Comprehensive School Safety Plan
Tactical Portion – NON-PUBLIC

EST. 1948

TAFT COMMUNITY SCHOOL

District: Redwood City School District

District Address/Phone Number:750 Bradford St., Redwood City, CA 94063 / 650-482-2200

School Name: Taft Community School

School Address: 903 10th Ave. Redwood City, CA 94063

School Cross Streets: Bay Street and 10th

School Phone Number/Fax Number: 650-482-2416

School Safety Planning Committee

Name	Role/Position	Phone Number
David Camarena	Principal	650-931-7135
Rita Leon	Office Manager	650-454-0904
Brian Zelaya	Front Office Assistant	650-520-0129
Francisco Gomez	Custodian	650-686-7410
Jocelyne Arriaga	Community School Coordinator	650-400-5311
Maribel Ibarra	TOSA	650-454-4055
Carol Mercado	Instructional Assistant	650-207-2493
Jennifer C Torres	Family Office Assistant	650-482-2416
Maria Avalos	Yard Supervisor	650-400-4009
Isabel Hernandez	Yard Supervisor	
Kelly Rodriguez	Community School Specialist	650-669-1750

School Safety Planning Committee Meeting Dates

Date	Time	Location	Focus
August 11, 2025	10 am	Cafeteria	Staff meeting. All staff trained on CSSP
September 9, 2025	11 am	Family Center Conference Room	Review of drill schedule and systems in place
October 14, 2025	9 am	Family Center Conference Room	Review safety committee roles, emergency teams and CSSP Training
November 3, 2025	9:30 am	Family Center Conference Room	Drills and school events
November 17, 2025	6 pm	Virtual	School Site Council review and approval of CSSP
December 1, 2025	9 am	Family Center Conference Room	Review Emergency Teams and feedback from Aug-Dec
January 9, 2026	10:30 am	Family Center Conference Room	Review drill schedule and upcoming events for the second half of the year
February 2, 2026	9:30 am	Family Center Conference Room	TBA
March 2, 2026	9:30 am	Family Center Conference Room	TBA
April 3, 2026	10:30 am	Family Center Conference Room	TBA
May 4, 2026	9:30 am	Family Center Conference Room	TBA

School Staff Trained on the CSSP

Date	Time	Location	Focus
February 12, 2026	2 pm	Flex Room	CSSP

Public Presentation of CSSP Part I, Non-Tactical, at School Site

Date	Time	Location	Focus
December 15, 2025	6 pm	Virtual	Review and adoption of the CSSP by the School Site Council (SSC)

School Safety Drills/Walk-Throughs/Lessons

Focus	Date(s)	Time(s)	Location
Fire Drills (Monthly for K-8; Twice Annually for 9-12)	8/21/25, 9/9/25, 11/14/25, 12/16/25, 1/9/26, 2/13/26, 3/5/26, 4/17/26, 5/15/26	Varies	Blacktop
Drop, Cover, and Hold On (Quarterly for K-8; Once a Semester for 9-12)	10/16/26	10:16 am	Classroom and playground
Shelter-In-Place	11/14/25, 1/9/26	10:50 am, 1:15 pm	Classroom
Secure Campus	1/9/26	1:15 pm	Classroom
Lockdown/Barricade (Students; if conducting a drill: trauma-informed approach and non high-intensity) Think on Your Feet Peet Book/Social Stories (PreK-5) Walkthrough/Discussion with Students (6-12)	1/9/26	1:15 pm	Classroom
Big Five Overview with Staff	August 11, 2025	10 am	Cafeteria

Key County Emergency Numbers	
Agency	**Phone Number**
San Mateo County Office of Education	650-802-5300
Fire Department (Include all Departments Responsible)	(650) 780-7400
Law Enforcement (Include Surrounding Jurisdictions)	(650) 780-7100
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. 39th 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 Facilities	Martin Cervantes	650-280-7168
Maintenance Manager	Thomas DeRosa	650-280-7169
Operations Manager	James Ross	650-977-8371

