

Comprehensive School Safety Plan [2024 - 2025]

CSSP COVER PAGE

DUE: FRIDAY, DECEMBER 6th, 2024

School Name

Hilltop + El Camino

School Site Council (SSC) Approval Date

[10/22/2024]

Documents required for completion*

<input checked="" type="checkbox"/> Link to SSC Agenda	[Agenda]
<input checked="" type="checkbox"/> Link to SSC Sign-in sheet	[H-C Oct Community Meeting Sign-In Sheet + SSC Signature Page]
<input checked="" type="checkbox"/> Link to SSC Minutes**	[Meeting Minutes]

*The below documents can all be included in one document. If so, you only need to paste the link once.

The minutes **must include evidence that the Safety Plan was shared, discussed and APPROVED

Cover Sheet Instructions

- ☐ Fill out the above table with the appropriate information. When you create links **please make sure to set sharing so "Anyone with the link"** can access the document.
- ☐ If you have a document that includes two or more of the below requirements for CSSP approval, please link the document in each field above. For example, if your SSC agenda has a place for minutes and the sign in sheet, please link it in the agenda, sign in sheet and minutes sections.

Click [here](#) for more information about SSC & School Governance

Comprehensive School Safety Plan

[2024 - 2025]

Introduction

Thank you for completing your school's **Comprehensive School Safety Plan (CSSP)**. This is the second year using the new template. This document continues to be a living document that schools interact with on a regular basis and can be used as a resource guide as well - not just for Emergency Preparedness, but for overall school safety and crisis management as well.

It is the responsibility of each school site to do the following as it pertains to the Comprehensive School Safety Plan (CSSP). This is a California Mandate that **MUST** be reviewed and updated annually.

Information that you find in this document can also be found in the [Administrators Handbook](#).

Every time you see **ACTION REQUIRED in RED**, it means there is a task you must complete.

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☐ SHELTER

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- ☐ Flooding
- ☐ Widespread Civil Unrest
- ☐ Weather Event/Natural Disaster
- ☐ Hazardous Materials on Campus

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- ☐ Infectious Disease Outbreak
- ☐ Degraded Air Quality
- ☐ Social Media Terrorist Threat
- ☐ Major SFPD Event
- ☐ Gas Leak or Gas Smell

2.8 [Other Important School Site Safety Resources](#)

- ☐ Engaging with Law Enforcement & Other Agencies
- ☐ Student Walkout Guidelines
- ☐ Student Injuries & Incidents
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Section 1 Nuts & Bolts

1.1 Steps to complete the CSSP for submission ***ACTION REQUIRED***

Step 1	Read over 2024/25 Emergency Preparedness Action Items and start planning your year.	<input checked="" type="checkbox"/>
Step 2	Join Google Classroom at this link (Class code jxuiyxh)	yes
Step 3	In Google classroom, go to “Classwork” and access the document “[CSSP] School Name 2024/2025”	<input checked="" type="checkbox"/>
Step 4	Read over the CSSP carefully and completely, and share the information in the plan with your staff during pre-service meetings or during the first several weeks of school.	<input checked="" type="checkbox"/>
Step 5	Plan to share the information in the plan with your SSC (School Site Council) in October or November, to submit by December 6th, 2024 (Oct Meeting)	<input checked="" type="checkbox"/>
Step 6	Please complete the Safety Plan as directed by December 6th, 2024	<input checked="" type="checkbox"/>
Step 7	When finished, In Google classroom, go to “Classwork” and submit your CSSP.	<input type="checkbox"/>

1.2 Need help with anything?

- Call, email or g-chat Greg Markwith at 415.420.9486 or markwithg@sfusd.edu
- Attend Lunch & Learns on 8/27, 9/24, 10/29, 11/19,
- Make a meeting with Greg Markwith for support with CSSP / Emergency Preparedness using [this link](#).

1.3 What to share with your School Site Council when you meet with them regarding the CSSP:

- ☐ [The Year Long Emergency Planning Calendar](#)
- ☐ [Types of Emergency Preparedness Actions](#) sites will need to practice as well as the site [Drill Schedule](#)
- ☐ [ON-Campus Evacuation Procedures & Locations](#)
- ☐ [OFF-Campus Evacuation Procedures & Locations](#)
- ☒ **Do not forget to have your SSC vote to approve the CSSP after you share it with them!**

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1.4 Emergency Response Phone Numbers (Click for Stand alone Link)

Emergency Response Agencies	
Ambulance	9-1-1
San Francisco Fire – Rescue Department	9-1-1
San Francisco Police Department	9-1-1
SFUSD Support Services	
SFUSD Buildings & Ground Works Control	415-695-5525 (or 415-695-5508)
SFUSD Children’s Crisis Response	415-970-3800
SFUSD Needle Stick Hotline (24 hours)	415-469-4411
SFUSD Nurse of the Day	sfink@sfusd.edu or Call 415-340-1716
SFUSD Safe School Line	415-241-2141
SFUSD Security*	415-695-5665
SFUSD Transportation	415-695-5725
City and County Departments	
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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1.5 Suggested Year long Emergency Planning Calendar ([Click here for stand alone document](#))

*[H-C Drill Schedule](#)

Fall, 2024 Semester				
August	September	October	November	December
July 28th CSSP Templates Available to Sites Sites Complete CSSPs Site Consultation Available with Greg Markwith	Sites Complete CSSP Site Consultation Available with Greg Markwith Fire Drill #1 LockDOWN Drill #1 Secure Drill #1	Sites Complete CSSPs Site Consultation Available with Greg Markwith Earthquake Drill #1	Sites Complete CSSPs Site Consultation Available with Greg Markwith	December 8th CSSPs due Site Consultation Available with Greg Markwith

Spring, 2025 Semester				
January	February	March	April	May
Site Consultation Available with Greg Markwith Fire Drill #1 LockDOWN Drill #1	Site Consultation Available with Greg Markwith Earthquake Drill #1 Secure Drill #1	Site Consultation Available with Greg Markwith	Site Consultation Available with Greg Markwith	Site Consultation Available with Greg Markwith

