



# San Francisco Unified School District *Emergency Operations Plan*

## **EOP**



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## FOREWORD

The City and County of San Francisco (CCSF) Department of Emergency Management (DEM) and the San Francisco Unified School District (SFUSD) have initiated the process of updating the 2001 SFUSD Emergency Operations Plan (EOP). California public schools are required to comply with California Education Code (CEC), Section 35294, which deals with the preparation of “safe school plans.” These plans address violence prevention, emergency preparedness, traffic safety, and crisis intervention.

As an independent agency answering to the State of California, SFUSD would normally establish an Emergency Operations Center (EOC) for the management and coordination of emergency response and recovery activities within the District. Some of the important benefits of operating an EOC include direct access to the California Emergency Management Agency (CalEMA) in applying for reimbursement following a catastrophic incident and, of course, in maintaining the District’s autonomy. However, since the District boundaries and area of responsibility are contiguous with that of CCSF, and considering the enormous capabilities and resources CCSF brings to an emergency or disaster, it is in the best interests of the District to interface directly with the CCSF Incident Command System (ICS). The most efficient method for accommodating this relationship is to establish a Department Operations Center (DOC) so that the authority of the Superintendent of Schools is in no way undermined, and the ability to efficiently respond to the emergency and save lives and property is enhanced.

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## HOMELAND SECURITY ADVISORY SYSTEM

**Table 1: San Francisco Unified School District**  
*(Based on the American Red Cross Homeland Security Advisory)*

<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> <p><b>SEVERE</b> <i>(Red)</i></p> </div>	<ul style="list-style-type: none"> <li>• Complete all recommended actions at lower levels.</li> <li>• Listen to the radio/TV for current information/instructions.</li> <li>• Be alert to suspicious activity and report it to proper authorities immediately.</li> <li>• Close school if recommended to do so by appropriate authorities.</li> <li>• 100% identification check (i.e., driver's license retained at front office) and escort of anyone entering school other than students, staff, and faculty.</li> <li>• Ensure mental health counselors available for students, staff, and faculty.</li> </ul>
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> <p><b>HIGH</b> <i>(Orange)</i></p> </div>	<ul style="list-style-type: none"> <li>• Complete all recommended actions at lower levels.</li> <li>• Be alert to suspicious activity and report it to authorities.</li> <li>• Review emergency plans.</li> <li>• Prepare to handle inquiries from anxious parents and media.</li> <li>• Discuss children's fears concerning possible terrorist attacks in consultation with School Site Crisis Response Team</li> </ul>
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> <p><b>ELEVATED</b> <i>(Yellow)</i></p> </div>	<ul style="list-style-type: none"> <li>• Complete all recommended actions at lower levels.</li> <li>• Be alert and report suspicious activity to police 9-1-1.</li> <li>• Ensure all emergency supplies are stocked and ready.</li> </ul>
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> <p><b>GUARDED</b> <i>(Blue)</i></p> </div>	<ul style="list-style-type: none"> <li>• Complete all recommended actions at lower levels.</li> <li>• Be alert and report suspicious activity to police 9-1-1.</li> <li>• Provide safety training to staff and practice emergency drills pursuant to school emergency procedures.</li> <li>• Review communications plan and update emergency contact information.</li> <li>• Review emergency supplies and supplement as necessary.</li> </ul>
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> <p><b>LOW</b> <i>(Green)</i></p> </div>	<ul style="list-style-type: none"> <li>• Develop school emergency plans per District guidelines.</li> <li>• Ensure selected staff members are trained on first aid, Cardiopulmonary Resuscitation (CPR), and Automated External Defibrillator (AED).</li> </ul>

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## DISASTER SERVICE WORKERS

### California Government Code

Section 3100 of the California Government Code states that public employees are disaster service workers (DSWs) who are subject to the disaster service activities assigned to them by their superiors or by law. The term *public employees* includes all personnel employed by State of California agencies, California county and city agencies, and public districts, excluding legally employed aliens. San Francisco Unified School District (SFUSD) employees are designated as DSWs. Section 3100 of the California Government Code applies to public school employees for cases in which:

1. a local emergency has been proclaimed,
2. a State of Emergency has been proclaimed, or
3. a Federal disaster declaration has been made.

SFUSD personnel will never be asked to assume a first responder role. Generally stated, SFUSD personnel can be assigned to any disaster service activity that promotes the protection of public health and safety during any kind of catastrophic event—natural or man made—in which life or property is in jeopardy. Assignments might require an SFUSD employee to serve at locations, during times, and/or under conditions that significantly differ from normal work assignments. Despite inconveniences, SFUSD personnel have an absolute obligation to serve the public during a time of need in whatever role is directed by a superior or law enforcement agent. DSWs' home and personal preparedness is important because such SFUSD personnel may not be able to return to their homes immediately after a significant emergency event. With this understanding, discussions need to take place that identify which people should be released first once it is clear that not all DSWs are needed at the affected school site(s).

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## INDEX

- 1. Contents**
- 2. Section I: Introduction**
- 3. Section II: Concept of Operations**
- 4. Section III: SFUSD DOC General Staff**
- 5. Section IV: Initial Emergency Response Process**
- 6. Section V: Emergency Response Actions**
- 7. Section VI: Emergency Procedures**

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# CONTENTS

Foreword .....	iii
Revision History .....	iii
Homeland Security Advisory System.....	v
Disaster Service Workers .....	vii
Index .....	ix
<b>Section 1: Introduction .....</b>	<b>1</b>
1.1 Overview .....	1
1.2 Purpose.....	1
1.3 Scope .....	1
1.4 Objectives.....	1
1.5 Plan Organization.....	1
1.6 Authorities .....	2
1.7 Plan Management and Distribution.....	2
<b>Section 2: Concept of Operations .....</b>	<b>5</b>
2.1 General Concepts .....	5
2.2 Management Structure .....	11
2.3 DOC Standard Operating Procedures.....	12
<b>Section 3: SFUSD DOC General Staff.....</b>	<b>15</b>
3.1 Introduction .....	15
3.2 Planning Section .....	15
3.3 Operations Support Section.....	16
3.4 Logistics Section .....	17
3.5 Finance and Administration Section.....	17
<b>Section 4: Initial Emergency Response Process .....</b>	<b>19</b>
4.1 Overview .....	19
4.2 Identify Type Emergency .....	19
4.3 Identify Level of Emergency.....	20
4.4 Determine Immediate Response Actions .....	20
4.5 Special Needs Population.....	20
<b>Section 5: Emergency Response Actions .....</b>	<b>21</b>
5.1 Drop, Cover, and Hold .....	21
5.2 Shelter-In-Place .....	22
5.3 Lock Down.....	22
5.4 On-Campus Evacuation/Assembly Location.....	23
5.5 Off-Campus Evacuation/Assembly Area .....	24
5.6 All Clear .....	25



<b>Section 6: Emergency Procedures</b> .....	<b>27</b>
6.1 Overview .....	27
<b>Appendix A: Parent-Child Reunification Procedures</b> .....	<b>A-1</b>
School Site Reunification: Short Term .....	A-1
District-Wide Reunification: Long Term .....	A-3
<b>Appendix B: Decontamination Procedures</b> .....	<b>B-1</b>
<b>Appendix C: School Contact Information</b> .....	<b>C-1</b>
<b>Appendix D: Primary School Shelter Sites and MOUs</b> .....	<b>D-1</b>
<b>Appendix E: Exercise and Drill Record</b> .....	<b>E-1</b>
<b>Appendix F: Emergency Telephone Numbers</b> .....	<b>F-1</b>
<b>Appendix G: Acronym List</b> .....	<b>G-1</b>

**TABLES AND FIGURES**

<b>Table 1: Document Organization</b> .....	<b>2</b>
<b>Table 2: Overview of NIMS</b> .....	<b>8</b>
<b>Table 3: Emergency Risk Assessment</b> .....	<b>19</b>
<b>Table A.1: SFUSD Reunification Sites</b> .....	<b>A-5</b>
<b>Table C.1: School Contact Information</b> .....	<b>C-1</b>
<b>Table D.1: Primary School Shelter Sites</b> .....	<b>D-1</b>
<b>Table E.1: Exercise and Drill Record</b> .....	<b>E-1</b>
<b>Table F.1: Emergency Telephone Numbers</b> .....	<b>F-1</b>
<b>Figure 1: SEMS Organizational Levels</b> .....	<b>5</b>
<b>Figure 2: SFUSD DOC Organization</b> .....	<b>10</b>

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## SECTION 1: INTRODUCTION

### 1.1 Overview

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The San Francisco Unified School District (SFUSD) Emergency Operations Plan (EOP) provides guidelines for the District to prepare for, respond to, and recover from disasters. The EOP establishes an emergency management organization and assigns responsibilities for emergency response functions. The emergency organizational structure identified in this plan is consistent with the State of California Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).

### 1.2 Purpose

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The purpose of the SFUSD EOP is to provide a unified framework for SFUSD employees, school sites, and departments to respond to and recover from an emergency, disaster, or event resulting in the disruption of normal SFUSD operations.

### 1.3 Scope

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The SFUSD EOP guides a coordinated SFUSD response to an emergency, disaster, or event, and aids in directing all emergency response activities toward reaching an agreed upon goal. It encompasses all hazards applicable to SFUSD, which can be natural or man-made and range from planned events to large-scale disasters. EOP procedures are scalable in order to address both incidents that develop over time and those that may occur without warning.

### 1.4 Objectives

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The objectives of the SFUSD EOP are as follows:

1. Protect the safety and welfare of students and staff.
2. Provide for a safe and coordinated response to emergency situations.
3. Protect the District's facilities and property.
4. Enable the District to restore normal operations with minimal confusion in the shortest time possible.
5. Provide for interfacing and coordination between sites and the District Department Operations Center (DOC) and the City and County of San Francisco (CCSF) Emergency Operations Center (EOC).
6. Provide for the orderly conversion of pre-designated District sites to American Red Cross shelters, when necessary.

### 1.5 Plan Organization

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The following sections provide the framework that guides the organization of SFUSD emergency operational procedures.

**Table 1: Document Organization**

<b>Section 1: Introduction</b>	Purpose of the plan, its legal authorities, and document management procedures
<b>Section 2: Concept of Operations</b>	Overview of the sequence and scope of actions to be taken by SFUSD in response to an emergency event
<b>Section 3: SFUSD DOC General Staff</b>	A detailed description of the responsibilities and actions to be taken by each DOC section, including information to be used by each staff member with an assigned role and responsibility during a DOC activation
<b>Section 4: Initial Emergency Response Process</b>	An overview of the initial response process, including necessary actions to be taken for identifying the type of emergency, the level of the emergency, and immediate response actions
<b>Section 5: Emergency Response Actions</b>	A framework for the basic actions that should be taken by school sites in the event of an emergency
<b>Section 6: Emergency Procedures</b>	A detailed description of potential hazards to SFUSD and the emergency procedures that must be taken with each hazard

## 1.6 Authorities

The section lists the emergency authorities for conducting and/or supporting emergency operations. These authorities form the basis of the organizational and planning principles presented in this EOP. The Superintendent is responsible for distributing and ensuring familiarity of the SFUSD EOP, which should be activated at the time of a disaster through the direction of the Superintendent or his/her designated alternate.

### State Authorities:

- California Administrative Code: Title 5, Education
- California Code of Education: §35295, § 35296, § 35297
- California Code of Regulations: § 2400 through § 2450
- California Emergency Services Act
- California Government Code: § 8607
- Standardized Emergency Management System Regulations: Code of Regulations, Title 19, Division 2, Chapter 1

## 1.7 Plan Management and Distribution

The SFUSD EOP will be reviewed and revised, as necessary, on an annual basis. The SFUSD is responsible for initiating and maintaining the revision process. Each revision of the plan will be authorized by identified approval and advisory authorities, as stated by current CCSF and SFUSD administrative codes. The plan may be modified if responsibilities, procedures, laws,





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rules, or regulations pertaining to emergency management operations change. SFUSD will maintain records of revisions to the EOP on the register at the beginning of this document.

The School District and other departments having assigned responsibilities under this plan are obligated to inform the CCSF Department of Emergency Management (DEM) when organizational or operational changes affecting this plan occur or are imminent. Changes will be published and distributed to relevant organizations.

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## SECTION 2: CONCEPT OF OPERATIONS

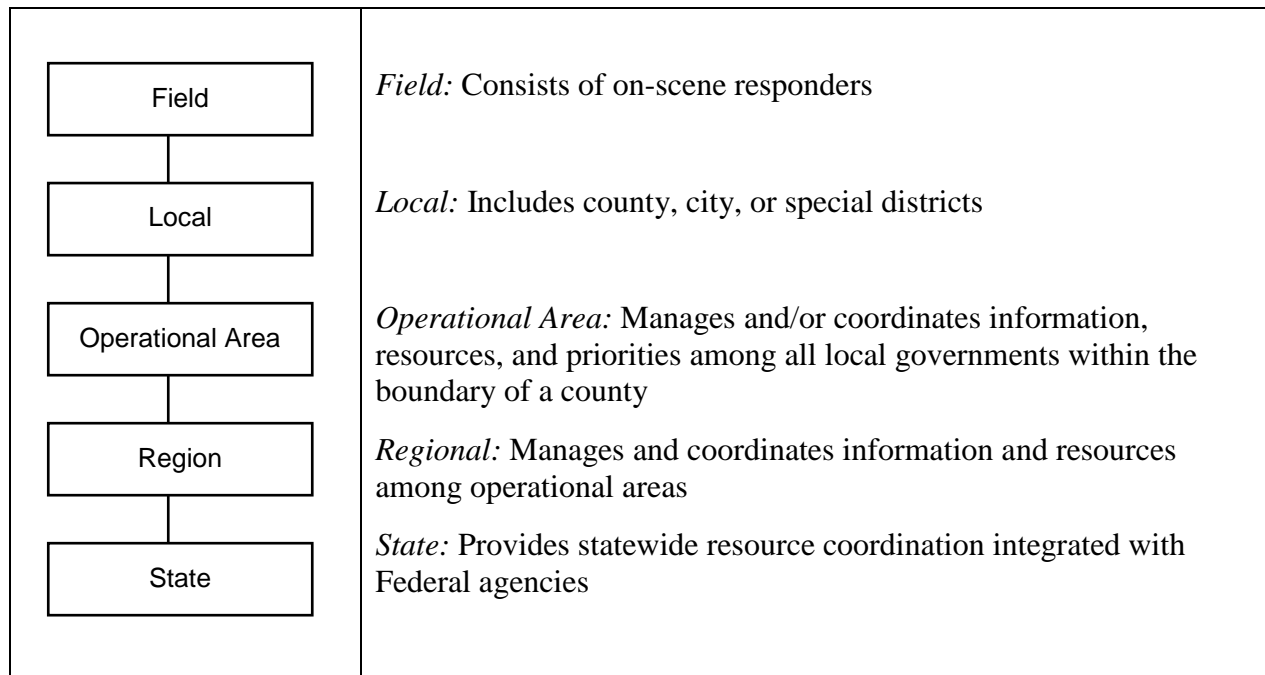
### 2.1 General Concepts

#### 2.1.1 Emergency Planning with Standardized Emergency Management System

In accordance with the Standardized Emergency Management System (SEMS), California’s emergency response operations rely on a system in which government levels work together from the field upward, in a single, integrated structure. Incidents are managed at the lowest possible level. Local government has primary responsibility for emergency response activities within its jurisdiction. Operational areas (OAs), the region, and the State provide support to local jurisdictions.

