

Comprehensive School Safety Plan Tactical Portion – NON-PUBLIC



District: Redwood City School District

District Address/Phone Number: 650 482-2200

School Name: Henry Ford Elementary School

School Address: 2498 Massachusetts Ave. RWC, CA 94061

School Cross Streets: Woodside and Alameda de las Pulgas



School Phone Number/Fax Number: 650 482-2404

School Safety Planning Committee

Name	Role/Position	Phone Number
Jennifer Knopf	Incident Commander/Principal	650 759-2728
Shaunna Ingersoll	Safety Officer/Office Manager	650 482-2404
Jennifer Sanchez	Scribe/Assistant Principal	650 482-2404
Jorge Quintana	Public Information Officer	650 482-2282
Ulysis Patino/Custodian	Security, Search and Rescue	650 482-2404

Thelmafe Ticzon/Nurse	Medical	650 482-2404
Classroom Teachers	Student Care and Supervision	650 482-2404
Shaunna Ingersoll, Lizette Vargas	Student Release	650 482-2404
Josephine Guera/Cafeteria	Food Services	650 482-2404
Jennifer Knopf, Jennifer Sanchez	Crisis Response	650 759-2728

School Safety Planning Committee Meeting Dates

Date	Time	Location	Focus
9/26/24	4:00	Virtual	Pick-Up/Drop-Off Safety
1/30/24	4:00	Virtual	Safety Plan
2/27/24	4:00	Virtual	Earthquake Preparations

School Safety Drills/Walk-Throughs/Lessons

Focus	Date(s)	Time(s)	Location
Fire Drills (Monthly for K-8; Twice Annually for 9-12)	9/8/22, 12/16/22, 3/21/23, 6/30/23	8:45, 8:45, 8:45, 1:00, 1:45	Yard
Drop, Cover, and Hold On (Quarterly for K-8; Once a Semester for 9-12)	10/21/22, 4/20/23	10:21, 8:45	School-wide
Shelter-In-Place	1/18/22	9:00	School-wide
Evacuation	10/21/22, 4/20/23	10:21, 8:45	Field
Lockdown/Barricade (Students) Think on Your Feet Peet Book/Social Stories (PreK-5) Walkthrough/Discussion with Students (6-12)	11/18/22	1:20	School-wide
Big Five Overview with Staff	8/15/22	10:00	Staffroom

Key County Emergency Numbers	
Agency	Phone Number
San Mateo County Office of Education	650-802-5300
Fire Department (Include all Departments Responsible)	(650) 780-7100
Law Enforcement (Include Surrounding Jurisdictions)	(650) 780-7400
American Red Cross, San Mateo Chapter	650-259-1750
ABC News Bay Area, Channel 7	415-954-7777
American Medical Response (Ambulance Resource)	650-642-5083
Animal Control (Peninsula Humane Society)	650-340-8200
CA Poison Control (24 Hour)	1-800-222-1222
CalTrans	1-800-427-7623
Pacific Gas and Electric	1-800-743-5002
SamTrans	1-800-660-4287
San Mateo County Department of Emergency Services	650-363-4790
San Mateo County Environmental Health	650-372-6200
San Mateo County Attorney's Office	650-363-4250
San Mateo County Public Works	650-363-4100
San Mateo County Schools Insurance Group	650-365-9180
Area Hospitals	Address/Phone Number
Kaiser Permanente	1200 El Camino Real South San Francisco 650-742-2000 1100 Veterans Blvd. Redwood City 650-299-2000
Mills-Peninsula Medical Center	1501 Trousdale Drive Burlingame 650-695-5446
San Mateo Medical Center	222 W. 39 th Ave, San Mateo 650-573-2222
Sequoia Hospital	170 Alameda de Las Pulgas Redwood City 650-369-5811
Seton Medical Center	1900 Sullivan Ave Daly City 650-992-4000
Trauma Hospitals	Address/Phone Number
San Francisco General Hospital and Trauma Center	1001 Potrero Ave. San Francisco 415-206-8000
Stanford Medical Center	300 Pasteur Drive Palo Alto 650-723-5111

Key District Emergency Numbers		
Title/Position	Name	Phone Number (Cell)
Director of Communications	Jorge Quintana	650 482-2282
Director of Facilities	Martin Cervantes	650 280-7168
Maintenance Manager	Thomas De Rosa	650 280-7169
Operations Manager	James Ross	650 977-8371
Facilities	Main Line	650 482-2238
Superintendent	John Baker	650 482-2230
Deputy Superintendent	Wendy Kelly	650 482-2251

