

Emergency Procedures



A & B Buildings

Regency Park Campus

**Updated September 2020**

I. Classroom Evacuation Procedures

All persons in the school will take part in Emergency Evacuation practices. No exceptions will be permitted. All staff and visitors will follow the posted exit instructions. Evacuation route floor plans and Evacuation Procedures Booklets will be located next to the door of all rooms in Regency Park Campus.

Once an alarm is sounded,

* Students are to line up in an orderly fashion at the classroom doors.
* Students will not change shoes or collect bags or coats.
* One teacher will lead the way and the other teacher will be the last one in the line. If only one teacher is in the class, they are to lead the way
* The last class teacher out should ensure that the classroom door is closed and lights are left on.
* Teachers should encourage students to not talk, push or run and as long as it is possible, follow the pre-designed route.

Important point to remember:

* Control and order are more important than speed in ensuring the orderly movement of all students in the hallways along a pre-designed route.
* Teachers must be very observant and should check the outside hallway areas for smoke and determine exit routes.
* Do not use the elevator in an evacuation***.***

Primary students and teachers will gather on the Soccer Field for roll call. ECE are to gather in the safe area outside the Hua Mu Rd entrance. The Office Administrator will hand out packs containing clip-on badges to identify children, teachers and non-academic staff. See Appendix 4 for a list of who reports to the Evacuation Marshall and who is responsible for each role. Members of the Health and Safety committee will need to be prepared to take on any of the roles if the designated people are unavailable.

If students are not with their normal class, they must go outside with the teacher who is teaching them at that time and then report to their class teachers and join their class. Once class teachers arrive at the designated area, one of the Office Staff members will hand an Emergency Kit to class teachers. In the Kit there will be a name badge for each child and these need to be handed to each student in the class after all students have been accounted for. All teachers will also receive a name badge. Supply Teachers will wear the name badge of the teacher they are replacing. Once all students have been accounted for, the teacher will hold up a green sign, indicating that all members of their class are present. If one or more students are missing, then the teachers will hold up a red sign. At this point the Student Marshall will approach the teacher and record the missing student/s. They in turn will inform the Fire Marshall.

During evacuation, all teachers and administrators shall ensure that students who are not with their class join the nearest line making an exit. Once clear of the building, with permission of the teacher in charge, they shall rejoin their own class, report to the teacher, and take their place in line.

Designated sweepers will ensure that no students remain in classrooms, lavatories or other rooms in the buildings. Once they have checked their floor they should report to the Evacuation Marshall.

The Evacuation Marshalls from each building will be responsible for the overall Evacuation and will be identified by wearing a bright jacket. The Evacuation Marshalls in each area shall communicate with each other via radio absent children or classes, and the current state of the emergency procedure.

Staff and students are not to return to the building until the “all clear” signal is given. If an emergency necessitates removal of personnel from the premises, classes will be lead out of the nearest gate. Staff / Students will the proceed to the Seasons Villas Clubhouse and attendance will be taken.

All members of staff are requested to bring to the attention of administration any and all hazardous or dangerous scenarios involving student safety.

## II. Emergency Procedures

### **FIRE, BOMB THREATS, UNSAFE BUILDING**

* + **Notification of Evacuation**
    1. A continuously ringing bell or siren
    2. Office Administrator to contact emergency Authorities

Police: Ph. 110

Ambulance: Ph. 120

Fire Brigade: Ph. 119

* **Classroom Evacuation**

1. Teacher moves students in a quiet and orderly fashion via nearest stairs.
2. Students follow teacher to Assembly Area using nearest safe exits. (See Appendix 2)
3. Sweepers check that all rooms are empty.
4. School nurse brings First Aid materials to the Assembly Area.
5. Emergency Kits to be handed out, attendance taken by class teachers.
6. Class teachers report to Student Marshalls
7. Student Marshalls report to Evacuation Marshall, indicating any missing students/staff

* **Office Evacuation**

1. Office Administrator coordinates the evacuation of administration area.
2. Class Registers, Name Badges, Bus Lists and Check Out forms to be taken to Assembly Area (Classroom Emergency Kit).
3. Academic staff list taken to Student Marshalls

* **Assembly Area**

1. Classes line up in designated area (See Appendix 1).
2. Specialists return students to class teachers.

* **Search / Rescue**

1. For a missing student and / or staff, Security staff will conduct a search only if safe to do so.

* **First -Aid**

1. Nurse / first aid team conducts first aid as necessary.

* **Child / Staff Comfort / Needs**

1. Until time to safely re-enter building, Comfort Needs Team (School Nurse, teachers and Ayis) attends to water, toilet and child concerns.