SEMS also provides a standardized response structure for emergencies involving multiple jurisdictions or multiple agencies in California. It defines a standard management structure and a standard terminology for statewide use. SEMS is applicable to all organizational levels and functions in the emergency response system. There are five designated levels in the SEMS organization, which are identified in Figure 1.

Source: California State Emergency Plan, September 2005



**Figure 1: SEMS Organizational Levels**

#### Field Response

It is within the field response level that emergency response personnel and resources, under the command of an appropriate authority, carry out tactical decisions and activities in direct response to an incident or threat. The Incident Command System (ICS) is used to control and coordinate field-level response activities and provide a standard organizational structure to facilitate

coordination of multiple organizations. During a field response operation, an Emergency Operations Center (EOC) may or may not be activated depending on the severity and type of event. Generally, if day-to-day response activities can resolve an emergency situation, response will remain at the field level. Further information regarding EOC and Department Operations Center (DOC) responsibilities and activation procedures are described later in this section.

## Local Government

Local governments include cities, counties, and special districts (e.g., San Francisco Unified School District [SFUSD]; University of California, San Francisco; Bay Area Rapid Transit). They are responsible for management and coordination of the overall emergency response and recovery activities within their jurisdiction. Local governments must adopt SEMS and demonstrate use of SEMS protocols when activating their EOCs or when a local emergency is declared eligible for State reimbursement of response-related personnel costs. The City and County of San Francisco (CCSF), as both a city and a county, has local government and OA status responsibilities under SEMS.

## Operational Area

The OA is an intermediate level of the State's emergency services organization, which is defined by SEMS as the county and all political subdivisions located within the county, including special districts. The OA coordinates information, resources, and priorities among local governments within the area and serves as the communication link between local and regional government. Governing bodies of the county and the political subdivisions within the county make OA-level decisions. The CCSF Department of Emergency Management (DEM) serves in the capacity of the OA emergency management agency and is referred to as the Office of Emergency Services (OES) in other jurisdictions.

## Region

The California Emergency Management Agency (CalEMA) provides administrative coordination and support through designated, discipline-specific, mutual aid regions (to be further discussed in *Section 4: Mutual Aid*) and three administrative regional offices. These regional offices are geographically divided across California and are designated as Coastal, Inland, and Southern.

CCSF is part of the CalEMA Coastal Region, which includes the 16 OAs in and around the San Francisco Bay Area. These OAs include: Alameda; Contra Costa; Del Norte; Humboldt; Lake; Marin; Mendocino; Monterey; Napa; San Benito; San Francisco; San Mateo; Santa Clara; Santa Cruz; Solano; and Sonoma.

The CalEMA administrative regional level manages information and supports the coordination of resources among OAs within the region and between the OAs and the State. Regional activities are generally carried out at a Regional Emergency Operations Center (REOC), which serves as a link between OAs and the State Operations Center (SOC).

## State

CalEMA manages State resources at the State level in response to the emergency needs of the other SEMS levels. CalEMA manages and coordinates mutual aid among the mutual aid regions and between the regional levels and State level, and serves as the coordination and

communication link with the Federal disaster response system. In the event that OAs and the region require Federal assistance, requests are made from the local level through the appropriate SEMS channel to the SOC, where the request is then made to the Federal Government.

### **2.1.2 The National Incident Management System**

Incidents typically begin and end locally and are managed on a daily basis at the jurisdictional level. Incident management includes prevention and protection, as well as response, mitigation, and recovery. However, successful incident management operations often depend on the involvement of multiple jurisdictions, levels of government, functional agencies, and/or emergency responder disciplines.

The National Incident Management System (NIMS) is a comprehensive, national approach—applicable to all jurisdictional levels across functional disciplines—designed to improve the effectiveness of emergency management/response personnel across the full spectrum of potential incidents and hazard scenarios. NIMS is based on the premise that using a common incident management framework will give emergency management/response personnel a flexible but standardized system for emergency management and incident response activities.

**Table 2: Overview of NIMS**

NIMS is . . .	NIMS is <i>not</i> . . .
<ul style="list-style-type: none"> <li>• a comprehensive, nationwide, systematic approach to incident management, including ICS, Multi-agency Coordination Systems, and Public Information.</li> <li>• a set of preparedness concepts and principles for all hazards.</li> <li>• a set of essential principles for a common operating picture and interoperability of communications and information management.</li> <li>• a set of standardized resource management procedures that enable coordination among different jurisdictions or organizations.</li> <li>• scalable to enable its use for all incidents (from day-to-day to large-scale incidents).</li> <li>• a dynamic system that promotes ongoing management and maintenance.</li> </ul>	<ul style="list-style-type: none"> <li>• a response plan.</li> <li>• only used during large-scale incidents.</li> <li>• a communications plan.</li> <li>• only applicable to certain emergency management/incident response personnel.</li> <li>• only ICS or an organization chart.</li> <li>• a static system.</li> </ul>

### SFUSD – SEMS and NIMS

According to California State law, CCSF and SFUSD are required to adopt and implement SEMS and NIMS, which work in conjunction as a state emergency management system and a national emergency management system. DEM is required to manage information and coordinate resources for all local government departments within CCSF and to serve as the link between CCSF and the Coastal Region.

#### 2.1.4 SFUSD DOC

The SFUSD DOC is the departmental coordination point between the CCSF EOC and incident command. The DOC is responsible for assessing and managing emergencies, disasters, and/or events throughout the School District. The DOC provides support to Site and Field Operations Center (FOC) emergency personnel; establishes and coordinates SFUSD response and recovery priorities; and disseminates timely and accurate information on the status of the emergency. The DOC maintains internal departmental operations to ensure continuity of operations.

The DOC provides space and facilities for the coordination of critical emergency functions (e.g., emergency operations, communications, damage assessment, public information) within the School District. During an incident, it is staffed with trained personnel and is equipped with a variety of systems and tools that aid in data collection and sharing, resource allocation, and other essential functions.

#### DOC Primary Functions

The following are primary roles and responsibilities of the DOC:

- Directly supports the incident and the Incident Commander

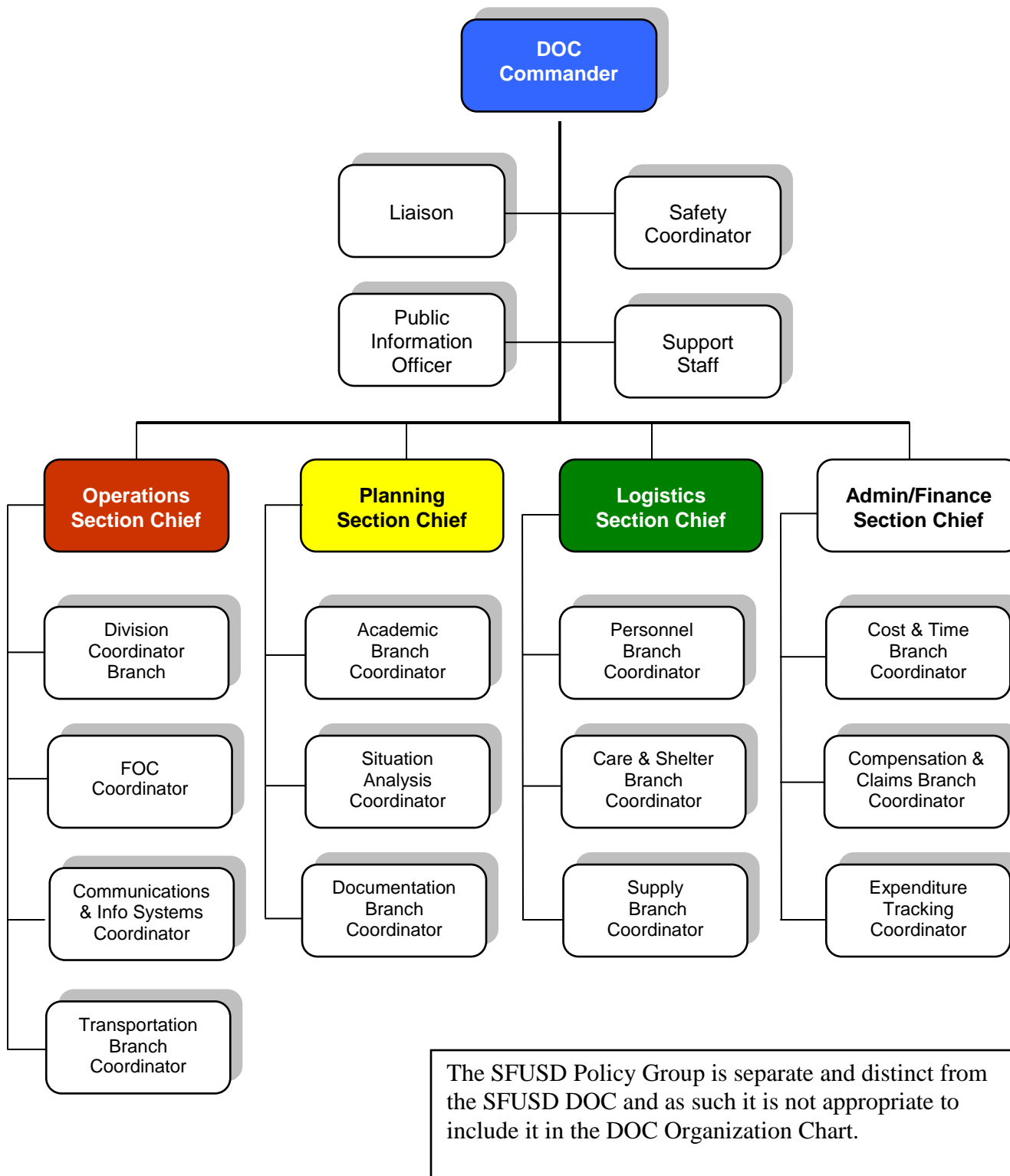
- Receives resource requests from Incident Command
- Prioritizes and manages SFUSD resources
- Maintains essential SFUSD operations, including:
  - staffing,
  - finance,
  - intra-department planning,
  - intra-department cooperation, and
  - inter-departmental coordination (when the CCSF EOC is not activated)
- Manages resources for incident-level activities
- Serves as the point of contact (POC) for the Incident Commander
- Serves as the POC for the CCSF EOC
  - Receives Policy Group objectives (when necessary and/or appropriate, the Superintendent will serve on the CCSF EOC Policy Group)
  - Receives resource allocation priorities
  - Provides situation status reports

### **SFUSD DOC Organization**

The SFUSD DOC organization (Figure 3) is based on ICS and includes the following five functions: Management, Planning/Intelligence, Operations, Logistics, and Finance/Administration.

The DOC organization may be expanded or contracted based on the magnitude and scope of the emergency as well as the availability of personnel to staff DOC functions. If necessary, one person may staff more than one function, or additional staff may be assigned to perform sub-functions within each of the five major management sections.

Figure 2: SFUSD DOC Organization





## 2.2 Management Structure

The SFUSD emergency management structure is organized according to NIMS, SEMS, and the ICS structure. The DOC has designated management levels that, depending on the severity of the event, may or may not be activated. These levels are defined as Management Staff (DOC Commander, Public Information Officer [PIO], Liaison Officer, and Safety Coordinator) and General Staff (Section Chiefs). Roles and responsibilities within these levels are described below.

### 2.2.1 Management Staff

#### **SFUSD DOC Commander**

The SFUSD DOC Commander is responsible for the overall management of the DOC. The DOC Commander has the authority to order activation, stand-down, and deactivation of the SFUSD DOC. The DOC Commander also has responsibility for staffing DOC functions, as necessary; coordinating response activities and priorities of DOC staff; and maintaining contact with the Superintendent to provide status reports and request assistance, as necessary.

#### **PIO / SFUSD Office of Public Outreach and Communication**

The PIO / SFUSD Office of Public Outreach and Communication provides emergency instructions and information regarding the status of SFUSD school sites, students, and staff to the District's radio station, KALW, and to other media for broadcast. It also provides press releases and conducts media briefings, if indicated. In a major disaster or emergency, the DEM will activate the Joint Information Center (JIC), and the Office of Public Outreach and Communication will provide a representative.

#### **Liaison Officer**

The Liaison Officer maintains and provides coordination with the CCSF EOC, other city departments, and outside agency representatives.

#### **Safety Coordinator**

The Safety Coordinator monitors all aspects of the DOC to ensure the safety of all staff involved with response activities.

### 2.2.2 Support Staff

The Support Staff is responsible for initiating and maintaining sign-in and sign-out logs, telephone logs, and message logs; collecting essential data and status information from Section Chiefs; and assisting the DOC Commander with ensuring that essential DOC functions are appropriately staffed.

### 2.2.3 General Staff

The General Staff is responsible for coordinating each DOC section: Planning/Intelligence, Operations, Logistics, and Finance/Administration. Each section is led by a Section Chief and a Deputy Section Chief.

## **2.3 DOC Standard Operating Procedures**

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The standard operating procedures (SOPs) for the DOC encompass activation and deactivation procedures; notification; DOC position roles and responsibilities; DOC Status Reports; and the methods and systems used for incident information management and communication.

### **2.3.1 DOC Activation and Deactivation Procedures**

#### **DOC Staff Notification Process**

In the event that an emergency occurs during school hours, the SFUSD Director of Emergency Planning is responsible for analyzing the magnitude of the emergency and providing recommendations to the Superintendent of Schools or his/her representative regarding the need to partially or fully activate the DOC. Once a decision is made, the SFUSD Director of Emergency Planning notifies the DOC Commander and the DOC Section Chiefs.