Section 2 Site Emergency Preparedness

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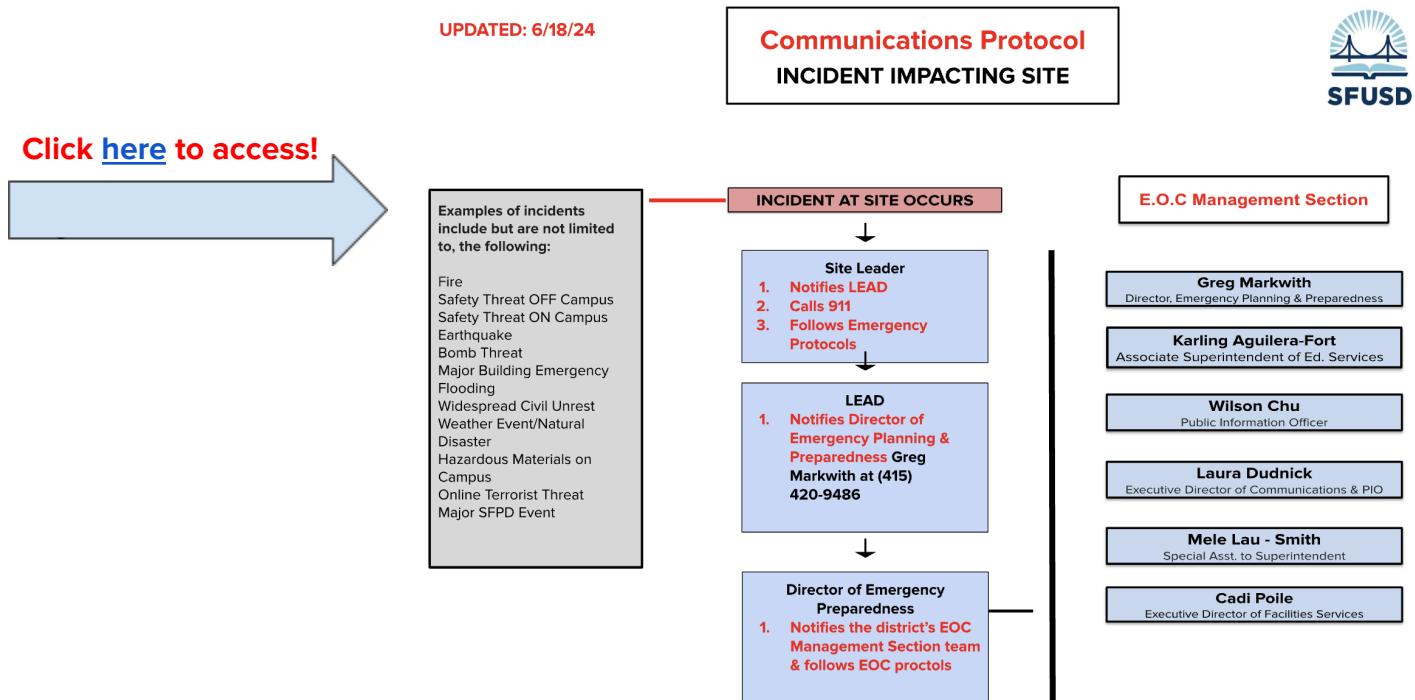
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2.1 Site Emergency Supplies List

Please click [here](#) for a list of suggested Emergency Supplies for sites

2.2 SFUSD Site Emergency Internal Communication Protocols

Below is the flowchart site leaders should follow to report an emergency at their site:



2.3 Recommended Family Facing Communication

- [Crisis Communications Flowchart](#)
- [Family Notification Protocols for School Incidents](#)
- [News Media During a Crisis: Know the Law](#)
- Contact the Communications Office for support: 415-241-6565 or email newsline@sfusd.edu

Low Impact	Medium Impact	High Impact
<u>Example:</u> A small disturbance occurs and impacts stakeholders beyond those	<u>Example:</u> Incident that disrupts flow of school day (lockdown or lockout;	<u>Example:</u> A gas leak or incidence of violence that requires a school

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<p>immediately involved.</p> <p>Recommended response</p> <ul style="list-style-type: none"> • Email to families/staff by EOD • Manage media response <p>SFUSD Communications Office Support</p> <ul style="list-style-type: none"> • Provide template to principal or LEAD • Review email draft • Coordinate with TIU (Translation & Interpretation Unit) if needed • Manage media response 	<p>change in dismissal). May have media presence.</p> <p>Recommended response</p> <ul style="list-style-type: none"> • Autodial, text, email to families/staff • Follow-up comms as needed • <i>If public:</i> website announcement, social media <p>Communications support</p> <ul style="list-style-type: none"> • Provide template to principal or LEAD • Review or create autodial, text, email drafts • Coordinate with TIU (Translation & Interpretation Unit) if needed • Manage media response • Provide on-site support if media are present 	<p>evacuation and/or closure; citywide incident (earthquake, air quality). Will usually have media.</p> <p>Recommended response</p> <ul style="list-style-type: none"> • Autodial, text, email to families/staff • Follow-up comms as needed • <i>If public:</i> website announcement, social media, press release <p>Communications support</p> <ul style="list-style-type: none"> • Provide template to principal or LEAD • Review or create autodial, text, email drafts • Coordinate with TIU (Translation & Interpretation Unit) if needed • Manage media response • Provide on-site support if media are present
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2.4 SFUSD Emergency Response Actions & I Love You Guys Standard Response Protocol

In 2024 - 2025, SFUSD will be re-committing to the Standard Response Protocol that was adopted shortly before the pandemic began.

I Love You Guys Foundation & Standard Response Protocol

Background

Start here ----> [Standard Response Protocol Resources](#)

The I Love You Guys Foundation

On September 27th, 2006 a gunman entered Platte Canyon High School in Bailey, Colorado, held seven girls hostage and ultimately shot and killed Emily Keyes. During the time she was held hostage, Emily sent her parents text messages... "I love you guys" and "I love u guys. k?" Emily's kindness, spirit, fierce joy, and the dignity and grace that followed this tragic event define the core of The "I Love U Guys" Foundation.