Key Site Emergency Numbers		
Title/Position	Name	Phone Number (Cell)
Principal	Jennifer Knopf	650 482-2404
Assistant Principal	Nichole Crawford	650 482-2404
Day Custodian	Ulysis Patino	650 482-2404
Night Custodian	Jesus Rodrigues	650 482-2404
Office Manager	Shaunna Ingersoll	650 482-2404
Nurse	Thelmafe Ticzon	650 482-2404

Incident Command

School Site Incident Command			
	Primary Name and Contact	Secondary Name and Contact	Alternate Name and Contact
School Site Incident Commander	Jennifer Knopf	Nichole Crawford	Shaunna Ingersoll
School Site Safety Officer	Shaunna Ingersoll	Nichole Crawford	Shaunna Ingersoll
School Site Public Information Officer	Jorge Quintana at DO	Jennifer Knopf	Shaunna Ingersoll
School Site Liaison Officer			
Operations			
Security/Search & Rescue	Ulysis Patino	Sandra Cermeno	Jennifer Knopf
Medical	Thelmafe Ticzon	Shaunna Ingersoll	Jennifer Knopf
Student Care & Supervision	Catherine Campbell	Angie Teupel	PJ Pignati
Student Release	Abbey Morey	Lizette Vargas	Shaunna Ingersoll
Crisis Response	Shaunna Ingersoll	Nichole Crawford	Jennifer Knopf
Planning			
Situational Analysis	Jennifer Knopf	Nichole Crawford	District Office
Next Steps Planning	Jennifer Knopf	Nichole Crawford	District Office
Logistics			
Food Services	Mariafe Adamson	District CNS	Jennifer Knopf
Supplies & Facilities	Martin Cervantes	Ulysis Patino	Thomas De Rosa
Transportation	Vidal Duran	Jennifer Knopf	Nichole Crawford
Staffing	Jennifer Knopf	Nichole Crawford	District Office
Communications	Jennifer Knopf	Nichole Crawford	Jorge Quintana
Costs & Time Keeping	Jennifer Knopf	Nichole Crawford	Business Office - DO
Record Keeping	Shaunna Ingersoll	Jennifer Knopf	Business Office - DO
Insurance Claims/Legal	Shaunna Ingersoll	Jennifer Knopf	Business Office - DO

Critical Site Information (Optional Section)

- 1. School Overview/Site Description**
- 2. Pedestrian Access**
- 3. Vehicular Entrance/Exit Points**
- 4. Play Areas**
- 5. Parking Areas**
- 6. Operational Times (Include Bell Schedules)**

Critical Site Information (Required Section)**On-Site After School Programs/Contact Information**

Name of Program	Phone Number	Location On Campus
REACH	650 921-3656	MUR
Catalyst Kids	650 368-1138	Portables

Student Population/Campus Population

Time of Day	Number of People on Campus
Normal School Days	500
Family Night Events	300
Weekend Events/Sporting Events	50
During After School Hours	150

Utilities Locations

Utility	Location
Electrical	Next to Library
Gas	Front of Office
Water	Next to Library
Fire Alarm Panel	Office Workroom
Security Alarm Panel/Video Room	Office Workroom

Emergency Supplies

Emergency Response Box Contents List (Complete attached document)	Click here to access the PDF Please refer to the attached document for the completed form.	
Location of Emergency Supplies on Campus	MUR PTA Closet	
	Date Verified	By Whom
Emergency Supplies/Classroom Go-Bags	9/6/22	Principal
	Date Verified	By Whom
	9/6/22	Principal

Critical Site Locations

Evacuation Locations		
	Location Address	Method of Transportation to
Off Site Location #1	Ross/Michael's Parking Lot	Walk
Off Site Location #2	Maddux Park	Walk
Wildfire Evacuation Location (<i>Not applicable</i>)	MUR	Walk

On-Site Evacuation Locations/Staging Areas	
Onsite Evacuation Location #1	Back Field
Onsite Evacuation Location #2	Front of School
Incident Command Post Location (Primary)	Black Top
Incident Command Post Location (Secondary)	Front of Office
Medical Triage Staging Area (Primary)	MUR
Medical Triage Staging Area (Secondary)	Blacktop
Decontamination Area (Primary)	MUR
Media Staging Area	Field
Helicopter Landing Zone	Field

Site Maps

