



CAVE CREEK UNIFIED SCHOOL DISTRICT  
community inspired · globally prepared

# Emergency Planning

## A Guide for Parents in the Cave Creek School District

- Cave Creek Unified School District 480-575-2000  
www.ccusd93.org
- Black Mountain Elementary School 480-575-2100
- Desert Sun Elementary School 480-575-2900
- Desert Willow Elementary School 480-575-2800
- Lone Mountain Elementary School 480-437-3000
- Horseshoe Trails Elementary School 480-272-8500
- Sonoran Trails Middle School 480-272-8600
- Cactus Shadows High School 480-575-2400
- Education & Community Services 480-575-2038
- Child Nutrition 480-575-3436
- Facilities 480-575-2051
- Special Education 480-575-2013
- Technology 480-575-2066
- Transportation 480-575-2080

### INSPIRE EXCELLENCE

*The Cave Creek Unified School District equips students with essential knowledge and skills to become critical thinkers who pursue their passions in a dynamic global society.*

### HOW WILL THE SCHOOL RESPOND TO AN EMERGENCY?

Each school in the Cave Creek Unified School District has an emergency/crisis plan to respond to unforeseen events. The plans include responses to a variety of scenarios along with lockdown and evacuation procedures. Each plan is updated annually by the school safety team and followed up with training for staff members. School Crisis plans are available upon request by the school administration.

When the Superintendent or Designee determines that an emergency has occurred, there are two possible plans of action:

**Shelter Plans:** Keep students in their buildings when it is safer to stay inside than to go out. Ordinarily, sheltering is considered a short term solution, but each school is prepared to shelter students. Students may be

assigned a specific area in the building identified as the safest for occupants, Students may also be directed to remain in their current classroom until



otherwise notified. Students in school buildings who are not in classrooms will be escorted by staff to a supervised area and remain there until otherwise notified.

**Evacuation Plans:** Requires that all building occupants leave and go to an alternative location. Evacuation may mean only going outside and away from the building until an all-clear signal is given. In some circumstances, students and staff may need to be

transported and housed temporarily in another location.

### IF THERE IS AN EVACUATION, WHERE WILL STUDENTS GO?

In the event that students must be moved to an alternative location, the school will make every attempt to reach all parents/guardians to advise them of the alternative location. This is done by phone, text, email and posting on the CCUSD website. Each school has an evacuation plan, depending upon the severity of the emergency, Police, fire and county and state authorities are always involved when an actual emergency occurs.

### ARE THERE EMERGENCY PLANNING DRILLS?

**YES** - Each school practices monthly fire drills and 4 lockdown/shelter in place drills per year. Additional drills and simulation drills also may be conducted by each school's crisis team

(at the discretion of the building principal) throughout the school year. CCUSD believes that response is best when everybody knows their role and has had an opportunity to practice.



## SHOULD I PICK UP MY CHILD AT SCHOOL DURING AN EMERGENCY?



We strongly encourage parents **NOT** to come to the school during an emergency unless directed to do so.

While every person's natural instinct in an emergency is to go to the school to safeguard his/her child, please understand that doing so may significantly degrade the school's ability to respond to the situation. In addition, going to the school may interfere with police or other emergency workers whose sole purpose is to ensure the safety and well being of students and staff. Vehicles

driving to the school, for example, will restrict access of emergency vehicles or school buses that are loading children for evacuation or to take them home. The building's staff will be actively working at all times to ensure the safety of all students. While it may seem logical that every student taken home by a parent reduces the workload of the staff, in a fast-moving situation that requires careful coordination and communication, extra vehicles and visitors to the school actually make the task of keeping track of all students more difficult.

## WHAT PROVISIONS ARE MADE FOR STUDENTS WITH DISABILITIES?

Each school has a detailed plan of action that includes evacuation of student or staff who have special needs. Each school has an identified "Red Zone" laid out for pick up of students and staff that have special needs.



## WHERE CAN I GET INFORMATION DURING AN EMERGENCY?

Chances are that you may not be able to reach the school by telephone in a real emergency. Experience shows that staff must react to the emergency first. District telephone lines will be busy with personnel who need to communicate to emergency services. We will, however, be making every effort to contact parents directly by tele-phone, through our automated telephone system, and through the District's email noti-fication system. Principals have each child's emergency information that they will keep with them during an emergency. Once again, it is **imperative** that emergency information is updated yearly or sooner if changes are made during the school year. The District website [www.ccusd93.org](http://www.ccusd93.org) will post updated information throughout the course of an emergency. Information and updates are also available through CCUSD twitter ([Twitter.com/CaveCreekUSD93](https://twitter.com/CaveCreekUSD93)). CCUSD also has an emergency hotline that is updated as information comes in. That number is 480-575-2001 and is a recorded message only phone number. The news media will be contacted and kept up-to-date in all developments, and will be asked to broadcast important information needed by parents.

## WHAT CAN I DO TO PLAN AHEAD?

The two most important things you as a parent can do are to make certain your child's school has up-to-date contact information. Inform your school's nurse if your child has any medical conditions or physical limitations. Periodically review with your child alternative arrangements you have made in case an emergency prevents you from being at home. Being prepared for emergencies is of prime importance. CCUSD has maintained an emergency management plan for each of the schools. It is reviewed and revised annually and after each emergency. The crisis and emergency response plan address an enormous range of issues, ranging from the onset of a crisis to addressing the social, emotional, and psychological needs of staff and students in it's aftermath.



# GENERAL INFORMATION

The Cave Creek Unified School District has established emergency and safety plans for each school and department in the District. Each of these plans is coordinated with Police, Fire, Department of Public Health, Department of Emergency Management and other officials in county or state-wide agencies. There are five general categories that the plan address. They include :

- Criminal offenses such as bomb threats, kidnapping, violent behavior
- Natural Hazards such as severe weather, fire, or bee swarms
- Environmental Hazards such as exposure to hazardous materials, explosions, fires or plane crash.
- Medical Emergencies such as contagious disease, exposure to bio-hazards, and accident or terminal illness of a student, parent or staff member.



This also includes death or suicide of a student, staff member or family member.

This guide provides a brief description of how the District will manage an emergency and how CCUSD parents can support our efforts during an emergency.



## HELPFUL RESOURCES

*Prepare Your Home and Family*  
[www.redcross.org/](http://www.redcross.org/)

**FEMA: Plan and Prepare**  
[www.fema.gov](http://www.fema.gov)  
**General Family Preparedness**  
[www.cals.uidaho.edu/disaster/prepare/why.html](http://www.cals.uidaho.edu/disaster/prepare/why.html)

In the event of an emergency where your child would need to be relocated to your school's reunification site, CCUSD has a reunification procedure that your principal communicates to all parents. The following video will help explain the process. <https://www.youtube.com/watch?v=d-Ya8Mf5174>

Please contact your school administration for further information.

# INFORMATION FOR PARENTS

The purpose of this guide is to assist at answering some of the basic question that parents frequently ask about during and after a crisis. Questions like: "Where do I get information";, "What should I do during a crisis?" and "Who can I contact for help?"

**When disaster strikes, the first consideration for every Cave Creek staff member is the safety of the children in our care.** This guide provides a brief description of how the District will manage an emergency and how CCUSD parents can support our efforts during an emergency.

Questions about the information or contents of this guide should be directed to your building principal.