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Standard Response Protocol

In 2015, the I Love You Guys foundation started to develop **The Standard Response Protocol**, which is a clear, concise & uniform approach to responding to emergency situations.

The Standard Response Protocol is based on the premise that a critical ingredient in the safe school recipe is the **uniform site and classroom response to an incident at school**.

Many safety plans the Foundation looked at contained similar actions being used for the various incidents, but they were called different things. **The Standard Response Protocol was developed with input from many safety practitioners and is action-based, defining each physical response. When the actions are practiced and understood, they can be used almost universally for any incident. This is a life skill that stretches far beyond school.**

The SRP is not a replacement for any school safety plan or program. It is simply a classroom response enhancement for critical incidents, designed to provide consistent, clear, shared language and actions among all students, staff and first responders

I Love You Guys Foundation & Standard Response Protocol

The Basics

SRP is Action Based

- The Standard Response Protocol is based not on individual scenarios but on the response to any given scenario. Like the Incident Command System (ICS), SRP demands a specific vocabulary but also allows for great flexibility
- The premise is simple: there are five specific actions that can be performed during an incident. When communicating these actions, each is followed by a “Directive.”
- Execution of the action is performed by active participants, including students, staff, teachers and first responders.

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- **Hold** is followed by “In your Room or Area. Clear the Halls” and is the protocol used when the hallways need to be kept clear of people.
- **Secure** is followed by “Get Inside, Lock Outside Doors” and is the protocol used to safeguard students and staff within the building.
- **Lockdown** is followed by “Locks, Lights, Out of Sight” and is the protocol used to secure individual rooms and keep students quiet and in place.
- **Evacuate** may be followed by a location, and is the protocol used to move students and staff from one location to a different location in or out of the building.
- **Shelter** is always followed by the hazard and a safety strategy and is the protocol for group and self-protection.

These specific actions can act as both a verb and a noun. If the action is Lockdown, it would be announced on public address as “Lockdown! Locks, Lights, Out of Sight.” Communication to local responders would then be “We are in Lockdown.”

Actions

- Each response has specific student and staff actions.
- The Evacuate action might be followed by a location: “Evacuate to the Bus Zone.”
- Actions can be chained. For instance, “Evacuate to Hallway. Shelter for Earthquake. Drop, Cover and Hold.”

Benefits

The benefits of SRP become quickly apparent. By standardizing the vocabulary, all stakeholders can understand the response and status of the event.

- For students, this provides continuity of expectations and actions throughout their educational career.
- For teachers, this becomes a simpler process to train and drill.
- For first responders, the common vocabulary and protocols establish a greater predictability that persists through the duration of an incident.
- Parents can easily understand the practices and can reinforce the protocol.
- Additionally, this protocol enables rapid response determination when an unforeseen event occurs.

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- The protocol also allows for a more predictable series of actions as an event unfolds.
- An intruder event may start as a Lockdown, but as the intruder is isolated, first responders may assist as parts of the school “Evacuate to a different building,” and later “Evacuate to the bus zone.”

Tactical Responses

SRP also acknowledges that some school incidents involve a tactical response from law enforcement, and suggests consultation with local law enforcement regarding expectations and actions.

Sequencing the Actions

As you read through the Action Sections, you’ll see that the actions can be sequenced as situations change and information is gathered.

I Love You Guys Foundation & Standard Response Protocol Important Things to Consider

Time Barriers

Time barriers or measures taken beforehand to ‘harden the structure’ can be an invaluable asset to safety; not only for staff and students, but also visitors to a campus who expect a friendly and secure environment.

Time barriers are best described as a physical barrier that slows down the entry into, or movement through, a facility. Any additional delay allows trained persons to take further protective action and gives first responders more time to arrive.

The Power of a Locked Door

Finally, the most powerful time barrier in an active assailant event is a locked classroom door. The Sandy Hook Advisory Commission Report* says this: **“The testimony and other evidence presented to the Commission reveals that there has never been an event in which an active shooter breached a locked classroom door.”**

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In Foundation investigations of past school shootings where life was lost behind a locked classroom door, some edge cases were revealed. The perpetrator in the Red Lake, MN incident gained entry into the classroom by breaking through the side panel window next to the classroom door. In the Platte Canyon hostage incident, the perpetrator was already in the room when Jeffco Regional SWAT explosively breached the classroom door.

At Marjory Stoneman Douglas High School, shots were fired through glass panels in doors, but the perpetrator never entered any locked classrooms.






I Love You Guys Foundation & Standard Response Protocol **What about parents & guardians?**

The Foundation provides informational SRP handouts for schools to send home or email to parents. These describe the SRP actions and directives, and also let parents know what they should expect to see and do during and after an incident. While it's important to make sure parents understand this outward-facing part of your safety plan, finding the best method to deliver the information can be challenging. Here are some ways schools communicate the SRP to parents:

- Back to school events
- Email a link to the parent handout from the school website twice a year. That can be accompanied by student lessons on SRP.
- Flyers at parent teacher conferences
- A short training on Back to School night
- School Site Council CSSP review

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The Five SRP Actions

HOLD	SECURE (Formerly LockOUT)	LOCKDOWN	EVACUATE	SHELTER
				

To begin the year, each site should create a [School Site Emergency Response Action Drill Schedule](#) (click for template) to share with their stakeholders ***ACTION REQUIRED***

Additionally, please send a message to families before you begin drills for the year, letting them know what types of drills will take place. [Here is a folder with a template in various languages.](#)

SRP Action	Response Protocol	Drill Guidance
HOLD	HOLD Response Protocols	HOLD Drill Guidance
SECURE (Threat OFF campus)	SECURE Response Protocols	SECURE Drill Guidance
LOCKDOWN (Threat ON campus)	LOCKDOWN Response Protocols	LOCKDOWN Drill Guidance
EVACUATE ON Campus Assembly	EVACUATE Response Protocols	Evacuation & ON Campus Assembly Drill Guidance
EVACUATE OFF Campus Assembly	EVACUATE OFF Campus Assembly * Response Protocols	
EVACUATION (Police Led)	EVACUATION (Police Led)	