Key Site Emergency Numbers		
Title/Position	**Name**	**Phone Number (Cell)**
Principal	David Camarena	650-931-7135
TOSA	Maribel Ibarra	650-454-4055
Office Manager	Rita Leon	650-454-0904
Office Assitant	Jennifer Torres	650-520-0129
Lead Custodian	Francisco Gomez	650-686-7410
Family Coordinator	Jocelyne Arriaga	650-400-5311

Incident Command

School Site Incident Command			
	Primary Name and Contact	***Secondary Name and Contact***	***Alternate Name and Contact***
School Site Incident Commander	David Camarena (650) 931-7135	Maribel Ibarra (650) 454-4055	Rita Leon (650) 454-0904
School Site Safety Officer	David Camarena (650) 931-7135	Maribel Ibarra (650) 454-4055	Rita Leon (650) 454-0904
School Site Public Information Officer	David Camarena (650) 931-7135	Maribel Ibarra (650) 454-4055	Rita Leon (650) 454-0904
School Site Liaison Officer	Non/Applicable		
Operations			
Security/Search & Rescue	PE Coaches	Francisco Gomez	David Shadle
Medical	Diana Ayllon	Jennifer Torres	Sam Trump
Student Care & Supervision	Maria Avalos	Jennifer Torres	Kelly Rodriguez
Student Release	Maribel Ibarra	Maria Avalos	Isabel Hernandez
Crisis Response	David Camarena	Rita Leon	Brian Zelaya
Planning			
Situational Analysis	David Camarena	Maribel Ibarra	Francisco Gomez
Next Steps Planning	David Camarena	Rita Leon	Denise Gil & Betty Momjian
Logistics			
Food Services	Sara Watis	Alinson Rodriguez	Kitchen Staff
Supplies & Facilities	Francisco Gomez	Maria Avalos	Isabel Hernandez
Transportation	Rita Leon	Brian Zelaya	Jennifer Torres
Staffing	David Camarena	Maribel Ibarra	Rita Leon
Communications	Jorge Quintana	David Camarena	Rita Leon
Costs & Time Keeping	Rita Leon	Jennifer Torres	Robin Porter
Record Keeping	Brian Zelaya	Sigi McCarthy	Robin Porter
Insurance Claims/Legal	Maria Morales	Rita Leon	

Critical Site Information (Optional Section)

1. **School Overview/Site Description**
   Taft Community School is a Pre-K to 5th Grade elementary school that serves around 390 students and has a staff of 75-90 people. A Child Development Center (SDC) is also located on the site. The school is located on Tenth Ave with access points on Tenth Ave, Bay Road and Eighth Ave.

2. **Pedestrian Access**
   Crosswalk is located Tenth Ave and Bay Road Intersections.

3. **Vehicular Entrance/Exit Points**
   There is one main parking lot located on Tenth Ave. There is a smaller parking on Bay Road that is used by the Child Nutrition Services (CNS). Both have gates that lead to the blacktop.

4. **Play Areas**
   There are two play structures, a large blacktop, and a large field.

5. **Parking Areas**
   There is one main parking lot located on Tenth Ave. There is a smaller parking on Bay Road that is used by the Child Nutrition Services (CNS). There is limited parking on the surrounding streets.

6. **Operational Times (Include Bell Schedules)**
   Office Hours are from 8 am - 3 pm. School day is from 8:15 pm -2:45 pm

Critical Site Information (Required Section)

On-Site After School Programs/Contact Information

Name of Program	Phone Number	Location On Campus
Boys and Girl Club	650-804-5385	405 office
Police Activities League	650-283-1023	PAL Building, 101, 201

Student Population/Campus Population

Time of Day	Number of People on Campus
Normal School Days	180
Family Night Events	5
Weekend Events/Sporting Events	0
During After School Hours	220