Should an emergency occur during off-hours, the Director of Emergency Planning will contact the DOC Commander who is then responsible for notifying the SFUSD PIO / Office of Public Outreach and Communication, Safety Coordinator, and Section Chiefs. Each Section Chief will notify his/her staff, as deemed necessary.

#### **DOC Activation Overview**

DOC activation levels and procedures are scalable based on the changing needs of an event. An activation level is defined as *an organization's readiness to carry out its mission during an emergency*. The SFUSD DOC can be activated by the Superintendent, Deputy Superintendent, Policy and Operations, SFUSD DOC Commander, or their respective designees. In the event of a catastrophic emergency, such as an earthquake, activation of the DOC will occur as soon as sufficient staff members are in place.

The FOC may also be activated in coordination with the DOC by the Superintendent, Deputy Superintendent, Policy and Operations, or their respective designees.

#### **DOC Deactivation Overview**

The DOC Commander has the authority to determine when stand-down or deactivation of the DOC is warranted. If the CCSF EOC is activated, the DOC Commander must obtain approval from the Superintendent at the CCSF EOC before commencing with stand-down and deactivation procedures.

### **2.3.2 Coordination with the CCSF EOC**

Coordination and communication between the CCSF EOC and the SFUSD DOC is essential during an emergency event. For the duration of the emergency, the SFUSD Superintendent may serve as a member of the CCSF EOC Policy Group, and the SFUSD Liaison Officer will serve as a member of the CCSF EOC Community Branch to provide a consistent communication link between the SFUSD DOC and CCSF EOC.

### **2.3.3 SFUSD DOC Status Reports**

Status reports are an important and ongoing process throughout the duration of the emergency. Status reports are essential when assessing the impact of the emergency on SFUSD facilities, staff, and students. Information provided in the status reports enables SFUSD personnel to make informed decisions regarding student release, school closures, and other critical matters.

### **2.3.4 SFUSD DOC Situation Reports**

Copies of status reports should be submitted to the DOC Planning Section for posting, analysis, and documentation. The Planning Section will use the information from the status reports to develop and prepare situation reports that will be submitted to the DOC Commander as well as all DOC Sections and SFUSD representatives in the CCSF EOC.

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## SECTION 3: SFUSD DOC GENERAL STAFF

### 3.1 Introduction

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#### 3.1.1 Overview

The San Francisco Unified School District (SFUSD) Department Operations Center's (DOC's) General Staff positions are organized into four functional sections according to the Incident Command System (ICS): Planning/Intelligence, Operations, Logistics, and Finance/Administration. Each section has positions designated for a Section Chief and Deputy Section Chief. Roles and responsibilities of each section will be further defined in the following sections.

#### 3.1.2 Credentialing

It is mandatory that all individuals filling SFUSD DOC positions hold the appropriate credentials pertaining to the DOC position they are to assume. According to the National Incident Management System (NIMS), credentialing involves maintaining the proper documentation that can authenticate and verify that a particular individual has the certification necessary to fill a specific role. This ensures that all personnel hold a minimum, common level of training, experience, and capability for the particular DOC position they are to fill.

### 3.2 Planning Section

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#### 3.2.1 Overview

The Planning Section is responsible for the collection, analysis, and display of information related to emergency management operations. The Planning Section conducts DOC planning meetings, prepares appropriate action plans, disseminates situation briefings, and supports the overall DOC planning process.

#### 3.2.2 Planning Section Positions

##### Planning Section Chief

The Planning Section is led by a Section Chief. The Planning Section Chief is responsible for compiling and analyzing status information from all DOC staff, managing and documenting emergency information and data, and identifying the short- and long-term impacts the emergency has on SFUSD operations. The Planning Section Chief is also responsible for planning and leading all section chief meetings.

##### Academic Coordinator

An Academic Coordinator is also assigned to the Planning Section. The Academic Coordinator works in conjunction with the Planning Section Chief to identify and assess the impact of the emergency on academic activities throughout the School District.

## **Situation Analysis Branch**

The Situation Analysis Branch is responsible for compiling an overall situation report using status information from all DOC sections. The Situation Analysis Branch must also maintain DOC status boards and assist the Planning Section Chief in assessing the short-and long- term effects of the emergency on SFUSD operations.

## **Documentation Branch**

The Documentation Branch is responsible for compiling and organizing all documentation related to the emergency. The Documentation Branch is also responsible for obtaining additional documents requested by other DOC Sections, including floor plans, maps, computer data, etc.

## **3.3 Operations Support Section**

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### **3.3.1 Overview**

The Operations Support Section is responsible for coordinating all response operations applied to the emergency. The Operations Support Section carries out the objectives of the DOC action plan and requests additional resources, as needed.

### **3.3.2 Operations Support Section Positions**

#### **Operations Section Chief**

The Operations Section Chief is responsible for receiving and evaluating information on the status of the School District's facilities, communications, information systems, and buses. The Operations Section Chief has the authority to establish response priorities in conjunction with the DOC Commander.

#### **Field Operations Center Coordinator**

The Field Operations Center (FOC) Coordinator works in conjunction with the Operations Section Chief to maintain situational awareness. The FOC Coordinator must establish and maintain communication with the FOC Response Center, direct the deployment of FOC teams to conduct site damage assessments, and compile all situation status information.

#### **Division Coordinator Branch**

The Division Coordinator Branch is the main point of contact (POC) between the school sites and the SFUSD DOC. The Division Coordinators are responsible for providing direct communication with all SFUSD school sites to both gather and disseminate information and receive resource requests.

#### **Communications and Information Systems Branch**

The Communications and Information Systems Branch is responsible for the overall assessment of the School District's communications systems. Communication tools include telephone, two-way radio, 800-megahertz (MHz) radios compatible with the City and County of San Francisco (CCSF) Office of Emergency Services (OES)-1 Channel, broadcast radio, computer systems, and network systems. The Communications and Information Systems Branch must also

arrange for emergency repairs, when needed, and establish alternate means of communication when necessary. The Communications and Information Systems Branch must provide adequate communication methods for the DOC and FOC operations.

### **Transportation Branch**

The Transportation Branch is responsible for arranging appropriate transportation for evacuation needs as well as transporting emergency personnel, equipment, supplies, and injured personnel. The Transportation Branch must also coordinate emergency response needs of school bus drivers with 1<sup>st</sup> Student Bus Company dispatch personnel.

## **3.4 Logistics Section**

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### **3.4.1 Overview**

The Logistics Section is responsible for the coordination and management of School-District-wide resources during an emergency event.

### **3.4.2 Logistics Section Positions**

#### **Logistics Section Chief**

The Logistics Section Chief is responsible for recruiting and managing DOC staff and volunteers during an emergency. The Logistics Section Chief must obtain supplies and equipment critical to emergency response operations, and arrange for alternate facilities if necessary.

#### **Personnel Branch**

The Personnel Branch is responsible for providing staff to support emergency response operations as well as notifying the DOC Commander and Department Managers when volunteers are needed. The Personnel Branch is also responsible for identifying and scheduling DOC relief staffing.

#### **Care and Shelter Branch**

The Care and Shelter Branch is responsible for the welfare, care, and shelter of SFUSD emergency workers, staff, volunteers, and students in conjunction with the American Red Cross and other relief agencies providing shelters. A Care and Shelter staff member will be assigned as a liaison at the Human Services Agency DOC, specifically for care and shelter operational issues. The Care and Shelter Branch must also arrange for the activation, operation, and deactivation of school sites into community shelters, as needed.

#### **Supply Branch**

The Supply Branch is responsible for obtaining and distributing necessary emergency response supplies and equipment in support of SFUSD emergency operations.

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## 3.5 Finance and Administration Section

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### 3.5.1 Overview

The Finance and Administration Section is responsible for coordinating financial policies and administration functions, maintaining financial records, and managing employee compensation issues.

### 3.5.2 Finance and Administration Section Positions

#### Finance and Administration Section Chief

The Finance and Administration Section Chief is responsible for implementing emergency finance procedures and informing Section Chiefs of necessary documentation for financial reimbursement. This includes maintaining records of emergency expenditures, compiling damage cost estimates, and arranging for sources of emergency funding.

#### Cost and Time Branch

The Cost and Time Branch is responsible for implementing emergency timekeeping procedures and maintaining records of the hours worked by SFUSD personnel during emergency response and recovery operations. The Cost and Time Branch must also accurately document all damages prior to clean up and recovery efforts.

#### Compensation and Claims Branch

The Compensation and Claims Branch interprets SFUSD compensation policies and manages any claims arising as a result of the emergency.

#### Expenditure Tracking Coordinator

The Expenditure Tracking Coordinator is responsible for recording and maintaining detailed records of all expenditures related to emergency response and recovery efforts.



## SECTION 4: INITIAL EMERGENCY RESPONSE PROCESS

### 4.1 Overview

In the event of an emergency, school personnel must quickly and adequately determine what initial response actions are required. Determining the appropriate actions to take is identified as a three-step process: (1) Identify the *type* of emergency; (2) Identify the *level* of emergency; and (3) Determine *immediate response action(s)* that may be required. Each of these steps is discussed in the following sections.

### 4.2 Identify Type Emergency

The first step in responding to an emergency is to determine the type of emergency that has occurred. Emergency procedures for the 18 different types of emergencies identified by the SFUSD are provided in Section 6. The 18 identified emergencies and their risk assessments are listed below. The risk assessment is based on a scale of 1–4, with 1 being the least likely to occur and 4 the most likely to occur. The risk priority for each emergency is also identified as low, medium, or high.

**Table 3: Emergency Risk Assessment**

Identified Emergency	Risk Frequency	Risk Priority
Aircraft Crash	2 – Possible	Low
Animal Disturbance	1 – Unlikely	Low
Armed Assault on Campus	2 – Possible	Medium
Biological or Chemical Release	2 – Possible	Medium
Bomb Threat	2 – Possible	Medium
Bus Disaster	2 – Possible	High
Disorderly Conduct	4 – Highly Likely	High
Earthquake	4 – Highly Likely	High
Explosion/Risk of Explosion	2 – Possible	Low
Fire in Surrounding Area	2 – Possible	High
Fire on School Grounds	2 – Possible	High
Gas Leak	4 – Highly Likely	High
Loss or Failure of Utilities	3 – Likely	Medium
Medical Emergency	3 – Likely	Medium
Psychological Trauma	2 – Possible	Low
Suspected Contamination of Food or Water	1 – Unlikely	Low
Threat of Violence	2 – Possible	Medium
Tsunami	1 – Unlikely	Low

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### 4.3 Identify Level of Emergency

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The second step in responding to an event is to determine the level of the emergency. For schools, emergency situations can range from a small fire to a major earthquake. To assist schools in classifying emergency situations, a three-tiered, level-based rating system is described below.

**Level 1 Emergency:** A minor emergency that is handled by school personnel without assistance from outside agencies (e.g., a temporary power outage, a minor earthquake, or a minor injury on campus)

**Level 2 Emergency:** A moderate emergency that requires assistance from outside agencies—this could be a fire or a moderate earthquake, or a suspected act of terrorism involving the dispersion of a potentially hazardous material (e.g., an unknown white powder); the DOC is partially or fully activated

**Level 3 Emergency:** A major emergency event that requires assistance from outside agencies—this could be a catastrophic earthquake, a civil disturbance, or a large-scale act of terrorism; response time of outside agencies may be seriously delayed; the DOC is fully activated

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### 4.4 Determine Immediate Response Actions

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Once the type and extent of an emergency has been identified, school personnel can determine if an immediate response action is required. The most common immediate response actions initiated during school emergencies are as follows:

- Drop, Cover, and Hold
- Shelter-In-Place
- Lock Down
- On-Campus Evacuation / Assembly Location
- Off-Campus Evacuation / Assembly Location
- All Clear

Procedures for each of these response actions are described in Section 5.

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### 4.5 Special Needs Population

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Every effort has been made to address the requirements for the special needs population, where appropriate. It is the responsibility of the school administrator, individual teachers, and other classroom aides to ensure that hearing, sight, mobility impaired students, as well as other special needs students, are accounted for and receive appropriate instructions.

## SECTION 5: EMERGENCY RESPONSE ACTIONS

The following emergency response actions refer to the Principal, Site Manager, or appropriate designee as a “School Administrator.” In addition, San Francisco Unified School District (SFUSD) Public Information Officers (PIOs) are referred to as the Office of Public Outreach and Communication.

Each site will assign an Emergency Planning Coordinator who is responsible for emergency response actions at each individual school site.

### 5.1 Drop, Cover, and Hold

This action is taken to protect students and staff from flying or falling debris.

#### Description of Action

1. Upon the first indication of an earthquake, students and staff should immediately implement appropriate drop, cover, and hold procedures.
2. If inside, school staff must instruct students to drop under their desks and cover their heads with their arms and hands, while holding onto the desk. For those students and staff who are physically unable to drop into a protected position under a table or desk, they should remain seated or, if possible, move to an interior wall away from windows and heavy objects, and cover their head with their arms and hands.
3. If outside, school staff must instruct students to drop to the ground, place their heads between their knees, and cover their heads with their arms and hands. For those students and staff who are physically unable to drop to the ground, they should remain seated and cover their head with their arms and hands.
4. After the initial shaking has completely stopped, the School Administrator at each school site in the SFUSD must make an announcement on the Public Address (PA) system. If the PA system is not available, the School Administrator will use other means of communication (e.g., sending messengers to deliver instructions). The School Administrator should be calm, convey reassuring comments that the situation is under control, and provide clear and consistent directions. Below is an example of an announcement to be made by the School Administrator:

“YOUR ATTENTION PLEASE. AS YOU ARE AWARE, WE ARE EXPERIENCING SOME SEISMIC ACTIVITY. FOR EVERYONE’S PROTECTION, ALL STUDENTS AND STAFF SHOULD CONTINUE TO IMPLEMENT DROP, COVER, AND HOLD PROCEDURES IN THE EVENT OF ADDITIONAL SEISMIC ACTIVITY. PLEASE MAINTAIN A SAFE DISTANCE FROM WINDOWS AND HEAVY OBJECTS UNTIL FURTHER INSTRUCTIONS ARE PROVIDED.”

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## 5.2 Shelter-In-Place

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This action is taken in order to place and/or keep students indoors in the event that airborne contaminants are found in the outside air. Shelter-in-Place is implemented when there is a need to isolate students and staff from the outdoor environment, and includes the shut down of classroom and/or building heating, ventilation, and air conditioning (HVAC) systems. During Shelter-in-Place, every precaution should be taken to avoid exposure to the outside air.