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	Response Protocols	
SHELTER	SHELTER Response Protocols	
EARTHQUAKE	DROP, COVER, HOLD Response Protocols	DROP, COVER, HOLD Drill Guidance
SEQUENCING	SEQUENCING Response Information	
ENVIRONMENT	ENVIRONMENT Response Information	
DRILLS vs. EXERCISES	DRILLS vs. EXERCISES Information	
School Site Reunification (Short Term & Long Term)	Response Protocols *Within the response protocols document, instructions on how to prepare for site reunification are included	
All Clear	Response Protocols	

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2.5 SFUSD Emergency Response Actions [Practice](#) Requirements

Emergency Response Actions, otherwise known as Emergency Drills, should be practiced regularly to ensure proficiency. Below are the Drill Practice Requirements for School Sites: ***ACTION REQUIRED***

Each time you complete a drill, please log it in this [Google Form](#)

Drill	P/TK-5	Middle Schools	High Schools
Fire (with ON campus evacuation & assembly)	1. Within the first 2 months of school until proficient. 2. Then, once per month* (with or without SFFD assistance).	1. Within the first 2 months of school until proficient. 2. Then, once per month* (with or without SFFD assistance).	1. Within the first 2 months of school until proficient. 2. Then, in January, 2025** (with or without SFFD assistance).
Earthquake (Drop/ Cover/Hold) (with ON campus evacuation & assembly)	1. . October 17th, 2024 during Great American Shakeout 2. February, 2025	1. . October 17th, 2024 during Great American Shakeout 2. February, 2025	1. October 17th, 2024 during Great American Shakeout 2. February, 2025
LockDOWN	1. By October, 2024 2. January, 2025	1. By October, 2024 2. January, 2025	1. By October, 2024 2. January, 2025
LockOUT (SECURE)	1. By October, 2024 2. January, 2025	1. By October, 2024 2. January, 2025	1. By October, 2024 2. January, 2025

*SFFD requires that P/TK - 8th grade sites are required to practice a fire drill once per **month**.

SFFD requires High Schools to practice a fire drill once per **semester.

Sites need not practice, but **should be prepared for the following Emergency Response Actions:**

- [Shelter-in-place](#)
- [Evacuation & OFF Campus Assembly Location](#)
- [All Clear](#)
- [School Site Reunification](#)

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2.6 Incidents Requiring an Emergency Response Action*

Below are different incidents and Emergency Response Actions that sites may be required to perform depending on the severity of the incident.

Incident	EVACUATE ON Campus	EVACUATE OFF Campus	LOCKDOWN	SECURE	SHELTER
Fire	X	X			
Safety Threat OFF Campus				X	
Safety Threat ON Campus		X	X		
Earthquake	X	X			X
Bomb Threat Bomb Threat Report Form	X	X			
Major Building Emergency	X	X			X
Flooding	X	X			
Widespread Civil Unrest				X	
Weather Event/Natural Disaster	X	X			X
Hazardous Materials on Campus	X				

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*Depending on the incident, not all Emergency Responses will be required

2.7 Incidents Requiring Other Actions

Some incidents will not require standard SFUSD Emergency Response Actions, but will require other responses featured below:

Infectious Disease Outbreak	Degraded Air Quality	Social Media Terrorist Threat
Possible Infectious Disease Outbreak Response Protocol	Air Quality Guidance for Site Leaders [2024 - 2025]	Social Media or In Person Terrorist Threat Response Protocol

Gas Leak or Gas Smell
Gas Leak or Gas Smell Site Protocol

2.8 Other Important School Site Safety Resources

Below are Resources that each site should familiarize themselves with to help insure school site safety.

Engaging with Law Enforcement & Other Agencies	Student Walkout Guidelines	Student Injuries & Incidents
Engaging with Law Enforcement <ul style="list-style-type: none"> Engaging with Law Enforcement FAQs SFUSD/SFPD Engagement Flowchart Administrative Regulation 5145.11 Legal Advisory on Interacting with Police, ICE and CPS 	Guidance on Student Walkout (HS) Guidance on Student Walkout (ES and MS) . <i>*From BP 5145.2: Middle and high school students have the right to participate in protests off campus and will not be prevented from doing so.</i> <i>Students with parent permission to be off campus will receive an excused</i>	Reporting Student Injuries and Student Accident Insurance Claim Form School Health Manual Includes info on lice, pink eye, chicken pox, allergies, medications, epi pen, diabetes EED Student

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<p>Interacting with CPS and Child Crisis</p> <ul style="list-style-type: none"> • SFUSD Legal Advisory: Interactions with CPS, Police and ICE - Important Things to Remember • Interacting with CPS: Rationale and Phone Numbers • Interacting with Child Crisis 	<p><i>absence. This provision shall not be construed to permit staff to solicit, recruit, direct or control students' expression of religious, political or philosophical off-campus expression. When feasible, a site administrator may grant staff permission to attend an off-campus protest with students in a supervisory and non-participatory capacity</i></p>	<p>Injuries/Incidents/Health Information - Title 22 Compliant</p>
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<p>Title IX & Bullying/Harassment</p>	
<p>Title IX Playbook BOE Policy [Sexual Harassment] that includes hate crime reporting procedures and policies</p>	

2.9 Sandy Hook Promise Say Something Anonymous Reporting System (SS-ARS)

Sandy Hook Promise (SHP) is an anonymous reporting system that students can use to alert our site and district leaders when they recognize at-risk behaviors and concerns, including depression and anxiety, bullying, self-harm and students potentially causing harm to school or someone else. More information will be provided early fall semester regarding student training for 24-25.

- [Say Something Anonymous Reporting System \(SS-ARS\)](#)
- [Sandy Hook Promise, SS-ARS Google Classroom](#)

2.10 SFUSD Crisis Response (Provided by Student & Family Services Division)

When a traumatic event happens at a school site or SFUSD district building, the Student and Family Services Division (SFSD) [can respond with consultation and support](#). Whether you're a member of LEAD, a Day to Day Supervisor, a Site Administrator, or Admin of the Day, the following information is set up to guide you to reach our department for support for events requiring a coordinated response.

