

Directive to Administrators (Specify which administrators)	WAD (Wednesday) Publication Date	WAD Notice (Number)	No. of Pages
All Administrators	October 7, 2009		1 of 3
WAD Title (Limit to 4-6 Words)		Date Due (if applicable)	Not Applicable After this Date:
Emergency Operations Site Plan Professional Development		October 16, 2009	November 19, 2009
From: Trish Bascom (Cabinet member or approved by one below)	Title: Associate Superintendent, Student Support Services	Signature:	Telephone: 242-6121
Inform:			
(x) Certificated Staff (x) Classified Staff () Parents () Post on Bulletin Board Other _____			
Administrative Directive			
WHAT: NEW SFUSD Emergency Operations Site Plan Professional Development to improve the school emergency management plans and preparedness of school staff, students, and families			
WHO: Mandatory professional development for all sites Participants should include: site administrator or Assistant Principal and lead staff. Stipend: \$60			
CDP = 2 staff/site Elementary = 2 staff/site Middle = 3 staff/site High = 3 staff			
WHEN: See the attached list of dates and times designated by level			
WHERE: Student Support Services Department 20 Cook Street (Parking in back, enter on Blake Street)			
HOW: Email/Fax your request form by <u>October 14, 2009</u> to Wendy Tran Fax: 242-2618 Email: tranh2@sfusd.edu			
<i>Approved</i>	Cabinet Member: Trish Bascom	Title: Associate Superintendent of Student Support Services Dept.	Signature:
<i>SAN FRANCISCO UNIFIED SCHOOL DISTRICT - WEEKLY ADMINISTRATIVE DIRECTIVE (WAD)</i>			

2009-2010 Emergency Operations Site Plan Dates

DAY	DATE	# OF SITES	TIME	SCHOOL LEVEL
Tues.	10/20	14	3:00-5:00 pm	Elementary and CDP
Weds.	10/21	14	3:00-5:00 pm	Elementary and CDP
Thurs.	10/22	14	3:00-5:00 pm	Elementary and CDP
Tues.	10/27	14	4:00-6:00 pm	Elementary and CDP
Weds.	10/28	14	3:00-5:00 pm	Elementary and CDP
Thurs.	10/29	14	4:00-6:00 pm	Elementary and CDP
Tues.	11/3	14	4:00-6:00 pm	Elementary and CDP
Weds.	11/4	14	4:00-6:00 pm	Elementary and CDP
Thurs.	11/5	9	4:00-6:00 pm	Middle
Tues.	11/10	8	4:00-6:00 pm	Middle
Thurs.	11/12	8	4:00-6:00 pm	Middle
Tues.	11/17	10	4:00-6:00 pm	High
Thurs.	11/19	10	4:00-6:00 pm	High

Name of Training: Professional Development - SFUSD Emergency Operations Site Plan

Offered to: Mandatory for all school sites Stipend: \$60

Content: To improve the school emergency management plans and preparedness of school staff, students, and families

Date/Time of Training: See the attached list of dates and times designated by level

Location: Student Support Services Department
20 Cook Street (Parking in back, enter on Blake Street)

(Please keep a copy of your completed registration form for your records)

Emergency Operations Site Plan Professional Development

Please register by October 14, 2009.

School _____ Phone _____ Fax _____

Please include your first and second choice for training dates:

1st: _____ 2st: _____

Name of Participant (Lead): _____ Employee ID #: _____

Email: _____

Name of Participant: _____ Employee ID #: _____

Name of Participant: _____ Employee ID #: _____
(Middle and High)

Principal's signature: _____

Please email/mail or fax your registration form to: **Wendy Tran**
Fax: 242-2618 | Email: tranh2@sfusd.edu
Student Support Services Department
1515 Quintara Street