



# Galileo Academy of Science and Technology

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## **EMERGENCY DIRECTIONS: LOCKDOWN PROCEDURE INTRUDER ON CAMPUS/THREAT OF VIOLENCE**

- 1. Lockdown Signal**      The message “Mr. Lion is on campus” will be announced via intercom.
- 2. Secure Classroom**      Lock classroom/office door. Any students/staff in hallway are to be brought into secure room. Move students away from doors and windows and have students drop to floor. Cover windows and turn off lights. Take attendance and identify all students and staff in the classroom.
- 3. Classroom Mgmt.**      DO NOT use the telephones. DO NOT open the doors without positive identification. Place a green paper in door window to indicate “okay” as status. Place a red paper in the window to indicate “help needed” status.
- 4. Threat Removed**      Wait for the announcement “Mr. Lion has left the building” or for SFPD/administrator to arrive at the door.
- 5. Evacuation**      Police will direct evacuation to a safe location if necessary. Take roll book and first aid kit with you. Follow SFPD direction in a single file and orderly fashion. Upon arrival at evacuation site, follow emergency response procedures including taking roll.
- 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.