Section 3

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Emergency Evacuation Procedures

Schools are responsible for identifying and planning safe ingress and egress routes on their school property as well as appropriate evacuation routes. In addition, schools must plan for assisting students, staff, and visitors with disabilities. Under the Americans with Disabilities Act (ADA) of 1990, individuals who are deaf/hard of hearing, blind/partially sighted, mobility impaired and or/cognitively/emotionally impaired, must be assisted.

3.1 ON-Campus Evacuation Maps & Location

School officials should review their school site layout and determine where the safest outdoor location is on campus to assemble students and staff. It is important to ensure there is adequate space for the entire school population and there is no danger of falling debris or power lines.

If you do not have a current evacuation map please click below to find your School Site Evacuation Map.

[PLEASE CLICK HERE FOR LINK TO FOLDER OF CAMPUS MAPS FOR ALL SCHOOLS](#)

ACTION REQUIRED

- ☒ ~~Create site evacuation maps using the maps provided above and make sure they are posted in every classroom, office, and common areas.~~
- ☒ ~~List the on-campus evacuation locations below:~~

On-Site Primary Location	Corner of 25th + Bryant
On-Site Secondary Location	Garfield Square/Park (3100 26th St)

ACTION REQUIRED

- ☒ ~~Make a Soft Copy of your Evacuation Maps (or Scan a hard copy) and Paste the maps below:~~
- ☒ ~~Paste maps for each floor below directly into document or link with "Anyone with link can access"~~

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PASTE **ON CAMPUS
EVACUATION MAP(S) HERE**

*MAKE SURE THESE MAPS ARE ALSO POSTED IN EACH CLASSROOM,
OFFICE & OR COMMON AREA!

[Link to Evac Maps](#)

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3.2 OFF-Campus Evacuation Location (Sister Sites)

The District has pre-identified alternate locations or sister sites to act as the off-campus evacuation for each school. These sister sites were identified to house the entire school population. In most instances, each school has a pre-identified secondary off-campus location.

If you would like to use a different OFF-campus evacuation site, that is fine, just please notify the receiving site and indicate the location below!

[CLICK HERE FOR LIST OF SFUSD SISTER SITES](#)

ACTION REQUIRED

- ☒ ~~List the organization, address, and contact information of the identified off-campus evacuation locations below:~~

Primary Off-Site Evacuation Location

Organization	Garfield Square (Rec + Park Center)
Address	Garfield Square, 3100 26th St, San Francisco, CA 94110
Point of Contact (i.e., Principal)	Ms V (415-810-7460) - principal Ms Lili (415-298-5375) - principal Ms Arlette (415-385-0571) - secretary
Phone Number	Staff Cell #s: Ms V (415-810-7460) Ms Lili (415-298-5375) Ms Arlette (415-385-0571)

Secondary Off-Site Evacuation Location

Organization	Rolph Park
Address	26th + Hampshire (1499 Hampshire St)
Point of Contact (i.e., Principal)	Ms V (415-810-7460) - principal Ms Lili (415-298-5375) - principal Ms Arlette (415-385-0571) - secretary

