



BUTTERFLY
PAVILION

Butterfly Pavilion Camps

Emergency & Disaster Plan



Prepare

Roles and Responsibilities

Camp Directors

The Camp Director is responsible for developing, implementing, and maintaining the emergency plan for Butterfly Pavilion Camps. The plan will be reviewed annually and updated as needed to ensure compliance with licensing requirements and best practices.

Camp Directors will:

- Train camp staff on all components of the emergency plan, including emergency procedures, drills, and safety protocols.
- Conduct regular emergency drills and facility safety walkthroughs.
- Monitor weather conditions and other potential hazards that may affect camp operations.
- Utilize approved weather monitoring tools, including the WeatherBug app and Reverse 911 notifications.
- Provide Camp Educators with updated camper health care plans, medication authorizations, and emergency medical information.
- Communicate with families when updated health information or documentation is required.
- Conduct routine safety inspections of camp spaces and report safety concerns to Butterfly Pavilion leadership.
- Maintain and monitor first aid supplies and emergency equipment.

In Case of an Emergency

Camp Directors will:

- Communicate emergency information and instructions to Camp Educators using Butterfly Pavilion radios and other approved communication methods.
- Serve as the primary liaison between camp operations and Butterfly Pavilion leadership.
- Maintain communication with leadership regarding current conditions, response actions, and operational decisions.
- Regularly verify that all campers and staff are accounted for.
- Determine whether early dismissal or camper pickup is necessary and coordinate communication with families.
- Notify families of emergency situations and provide updates as appropriate.
- Complete all required incident reports and licensing documentation.
- Announce the "All Clear" when emergency conditions have been resolved.
- During an evacuation, conduct a final sweep of all classrooms, restrooms, storage areas, and other occupied spaces to ensure all campers and staff have safely exited the building before joining the evacuation group and verifying attendance.

Camp Educators

Camp Educators are responsible for the direct supervision and safety of campers at all times.

Camp Educators will:

- Participate in emergency preparedness training and drills.
- Keep emergency exits and evacuation routes clear and accessible.
- Teach and review age-appropriate emergency procedures with campers.
- Maintain supervision of their assigned campers and follow all emergency procedures.
- Conduct accurate name-to-face attendance checks throughout the day and during emergencies.
- Remain calm and provide reassurance and support to campers during emergency situations.
- Communicate with families regarding camper pickup when directed by the Camp Director.
- During an evacuation, bring a camp-issued tablet containing attendance records and emergency contact information whenever possible.
- Ensure camper medications, emergency medical supplies, and health care plans accompany campers during an evacuation.

Parents

Parents and guardians play an important role in emergency preparedness and are responsible for maintaining current information for their child.

Parents will:

- Update emergency contact information annually and whenever changes occur.
- Update emergency medical authorizations annually.
- Provide current health care plans, medication authorizations, and required prescription medications.
- Ensure all enrollment and emergency information remains accurate throughout the camp season.

Plan for when camps are offsite

Butterfly Pavilion Camps operate on-site for the duration of the summer camp season. At this time, no additional off-site emergency procedures are required.

Plan to accommodate infants and toddlers

Butterfly Pavilion Camps serve children ages 5–12 and do not provide care for infants or toddlers. Therefore, additional infant and toddler emergency procedures are not required.

Emergency Telephone List

Each camp classroom maintains an updated emergency contact list that is readily accessible to staff at all times.

Emergency Phone Numbers

Always call 911 first during an emergency.

Local Police Department: 303-658-4360

Local Fire Department: 303-658-4500

Nearest Hospital:

UCHealth Broomfield Hospital

303-464-4500

Nearest Urgent Care:

Rocky Mountain Urgent Care

303-429-9311

Poison Control:

303-739-1123

Outside Metro Area: 800-322-3073

Health Department:

303-232-6301

County Social Services:

303-271-1388

Camp Director:

Hannah Orff

720-375-9986

Child Care Licensing:

303-866-5958

Outside Metro Area: 800-799-5876

Licensing Specialist:

Reka Cachat

303-969-9666

Family Support Line:

303-695-7996

Outside Metro Area: 877-695-7996

Nurse Delegate:

Bryan Maki, BSN, RN

720-708-9705

Adverse Weather Policy and Emergency Procedures

Provisions will be made for indoor activities at our various classroom sites (Classrooms A, B, D) in case of adverse weather and Air Quality Index Advisory Unhealthy for Sensitive Groups. Shade, access to water and indoor activities will be provided during adverse weather and when the air quality index value is 101 to 150. Children are encouraged to bring appropriate clothes (including hats, rain jackets, and closed toe shoes) and a water bottle. Program leaders are equipped with a radio that they will use to communicate with the camp director while both indoors and outside along the Nature Trail. A weather app will be used to monitor weather during camp hours and to make decisions regarding appropriate activities for the conditions.