### Description of Action

1. If an emergency occurs that requires students and staff to Shelter-in-Place, the School Administrator will make an announcement on the PA system. If the PA system is not available, the School Administrator will use other means of communication (e.g., sending messengers to deliver instructions). The School Administrator should be calm, convey reassuring comments that the situation is under control, and provide clear and consistent directions. Below is an example of an announcement to be made by the School Administrator:

“YOUR ATTENTION PLEASE. WE HAVE RECEIVED INFORMATION REGARDING A HAZARD IN THE COMMUNITY. WE ARE INSTITUTING SHELTER-IN-PLACE PROCEDURES. PLEASE REMAIN INSIDE THE BUILDING AWAY FROM OUTSIDE AIR WITH WINDOWS AND DOORS SECURELY CLOSED AND AIR CONDITIONING UNITS TURNED OFF. ALL STUDENTS AND STAFF THAT ARE OUTSIDE ARE TO IMMEDIATELY MOVE TO THE PROTECTION OF AN INSIDE ROOM. PLEASE REMAIN INDOORS UNTIL FURTHER INSTRUCTIONS ARE PROVIDED.”

2. If inside, school staff should keep students in the classroom until further instructions are given.
3. If outside, students must proceed to their classrooms if it is safe to do so. If it is determined to be unsafe, staff should direct students into nearby classrooms or school buildings (e.g., auditorium, library, cafeteria, gymnasium). School staff and students who were exposed to outside air should congregate in indoor locations away from individuals who were not exposed to outside air. Anyone who is exhibiting symptoms must be treated.
4. School staff is responsible for securing individual classrooms, and the school Emergency Planning Coordinator will assist in completing the following procedures as needed: shut down the classroom/building HVAC system; turn off local fans in the area; close and lock doors and windows; and, if necessary, seal gaps under doors and windows with wet towels or duct tape, seal vents with aluminum foil or plastic wrap, and turn off sources of ignition, such as pilot lights.

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## 5.3 Lock Down

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A school lock down is necessary when the threat of violence or gunfire is identified or directed by law enforcement and it is necessary to prevent the perpetrator(s) from entering occupied

areas. During lock down, students are to remain in the classroom or designated locations at all times.

### Description of Action

1. If a lock down situation is required, the School Administrator will make an announcement on the PA system. If the PA system is not available, the School Administrator will use other means of communication (e.g., sending messengers to deliver instructions). The School Administrator should be calm, convey reassuring comments that the situation is under control, and provide clear and consistent directions. Below is an example of an announcement to be made by the School Administrator:

“YOUR ATTENTION PLEASE. WE HAVE AN EMERGENCY SITUATION AND NEED TO IMPLEMENT LOCK DOWN PROCEDURES. TEACHERS ARE TO LOCK CLASSROOM DOORS UNTIL NOTIFIED BY AN ADMINISTRATOR OR LAW ENFORCEMENT. IF OUTSIDE, STUDENTS AND STAFF ARE TO PROCEED TO THE NEAREST CLASSROOM OR BUILDING. PLEASE REMAIN INDOORS UNTIL FURTHER INSTRUCTIONS ARE PROVIDED.”

2. If inside, school staff should instruct students to lie on the floor, move away from doors and remain in the center of the room out of the line of fire, lock the doors (if possible), and close any shades or blinds if it appears safe to do so. Students and staff who are physically unable to lie on the ground should move away from doors and windows.
3. If outside, students should proceed to their classrooms if it is safe to do so. If it is not safe, staff must direct students into nearby classrooms or school buildings (e.g., auditorium, library, cafeteria, gymnasium).
4. School staff and students must remain in the classroom or secured area until further instructions are provided by the School Administrator or law enforcement.
5. Landline phones should not be used. School staff should use cell phones and speak quietly.
6. School staff should place a green paper in classroom door windows to indicate “Okay” status. School staff should place a red paper in classroom door windows to indicate an injury or the need for immediate assistance.
7. All campus entrances and exits must be locked and no visitors other than appropriate law enforcement or emergency personnel are to be allowed on campus.

## 5.4 On-Campus Evacuation/Assembly Location

The need to evacuate a building on campus should occur after the decision has been made that it is unsafe to remain in the building.

### Description of Action

1. Once a building has been determined as unsafe, the School Administrator should initiate a fire alarm.

2. If a building has been identified as unsafe, the School Administrator will make an announcement on the PA system. If the PA system is not available, the School Administrator will use other means of communication (e.g., sending messengers to deliver instructions). The School Administrator should be calm, convey reassuring comments that the situation is under control, and provide clear and consistent directions. Below is an example of an announcement to be made by the School Administrator:

“YOUR ATTENTION PLEASE. WE NEED TO INSTITUTE AN EVACUATION OF ALL BUILDINGS. TEACHERS ARE TO TAKE THEIR STUDENTS TO THE ASSEMBLY AREA AND REPORT TO THEIR DESIGNATED AREA. STUDENTS ARE TO REMAIN WITH THEIR TEACHER. TEACHERS NEED TO TAKE THEIR ROLLBOOK AND LOCK THE CLASSROOM WHEN ALL STUDENTS HAVE EXITED THE CLASSROOM.”

3. School staff must instruct students to evacuate the building, in accordance with the school site evacuation plan and using designated routes, and assemble in their assigned assembly area.
4. School staff must take their student rosters when leaving the building and take attendance once the class is assembled in a safe location.
5. Once assembled, school staff and students will stay in place until further instructions are given.

## 5.5 Off-Campus Evacuation/Assembly Area

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This action is taken after a decision is made that it is unsafe to remain on campus and evacuation to an off-site assembly area is required.

### Description of Action

1. If an off-campus evacuation is necessary, the School Administrator will make an announcement on the PA system. If the PA system is not available, the School Administrator will use other means of communication (e.g., sending messengers to deliver instructions). The School Administrator should be calm, convey reassuring comments that the situation is under control, and provide clear and consistent directions. Below is an example of an announcement to be made by the School Administrator:  
  
“YOUR ATTENTION PLEASE. WE NEED TO INSTITUTE AN OFF-CAMPUS EVACUATION. TEACHERS ARE TO TAKE THEIR STUDENTS TO THE PRE-DESIGNATED OFF-CAMPUS ASSEMBLY AREA. STUDENTS ARE TO REMAIN WITH THEIR TEACHER. TEACHERS NEED TO TAKE THEIR ROLLBOOK AND LOCK THE CLASSROOM WHEN ALL STUDENTS HAVE EXITED THE ROOM.”
2. The School Administrator will determine the safest method for evacuating the campus. Each school site is responsible for identifying appropriate evacuation routes.
3. School staff will secure the student rosters when leaving the classroom and take attendance once the class is assembled in a pre-designated safe location.



4. Once assembled off-campus, school staff and students will stay in place until further instructions are given.
5. In the event clearance is received from appropriate agencies, the School Administrator may authorize students and staff to return to their classrooms.

#### **Elementary Schools – Sister Sites**

1. In the event that appropriate authorities deem a particular elementary school site unsafe for occupancy, the Site Administrator will direct school staff and students to a primary or secondary sister site.
2. Each elementary school site is responsible for inserting its sister site location and map in their individual emergency operations plan (EOP).

### **5.6 All Clear**

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This action is taken to notify school staff that normal school operations should resume.

#### **Description of Action**

1. Once the emergency event is over, the School Administrator will make an announcement on the PA system. If the PA system is not available, the School Administrator will use other means of communication (e.g., sending messengers to deliver instructions). The School Administrator should be calm, convey reassuring comments that the situation is under control, and provide clear and consistent directions. Below is an example of an announcement to be made by the School Administrator:  
  
“YOUR ATTENTION PLEASE. IT IS NOW OKAY TO RETURN TO YOUR CLASSROOM AND RESUME NORMAL OPERATIONS. I WOULD LIKE TO THANK AND COMMEND STUDENTS AND STAFF FOR THEIR COOPERATION.”
2. This action signifies the emergency is over.
3. If appropriate, school staff should immediately begin discussions and activities to address students’ fears, anxieties, and other concerns.

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## SECTION 6: EMERGENCY PROCEDURES

### 6.1 Overview

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This section describes specific emergency procedures to which school staff and students must adhere during the following 18 potential emergencies:

- Aircraft Crash
- Animal Disturbance
- Armed Assault on Campus
- Biological or Chemical Release
- Bomb Threat
- Bus Disaster
- Disorderly Conduct
- Earthquake
- Explosion / Risk of Explosion
- Fire in Surrounding Area
- Fire on School Grounds
- Gas Leak
- Loss or Failure of Utilities
- Medical Emergency
- Psychological Trauma
- Suspected Contamination of Food or Water
- Threat of Violence
- Tsunami

It is important to note that school administrators are responsible for the health and safety of students and staff during an emergency. Although the following procedures refer to specific actions, school administrators must exercise discretion in implementing standardized procedures, and should consider modifications as necessary to ensure the health and safety of all personnel during an emergency.

The following emergency response actions refer to the Principal, Site Manager, or appropriate designee as the “School Administrator.” In addition, Public Information Officers (PIOs) for the San Francisco Unified School District (SFUSD) are referred to as the Office of Public Outreach and Communication. Additionally, each site must assign an Emergency Planning Coordinator who is responsible for emergency response actions at each individual school site.

#### 6.1.1 Aircraft Crash

The following emergency procedures addresses situations involving an aircraft crash on or in proximity to school property. If a crash results in a fuel or chemical spill on school property, refer to *Section 6.1.4 Biological or Chemical Release*. If a crash results in a utility interruption, refer to *Section 6.1.13 Loss or Failure of Utilities*.

## Procedure

1. The School Administrator will call 9-1-1 and Buildings and Grounds Work Control (B&G) at 415-695-5525 and provide the exact location and nature of the emergency.
2. The School Administrator will assess the situation and initiate appropriate, immediate response actions that may include Drop, Cover, and Hold; Shelter-in-Place; On-Campus Evacuation; or Off-Campus Evacuation as described in Section 5.
3. If the School Administrator issues an On-Campus Evacuation order, school staff and students must evacuate all school buildings using pre-designated routes or other safe routes and convene at pre-identified assembly areas.
4. In the event of an evacuation, school staff will bring their student rosters and take attendance at the pre-designated assembly area to account for all students. School staff will notify the School Administrator of missing students.
5. If the emergency occurs on school property, the school Emergency Planning Coordinator will secure the crash area to prevent unauthorized access.
6. The School Administrator will direct the San Francisco Fire Department (SFFD) and/or Hazardous Materials (HazMat) Team to organize necessary fire suppression activities.
7. School medical personnel will check injuries and provide appropriate first aid.
8. The School Administrator will call Leadership Equity Achievement Design (LEAD) and the Superintendent of schools. The Office of the Superintendent and LEAD will coordinate with the Office of Public Outreach and Communication to disseminate information.
9. Any affected area will not be reopened until SFFD and/or HazMat Team or appropriate agency provides clearance and the School Administrator issues authorization to do so.
10. School medical personnel and appropriate crisis response teams will convene onsite and begin the process of counseling and recovery, as appropriate.
11. If it is unsafe to remain on campus, the School Administrator will initiate Off-Campus Evacuation procedures, as described in Section 5, if warranted by changes in conditions.
12. In the event students need to be released from the school site, refer to Appendix A for parent-child reunification procedures.

### 6.1.2 Animal Disturbance

This procedure should be implemented when the presence of a dog, coyote, mountain lion, or any other wild animal threatens the safety of students and staff.

## Procedure

1. The School Administrator will initiate appropriate Immediate Response Actions, which may include Lock Down or On-Campus Evacuation procedures, as described in Section 5.
2. Upon discovery of an animal, school staff should isolate students from the animal, if it is safe to do so. If the animal is outside, students will be kept inside. If the animal is inside, students will be kept outside in an area away from the animal. It is best to close doors and lock gates as a means to isolate the animal.
3. If additional outside assistance is needed, the School Administrator will call 9-1-1 and San Francisco Animal Control at 415-554-6364 and provide the location of the animal and nature of the emergency.
4. If a staff member or student is injured, school medical personnel should immediately be notified. The parent or emergency contact of the injured person should also be immediately notified.
5. The School Administrator will initiate Off-Campus Evacuation procedures, as described in Section 5, if deemed necessary by changes in conditions at the school campus.
6. In the event that students need to be released from the school site, refer to Appendix A for parent-child reunification procedures.

### 6.1.3 Armed Assault on Campus

An Armed Assault on Campus involves one or more individuals who attempt to take hostages or cause physical harm to students and staff. This type of incident may involve assault by an individual with a deadly weapon including a gun, knife, or other harmful device.

## Procedure

1. If an armed assault occurs on or near the campus, personnel who observe the assault should immediately notify the School Administrator, the School Resource Officer (SRO), if assigned, and call 9-1-1.
2. The School Administrator will initiate the appropriate Immediate Response Actions, which may include Shelter-in-Place, Lock Down, On-Campus Evacuation, or Off-Campus Evacuation, as described in Section 5.
3. The School Administrator should also call 9-1-1 and provide the exact location, description and nature of the incident. A designated person should remain on the phone line with the San Francisco Police Department (SFPD) until law enforcement personnel arrive on scene.
4. If it is safe to do so, school staff should attempt to isolate and secure students away from the perpetrator(s). Staff should take steps to calm and control students.
5. School staff and students should remain in secured areas until local authorities arrive and are able to neutralize the perpetrator(s). Once the perpetrator(s) are taken into law

enforcement custody, the School Administrator must conduct a headcount of all students and staff, and notify law enforcement personnel of any missing persons.

6. School medical personnel should work with local authorities to provide medical care to injured students and staff. If possible, photographs should be taken of any injuries.
7. The Emergency Planning Coordinator should work with law enforcement to control all points of entry to the school.
8. Once students are safe and the situation is stable, the School Administrator should fax an Incident Report (describe what happened and when) to LEAD and provide a copy to the responding police officer.
9. The School Administrator must prepare a verified list of all victims, and the locations to which they were transported. If possible, staff members should accompany student victims. The School Administrator must ensure that parents and/or emergency contacts are immediately notified.
10. All media inquiries should be referred to the Office of Public Outreach and Communication.
11. Refer to Appendix A for parent-child reunification procedures.

