

## Lockdown Procedures

Last updated 15/01/2019

### 紧急禁闭流程

最后更新 2019/01/15

#### Rationale 基础

As part of our Health and Safety policies and procedures the school has a lock down policy.

On very rare occasions it may be necessary to seal off the school so that it is not able to be entered from the outside. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity.

A lockdown is implemented when there is a serious security risk of the premises due to, for example, nearby chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised person's intent in causing harm / damage.

作为健康安全政策与流程的一部分，学校制定本规则流程。

极少数的情况下，我们需要紧急关闭学校，禁止任何人员进入学校。这是当校园内或学校附近的校外场所发生危机时，保障学童、教职工以及来校访客人身安全的一项举措，

#### Notification of Lockdown 紧急禁闭的发布

2018/19 onwards – Staff and students to immediately follow lockdown procedures on hearing the words **“Please return to your homerooms”** over the school PA system

2018/19 学年开始- 教职工和学生听到学校广播系统发布的“请回到各自的班级里”的通知后立即按照紧急禁闭流程。

## **Procedures 流程**

1. These signals will activate a process of the children being ushered into the school building if on the grounds, as quickly as possible and the locking of the doors and windows with any blinds pulled down where ever possible. The auditorium and gym doors will be fitted with keypads so PE staff will have quick access to these rooms, which can then be locked.

这些信号发布时如果孩子位于操场位置，那么信号的发布将立即启动带领学童进入校舍建筑物内的程序；同时应尽可能关闭锁上所在场所的门窗同时拉下窗帘。阶梯教室和地下健身房应加装门禁键盘，方便体育组老师在门被锁上的情况下也能迅速进入这些场所。

2. At the given signal the children remain in the room they are in and staff will ensure the windows and doors are closed /locked and screened where possible and children are positioned away from possible sightlines from external windows / doors, if the door does not lock block it with heavy items if possible. Lights, smart boards and computer monitors to be turned off and all electronic devices should be silenced.

信号发布时，学童应留在当前教室位置，教职员应将门窗关闭上锁、窗帘拉下，学童所在应尽可能远离外部看入门 / 窗视线范围以外的位置。如果教室门无法锁上，则应尽可能利用重物挡住门。关闭灯具、电子白板和电脑屏幕电源，所有电子产品应调整为静音。

3. Children and staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher. Cleaners are to move to the nearest classroom or water storage rooms. Canteen staff should lock canteen doors and report to Mrs. Zhou via landline or mobile as would the cleaners. Teachers should sweep in the line of vision (closest bathroom, corridor) but should remain to be able to lock the doors. All class must have school telephone directory list located near the class telephone. Telephone handsets should have a short 6 person directory on the handset for quick extensions access.

信号发布时，无论任何原因而不在教室内的学童和教职工应立即进入最靠近自己的教室，并与此一班级和老师留在一起。保洁人员应立即进入最靠近自己的教室或水房。食堂人员应将食堂大门锁上，和保洁人员一样，通过座机或手机和赵主任汇报。老师应在视线所及范围内进行人员清查（距离所在位置最近的卫生间、楼道），并应留在便于锁门的位置。每班教室靠近电话座机的位置都应该放有电话分机表，座机听筒上应放有一份简易 6 人联系表，方便快速查找分机号码。

4. If it is safe to do so, two teachers in the primary classrooms closest to the toilet are to check for students inside the toilet (gender specific). Return to the classroom with any “toilet children.” If this is not safe to do, then remain in the toilet with door locked.

如果情况允许,二位最靠近卫生间的小学老师应清查是否有学生在卫生间内。(按照性别入内)把“卫生间的学生”带回教室。这么做如果不够安全,则应留在卫生间原地,并将门锁上。

5. Staff to support children in keeping calm and quiet. They should not be in the line of sight of the intruder. During a lock down, students should lay low, go under the desks or sit against one of the window walls in the classroom.

教职工应协助孩童保持镇定、维持肃静。学童应安置在入侵者视线外的位置。紧急禁闭发生时,学生应该保持低身、在桌下移动或沿着教室窗子墙壁一侧坐下。

6. Staff to remain in lockdown positions until informed by Helen Swan or Alessa that it is ‘all clear’ by loud hailer or PA system.