Tornado

Notice: There is no Tornado Siren in Westminster near our campus. Alerts will likely come via cellular phones.

The Director and Coordinator will monitor weather status and notify staff of any Tornado Watch or Warning. In the event of a tornado watch, all staff will be notified and will move children near the specified areas of safety. In the event of a tornado warning or a spotted tornado, all staff will be notified via Building PA system. Staff will then immediately take children to the nearest area of safety. Areas of safety are Classroom B, Water's Edge Kitchen, Rearing Room, Colorado Backyard bathrooms, bathrooms next to Survival, and any room without windows. If caught outside and areas of safety cannot be reached, staff will lead children to the nearest low-lying area. Staff and children will remain in safety until an all clear is sounded.

Emergency Supplies

- First Aid Kits: Stocked with essential medical supplies.
- Water
- Communication Devices: Two-way radios

Shelter in Place

In the event of shelter in place, the same procedures for tornadoes will be followed. IF you need to shelter in place due to poor air quality from smoke or other toxins, close all windows, doors, and air intakes.

Fire

In the event of a fire, staff will evacuate children to the nearest exit and will go to the corner of 104th and Westminster Boulevard or the overflow parking lot. Once safe, staff will conduct role call to ensure that everyone is there.

Adverse Weather

In the event of adverse weather, the same procedures for tornadoes will be followed.

Lockdown

In the event of a lockdown, no one will be permitted to enter or leave the facility. All children will be moved to Classroom B and the door will be secured shut. The lockdown will stay in place until facility leadership or police have lifted the lockdown.

Active Shooter

In the event of an active shooter, staff will take the children to either shelter in place, in a room with no windows and lock/barricade the door and stay down and quiet, or leave the building through the closest exit and lead the children to the corner of 104th and Westminster Boulevard or the overflow parking lot. Once safe, staff will conduct a role call to ensure that everyone is there.

Evacuation of Children with Disabilities

In the event of an evacuation, staff will ensure that all children are guided with care and prompt action. If staff notices a child struggling or in need of assistance, they will ask how best to help before taking action. Staff will ensure the child's needs are understood and inquire if any special precautions are required. Below are guidelines for assisting children with various needs during emergencies:

Children Who Are Blind or Have Low Vision

- **Explain the Situation:** Clearly describe the nature of the emergency and give simple, age-appropriate instructions for exiting the area.
- **Guide Safely:** Offer your hand or arm for guidance and reassure the child throughout the evacuation.
- **Verbal Guidance:** Inform the child about where you are going and mention any obstacles along the way.
- **Orient and Reassure:** Once in a safe location, help the child understand their surroundings and ask if they need further assistance.
- **Service Animals:** Ensure that any service animal remains with the child, as the animal may also feel stressed.

Children Who Are Deaf or Hard of Hearing

- **Gain Attention:** Flash lights, wave your hands, or gently tap the child's shoulder to get their attention.
- **Clear Communication:** Face the child and use simple gestures or written notes, if needed, to explain the situation and evacuation route.
- **Provide Physical Guidance:** If communication is difficult, gently guide the child outside if necessary.

Children With Mobility Limitations – (Non-Wheelchair Users)

- **Ask Before Acting:** Ask the child if they can walk or need assistance to evacuate, and provide help as needed.

- Ensure a Clear Path: If there are obstacles, clear a path for the child to exit safely.
- No Immediate Danger: If there is no immediate threat, the child may wait in a safe area until emergency personnel arrive.
- Imminent Danger: If evacuation is urgent, assist the child using a sturdy chair or carry them to safety if necessary
- Assistive Devices: Ensure any mobility aids the child uses are brought to them as soon as possible.
- Inform Authorities: Notify emergency personnel of any children still inside and their location.

