



Emergency Housing Immediate Safety Exit Notice

Issued To	Issued By
Guest's Name:	Staff's Name:
Site Number: Room Number:	Staff's Agency:
Effective Exit Date:	Staff's Signature:
Guest Phone Number:	Guest Emergency Contact Phone Number:

You are being removed from the Emergency Housing Site immediately for the safety of the Site and for one or more violations of the program rules marked below:

- Violence
- Possession or display of a weapon
- Threats of violence

You may request to be readmitted to the Emergency Housing Site or an alternative site by this process:

1. Submit a written request.

- Email your request to HSADOChousing@sfgov.org. If email is not available to you, you can call 415-314-4247 to request assistance with the process.

2. When to send your request.

- Submit your request within three business days after receiving this notice.
- The City may consider late requests if you have good cause for failing to submit your request on time, such as time in jail or time in the hospital.

3. What to include in your request.

- Your full name; contact phone number; the Site number; and your room number.
- Supporting information, including information about the reason you were exited from the Site.
- If you are submitting a request after the three-day deadline, you should also include information about what prevented you from submitting the request on time.

If you would like assistance with your request, you can contact the Shelter Client Advocates at sca@evictiondefense.org or (415) 346-7685. They can help you write the request.

4. The City's response to your request.

- The City may attempt to contact you to ask questions after receiving your request. If the City contacts you, you can choose to include your Shelter Client Advocate in the discussion.
- Your request is not an appeal, and the City will not hold a hearing or issue a formal decision regarding your removal from the Site.
- The City will contact you within five business days of receiving your request. At that time, the City will inform you whether the City will either offer to readmit you to the Emergency Housing Site, admit you to a medical care facility such as a hospital or nursing facility, admit you to another housing site, or not offer to admit you to any housing site.

Staff: Issue one copy of this form to Guest upon exit or make a copy available at the front desk for anyone who exits without receiving a copy. Keep one copy in the Site Lead office. Email a copy to HSADOChousing@sfgov.org