



Galileo Academy of Science and Technology

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

EMERGENCY DIRECTIONS: FIRE

- 1. Fire Signal** Alarm will sound, lights will flash on fire boxes, all door magnets will be released.
- 2. Evacuate to Field** Fire alarm will sound. Teachers will evacuate according to the 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.
- 3. 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.
- 4. Command Center** A Command Center will be established at the front of the 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.***
- 5. Attendance** The Command Center will collect attendance for all students, staff and visitors. Total site attendance will be reported to the District Office.
- 6. 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.