

APPENDIX G: EMERGENCY OPERATIONS TEMPLATE

To assist in an emergency, administrative personnel need to create and store critical information as to the organization and management of the school site. Please fill out this template and attach a map of your school. Keep a copy with your emergency response materials and send a copy to your LEAD and The Emergency Preparedness Department.

Name of School: Francisco Middle School	
Name of Principal: Patrick West	Principal's Cell #: (415) 828-7127

School phone: (415) 291-7900	School fax: (415) 291-7910
School population: 600	Number faculty/staff: 75
School session hours: 9:00-3:17	Delivery hours: 8:00-4:30
Opening building time: 8:00	Closing building time: 4:30
Custodial-First in at: 7:00	Last out at: 11:00
Location of custodial supplies: Multiple Janitorial Closet	
After school activities: NBC Beacon, Sports	
Identify location of all school gates and key numbers to gate padlocks:	
North: AA, 693 South: 288, No entry In East: AA West: AA, 0X0	
Show exits from school building on school map/plan:	
Main building:	Gym building: Other:
Where are emergency keys located? Red Box on corner of Powell and Francisco	
Location of roof access: J73, Stairs 585, Corr 415	Key number to roof: AA
Auditorium key number: AA	Café key number: AA
Location main water valves for fire safety: Basement, AA	Key number:
Location main electrical panel for school: Main Office, Annex - Lower Janitor Closet, AA	Key number:
Location main telephone panel for school: 111E, AA	Key number:
Location student emergency cards: Attendance Office, AA	Key number:

General Crisis Response Flow Chart



Site Crisis Response Team Flow Chart

