Galileo Academy
of Science and Technology

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EMERGENCY DIRECTIONS: BOMB THREAT

1. **Incoming Call**
Listen for exact words of caller. Listen for surrounding noises. Do not interrupt the caller. Keep the caller on the line as long as possible: Note the following: exact time and date of call and the exact words of the caller.

2. **Initiate Response**
If possible, alert Site Administrator while the caller is on the line. If immediate notification is not possible, notify Site Administrator immediately after completing the call. Administrator will call 911 immediately and report the threat. Instruct all students and staff to shut off cellular devices and radios.

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. Secure all campus exits to prevent re-entry to buildings.***

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.

5. **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). ***All 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.