahead of time, such as a building, visitor center, or covered structure, and know how to reach it quickly. This shelter plan is kept on file for each regular outdoor site and reviewed at least once a year.

During the Outing

- Staff take a head count before leaving Sacred Roots, after arriving at the site, and regularly throughout the outing, especially during transitions
- Staff keep the group together and within sight and sound at all times
- When Sacred Roots provides transportation, children are secured in age-appropriate five-point harnesses, and a first aid kit and fire extinguisher are kept in the vehicle
- For children who are toilet training, staff bring a portable toilet so their routine can continue while off-site
- Staff supervise children closely around natural hazards such as uneven terrain, water, plants, and wildlife, and check children for ticks after time in tall grass or wooded areas

Medical Emergency Off-Site

- Give first aid as trained
- Call 911 for any serious injury or illness
- Contact parents right away and let them know the child's location

- Write down what happened

A Child Who Cannot Be Found Off-Site

- Stop the group and keep all other children together with a staff member right away
- Search the immediate area
- Notify venue staff or security, if available
- Call the police if the child is not found within 10 to 15 minutes
- Contact parents right away
- Write down what happened
- Submit a written report to the Colorado Department of Early Childhood within 24 hours, as required by state child care rules

Severe Weather or Emergency Off-Site

- Move the group to the known shelter location for that site
- Keep children calm and together until the danger has passed
- Follow the guidance of venue staff or local officials
- Contact Sacred Roots and families with an update as soon as it is safe to do so
- Adjust the pickup plan and location if needed, and let families know right away

In every off-site emergency, the same reunification rule applies: children are only released to authorized adults who show a photo ID, and staff write down when and to whom each child was released.

Acknowledgment of Receipt

I have read and understand the Sacred Roots Early Learning Emergency and Disaster Plan. I know how my child will be kept safe, where my child may be relocated in an emergency, how off-site outings are handled, and how I will be notified and reunited with my child.

Child's Full Name: _____

Parent or Guardian Name (printed): _____

Parent or Guardian Signature: _____ Date: _____

Second Parent or Guardian Name (if applicable):

Second Parent or Guardian Signature: _____ Date: _____