*In the event the perpetrator(s) is inside a classroom:*

1. Staff should take a leadership role and perform the following actions:
  - Calm, reassure, and quiet others (students/staff).
  - Staff actions will influence others.
2. Staff should attempt to actively diffuse the situation:
  - Attempt to quietly move students away from the perpetrator.
  - If deemed safe to do so, staff should approach the perpetrator in a calm, non-confrontational manner and ask him/her to leave the campus.
3. If the perpetrator leaves the classroom, staff should immediately block the door using whatever is available (desks, file cabinets, books, or other furniture).

#### **6.1.4 Biological or Chemical Release**

A Biological or Chemical Release is an incident involving the discharge of a biological or chemical substance in a solid, liquid, or gaseous state. This type of incident may also include the release of radioactive materials. Examples of common chemical threats at or near schools include the discharge of acid in a school laboratory, an overturned truck near school grounds containing hazardous materials, or an explosion at a nearby refinery or other chemical plant. A Biological or Chemical Release can also be the direct result of an act of terrorism.

The following indicators may suggest the release of a biological or chemical substance: individuals suffering from watery eyes, twitching, choking, difficulty breathing, or a loss of coordination. The presence of distressed animals or dead birds may also imply the release of a biological or chemical substance.

A release of a biological or chemical substance, which may or may not be identifiable, could occur in one or more of the following areas: (1) inside a room or building, (2) outdoors in a localized area, and/or (3) in the community surrounding the school. It is essential to first determine which scenario applies and then implement the appropriate response procedures, as listed below.

## Procedures

### Scenario 1 – Substance Released Inside a Room or Building

1. The School Administrator will call 9-1-1 and B&G at 415-695-5525. The School Administrator must also notify LEAD.
2. The School Administrator will initiate On-Campus Evacuation procedures as described in Section 5. Staff will use pre-designated routes or other alternative safe routes to lead students to an Assembly Area. It is important that the Assembly Area is upwind from the affected room or building.
3. The School Administrator and the Emergency Planning Coordinator will work together to isolate and restrict access to potentially contaminated areas. The site Emergency Planning Coordinator, in conjunction with the Site Administrator, will initiate action to close all building doors and windows; shut down the building's air handling system; seal gaps under doors and windows with wet towels or duct tape; seal vents with aluminum foil or plastic wrap; and turn off sources of ignition, such as pilot lights.
4. The School Administrator will advise all staff and students to refrain from eating, drinking, or applying cosmetics.
5. Gross decontamination efforts must begin immediately. Separate male and female decontamination sites should be established. Contaminated clothing should be immediately removed and contained in a bag. Do not use bleach or other disinfectants on potentially exposed skin. (Refer to Appendix B for appropriate decontamination procedures.)
6. Individuals exposed to the hazardous substance must be isolated from unaffected individuals. School medical personnel should assess the need for medical care.
7. The School Administrator will prepare a list of all individuals in the affected room or contaminated area, specifying those who may have had actual contact with the substance. The School Administrator then provides the list to emergency response personnel.
8. The School Administrator will work with LEAD and the Superintendent of schools to decide if a student release or site relocation should be implemented. (Refer to Appendix A for parent-child reunification procedures.)
9. Affected areas should not be reopened until SFFD or appropriate agency provides clearance and the School Administrator gives authorization to do so.

## Scenario 2 – Substance Released Outdoors and Localized

1. Upon identification of a substance release outdoors, the School Administrator will direct staff to remove students from the affected areas to an assembly area upwind from the release.
2. The School Administrator will initiate Shelter-in-Place procedures for staff and students indoors. The Emergency Planning Coordinator will turn off local fans in the area of the release, close and secure windows and doors, and shut down the air handling systems.
3. The School Administrator will immediately call 9-1-1 and B&G at 415-695-5525. The School Administrator must also notify LEAD.
4. The Emergency Planning Coordinator will work with SFFD to establish a safe perimeter around the affected area and ensure personnel do not enter the area.
5. Gross decontamination efforts must begin immediately. Separate male and female decontamination sites should be established. Contaminated clothing should be immediately removed and contained in a bag. Do not use bleach or other disinfectants on potentially exposed skin. (Refer to Appendix B for appropriate decontamination procedures.)
6. Individuals exposed to the hazardous substance should be isolated from unaffected individuals. School medical personnel should assess the need for medical care.
7. The School Administrator will prepare a list of all individuals in the affected room or contaminated area, specifying those who may have had actual contact with the substance. The School Administrator then provides the list to emergency response personnel.
8. The School Administrator should work with LEAD and the Superintendent of schools to decide if a student release or site relocation should be implemented. (Refer to Appendix A for parent-child reunification procedures.)
9. Affected areas should not be reopened until SFFD and/or HazMat Teams or another appropriate agency provide clearance and the School Administrator gives authorization to do so.

## Scenario 3 – Substance Released in Surrounding Community

1. The School Administrator will immediately call 9-1-1 and B&G at 415-695-5525. The School Administrator must also notify LEAD.
2. If the School Administrator or local authorities determine a potentially toxic substance has been released in the surrounding community, the School Administrator will immediately initiate Shelter-in-Place procedures as described in Section 5.
3. The Emergency Planning Coordinator will turn off local fans in the area of the release, close and secure windows and doors; shut down the air handling systems; seal gaps under doors and windows with wet towels or duct tape; seal vents with aluminum foil or plastic wrap; and turn off sources of ignition, such as pilot lights.

4. The School Administrator will direct staff and students located outdoors to proceed to an empty classroom or building (e.g., auditorium, library, cafeteria, gymnasium). Individuals who have been exposed to hazardous substances should immediately wash affected areas with soap and water. Contaminated clothing should be immediately removed and contained in a bag. Do not use bleach or other disinfectants on potentially exposed skin. Students exposed to the hazardous material should remain isolated if possible. (Refer to Appendix B for appropriate decontamination procedures.)
5. The School Administrator should monitor the local radio or television for information concerning the incident.
6. The school will remain in a Shelter-in-Place condition until SFFD and/or HazMat Teams or other appropriate agency provides clearance, or staff is otherwise notified by the School Administrator and/or Superintendent of Schools.
7. In the event that students need to be released from the school site, refer to Appendix A for appropriate parent-child reunification procedures.

### 6.1.5 Bomb Threat

A Bomb Threat may result from the discovery of a suspicious package on or near school grounds or receipt of a threatening phone call that may indicate the risk of an explosion.

#### Procedure

1. If the threat is received by telephone, the person receiving the call should attempt to keep the caller on the line as long as possible and alert someone else to call 9-1-1 and inform the police dispatcher of the name of the school and that there has been a threat made on another line. If possible, the number of the phone line should be provided to the dispatcher.
2. The person answering the threat call should attempt to ask the following questions, record the answers, and then immediately notify the School Administrator:
  - Where is the bomb?
  - When is the bomb going to explode?
  - What kind of bomb is it?
  - Why are you doing this?
  - What can we do to prevent you from letting the bomb explode?
  - How can we contact you?
3. The School Administrator should immediately notify LEAD and the Superintendent of schools.
4. Upon arrival of SFPD and SFFD Search and Rescue Team(s), the School Administrator will advise all students and staff to turn off all cell phones, beepers, and hand-held radios.
5. If a suspicious object is identified, the SFPD and SFFD Search and Rescue Team will attempt to secure the immediate area around the object. The School Administrator should be immediately be notified of the location of the object.

6. If the SFPD and SFFD Search and Rescue Team determines danger is imminent, the School Administrator will work with SFFD to determine the immediate Response Action(s) to take, which may include: Drop, Cover, and Hold; Lock Down; On-Campus Evacuation; or Off-Campus Evacuation, as described in Section 5.
7. In the event an evacuation is necessary, approval for student release or relocation must be granted by the Superintendent of schools or ordered by appropriate on-scene law enforcement. All school staff members must bring their student rosters and take attendance at the Assembly Area to account for all students. Staff will immediately notify the School Administrator of missing students.
8. In the event that students need to be released from the school site, refer to Appendix A for parent-child reunification procedures.
9. The School Administrator should notify B&G at 415-695-5525 and maintain communication with LEAD and Superintendent of schools.
10. School activities must not be resumed until the affected buildings have been inspected by the SFPD and determined to be safe.

### 6.1.6 School Bus Disaster

The following procedures are for use by 1<sup>st</sup> Student Bus Company bus drivers and appropriate school administrators in the event of an earthquake, serious bus accident, or other emergency that occurs while students are on a field trip or being transported to or from school.

This section addresses two possible scenarios involving a bus disaster: (1) an earthquake and (2) a serious accident or bus fire. It is important to note that drivers may need to make spontaneous, independent decisions based on the nature of the emergency, age of the children, location of the bus, and other unique circumstances to ensure children's safety.

#### Procedure

##### Scenario 1 – Earthquake

1. Upon first indication of an earthquake, the bus driver should issue Drop, Cover, and Hold procedures to all students on the bus as described in Section 5.
2. The bus should be moved away from all power lines, bridges, overpasses, possible landslide conditions, overhanging trees, or other dangerous situations.
3. The bus driver should set the emergency brake, turn off the ignition, and wait for the shaking to stop.
4. The bus driver should check students for any injuries and provide first aid, as appropriate.
5. In the event the bus is disabled, the driver and students should stay in place until help arrives.
6. The bus driver should contact the School Administrator and the District School Transportation Director at 415-695-5725 to report the location and condition of students on the bus.



7. The School Administrator will determine what additional appropriate notifications should be made and will brief LEAD and the Superintendent of schools on the situation.
8. If the bus driver is instructed to resume the bus route, the driver should continue to pick students up. Students should only be dropped off if a responsible adult is at the bus stop.
9. If it is impossible to return to school, the bus driver should proceed to the nearest designated shelter indicated on the bus route map. Upon arriving at the shelter, the bus driver should immediately contact the School Administrator and remain with the children until further instructions are received.
10. The bus driver is responsible for all students who board the bus throughout the emergency.

### **Scenario 2 – Serious Accident or Bus Fire**

1. The bus driver will park the bus in a safe location with the emergency brake set and the ignition off.
2. In the event of a fire, students and the driver should evacuate the bus immediately and move to a safe location away from the bus and traffic using available barricades (e.g., trees, cars) when available.
3. The bus driver will immediately call 9-1-1 and provide the exact location of the bus and wait for the arrival of emergency response personnel.
4. The bus driver should check students for injuries and provide appropriate first aid.
5. The bus driver should call the School Administrator and the District School Transportation Director at 415-695-5725 to report the location and condition of students.
6. The School Administrator will determine what additional appropriate notifications should be made and will brief LEAD and the Superintendent of schools on the situation.
7. The bus driver is responsible for accounting for all students throughout the emergency.

#### **6.1.7 Disorderly Conduct**

Disorderly Conduct may involve a student or staff member exhibiting threatening or irrational behavior. If the perpetrator is armed, refer to *Section 6.1.3 Armed Assault*.

#### **Procedure**

1. Upon witnessing disorderly conduct, staff should take steps to calm and control the situation and attempt to isolate the perpetrator from other students and staff, if it is safe to do so.
2. Staff will immediately notify the School Administrator of the situation.
3. The School Administrator will call 9-1-1 and provide the exact location and nature of the incident.

4. The School Administrator will initiate the appropriate Immediate Response Actions, which may include Shelter-in-Place, Lock Down, On-Campus Evacuation, or Off-Campus Evacuation, as described in Section 5.
5. If there is no clear evidence of a threat, the School Administrator or a staff member may attempt to diffuse the situation. The perpetrator should be approached in a calm, non-confrontational manner and asked to please leave the campus. If the situation is considered to be hostile, the School Administrator should wait for the SFPD to arrive on scene.
6. If the perpetrator is a student, an attempt should be made to notify the family. Family members may be able to provide useful information on handling the situation.
7. The School Administrator must notify LEAD of the situation, and LEAD personnel will work with the Superintendent to determine if additional actions may be necessary.

### 6.1.8 Earthquake

Earthquakes are considered one of the most likely and serious threats to the San Francisco Bay Area. Earthquakes generally occur without warning and may cause minor to serious ground shaking, damage to buildings, and injuries. It is important to note that even a mild tremor can create a potentially hazardous situation, and the following procedures should be implemented in response to all earthquakes regardless of magnitude.

#### Procedures

*Important: Keep calm and remain where you are. Assess the situation, and then act. Remember, most injuries or deaths are the direct cause of falling or flying debris.*

1. Upon the first indication of an earthquake, staff should immediately direct students to Drop, Cover, and Hold, as described in Section 5.
2. Staff and students should move away from windows and overhead hazards to avoid glass and falling objects.
3. Once the shaking stops, the School Administrator will initiate the On-Campus Evacuation action, as described in Section 5. Staff and students will evacuate the buildings using pre-designated routes or other safe routes and convene at the Assembly Area.
4. In the event of an evacuation, all school staff must bring their student rosters and take attendance at the Assembly Area to account for all students. Staff members must notify the School Administrator of any missing students.
5. The School Administrator will direct the Emergency Planning Coordinator and B&G to post staff a safe distance away from building entrances to prevent access.
6. B&G personnel will notify the Emergency Planning Coordinator and School Administrator of fallen electrical wires and instruct them to avoid any areas with fallen wires. B&G personnel will also notify the appropriate utility companies (i.e., gas, power, water, sewer) of damages.

7. Staff and school medical personnel will assess student injuries and provide appropriate first aid.
8. If the area appears safe, staff will make an initial inspection of school buildings to identify any injured or trapped students.
9. The School Administrator will notify LEAD of the situation, and the School Administrator and LEAD personnel will work together with the Superintendent to determine additional actions that may be necessary.
10. The School Administrator should contact the SFUSD Department Operations Center (DOC) to request a damage assessment from the City of San Francisco. School staff and students should not return to the buildings until damage assessment teams provide clearance and the School Administrator gives authorization to do so.
11. The School Administrator will issue an Off-Campus Evacuation, as described in Section 5, if warranted by changes in conditions at the school.
12. In the event that students need to be released from the school site, refer to Appendix A for parent-child reunification procedures.

*In the event that an earthquake occurs during non-school hours:*

1. The School Administrator, Emergency Planning Coordinator, and B&G staff will assess damages to determine any necessary corrective actions. The School Administrator should request SFFD and HazMat Teams to participate in the assessment.
2. The School Administrator should discuss damages with LEAD and the Superintendent of schools to determine if the school should be closed.
3. The School Administrator will call LEAD and the Superintendent of schools. The Office of the Superintendent and LEAD should coordinate with the Office of Public Outreach and Communication to disseminate information.