Children With Mobility Limitations – (Wheelchair Users)

- Ask Preferences: Always ask the child how they prefer to be assisted during evacuation.
- Evacuation Equipment: Familiarize yourself with any available evacuation chairs and their location.
- Self-Evacuation (Ground Floor): If the child is on the ground floor, they may be able to evacuate with minimal assistance.
- Clear Path: Ensure a clear route is available for the child to exit safely.
- No Immediate Danger: In non-urgent situations, the child may prefer to wait in a designated safe area until help arrives.
- Imminent Danger: If the child prefers to remain in their wheelchair and cannot be evacuated, direct them to a safe area and notify emergency personnel.
- Carrying Children: Wheelchairs are typically too heavy to carry, but if the child needs to be carried, ask for their preferred method, such as a two-person carry.
- Mobility Aids: Ensure any necessary devices are brought to the child as soon as possible.
- Inform Authorities: Immediately notify emergency personnel about the child's location if they remain inside.

Children with Emotional or Psychological Disabilities

- Monitor Reactions: Be aware that loud alarms, smoke, or crowds may be overwhelming. Approach calmly and avoid physical contact unless permitted.
- Reassure and Guide: Ask how you can assist the child and offer to stay with them once evacuated to provide a sense of security.

Reunification with Families After Emergency

Meeting Places for Reunification

- The primary reunification point will be Butterfly Pavilion 6252 W 104th Ave, Westminster, CO 80020.
- If the primary site is unsafe or unreachable, the secondary meeting point will be the overflow parking lot at Butterfly Pavilion.
- The third meeting place will be the Armed Forces Tribute Garden 6001 W 104th Ave, Westminster, CO 80020.

Communication with Parents and Guardians

Staff will use multiple channels to notify families of the reunification process in case of an emergency:

- Phone Calls & Text Messages: Families will receive phone or text alerts with details on the emergency and pickup location. Ensure that all emergency contact numbers provided are up-to-date.
- Email Updates: Emails will be sent to inform families of the current situation, including instructions and the status of their children.

Procedures for Medical Transport

In the event that a child requires medical attention during an emergency:

- Immediate Notification: The child's parent or guardian will be notified immediately if the child must be transported for medical care.
- Hospital Transport: The child will be transported to the preferred hospital that is listed in their file during registration.
- Medical Information: Staff will ensure that the child's medical information, including allergies or health conditions, is shared with medical personnel.
- Reunification at the Medical Facility: Parents will be directed to the medical facility where they can reunite with their child, and ongoing updates will be provided by phone or text.

Lockdown Response

During a lockdown situation, the following protocols will be in place for both the program and parents:

- Program Response: Staff will immediately secure the facility, following lockdown procedures such as locking doors, keeping children away from windows, and staying quiet until authorities indicate it is safe.
- Parent Notification: Families will be informed of the lockdown via text message or phone, but parents should not come to the facility until the lockdown is lifted.
- Post-Lockdown Reunification: Once authorities declare the situation safe, parents will be notified of when and where they can pick up their child. If the lockdown requires relocation, parents will be informed of the alternate reunification site.
- Stay Informed: Parents should avoid calling or arriving at the childcare facility during a lockdown, as this may jeopardize the safety of staff and children. All communication updates will be sent via the official channels.

Wildfire Evacuation

Colorado wildfire season typically peaks during the summer months. Smoke events and poor air quality may occur before an active fire threatens the facility.

EMERGENCY ALERT LEVELS

GREEN – Normal Operations

No wildfire threat. Camp operates as scheduled.

YELLOW – Monitor

Wildfire activity reported within the region or moderate smoke conditions present. Outdoor activities may be limited or moved indoors.

ORANGE – Alert

Wildfire activity within approximately 10 miles or deteriorating air quality. Staff prepare for possible evacuation and families are notified of changing conditions.

RED – Evacuate or Shelter-in-Place

An evacuation order has been issued, wildfire conditions pose an immediate threat, or air quality has reached hazardous levels. Camp leadership initiates evacuation or shelter-in-place procedures.

EVACUATION LOCATIONS

Primary Evacuation Site:

Hyland Hills Recreation Center
8801 Sheridan Blvd.
Westminster, CO 80003

Secondary Evacuation Site:

Front Range Community College
3645 W. 112th Ave.
Westminster, CO 80031

If directed by emergency responders, campers and staff may relocate to an alternate emergency shelter.

EVACUATION PROCEDURES

When evacuation is ordered:

1. Camp Director announces evacuation.
2. Staff immediately gather campers and conduct a headcount.
3. Camp groups proceed calmly to the designated evacuation location.
4. Staff maintain supervision and assigned camper ratios at all times.
5. A second headcount is completed upon arrival.
6. Families are notified of camper status and pickup location.
7. Campers remain supervised until released to an authorized adult.