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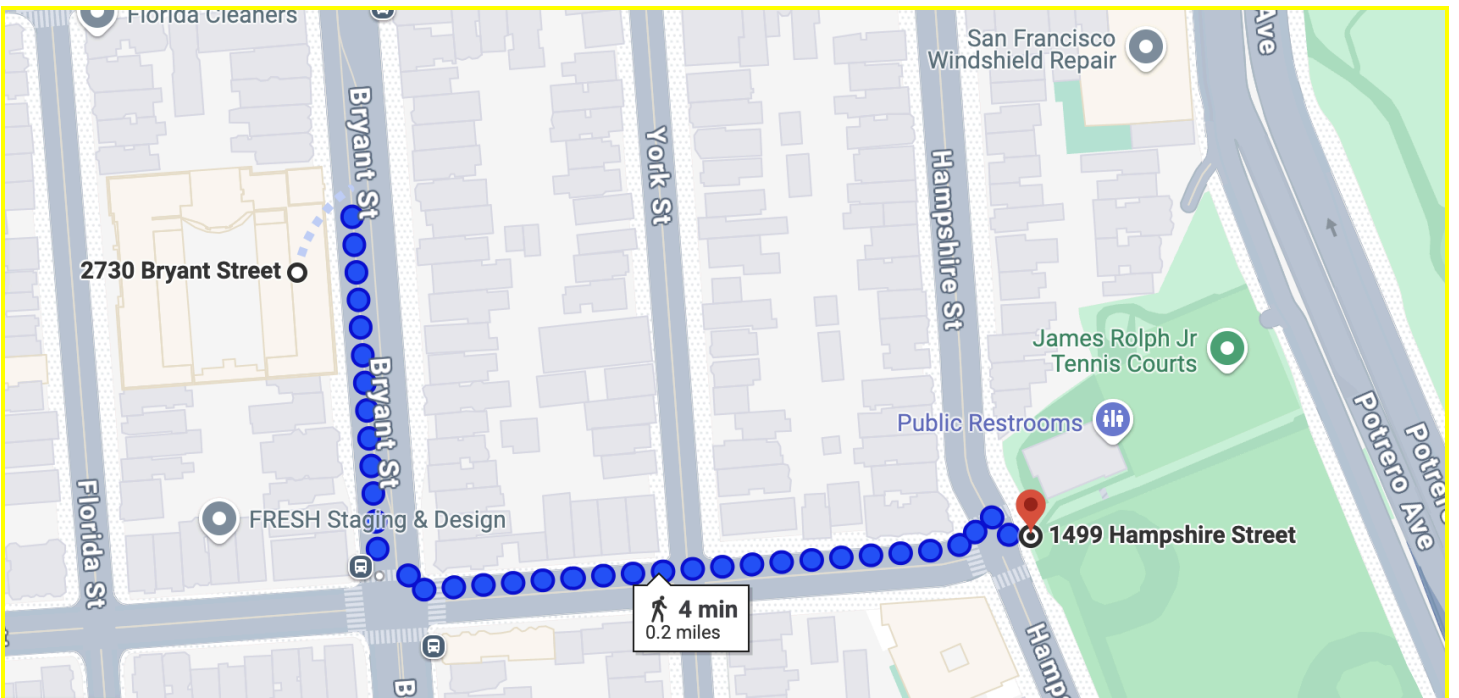
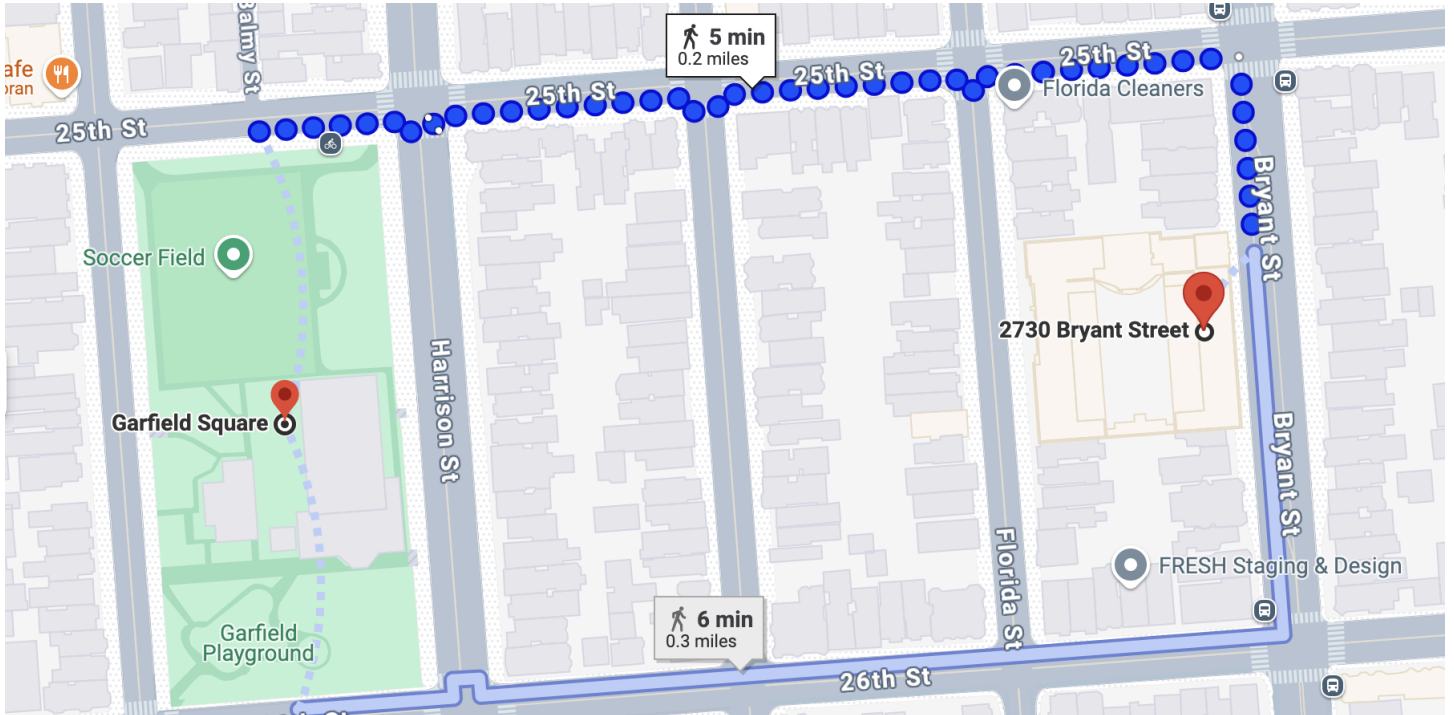
Phone Number	Staff Cell #s: Ms V (415-810-7460) Ms Lili (415-298-5375) Ms Arlette (415-385-0571)
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ACTION REQUIRED

- ☒ ~~Insert a map of the walking route from your campus to your primary and secondary locations. This can be done by using Google Maps to chart a walking route to these locations. Take a screenshot of the route and paste the screenshots below.~~
- ☐ **Each Staff member should have a copy of the walking map with them in any emergency preparedness materials that are shared with them.**

[Click Here for Example of Maps](#)

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Section 4

SFUSD Central Office [Emergency Operations Center](#)

When a school site experiences an [Incident Requiring Emergency Response Actions](#), or an [Incident Requiring Other Actions](#), Central Office will activate an Emergency Operation Center or EOC. In nearly all cases, the EOC **will be virtual** via g-chat.