在接到 Helen 校长或唐校长通过大声公扩音器或广播系统通知警报解除的指示前,全体教职工应留在紧急禁闭的原地位置。

7. After lockdown has been cleared “ **All Clear 警报解除** ” by Helen or Alessa. All staff and children to return to their base classroom & secondary homerooms and conduct a full register and inform immediately of any pupils not accounted for.

Helen 校长或唐校长通知紧急禁闭**警报解除**后,全体教职工和学童应返回自己所属的班级教室&中学部回班主任班级,彻底清点人数,若有学生遗漏,立即通报。

8. Floor Sweepers must check all rooms on their floor after the ‘All Clear’ has been announced, including bathrooms, classrooms, corridors and residential rooms:

Floor sweepers should be non-teaching or auxiliary staff so that teaching staff can focus on the students. There should be a leading and a reserve sweeper for each floor.

发布“警报解除”的指示后,扫楼人员必须详实清查所在楼层的全部教室,包含卫生间、教室、楼道和宿舍。

扫楼人员应为非教职人员或辅助人员以便教学人员把焦点放在学生身上。每个楼层都应配置主要和后备扫楼人员。

Basement lead 地下室:	Roger Luo 罗晓亮
1 <sup>st</sup> Floor Lead 一楼:	Nurse and Christiana Chang 校医和常红
2 <sup>nd</sup> Floor Lead 二楼:	Carl Li and Alex Wang 黎建有和汪洋
3 <sup>rd</sup> Floor Lead 三楼:	Susan Huang 黄素云
4 <sup>th</sup> Floor lead 四楼:	Emma Fang 方玮
5 <sup>th</sup> Floor Lead 五楼:	Jessie Chen 陈雪娇

### **Staff Roles:教职工角色**

1. Front office staff ensures that their office (s) are locked, windows screened and members of the SLT, Ms Nancy, Ms Ivy or the guards are to call the police.

行政办公室的教职工应反锁自己所在的办公室、把窗帘放下；管理团队成员、祝西兰老师、陈莉老师或安保人员则应电话报警。

2. Guard to lock the front gate and entrance to the school and will do a perimeter check if it's safe to do so.

安保人员将学校大门和出口反锁，并察看周边确认这么做是否安全。

3. Individual Teachers / TPs close their respective classroom door(s), close windows and pull down the window and door blinds.

老师/助教关闭相应教室门窗。

### **Communication with parents 和家长的沟通联系**

- If necessary, parents will be notified as soon as it is practical to do so via the school's established communication network.( GOS WeChat by Christina and SMS, email by Roger after SLT approval ( Helen or Alessa will tell them what to say to parents- e.g. NOT TO COME TO SCHOOL)

确有必要并且实际可行时，通过现行家校沟通网络通知家长（得到管理团队准批后，常红负责城市绿洲微信和家校通，罗晓亮负责邮件通知，（Helen 校长或唐校长告知负责人员通知的内容一如不要来校）

- Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school as it may put them and their child at risk.

依情况属性和严重程度不同，考虑来校可能引起自身与学生安全隐忧，因此可能要求家长不要到校来接孩子，

- Pupils will not be released to parents during a lockdown.

紧急禁闭过程中，不得释放学生给家长。

- Parents will be asked NOT to call school as this may tie up emergency lines.

为确保紧急通话线路畅通，要求家长不要致电学校。

- If the end of the day is extended due to a lockdown, parents will be notified when and where to collect their children.

若因紧急禁闭情况导致延长放学时间，将另外通知家长接孩子的实际时间和地点。

- A letter will be released to parents from the school after the event, explaining the reason for the lockdown procedure, also asking parents to reinforce with their children the importance of following procedures in these very rare circumstances.

情况过后，将对家长发放通知说明启动紧急禁闭流程的起因原由，并要求家长向孩子再次强调发生这类少见情况时遵守流程的重要性。

### **Lockdown drills 紧急禁闭演习**

Lockdown practices will take place twice a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and debriefed to staff so improvements can be made.

紧急禁闭演习应每年进行 2 次，确保每位人员清楚明白发生这类情况时应该如何应对。观察演习情况，并将演习情况意见反馈给教职工便于完善的工作。

### **Review 复审**

This policy and procedures will be reviewed annually as a part of serious incidents policy and H+S procedures.

本规则及流程列为重大事故政策和健康安全流程的一部分，应每年复审。