Utilities Locations

Utility	Location
Electrical	Facing Park lot in two-story building on first floor
Gas	Behind room 107
Water	Bay Road on sidewalk near field
Fire Alarm Panel	Facing Parking lot in story building on first floor
Security Alarm Panel/Video Room	Principal Office

Emergency Supplies

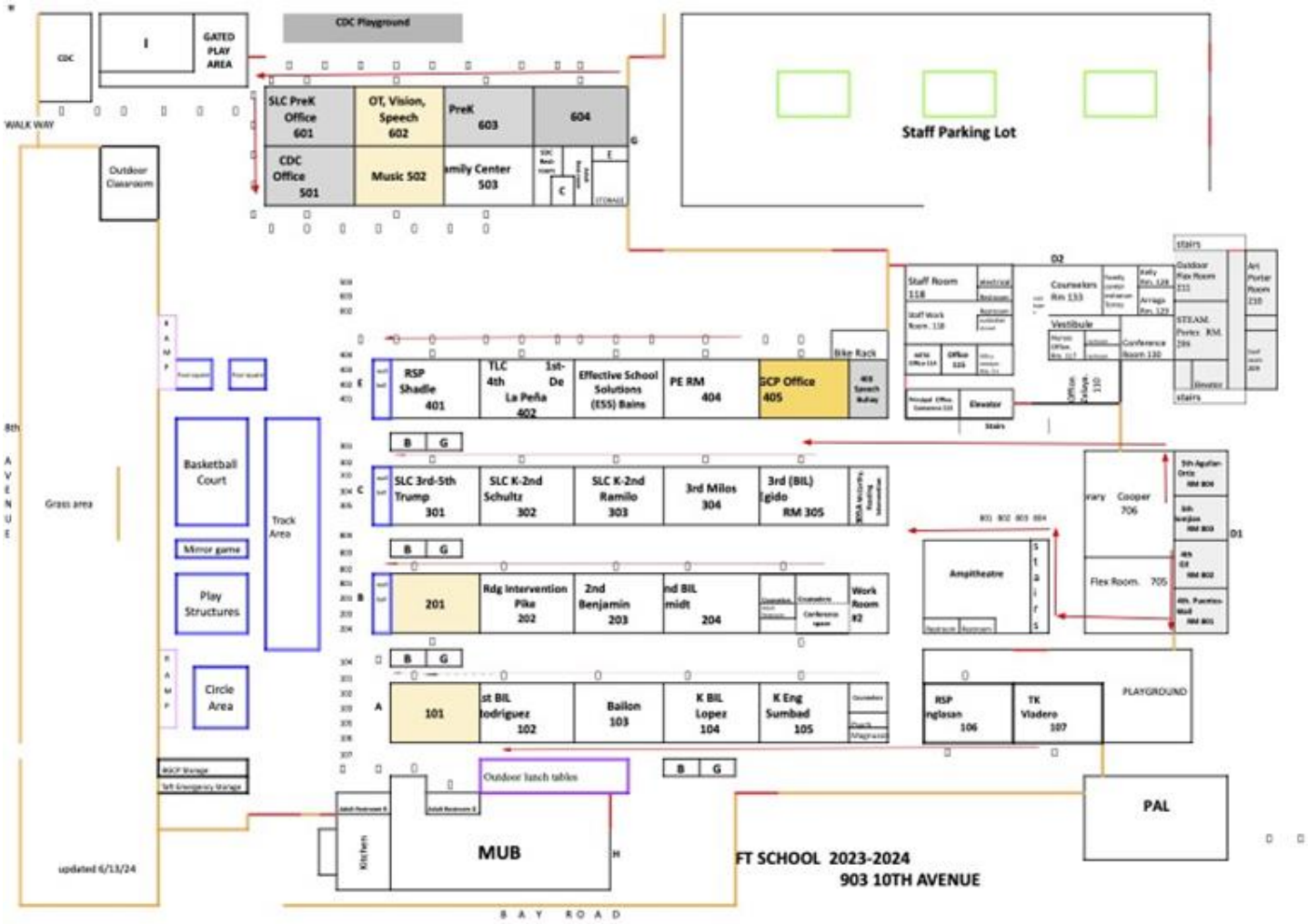
Emergency Response Box Contents List (Complete attached document)	Click here to access the PDF Please refer to the attached document for the completed form.	
Location of Emergency Supplies on Campus	Front Office Custodial Closet	
	Date Verified	**By Whom**
	10/14/25	Principal
Emergency Supplies/Classroom Go-Bags	**Date Verified**	**By Whom**
	10/14/25	Office Manager