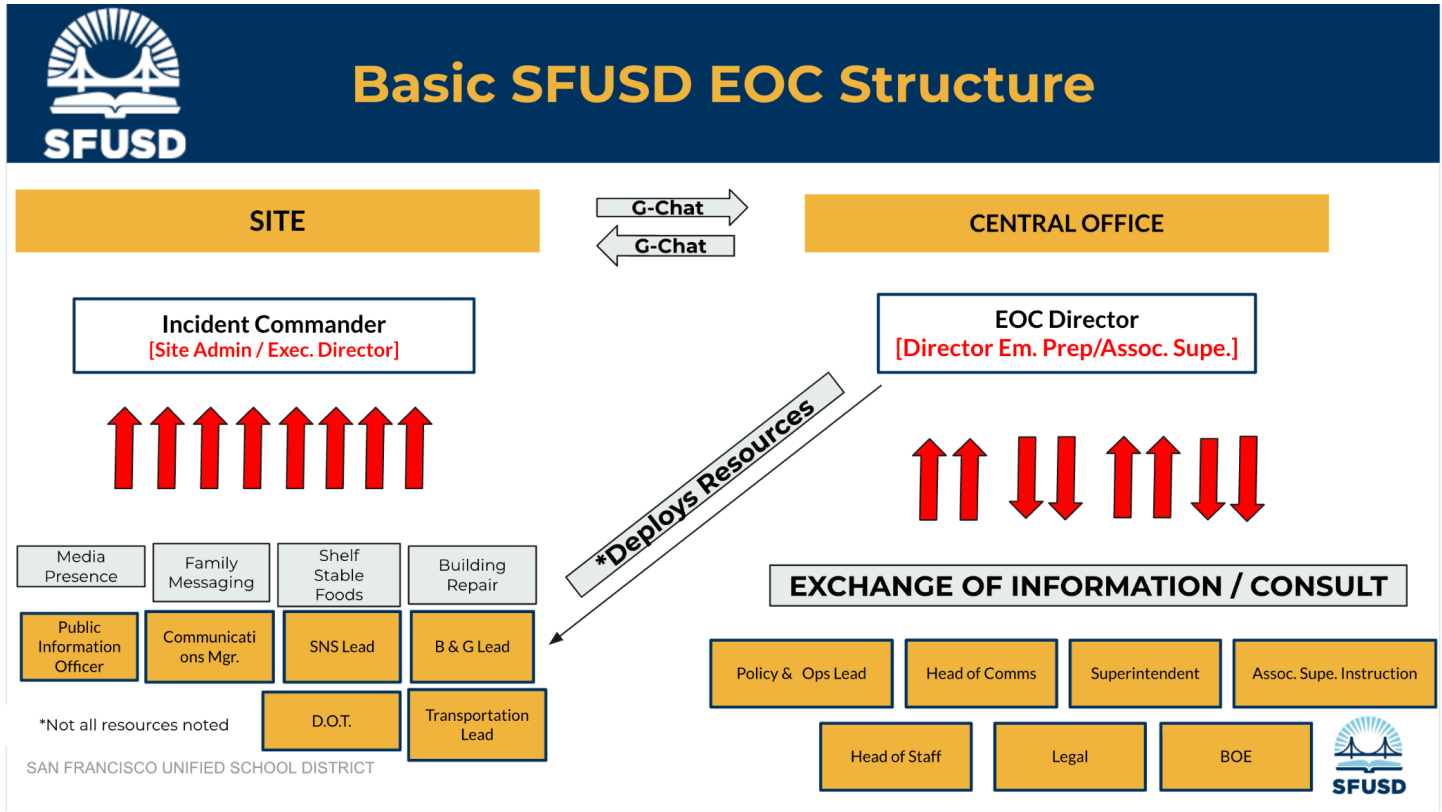
The creation of an EOC allows for the following essential actions in support of a swift and effective response to an Emergency at a site:

- Coordination.
- Communications.
- Resource dispatching and tracking.
- Information collection, analysis, and dissemination.

For more information about our central E.O.C. structure, click [here](#). Below is a visual representation of a basic SFUSD EOC:

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Section 5

School Site Emergency Response Team

Overview

In the event of an emergency, school personnel must be aware and familiar with their emergency response roles and responsibilities.

ACTION REQUIRED

First and foremost, each site should create an **Emergency Response Team (ERT)**.

- ☐ The ERT is responsible for coordinating emergency response by all staff and students at the school site depending on the incident.
- ☐ The Emergency Response Team should be composed of staff on campus who are responsible for not only planning, but supporting the Incident Commander during an Emergency Situation.
- ☐ The Emergency Response Team may also help with staff and student Emergency training.

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Incident Commander

In the event of an Emergency each site must identify an **Incident Commander** who is responsible **for the overall management of the incident**. A Principal or other site administrator must be the Incident Commander and their duties are as follows:

Prior to the incident:

- ☐ Review and know where to find the [Emergency Response Actions](#) in the case of an Emergency
- ☐ Create an Emergency Response Team and determine which staff members will carry out different duties when different Emergency Action Protocols are activated.

During the Incident:

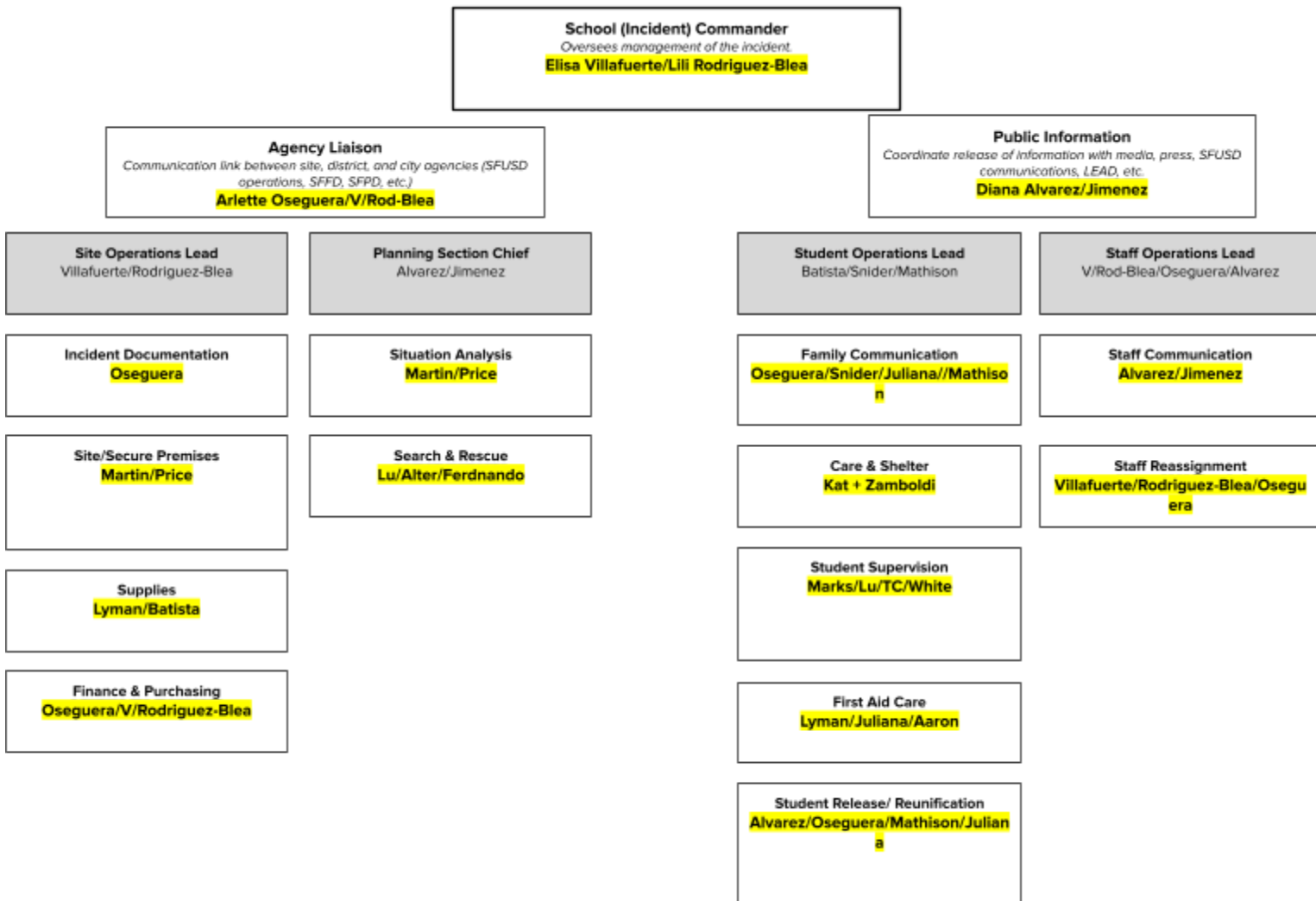
- ☐ Call 911
- ☐ Enact the Emergency Response Action Protocols pertaining to the type of Emergency the site is experiencing.
- ☐ Enact the [Emergency Communications Protocol](#) and relay information and updates to their LEAD, so they can update the SFUSD EOC.
- ☐ Meet (or assign a designee to) with First Responders when they first come on site.
- ☐ Maintain communication with First Responders to determine when the Incident is All Clear.