### **6.1.9 Explosion/Risk of Explosion**

This section addresses the following three possible scenarios involving an Explosion / Risk of Explosion: (1) Explosion/risk of explosion on school property; (2) Explosion or risk of explosion in a surrounding area; and/or (3) Nuclear blast or explosion involving radioactive materials (*a nuclear blast is characterized by a sequence of intense light and heat, air pressure wave, expanding fireball, and subsequent radioactive fallout*). It is necessary to determine which scenario applies and then implement appropriate response procedures.

#### **Procedure**

##### **Scenario 1 – Explosion/Risk of Explosion on School Property**

1. In the event of an explosion, students and staff should immediately initiate Drop, Cover, and Hold procedures, as described in Section 5.
2. The School Administrator will call 9-1-1 and B&G at 415-695-5525 and provide the exact location and nature of the incident.

3. The School Administrator should take into consideration the possibility of another explosion. After the initial explosion, the School Administrator will initiate appropriate Immediate Response Actions, which may include Shelter-in Place, On-Campus Evacuation, or Off-Campus Evacuation, as described in Section 5. Evacuation may be warranted in some buildings and other buildings may be used for shelter.
4. In the event of an evacuation, school staff and students should use pre-designated routes or other safe routes and convene at the Assembly Area. All school staff members must bring their student rosters and take attendance at the Assembly Area. Staff members will notify the School Administrator of any missing students.
5. School medical personnel will check for injuries and provide appropriate first aid.
6. Staff should attempt to suppress fires with extinguishers. (*Note: There are three classes of extinguishers. Class A, B, or C can be used for ordinary combustibles. Class B or C should be used on fires involving flammable liquids. Class C should only be used on fires involving electrical equipment.*)
7. B&G will notify the appropriate utility company (i.e., Pacific Gas and Electric Company [PG&E] and the San Francisco Public Utilities Commission) of any damages to water lines, sewers, power lines, and/or other utilities.
8. The School Administrator will notify the Superintendent of schools and LEAD.
9. The School Administrator will direct the Emergency Planning Coordinator and B&G to post guards at a safe distance away from building entrances to prevent access.
10. The SFFD and HazMat Teams should conduct an inspection of school buildings. School staff and students should not return to the buildings until SFFD and HazMat Teams provide clearance and the School Administrator gives authorization to do so.
11. The School Administrator will initiate an Off-Campus Evacuation, as described in Section 5, if warranted by changes in conditions.
12. In the event that students need to be released from the school site, refer to Appendix A for parent-child reunification procedures.

## **Scenario 2 – Explosion/Risk of Explosion in Surrounding Area**

1. In the event of an explosion off-campus, students and staff should immediately initiate Drop, Cover, and Hold procedures, as described in Section 5.
2. The School Administrator will call 9-1-1 and B&G at 415-695-5525 and provide the location and nature of the incident.
3. The School Administrator will take further action, as needed, to keep students and school staff safe.
4. The school will remain in a Shelter-in-Place condition until SFFD and HazMat Teams or appropriate agency provides clearance and the School Administrator issues further instructions.

5. In the event that students need to be released from the school site, refer to Appendix A for parent-child reunification procedures.

### **Scenario 3 – Explosion Involving Radioactive Materials**

1. In the event of an explosion, the School Administrator will initiate Shelter-in-Place procedures, as described in Section 5.
2. When sheltering, staff and students should try to establish adequate barriers or shielding (e.g., concrete walls, metal doors) between themselves and the source of the blast or explosion, and should avoid sheltering near exterior windows.
3. The School Administrator will call 9-1-1 and B&G at 415-695-5525 and provide details on the area and personnel affected at the school.
4. After the initial blast, school staff should remove students from rooms with broken windows, extinguish fires, provide first aid, and relocate students from upper floors, if possible.
5. The Emergency Planning Coordinator should turn off local fans; close all building doors and windows; shut down the building's air handling system; seal gaps under doors and windows with wet towels or duct tape; seal vents with aluminum foil or plastic wrap; and turn off sources of ignition, such as pilot lights.
6. The School Administrator should monitor local radio or television announcements and initiate further actions, as appropriate.
7. At the School Administrator's discretion, and only if safe to do so, designated personnel should attempt to distribute emergency supplies, including food and water.
8. The school will remain in a Shelter-in-Place condition until SFFD and HazMat Teams or appropriate agency provides clearance and the School Administrator issues further instructions.
9. In the event that students need to be released from the school site, refer to Appendix A for parent-child reunification procedures.

#### **6.1.10 Fire in Surrounding Area**

The following procedure addresses actions that should be taken in the event that a fire is discovered in an area nearby campus grounds. The initiated response actions should take into consideration the location and size of the fire, its proximity to the school, and the likelihood that the fire may affect the school.

#### **Procedure**

1. The School Administrator will initiate the appropriate Immediate Response Actions, which may include Shelter-in-Place, Lock Down, On-Campus Evacuation, or Off-Campus Evacuation, as described in Section 5.
2. The School Administrator will call 9-1-1 and B&G at 415-695-5525 and provide the location and nature of the incident.

3. The School Administrator will act to prevent students from approaching the fire and keep routes open for emergency vehicles.
4. The School Administrator will work with responding emergency personnel to determine if school grounds are threatened by the fire, smoke, or other hazardous conditions.
5. If the School Administrator issues the On-Campus Evacuation procedure, staff and students will evacuate the affected building(s) using pre-designated routes or other safe routes and convene at the Assembly Area.
6. All school staff members must bring their student rosters and take attendance at the Assembly Area to account for all students. Staff will notify the School Administrator of any missing students.
7. The School Administrator should monitor local radio stations for emergency information.
8. The School Administrator will notify LEAD and the Superintendent of schools of the emergency situation. The office of the Superintendent should work with the Office of Public Outreach and Communication to disseminate information.
9. If necessary, the School Administrator will notify 1<sup>st</sup> Student Bus Company Dispatch to request busses for staff and student evacuation.
10. The School Administrator will initiate Off-Campus Evacuation procedures, as described in Section 5, if warranted by changes in conditions.
11. In the event that students need to be released from the school site, refer to Appendix A for parent-child reunification procedures.

### 6.1.11 Fire on School Grounds

The following procedure addresses the necessary actions that should be taken in the event that a fire is discovered on school grounds. A timely response to this situation is critical to prevent injuries and further property damage.

#### Procedure

1. If a fire is discovered on campus, school staff will immediately signal the fire alarm and direct students out of the building.
2. The School Administrator will call 9-1-1 and B&G at 415-695-5525 and provide the location and nature of the incident.
3. The School Administrator will immediately initiate the Off-Campus Evacuation procedures, as described in Section 5. Staff and students will evacuate buildings using pre-designated routes or other safe routes and convene at the Assembly Area.
4. School staff members must bring their student rosters and take attendance at the Assembly Area to account for all students. Staff will notify the School Administrator of any missing students.

5. If safe to do so, staff will use fire extinguishers to suppress the fire until the local fire department arrives. *All fires, regardless of size, which are extinguished by school personnel, require a call to SFFD to indicate "the fire is out."*
6. The Emergency Planning Coordinator will secure the area to prevent unauthorized entry and keep access roads clear for emergency vehicles.
7. The School Administrator will notify LEAD and the Superintendent of the fire. LEAD, in coordination with the Office of the Superintendent, should work with the Office of Public Outreach and Communication to disseminate information.
8. In the event that students need to be released from the school site, refer to Appendix A for parent-child reunification procedures. If necessary, the School Administrator will notify 1<sup>st</sup> Student Bus Company Dispatch to request busses for student and staff evacuation.
9. Any affected areas will not be reopened until SFFD or the appropriate agency provides clearance and the School Administrator issues authorization to do so.
10. For fires during non-school hours, the School Administrator and the Superintendent of schools will determine if the school will open the following day.

#### 6.1.12 Gas Leak

A gas leak results from a leak of natural gas, from a pipe or other containment, into a living area or any other area where the gas should not be. Natural gas will explode when exposed to a flame or sparks. If an explosion occurs, refer to *Section 6.1.9 Explosion / Risk of Explosion*.

1. Upon detecting the odor of natural gas, the School Administrator will call 9-1-1 and B&G at 415-695-5525 and provide the location and nature of the incident.
2. The School Administrator and B&G personnel should try to determine from where the odor of gas is emanating.
4. B&G must notify PG&E of the incident.
5. The School Administrator will assess the situation and initiate appropriate immediate response actions, which may include Shelter-in-Place, On-Campus Evacuation, or Off-Campus Evacuation, as described in Section 5.
6. If the gas odor is coming from outside the building, the Emergency Planning Coordinator should close all building doors and windows.
7. In the event of an evacuation, school staff must bring their student rosters and take attendance at the pre-designated assembly area to account for all students. School staff will notify the School Administrator of any missing students.
8. The School Administrator will notify LEAD and the Superintendent of schools of the gas leak.
7. In the event that students need to be released from the school site, refer to Appendix A for parent-child reunification procedures.

### 6.1.13 Loss or Failure of Utilities

The following procedure addresses incidents involving a loss of water, power, or other utility on school grounds. This procedure should also be used in the event of the discovery of a gas leak, exposed electrical line, or a break in sewer lines.

#### Procedure

1. In the event a water or electrical line is broken, an effort should be made to turn off water or power to the affected area and to notify the School Administrator immediately.
2. Upon notice of loss of utilities, the School Administrator will initiate appropriate Immediate Response Actions, which may include Shelter-in Place, or On-Campus Evacuation, as described in Section 5.
3. The School Administrator will notify B&G at 415-695-5525 and provide the location and nature of the emergency.
4. The Emergency Planning Coordinator will contact the affected utility company to determine whether its assistance is required and the potential length of time service will be interrupted.
5. The School Administrator will notify LEAD and the Superintendent of schools of the loss of the utility service.
6. As needed, school emergency supplies will be used to compensate for the loss of a utility.

### 6.1.14 Medical Emergency

Medical Emergency procedures address minor and major illnesses and injuries that can occur to students and staff. The following procedure should be implemented in the event of any medical emergency. This section also addresses a scenario specific to pandemic influenza.

#### Procedure

1. Upon discovery of a student or school staff member having a medical emergency, immediately call 9-1-1. Provide the exact location and nature of the emergency. Follow instructions given by dispatch, and do not hang up until advised to do so.
2. Notify the School Administrator, school medical personnel, and the Emergency Planning Coordinator that there is a medical emergency and an ambulance has been called.
3. School medical personnel should administer appropriate first aid / Cardiopulmonary Resuscitation (CPR) procedures to the victim until emergency response teams arrive on scene. Do *not* move the victim unless there is full confidence of no danger of further injury.
4. Once the ambulance arrives, the School Administrator will request information regarding which hospital the victim will be taken to and will notify the victim's emergency contact.
5. If possible, a school staff member should accompany the victim to the hospital.



6. The School Administrator will notify LEAD and the Superintendent of schools of the incident.

### Scenario 1 – Epidemic Influenza

Epidemic Influenza is one of the greatest known threats to the public's health. Illness rates are highest among school-aged children. This type of incident may result in a significant decrease in school staff and students as well as a school closure.

1. Upon indication of an epidemic influenza outbreak, the Office of Superintendent of Schools should work with the San Francisco Department of Public Health (DPH) and the San Francisco Department of Emergency Management (DEM) to ensure best practices regarding infection detection and control measures are followed.
2. If cases of epidemic influenza are confirmed in San Francisco with possible ramifications to the School District, SFUSD will activate its DOC and work in collaboration with DEM and DPH through the City and County of San Francisco (CCSF) Emergency Operations Center (EOC).
3. The School District, Office of Public Outreach and Communication, will maximize communications with parents and the public.
4. If appropriate, DPH will notify the School District of any necessary school closures.
5. Affected schools cannot be reopened until DPH and the Superintendent of schools provide clearance and authorization to do so.

#### 6.1.15 Psychological Trauma

Many emergencies may result in psychological trauma for students and school staff. These emergencies may include an act of violence; the death of a student or staff member; an earthquake or other natural disaster; a serious environmental problem; or ethnic and racial tensions. Emergencies may result in the following conditions:

- Temporary disruption of regular school functions and routines
- Significant interference with the ability of students and staff to focus on learning
- Physical and/or psychological injury to students and staff
- Concentrated attention from the community and news media

As a result, students and staff may exhibit a variety of psychological reactions. Once the physical safety of those involved has been ensured, attention must focus on meeting the emotional and psychological needs of students and staff.

Specific procedures relating to crisis management can be found in the *San Francisco Unified School District – School Crisis Response Manual*.

#### Procedure

1. The School Administrator will establish a Crisis Response Team, which has primary responsibility for providing necessary assistance after all types of crises.

2. The Crisis Response Team will assess the range of crisis intervention services needed during and following an emergency.
3. The Crisis Response Team will provide direct intervention services for students and staff.
4. The School Administrator and Crisis Response Team will work together to determine when and how school functions should be restored.
5. The Crisis Response Team should provide ongoing assessment, if needed, as well as follow-up services, as required.

### **6.1.16 Suspected Contamination of Food or Water**

The following procedure should be followed if any school staff member reports suspected contamination of food or water. This procedure applies where there is evidence of tampering with food or packaging, observation of suspicious individuals in proximity to food or water supplies, or if the school is notified of possible food/water contamination by District staff or local agencies. Indicators of contamination may include unusual odor, color, or taste, and/or multiple persons with unexplained nausea, vomiting, or other illnesses.

#### **Procedure**

1. Upon indication of suspected contamination, the School Administrator will work with appropriate school staff to isolate the suspected food/water. Access should be restricted to the contaminated area to prevent consumption of food/water.
2. The School Administrator should call 9-1-1, LEAD, Student Nutrition Services at 415-749-3627, and San Francisco DPH at 415-554-9000.
3. School medical personnel should assess the need for medical attention and provide first aid, as appropriate.
4. The School Administrator and Emergency Planning Coordinator will make a list of all potentially affected students and staff along with their symptoms, the food/water suspected to be contaminated, and the quantity and description of products consumed. The list should be provided to responding authorities.
5. The School Administrator should work with local authorities and LEAD to determine necessary follow-up actions, including the need to notify other potentially affected schools in the District.
6. The School Administrator and Emergency Planning Coordinator will work with DPH to determine when normal school operations can resume.
7. The School Administrator will notify parents of the incident, as appropriate.

