



# Galileo Academy of Science and Technology

1150 Francisco Street, San Francisco, CA 94109 (415) 749-3430

## EMERGENCY DIRECTIONS: EARTHQUAKE

- 1. Earthquake Signal** Bell rings: short, long/short, long/short, long/short, long (x4)
- 2. Duck, Cover and Hold** Students and staff will duck under sturdy furniture and cover face and head from any falling debris. Students and staff will hold this position until notified that it is safe to leave.
- 3. Evacuate to Field** Fire alarm will sound. Teachers will evacuate according to assigned route. Teachers will lock all doors and windows. Teachers will bring roll book and first aid kit to the field.  
***Do not use elevators or the tunnel.***
- 4. Field assembly** Teachers will assemble on the field according to the field map. Teachers should line their students according to the yard lines on the field. Teachers should take roll to ensure all students are accounted for. Identify any students who need medical attention.
- 5. Command Center** A Command Center will be established at the front Bay Street Gym. The Counseling Office will bring a student directory (Chang Wong) and the Deans' Office will bring Emergency Cards (Robinson). ***Teachers without students should report to the Command Center.***
- 6. Attendance** The Command Center will collect attendance for all students, staff and visitors. Total site attendance will be reported to the District Office.
- 7. Release** A long bell will sound when it is safe for students to return to campus. In the event of a real emergency, students will be released to parents/guardians as listed on Emergency Cards. The police or administration will direct the evacuation to a secondary safe location if the field becomes unsafe.