BELOW ARE ROLES AND DUTIES FOR EMERGENCY RESPONSE TEAMS
SOME SMALLER SITES MAY NEED TO ADJUST THESE ROLES AND RESPONSIBILITIES

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Hilltop/Camino Emergency Response Team '24-'25



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Hilltop-Camino Emergency Response Role Descriptions '24-'25

<p style="text-align: center;">School Incident Commander - Villafuerte/Rodriguez-Blea</p> <p>Oversees management of the incident, ensures that all Leads and Teams are executing assigned responsibilities in collaboration with other teams and communicated with Incident Commander. Ensures comprehensive communication to and with all stakeholders.</p>	
<p>Public Information Lead - Alvarez/Jimenez Coordinates release of information with media, press, SFUSD communications, LEAD, etc.</p>	<p>Agency Liaison - Oseguera Communication link between site, district, and city agencies (SFUSD operations, SFFD, SFPD, etc.)</p>
<p>Site Operations Lead - Villafuerte/Rodriguez-Blea Organizes and oversees all facility response and ensures two-way communication.</p>	<p>Planning Section Lead - Alvarez/Jimenez Organizes and oversees situation analysis and damage survey, ensuring accurate information for reporting and two-way communication.</p>
<u>Role</u>	<u>Role</u>
<p>Incident Documentation - Oseguera Create, organize, and update all status reports coming to and from SFUSD; ensures documentation of all emergency response activities and compiles accurate damage and status report.</p>	<p>Situation Analysis - Martin/Price Works closely with Planning Section Lead to gather information and intelligence and provide the most up-to-date, accurate information regarding the incident, damage, injuries, ongoing threat.</p>
<p>Site/Secure Premises - Martin/Price Organize security team, immediately secures the facility and campus as appropriate, extinguishes fires if possible, ensures that emergency assembly area(s) are accessible and safe, secures evacuation routes and assists in site evacuation, ensures clear access to site for emergency response, seals off or secures areas where hazardous conditions exist.</p>	<p>Search & Rescue - Lu/Alter/Ferdnando Completes a systematic search of all rooms and areas for injured or trapped students and staff, alerts Planning Section Lead of any medical assistance needs and reports back on status of all persons accounted for.</p>
<p>Supplies - Lyman/Juliana Obtains and distributes equipment and supplies</p>	

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necessary to support emergency operations, tracks all supplies and equipment.	
Finance & Purchasing - Oseguera/Villafuerte/Rodriguez-Blea Ensures that all financial data is being recorded and cataloged properly for future reimbursement; complies all disaster related expenditures.	
Student Operations (Snider, Juliana, Mathison) Organizes and oversees all student-related needs and ensures two way communication.	Staff Operations (V, Rod-Blea, Oseguera, Alvarez) Organizes and oversees all staff-related needs, and ensures two way communication.
<u>Role</u>	<u>Role</u>
Family Communication (Oseguera, Mathison, Snider, Juliana) Prepares and distributes appropriate and timely updates approved by Incident Commander and SFUSD Communications to families.	Staff Communication (V, Rod-Blea, Alvarez, Jimenez) Prepares and distributes appropriate and timely updates approved by Incident Commander and SFUSD Communications to staff community.
Care & Shelter (Kat + Zamboldi) Assess facilities for restroom, cooking, and shelter needs and the adequacy of available food, water, blankets, or other supplies; coord. collection of supplies and communicate needs to Student Operations lead.	Staff Reassignment (V, Rod-Blea, Alvarez, Jimenez) Provides guidance and makes decisions about, and communicates staffing needs.
Student Supervision (Marks, Lu, TC, White) Establishes location(s) and provides a safe and calm environment for all students; ensures all students are accounted for, works with Student Release/Reunification to reunite students and families.	
First Aid Care (Lyman, Aaron, Juliana) Establishes a first aid station if necessary, assesses injured and provides care, determines the need for skilled medical and coordinates requests for assistance with Search and Rescue team in communication with Student Operations Lead.	

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Student Release/Reunification (Alvarez, Snider, Juliana, Mathison)	
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Oversee the release of students to families or authorized persons indicated on Emergency Card, completes and maintains student release forms.