### **6.1.17 Threat of Violence**

A threat of violence can be targeted at an individual, a particular group, or the entire school community. Threats can be received through verbal communication, written notes, e-mail communication, or phone calls. The School Administrator should work with the proper authorities to ensure all threats are properly assessed.

## Procedure

1. Once a threat has been received, the School Administrator must identify the type of threat and attempt to determine the individual(s) making the threat.
2. The School Administrator will notify the School Resource Officer (SRO), if assigned, and SFPD regarding the incident, and contact LEAD.
3. The School Administrator will work with the Emergency Planning Coordinator and SFPD to conduct a threat assessment.
4. Once the risk has been thoroughly assessed, the School Administrator, Emergency Planning Coordinator, and SFPD will attempt to answer two questions: (1) Is the individual moving towards a path likely to result in violent actions? and (2) Is there evidence to suggest the individual will act on his/her thoughts and/or threats?
5. The School Administrator, Emergency Planning Coordinator, and SFPD will determine appropriate actions to best handle the situation.
6. Once the physical safety of those involved has been ensured, attention will turn to meeting the emotional and psychological needs of students and staff. Implementation of the Crisis Response Team may be necessary and appropriate.

### 6.1.18 Tsunami

The following procedure should be followed in the event that a tsunami impacts the City of San Francisco and should only be implemented by those schools directly in the tsunami impact zone. Although there is little-to-no evidence that a significant tsunami is likely to impact the City of San Francisco, it should be noted that tsunamis often occur as a result of an earthquake near a body of water.

## Procedure

1. Upon indication of a tsunami as a result of an earthquake and/or the tsunami warning siren, the School Administrator should immediately initiate Off-Campus Evacuation procedures to school Sister Sites, as described in Section 5, if the school is in the tsunami threat zone.
2. The School Administrator will notify LEAD and the Superintendent of schools of the implemented tsunami procedures. The Superintendent will immediately issue an activation of the SFUSD DOC.
3. The SFUSD DOC will immediately be activated and implement the District Reunification Plan found in Appendix A and provide transportation for threatened schools.
4. School staff members must bring their student rosters and take attendance both on-campus and at the off-campus evacuation site to account for all students. Staff will notify the School Administrator of any missing students.



5. Students must remain at the off-campus evacuation location until picked up by a legal guardian or until local authorities deem the threat is over and normal school operations can resume.

## APPENDIX A: PARENT-CHILD REUNIFICATION PROCEDURES

In an effort to address all hazard incidents, the San Francisco Unified School District (SFUSD) has developed short- and long-term parent-child reunification procedures. Short-term procedures outline the appropriate steps to be taken at individual school sites. When reunification procedures exceed the scope of school site operations, SFUSD will implement long-term procedures to consolidate resources and increase efficiency.

### School Site Reunification: Short Term

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#### Student Emergency/Medical Information Card

All students are required to have a Student Emergency/Medical Information Card on file at their school site. Student Emergency/Medical Information Cards must be updated every school year, and the school should be notified of any changes of information on the student emergency/medical information cards. Student Emergency/Medical Information Cards will be distributed to students on the first day of school and must be returned promptly. Student emergency cards require the following information:

- Parent/guardian/caregiver current address and phone number
- The student's doctor/health care provider and insurance information
- Any medication(s) or chronic illness(es) related to the student

#### Parent-Child Reunification

In the event that an emergency occurs on or near a school site, parents (or guardians) must report to the school site and adhere to the following procedures required for releasing a student. School sites must work in conjunction with the SFUSD Department Operations Center (DOC) throughout the parent-child reunification process.

The following procedures provide a general guideline for parent-child reunification throughout SFUSD. Each school site is responsible for adhering to the following three principals when implementing its reunification process: (1) a safe and secure check-in area for parents, (2) a separate area designated for the reunification of parents and children, and (3) a safe and secure exit for parents and children.

#### Preparation

- At the start of the school year, each school site should prepare an emergency bin containing copies of Student Emergency/Medical Information Cards, name tags for all students and staff, lists of all student and staff names, pre-printed signs with letters A–Z, sharpie markers, pens, and tape.
- Emergency bins should be updated on a routine basis.

#### Reunification

- School staff should set up two tables inside the main gate of the school site. One table will be designated for students with last names beginning A–M. The second table will be designated for students with last names beginning N–Z. Each table will have two binders

with all students' names and Student Emergency/Medical Information Cards. Each table must be clearly and adequately marked with the appropriate letters.

- Parents or guardians arriving to the school site must wait in the appropriate line and be able to identify their child by name for pick-up. A school staff member will be responsible for directing parents to the appropriate lines.
- School staff members working at the tables will highlight students' names in the appropriate binder and verify the parent or guardian name. Parents/Guardians must have a valid ID and/or be recognized as Parents/Guardians of the student by a school staff member. *Only contacts listed on the student emergency/medical information card may pick up a child.* Highlighting the students' name will indicate a parent or guardian has arrived to pick up the student.
- At the student assembly area, school staff will post signs with the letters A–Z. Signs should be pre-made and stored in the school site emergency bin. Students should line up behind the letter that represents the first letter of their last name.
- All students must wear name tags indicating their last name, first name. (If possible, name tags with names already printed on them will be kept in the emergency bin and distributed to school staff responsible at each line, A–Z).
- Once parents/guardians have arrived, a runner will notify the child and escort them to the reunification area.
- After parents/guardians are reunited with their child, school staff will escort and/or direct the parent/guardian and child to the exit gate (the exit gate should *not* be the same as the main gate).
- Two-to-four school staff members should be placed at the exit gate with copies of the Student Emergency/Medical Information Cards. All parents/guardians should be cross-referenced on the emergency/medical information card prior to exiting the gate.
- Upon exiting the school sites, students must remove their name tags and give them to the school staff. School staff must use a sharpie marker to write one of the following codes on the students name tag:
  - M** – if the mother picked up the student
  - F** – if the father picked up the student
  - G** – if the guardian picked up the student
  - GM** – if the grandmother picked up the student
  - GF** – if the grandfather picked up the student
  - O + NAME** – if someone other than the above picked up the student
- School staff should attach the student's name tag to the Student Emergency/Medical Information Card and place them in a file for documentation, which is retained in a secure location.

### **Additional Information Regarding Students Age 18 and Older**

- Students who are 18 years of age or older may legally leave the premises, but will be encouraged to stay until contact with a parent/guardian can be made. Students leaving

without an adult must check out at the exit gate and school staff must mark an “18” on their name tag.

- For accountability/tracking purposes, 18-year-olds must communicate their intended destination (e.g., home, grandparents’ house, neighbor’s house) for any adult who may come looking for them.

## District-Wide Reunification: Long Term

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The SFUSD Policy Group will implement District-wide reunification, and the SFUSD DOC will disseminate information to the school sites. The District-wide reunification process is designed to allow SFUSD to continue parent-child reunification procedures during extended hours and to consolidate resources and reunification sites. The District reunification sites are based on the City and County of San Francisco (CCSF) nine Emergency Response Districts (ERDs).

### Reunification

- If appropriate, the SFUSD Policy Group will make the decision to implement the District-wide reunification process.
- The SFUSD DOC will contact each individual school site to obtain situational awareness regarding the number of students remaining at the schools and the staff available to work at District reunification sites.
- The SFUSD DOC will determine the appropriate District reunification sites based on pre-determined primary and secondary sites (see Table A.1).
- The SFUSD DOC will identify and coordinate transportation needs for each school site as well as the staffing needs for each reunification site.
- School sites will continue the parent-child reunification process until transportation arrives to transfer students to the District reunification sites. Once students are safely transported to the district reunification sites, staff may be released from the school site, and the school will be closed.
- School sites must post signs and clearly indicate the place to which students have been relocated.
- Once the district reunification sites have been established, standard school site reunification procedures will begin.
- The Policy Group will determine when to reduce the reunification sites to one consolidated site based on the number of students remaining.
- The SFUSD DOC will identify the school site to be used based on location, structural integrity and size.
- When deemed appropriate, the Policy Group will authorize the deactivation of the reunification sites and the remaining students will be handed over to the custody of the Human Service Agency, Child Protection Services.

## **Death of a Student**

The following are recommendations in the event of a death resulting from an isolated incident or in the case of mass casualties from a major emergency:

- Activate the Crisis Response Team (CRT).
- Inform parents/guardian in a private place. Ask them if there is anyone else who should be informed.
- Inform parents/guardians that the body may be viewed.
- In cases where the body may be difficult to view, recommend parents/guardians do not view body.

## **Grief Counseling**

Following a disaster or major emergency, the Supervisor of School Health Programs will collaborate with the Superintendent and Human Resources to organize or arrange for Crisis Incident Stress Debriefing (CISD) Teams to debrief and counsel emergency responders, staff, and students, as necessary.



**Table A.1: SFUSD Reunification Sites**

Site Name	Address	Neighborhood	ERD
<b>Galileo High School (P)</b>	1150 Francisco Street	Marina, Pacific Heights, Western Addition	1
Francisco Middle School (S)	2190 Powell Street	North Beach, Chinatown	1
<b>Mission High School (P)</b>	3750 18 <sup>th</sup> Street	Mission, Noe Valley, Diamond Heights	2
Everett Middle School (S)	450 Church Street	Mission, Noe Valley, Diamond Heights	2
300 Seneca Avenue (S)	300 Seneca Avenue	Outer Mission, Ingleside, Oceanview	9
<b>International Studies (P)</b>	655 DeHaro Street	Potrero Hill, Bayview, Hunter Point	3
Downtown High School (S)	693 Vermont Street	Potrero, Bayview, Hunter Hill	3
<b>Marina Middle School (P)</b>	3500 Fillmore Street	Marina, Pacific Heights, Western Addition	4
Claire Lilienthal (S)	3630 Divisadero Street	Marina, Pacific Heights, Western Addition	4
<b>James Lick (P)</b>	1220 Noe Street	Mission, Noe Valley, Diamond Heights	6
John O'Connell High School (S)	2355 Folsom Street	Mission, Noe Valley, Diamond Heights	6
Horace Mann Middle School (S)	3351 23 <sup>rd</sup> Street	Mission, Noe Valley, Diamond Heights	6
<b>George Washington High School (P)</b>	600 32 <sup>nd</sup> Street	Richmond	7
Presidio Middle School (S)	450 30 <sup>th</sup> Avenue	Richmond	7
Roosevelt (S)	460 Arguello Blvd.	Richmond	7
<b>Lincoln High School (P)</b>	2162 24 <sup>th</sup> Avenue	Sunset	8
A.P. Gianni Middle School (S)	3151 Ortega Street	Sunset	8
Herbert Hoover Middle School (S)	2290 14 <sup>th</sup> Avenue	Sunset	8
<b>Balboa High School (P)</b>	1000 Cayuga Avenue	Outer Mission, Ingleside, Oceanview	9
James Denman (S)	241 Oneida Avenue	Outer Mission, Ingleside, Oceanview	9
<b>Burton High School (P)</b>	200 Mansell Street	Portero Hill, Bayview, Hunter Point	10
Visitacion Valley (S)	450 Raymond Avenue	Portero Hill, Bayview, Hunter Point	10

(P) Primary Site

(S) Secondary Site

(ERD) Fire Department Emergency District

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## APPENDIX B: DECONTAMINATION PROCEDURES

### What Is Decontamination?

In the event that a chemical accident or attack occurs on or near a school site, students and staff are at risk of being exposed to dangerous chemicals. Coming into contact with a dangerous chemical may make it necessary for students and staff to remove and contain clothing right away and immediately wash skin. Removing clothing and washing the body will reduce the chemical so that it is no longer a hazard. This process is called decontamination.

All school sites must have separate male and female decontamination sites to ensure the safety and privacy of students and staff. In addition, precautions must be taken to keep students and staff warm to avoid hypothermia.

### What are the Reasons for Conducting Decontamination at the School Site?

1. To prevent the chemical from being further absorbed into the body and from spreading on the body
2. To prevent the chemical from spreading to other people, including medical personnel and first responders arriving on scene, who must handle or who might come into contact with the person who is contaminated with the chemical

Most chemical agents can penetrate clothing and are absorbed rapidly through the skin. Therefore, the most important and most effective decontamination should be done within the first minute or two after exposure.

### What Are Appropriate Decontamination Procedures?

1. **Remove Clothing:**
  - After establishing separate male and female decontamination sites, students should quickly remove all clothing. Any clothing that has to be pulled over the head should be cut off instead of pulled over the head.
  - School staff assisting students to remove clothing should wear gloves and should try to avoid touching any contaminated areas. The clothing should be removed as quickly as possible and contained in bags.
2. **Washing:**
  - As quickly as possible, wash any chemicals from the skin with large amounts of soap and water. If possible, use warm water to help students stay warm. Washing with soap and water will help protect students from any chemicals on their bodies. Ensure students have blankets to stay warm after washing.
  - If students complain of burning eyes or blurred vision, they must rinse their eyes with plain water for 10 to 15 minutes. If a student is wearing contacts, they must remove them and place them with the contaminated clothing. Never put contaminated contacts back in after being exposed to a chemical. Eyeglasses may be washed with soap and water and worn again after a thorough cleaning.

3. *Isolation and Storage of Clothing:*

- After students have removed clothing, ensure all clothing is contained in plastic bags. Staff should avoid touching contaminated areas of the clothing and wear rubber gloves at all times. Anything that touches the contaminated clothing should also be placed in the bag.
- Seal the bag, and then seal that bag inside another plastic bag.
- Once the San Francisco Department of Public Health (DPH) or San Francisco emergency responders arrive, the School Administrator should inform them what was done with the clothing. The San Francisco DPH will determine how to further dispose of the contaminated clothing.