If safe to retrieve, staff should bring:

- Camp binder and attendance records
- Medical forms
- Medications and first aid supplies
- Cell phones and communication devices

STAFF RESPONSIBILITIES

Camp Director

- Serves as Incident Commander

- Determines evacuation or shelter-in-place actions
- Coordinates emergency response
- Communicates with emergency responders and leadership

Camp Educators

- Supervise assigned campers
- Conduct headcounts
- Lead campers during evacuation
- Maintain group accountability

Communication Lead (Lead Educator)

- Communicates with families
- Documents emergency notifications
- Coordinates reunification updates

Sweep Officer (Camp Coordinator)

- Verifies all designated areas have been cleared
- Checks classrooms, restrooms, and activity spaces
- Reports all-clear status to the Camp Director

FAMILY COMMUNICATION

Families will be notified as soon as practical through approved communication systems.

Emergency messages will include:

- Nature of the emergency
- Camper safety status
- Evacuation or shelter location
- Pickup instructions
- Follow-up updates as conditions change

Families will be instructed not to return to Butterfly Pavilion during an active evacuation.

EVACUATION

- Based on the nature of the alert, the Vice President of Education and Camp Director will determine which evacuation site is best.
- The Vice President of Education will reach out to their contact with Adams 12 Public Schools to issue the set school bus to transport campers and staff.
- Campers and staff will be transported via bus to the set evacuation site.
- Attendance will be taken for both staff and campers before buses, once on the bus, and at evacuation zone.

POST-EMERGENCY PROCEDURES

Following an emergency, the Camp Director will:

- Verify all campers and staff are accounted for
- Complete an incident report within 24 hours
- Document actions taken and communications made
- Review any injuries, concerns, or operational issues
- Coordinate a staff debrief to identify improvements

Children's Illnesses, Accidents, and Injuries and Notification of Parents

Written authorization for emergency medical care will be kept in the child's file. Each parent will also provide phone numbers where they and their child's primary physician can be reached.

Emergency telephone numbers will be posted at each permanent site and kept by each child's primary camp counselor. In addition to parental phone numbers and child's primary care physician, numbers will include 911 for ambulance, police, rescue unit, and fire; the clinic or hospital nearest to the camp; the health department and Rocky Mountain Poison Control.

In case of emergency, illness, or injury; staff will evaluate the child(ren) to determine what sort of medical care is needed. Staff may take any of the following steps depending on the severity of the injury or illness:

1. Call 911.
2. Transport the child via ambulance to the nearest medical facility unless otherwise requested by the parent.
3. Provide on-site first-aid.
4. Contact parents.

parents will be notified immediately in case of illness or injury.

Within 48 hours following the accident or illness, camp staff will report in writing to the Department of Human Services any accident or illness occurring at the center that resulted in medical treatment by a physician or other health care professional, hospitalization, or death. They will also complete a Butterfly Pavilion Accident Form. Reporting forms are kept in the administrative office.

When children show signs of severe or communicable illness, they will be separated from other children, the parent(s) or guardian(s) will be notified, and a doctor or medical facility will be consulted as needed regarding treatment.

Staff members with a communicable illness will not be permitted to work or have contact with children or other staff members if the illness could be readily transmitted during normal working activities.

Camp will report to the Colorado Department of Public Health and Environment or its local unit any communicable illness, including but not limited to measles, mumps, diphtheria, rubella, tuberculosis, shigella, hepatitis, meningitis, salmonella, and giardia, contracted by a staff member or a child in care at the center. Children's confidentiality will be maintained.

A medical log will be maintained at the center, recording the child's name and the date of each instance of at least the following:

- Administration of first aid
- Illness of the child while attending the center
- Accident requiring the child to receive medical attention
- Administration of any medication to a child

Lost Child

In case children are lost and cannot be found in adjacent restrooms and activity areas, the sign-out sheet will be checked, and the administration office will be notified. One staff member will be sent to secure any entries or exits. Butterfly Pavilion staff members will be notified of the child's appearance and be asked to assist in locating the child. Available staff members (those without children in their care) will conduct a sweep of the grounds. If the child is not located, a call to 911 will be placed.

The camp will submit a written report to the Colorado Department of Early Childhood within 48 hours about any child who has been lost from the center and for whom the local authorities have been contacted. Such report must indicate:

- The name, birth date, address, and telephone number of the child
- The names of the parents or guardians and their address and telephone number if different from those of the child
- The date when the child was lost
- The location, time, and circumstances when the child was last seen
- Actions taken to locate the child
- The name of the staff person supervising the child

Transporting Children

Children may be transported in ambulances in case of emergency. Off-site field trips requiring vehicles will not be conducted.

