

Haiao Chinese Academy

Emergency Response Plan

Teachers:

1. Remain calm and organize the students into a file (row by row) and exit the classroom building quickly and quietly. Gather them at the appropriate rendezvous (courts) and await further instructions.
2. Keep the students together, account for all students upon reaching the assembly point and report any discrepancy to the school.
3. No teachers can leave until their classroom is clear. All students are to be picked up by their parents.
4. Always bring the students' contact information when coming.

Parents:

1. Should constantly update your contact information with school, especially your cell phone number.
2. Tell your children to follow the teachers' instruction in situations such as this.
3. If you pick up a child that you do not have guardianship over, you must inform school and the child's parents.

Students:

1. Always stay with your teacher, follow directions and do not wander away from your class.
2. If you leave with another parent, you must inform both your teacher and parent.

School:

1. Incorporate emergency readiness in the school curriculum.
2. Train the staff of actions mentioned above.
3. Conduct fire drills on a monthly basis.

海澳中文学校 应急措施

老师

1. 保持冷静, 组织学生迅速离开教室, 并在指定地点集合.
2. 集合后点名, 发现有丢失的学生应立即通知学校.
3. 必须在所有学生安全离开后自己才能离开.
4. 学生联系电话必须随身携带.

家长

1. 及时与学校更新联系电话.
2. 教育子女在紧急情况下必须跟随本班老师.
3. 如接走朋友的孩子应立即通知学校和孩子的家长.

学生

1. 始终跟随本班老师, 听从指令, 不能乱跑.
2. 如与朋友的家长一起离开, 必须告知本班老师和父母.

学校

1. 将紧急情况应对策略之教育纳入到学校的教学计划中。
2. 加强对学生, 老师与职员的相关培训
3. 经常性地组织各班进行紧急情况演习.