



Gavin Newsom  
Mayor

**City and County of San Francisco  
Department of Public Health  
Community Behavioral Health Services**

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Dear CBHS Provider:

You will notice that the format of the Site Specific Emergency Response Plan (SSERP) has changed in order to reduce the amount of paperwork required for submission to CBHS. It is designed as a fillable form. It is highly recommended that Providers keep at least one binder with copies of the attached documents that will be easily accessible in the event of an emergency. Be sure that personnel know where the binder is located.

### INSTRUCTIONS

1. **SSERP Procedures:** This document is intended to establish minimum guidelines for emergency procedures. Providers are encouraged to develop additional procedures specific to their site. Print and **RETAIN** a copy of the SSERP Procedures. This should be available in the event of an audit.
2. **Appendix A:** This document identifies key information specific to your site that will be important in the event of an emergency. Complete and **RETURN** the Appendix A. Retain a copy along with the SSERP Procedures for review in the event of an audit.
3. **Appendix B: Evacuation Routes.** This is a floor plan with clearly marked **EVACUATION ROUTES**. Each site must **SUBMIT** a copy of the Evacuation Routes as Appendix B. This floor plan of evacuation routes should be visibly posted throughout the facility. Retain a copy in your emergency binder.
4. **Appendix C: Emergency Contact Sheet.** This document contains contact information for the staff at your site. This Emergency Contact Sheet can be used to ensure that all personnel are accounted for in the event of evacuation. Complete and **RETURN** Appendix C. The provider should retain a copy along with the SSERP Plan. Additionally, managers may want to retain hard and/or electronic copies in the event of an emergency.

**Submit Documents to:** Jean Mayeda  
Community Behavioral Health Services  
1380 Howard St., 5th Fl.  
San Francisco, CA 94103

**IMPORTANT NOTE**  
**ORIGINAL SIGNATURE REQUIRED**  
**FAXED SUBMISSIONS WILL NOT BE ACCEPTED**  
Be sure to keep a file copy.

Sincerely,

Kellee Hom, Ph.D.  
CBHS Program Manager