Power Outage

Initial Response

- The Response Coordinator assesses the situation and communicates the outage to staff using wireless radios.
- Camp educators will ensure they have all campers, then move to their classrooms. Classroom B will move to a more well-lit room, such as classroom A or classroom D. Classroom B is welcome to stay in their room if they are in the middle of a snack or meal time, then they will move rooms.
- Camp Director will check in with all camp groups.
- If the outage is prolonged (see chart below), all parents will be called to pick up their camper early. Camp check out will run as normal with the use of hotspots.
- All classrooms have flashlights inside. These will be used if campers need to use the restroom or if the classrooms are dark.

Time/Day of Week	Outage length	Facility Closure
M-F 9am-4:15pm	15-30 minutes or less	Remain open
M-F 9am-4:15pm	30 minutes or more	Consider closure per Xcel timing
M-F 4:15pm-12am	15-30 minutes or less	Remain open
M-F 4:15pm-12am	30 minutes or more	Consider closure per Xcel timing
S-S 9am-4:15pm	15-30 minutes or less	Remain open
S-S 9am-4:15pm	30 minutes or more	Consider closure per Xcel timing
S-S 4:15pm-12am	15-30 minutes or less	Remain open
S-S 4:15pm-12am	30 minutes or more	Consider closure per Xcel timing

Emergency Contact List

STAFF

- CEO: Ryan Welch – 303-588-3793
- COO: Mary Ann Colley - 303-875-3111
- CFO: Erin MacGuire – 860-218-4206
- VP of Education: Shartrina White - 941-585-9932
- Facility Manager: Mel Springer - 651-235-1169
- Sr. Director of Animal Collections: Sara Stevens - 856-343-5363
- Sr. Retail Manager: Cort Johnson – 720-346-3527
- Sr. Director of Horticulture: Amy Yarger- 720-837-0588
- Sr. Manger of Lepidoptera: Shiran Hershovich – 720-210-3968
- Manager of Entomology: Cori Brant – 303-880-4172
- Manager of Aquatics: Matt Polner – 561-227-8494
- Camp Director: Hannah Orff- 720-375-9986

External Resources

- Westminster Fire Department: 911

- Local Emergency Services: 911
- Gas Company – Greenhouse Services Foundation: 303-797-6105
- Marsh McLennan Agency – Billy Bangs: 214-207-8190/469-759-1752
- USDA APHIS PPQ – 866-524-5421/pest.permits@aphis.usda.gov

Response

Closure

If Butterfly Pavilion Camps must temporarily close due to an emergency, such as a communicable disease outbreak, severe weather event, or facility damage, the Camp Director will:

- Update the program status in the Colorado Shines Provider Hub.
- Notify the licensing specialist.
- Notify the child care health consultant, as appropriate.
- Contact the local health department, when required.
- Communicate closure information and updates to all staff members and families.

Recovery

Business Recovery

All essential business records, emergency plans, enrollment information, and critical documents are securely stored within Butterfly Pavilion's private Microsoft Teams site. Authorized personnel may access these records remotely from any device with appropriate permissions, ensuring continuity of operations during and after an emergency.

Emotional Recovery

Following an emergency, Butterfly Pavilion will provide support to staff, campers, and families as needed. The organization may consult with its Early Childhood Mental Health Consultant to identify appropriate resources, strategies, and support services that promote emotional well-being and recovery.

Practice, Review, and Update

Practice

Butterfly Pavilion Camps conducts regular emergency drills to ensure that staff and campers are familiar with emergency procedures and can respond effectively during an actual event.

The following drills will be conducted:

- Fire drills – During the first day of each camp session.
- Tornado drills – Monthly from March through October.
- Active shooter and lockdown drills – Four times per year.

Following each drill, the Camp Director will document the drill in the emergency drill log, including the date, participants, and any observations or recommendations.

Review

Following each drill or emergency event, staff will review the effectiveness of the response and identify any necessary improvements to procedures or training.

This plan will be reviewed at least annually and whenever significant operational, staffing, or facility changes occur.

Update

Upon completion of the annual review process, Butterfly Pavilion will update this plan as needed and provide the revised version to the licensing specialist. Updated copies will also be distributed to appropriate staff and maintained in the camp emergency planning records.

Map of Building with fire alarms and extinguishers labeled



Assembly Point Map



Map of Building with safety lighting and flashlights labeled



Map of building with lockable safety area's labeled in case of active shooter