Critical Site Locations

Evacuation Locations		
	Location Address	**Method of Transportation to Location**
Off Site Location #1	Field on North side of school	walk
Off Site Location #2	South Side to Marsh Plaza	walk
Wildfire Evacuation Location (*Not applicable)*		

On-Site Evacuation Locations/Staging Areas	
Onsite Evacuation Location #1	Field
Onsite Evacuation Location #2	Blacktop
Incident Command Post Location (Primary)	Field
Incident Command Post Location (Secondary)	Blacktop
Medical Triage Staging Area (Primary)	On field
Medical Triage Staging Area (Secondary)	Black top near Cafeteria
Decontamination Area (Primary)	Black top between 400 and 500 wing
Media Staging Area	Staff Parking Lot
Helicopter Landing Zone	Taft Playground

Site Maps


CDC
I
GATED PLAY AREA
CDC Playground
WALK WAY
SLC PreK Office 601
OT, Vision, Speech 602
PreK 603
604
CDC Office 501
Music 502
Family Center 503
Staff Parking Lot
Outdoor Classroom
Basketball Court
Grass area
Track Area
Mirror game
Play Structures
Circle Area
8th AVENUE
RAMP
Staff Room 118
Counselors Rm 133
Vestibule
Conference Room 130
Bike Rack
RSP Shadle 401
TLC 4th 1st-De La Peña 402
Effective School Solutions (ESS) Bains
PE RM 404
GCP Office 405
SLC 3rd-5th Trump 301
SLC K-2nd Schultz 302
SLC K-2nd Ramilo 303
3rd Miles 304
3rd (BIL) Egido RM 305
201
Rdg Intervention Pike 202
2nd Benjamin 203
nd BIL midt 204
Work Room R2
101
st BIL lodriguez 102
Bailon 103
K BIL Lopez 104
K Eng Sumbad 105
Amphitheatre
Flex Room. 705
RSP nglasan 106
TK Vladero 107
PLAYGROUND
PAL
Outdoor lunch tables
Kitchen
MUB
updated 6/13/24
BAY ROAD
FT SCHOOL 2023-2024
903 10TH AVENUE

EMERGENCY RESPONSE BOX

To ensure site leaders and emergency personnel have access to information and supplies critical in an emergency, prepare two Emergency Response Boxes with the items listed below. Keep both boxes on campus, each in a separate and accessible location.

The Emergency Response Box is referenced in every protocol of The Big Five. The information therein should be updated annually, preferably in July/August in preparation for the new school year.

ITEM	RESPONSIBLE PARTY	DATE
Aerial Photo of Campus	Principal	August 2025
Building Blueprints	Director of Maintenance	August 2025
Campus Map	Prinicpal	Augst 2025
Emergency Plan	Principal	August 2025
Fire Alarm Turn-Off Procedure	Custodian	August 2025
First Aid Supplies	Nurses	August 2025
Incident Command Assignments	Principal	August 2025
Incident Command Staging	Principal	August 2025
Bell Schedule/Master Schedule	Principal	August 2025
Sprinkler System Turn-Off	Custodian	August 2025
Street Map	Principal	August 2025
Student/Staff Medical Alert List	Office Manager	August 2025
Teacher/Employee Roster	Office Manager	August 2025
Utilities Shut-Off Procedures	Custodian	August 2025
Yellow Caution Tape	Custodian	August 2025
Duct Tape	Custodian	August 2025