**Who to Contact**

San Francisco DPH: 415-554-9000



## APPENDIX C: SCHOOL CONTACT INFORMATION

Table C.1: School Contact Information

School	Address	Phone
<b>SFUSD Elementary Schools</b>		
Alamo	250 23rd Avenue	415-750-8456
Alice Fong Yu	1541 12th Avenue	415-759-2764
Alvarado	625 Douglass Street	415-695-5695
Argonne Year Round Alt	680 18th Avenue	415-750-8460
Bessie Carmichael K-5	375 Seventh Street	415-355-6916
Bret Harte	1035 Gilman Avenue	415-330-1520
Bryant	1050 York Street	415-695-5780
Buena Vista Alt	2641 25th Street	415-695-5875
Cabrillo	735 24th Avenue	415-750-8464
Cesar Chavez	825 Shotwell Street	415-695-5765
Chinese ED Center	657 Merchant Street	415-291-7918
Claire – Scott Lilenthal	3630 Divisadero Street	415-750-8469
Claire-Madison Lilenthal	3950 Sacramento Street	415-750-8603
Clarendon Alt	500 Clarendon	415-759-2796
Cleveland	455 Athens Street	415-469-4709
Commodore Sloat	50 Darien Way	415-759-2807
Daniel Webster	465 Missouri Street	415-695-5787
Dianne Feinstein	2550 25th Avenue	415-615-8460
Dr Charles Drew	50 Pomona Street	415-330-1526
Dr William M Cobb	2725 California Street	415-749-3505
Edison	3531 22nd Street	415-330-1537
El Dorado	70 Delta Street	415-330-1537
E.R. Taylor	423 Burrows Street	415-330-1530
Fairmount	65 Chenery Street	415-695-5669



School	Address	Phone
Francis Scott Key	1530 43rd Avenue	415-759-2811
Frank Mccoppin	651 6th Avenue	415-750-8475
Garfield	420 Filbert Street	415-291-7924
George Peabody	251 6th Avenue	415-750-8480
George Moscone	2576 Harrison Street	415-695-5736
George Washington Carver	1360 Oakdale Avenue	415-330-1540
Glen Park	151 Lippard Street	415-469-4713
Gordon J Lau	950 Clay Street	415-291-7921
Grattan	165 Grattan Street	415-759-2815
Guadalupe	859 Prague Street	415-469-4718
Harvey Milk Civil Rights Academy	4235 19th Street	415-241-6276
Hillcrest	810 Silver Avenue	415-469-4722
JBBP West	1501 O'Farrell	415-242-2685
Parker, Jean	840 Broadway Street	415-291-7990
Jefferson	1725 Irving Street	415-759-2821
John Muir	380 Webster Street	415-241-6335
John Yehal Chin	350 Broadway	415-291-7946
Jose Ortega	400 Sargent Street	415-469-4726
Junipero Serra	625 Holly Park Circle	415-695-5685
Lafayette	4545 Anza Street	415-750-8483
Lakeshore	220 Middlefield Drive	415-759-2825
Lawton Alt	1570 31st Avenue	415-759-2832
Leonard R Flynn	3125 Cesar Chavez	415-695-5770
Longfellow	755 Morse Street	415-469-4730
Malcolm X	350 Harbor Drive	415-695-5950
Marshall	1575 15th Street	415-241-6280
Mckinley	1025 14th Street	415-241-6300



School	Address	Phone
Miraloma	175 Omar Way	415-469-4734
Mission ED Center	1670 Noe Street	415-695-5313
Monroe	260 Madrid Street	415-469-4736
New Traditions	2049 Grove Street	415-750-8490
Paul Revere	555 Tompkins Street	415-695-5656
Paul Revere Annex	610 Tompkins Street	415-695-5656
Redding	1421 Pine Street	415-749-3525
Robert L Stevenson	2051 34th Avenue	415-759-2837
Rooftop	443 Burnett Avenue	415-695-5691
Rosa Parks	1501 O'Farrell Street	415-749-3519
San Francisco Community	125 Excelsior Avenue	415-469-4739
Sanchez	325 Sanchez Street	415-241-6380
Sheridan	431 Capitol Avenue	415-469-4743
Sherman	1651 Union Street	415-749-3530
Spring Valley	1451 Jackson Street	415-749-3535
Starr King	1215 Carolina Street	415-695-5797
Sunnyside	250 Forester Street	415-469-4746
Sunset	1920 41st Avenue	415-759-2760
Sutro	235 12th Avenue	415-750-8525
Tenderloin Community	627 Turk Street	415-749-3567
Ulloa	2650 42nd Avenue	415-759-2841
Visitacion Elementary School	55 Schwerin Street	415-469-4796
West Portal	5 Lenox Way	415-759-2846
Willie L Brown Academy	2055 Silver Avenue	415-695-5400
Yick Wo	2245 Jones Street	415-749-3540



School	Address	Phone
<b>SFUSD Middle Schools</b>		
Aptos	105 Aptos Avenue	415-469-4520
Bessie Carmichael 6-8	824 Harrison Street	415-291-7984
Civic Center Middle	727 Golden Gate Avenue	415-241-6232
Denman, James	241 Oneida Street	415-469-4535
Everett	450 Church Street	415-241-6344
International School of Arts	655 De Haro Street	415-695-5866
Francisco	2190 Powell Street	415-291-7900
Giannini	3151 Ortega Street	415-759-2770
Herbert Hoover	2290 14th Avenue	415-759-2783
Horace Mann	3351 23rd Street	415-695-5881
James Lick	1220 Noe Street	415-695-5675
Lawton	1570 31st Avenue	415-759-2832
Marina	3500 Fillmore Street	415-749-3495
Martin Luther King	350 Girard Street	415-330-1500
Presidio	450 30th Avenue	415-750-8435
Rooftop	500 Corbett Avenue	415-522-6757
Roosevelt	460 Arguello Boulevard	415-750-8446
San Francisco Community	125 Excelsior Avenue	415-469-4739
Visitacion Valley	450 Raymond Street	415-469-4590





School	Address	Phone
<b>SFUSD High Schools</b>		
School for BusinessAAS	555 Portola Drive	415-291-7973
Balboa	1000 Cayuga Avenue	415-469-4090
Burton	400 Mansell Street	415-469-4550
Civic Center	727 Golden Gate Avenue	415-241-6320
Downtown	693 Vermont Street	415-695-5860
Galileo	1150 Francisco Street	415-749-3430
George Washington	600 32nd Avenue	415-750-8400
Independence	3045 Santiago Street	415-242-2528
International Studies	655 De Haro Street	415-695-5860
John O'Connell	2355 Folsom Street	415-695-5370
June Jordan	325 LaGrande Avenue	415-452-4922
Llincoln	2162 24th Avenue	415-759-2700
Lowell	1101 Eucalyptus Drive	415-759-2730
Marshall Thurgood	45 Conkling	415-695-5612
Mission High School	3750 18th Street	415-241-6240
Newcomer	1350 7th Avenue	415-242-2601
Principal Center Collaborative	3512 43rd 42nd Avenue	415-469-4044
San Francisco International High School	3750 18 <sup>th</sup> Street	415-241-6240
Sota	555 Portola Drive	415-469-4027
Wallenberg	40 Vega Street	415-749-3469
Wells	1099 Hayes Street	415-241-6315
Woodside Learning Center	375 Woodside Avenue	415-753-7792



School	Address	Phone
<b>Children's Centers</b>		
Argonne Pre –K	750 16th Avenue	415-750-8494
Bryant Pre-K and SA	1060 York Street	415-695-5784
Burnett Pre-K and SA	1520 Oakdale Avenue	415-330-1540
Carmichael Pre-K	375 7th Street	415-241-6313
Chin, JYH	350 Broadway	415-291-7946
Cobb Pre-K and SA	2725 California Street	415-749-3544
Cooper Pre-K and SA	940 Filbert Street	415-749-3550
Drew Pre-K and SA	50 Pomona Street	415-330-1546
Excelsior at Guadalupe Pre-K & SA	859 Prague Street	415-469-4753
Flynn SA	3125 Cesar Chavez	415-695-5782
Grattan Pre-K & SA	165 Grattan Street	415-759-2850
Harte Pre-K and SA	950 Hollister Avenue	415-330-1545
Jefferson Pre-K	1350 25th Street	415-759-2825
Jefferson SA	1325 18th Street	415-759-2795
Kennedy SA	1670 Noe Street	415-695-5873
Las Americas	3200 20th Street	415-695-5746
Mahler Pre-K	990 Church Street	415-695-5871
McCoppin SA	651 6th Avenue	415-750-8495
Mclaren Pre-K and SA	2055 Sunnydale Avenue	415-469-4519
Mission Annex Pre-K	421 Bartlett Street	415-695-5844
Mission Pre-K	2950 Mission Street	415-695-5842
Noriega Pre-K and SA	1775 44th Avenue	415-759-2853
Parker SA	840 Broadway Street	415-291-7967
Presidio Infant, Pre-K and SA	Bldg 387, Presidio	415-561-5822



School	Address	Phone
Redding SA	1421 Pine Street	415-749-3549
SA Parent/Infant	2730 Bryant Street	415-282-1090
San Miguel Pre-K and SA	300 Seneca Avenue	415-469-4756
Serra SA	625 Holly Park Circle	415-695-5922
Serra Annex Pre-K and SA	155 Appleton Avenue	415-920-5138
Spring Valley SA	1451 Jackson Street	415-749-3590
Stockton Pre-K and SA	949 Washington	415-291-7932
Sutro SA	235 12th Avenue	415-750-8524
Tenderloin Community School Pre-K and SA	627 Turk Street	415-614-3000
Tule Elk Park Pre-K and SA	2110 Greenwich	415-749-3551
Webster SA	465 Missouri Street	415-920-5076
Weil Pre-K and SA	1501 O'Farrell Street	415-749-3493



School	Address	Phone
<b>Charter Schools</b>		
5 Keys Charter	70 Oak Grove	415-734-3310
City Arts and Technology	325 La Grande Avenue	415-841-2200
Creative Arts	1601 Turk Street	415-749-3512
Gateway	1430 Scott Street	415-749-3600
Kipp Bayview	1060 Key Avenue	415-467-2522
Kipp San Francisco bay Academy	1430 Scott Street	415-440-4306
Leadership	241 Oneida Avenue	415-841-8910
Life Learning	651 8th Street	415-397-8957
Metropolitan	400 Mansell Street	415-550-5920



## APPENDIX D: PRIMARY SCHOOL SHELTER SITES AND MOUs

**Table D.1: Primary School Shelter Sites**

Site Name	Address	Phone Number	Sleeping Capacity
AP Giannini Middle School	3151 Ortega Street	415-759-2770	290
Balboa High School	1000 Cayuga Street	415-469-4090	
Burton High School	400 Mansell Street	415-469-4550	
International School of Arts	655 De Haro Street	415-695-5905	188
Francisco Middle School	2190 Powell Street	415-291-7900	233
Galileo High School	1150 Francisco Street	415-749-3430	566
George Washington High School	600 32nd Avenue	415-750-8400	293
Gloria Davis Middle School	1195 Hudson Avenue	415-695-5390	139
Horace Mann Middle School	3351 23rd Street	415-695-5881	270
John O'Connell, High School	2355 Folsom Street	415-695-5370	390
Marina Middle School	3500 Fillmore Street	415-749-3495	215
Martin Luther King Middle School	350 Girard Street	415-330-1500	184
Mission High School	3750 18th Street	415-241-6240	508
Presidio Middle School	450 30th Avenue	415-750-8435	240
Raoul Wallenberg Altern High School	40 Vega Street	415-749-3469	
Sanchez Elementary School	325 Sanchez Street	415-241-6380	98
Thurgood Marshall High School	45 Conking Street	415-695-5612	

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## APPENDIX F: EMERGENCY TELEPHONE NUMBERS

Table F.1: Emergency Telephone Numbers

Agency / Organization	Phone Number
<b>Emergency Response Agencies</b>	
Ambulance	9-1-1
San Francisco Fire – Rescue Department	9-1-1
San Francisco Police Department	9-1-1
<b>Hospitals</b>	
Franciscan Treatment	415-353-6305
St. Francis Hospital	415-353-6000
San Francisco General Hospital	415-206-8111
<b>SFUSD Support Services</b>	
SFUSD Asbestos Control Office	415-241-6431
SFUSD Buildings & Ground Works Control	415-695-5525 (or 415-695-5508)
SFUSD Children’s Crisis Response	415-970-3800
SFUSD Emergency Planning Office	415-355-6927
SFUSD Environmental Health Officer	415-241-6431
SFUSD Needle Stick Hotline (24 hours)	415-469-4411
SFUSD Nurse of the Day	415-242-2615
SFUSD Safe School Line	415-241-2141
SFUSD Security*	415-695-5665
SFUSD Student Nutrition Services	415-749-3627
SFUSD Superintendent of Schools	415-241-6121poi
SFUSD Transportation	415-695-5725
<b>Leadership Equity Achievement Design (LEAD)</b>	
Elementary	415-241-6310
Middle School	415-241-6607
High School	415-241-6478
CDC	415-750-8599
<b>City and County Departments</b>	
Department of Public Health	415-554-9000
San Francisco Animal Control	415-554-6364
San Francisco Poison Control	1-800-876-4766

\* SFUSD Security should be utilized after normal business hours, on weekends, or on holidays.

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## APPENDIX G: ACRONYM LIST

### A

AED	Automated External Defibrillator
ARC	American Red Cross

### B

B&G	Buildings and Grounds Work Control
BART	Bay Area Rapid Transit

### C

CalEMA	California Emergency Management Agency
CCSF	City and County of San Francisco
CEC	California Education Code
CFO	Chief Financial Officer
CPR	Cardiopulmonary Resuscitation

### D

DEM	Department of Emergency Management
DHS	Department of Homeland Security
DOC	Department Operations Center
DOCC	Department Operations Center Commander
DPH	Department of Public Health
DSW	Disaster Service Worker

### E

EAS	Emergency Alert System
EMS	Emergency Medical System
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ERD	Emergency Response Districts
ERP	Emergency Response Plan

### F

FEMA	Federal Emergency Management Agency
FOC	Field Operations Center

### H

HSAS	Homeland Security Advisory System
HVAC	Heating, Ventilating, and Air Conditioning

### I

IAP	Incident Action Plan
-----	----------------------

IC	Incident Commander
ICS	Incident Command System
IMS	Incident Management System
<b>J</b>	
JIC	Joint Information Center
<b>L</b>	
LEAD	Leadership, Equity Achievement Design
LHO	Local Health Officer
<b>M</b>	
MHz	Megahertz
MTA	Municipal Transportation Agency
MUNI	Municipal Railway System
<b>N</b>	
NIMS	National Incident Management System
<b>O</b>	
OA	Operational Area
OES	Office of Emergency Services
<b>P</b>	
PA	Public Announcement
PIO	Public Information Officer
<b>R</b>	
REMS	Readiness and Emergency Management for Schools
REOC	Regional Emergency Operations Center
<b>S</b>	
SEMS	Standardized Emergency Management System
SFFD	San Francisco Fire Department
SFPD	San Francisco Police Department
SFSD	San Francisco Sheriff's Department
SFUSD	San Francisco Unified School District
SOC	State Operations Center
SOP	Standard Operating Procedure
SRO	School Resource Officer
<b>T</b>	
TV	Television