* **Building Integrity Inspection**

1. Administrator / Designee in conjunction with local emergency authorities confirms safety of building before administrator / designee signals a return to the building.

* **Haven**

Should the assembly area be unsuitable, the alternate off-campus haven is in Seasons Villas compound.

* **Parent Notice**

1. In the event a building is unsafe or school is closed, parents will be notified by phone, email and SMS.
2. Students will be sent home on the buses as close to their regular departure time as possible. Students will be sent home early on buses only after parent notification is confirmed.
3. Century Park Campus office staff would take on the role of informing parents if the Regency Park office needed to be evacuated
   * **Parent / Child Reunification / Check out Procedure**
4. Signs will designate parent/child meeting area manned by the building security or designee. (In English and Chinese)
5. When parents/carer collect their child after an emergency evacuation, the teacher will make a record in their class list/collect badge. Parents/Carer will be asked to show their security card.
6. Each child’s name badge will include contact details.
7. Students not picked up or sent home on buses will be attended to by the Child Comfort / Needs Team. Administrator / Designee and volunteer staff will not leave school premises until all students are accounted for and safely returned to their parents. Administrator / designee will check with transportation to confirm all children returned to their homes before leaving the school premises. Drivers must report back about their transportation status.
8. Staff will be provided with safe transportation to their residences. If deemed unsafe, staff will remain within the school compound until transport is safe.
   * **Bus Procedures**
9. If the bus drivers determine it is unsafe to proceed, children will be returned to school.
10. If unsafe to return to school, the bus driver will proceed to a safe public area (hotel, police station, post office) and remain with the children. YCIS-Shanghai and Police authorities will be informed as soon as possible.

# *OTHER EMERGENCIES*

The procedures outlined above will be followed in all emergencies with the following additions:

* + 1. **Intruder** – See Lockdown Procedures
    2. **Streets Unsafe** – Teachers will remain with students in classrooms until conditions are safe for children to be sent home. Administrators / Designee will make every effort to inform staff members at other school sites, keep them informed of developments and assist with concerns about staff family members. Teachers will use established check out procedures for any child whose parents come to take them home. All Staff and students will remain at school until it is determined safe to leave by administrator / designee.
    3. **Windstorms & power outages** – Teachers will remain with students in classrooms until directed otherwise by administrator / emergency team designee. If necessary, staff will notify parents to come to pick up children.
    4. **Earthquakes** – Students and staff will drop and cover until shaking ends. Evacuation bell or teacher judgment will initiate evacuation procedure outlined above. Teachers will determine evacuation routes are safe before leading children to the assembly area. Downed power lines should not be crossed or approached.

### **NON SCHOOL HOURS EMERGENCY**

In the event of an emergency outside school hours that leads to closure of school the following will apply:

1. Information and instructions will be conveyed through text message, WeChat and email when available.
2. Staff will report to school to supervise students not contacted.
3. Buses will follow normal routes if possible to notify students of school closure. Students unable to return home will be brought to school until parents can be notified or supervised until the end of the school day then returned home as per normal schedule.
4. Cell phone numbers along with regular phone number will be published for informing staff members of an emergency.
5. Staff will be directed to keep pertinent documents on hand (passport, green-card, etc.).

**APPENDIX 1a**

Liu Shan Rd柳杉路

A Building Hongqiao

虹桥校舍A楼

花木路Hua Mu Rd

Basketball

Court

篮球场

The Field

椭圆操场

Supporting Div. 校务部

POP

家长联络人

Admissions

注册部

Drivers and Engineers

司机和工程师

Librarian, IT & Accounts , nurse图书馆、电脑部、财务部、护士

* Any ECE classes
* Yr 4 Classes

Office Staff

教务处

* Yr 3 Classes

Specialist / EAL Teachers

单科教师

* Yr 2Classes

Co-Principals 校长

Coordinators 主任

* Yr 1 Classes
* K4 Classes

**Marshalls 指挥员**

Catering Staff餐厅员工

School Building B

教学大楼 B

# APPENDIX 2

**APPENDIX 1b**

花木路Hua Mu Rd

General Office Staff

学校办公室

Regency Park Compound

Any Primary Teachers

Primary Students

Coordinators 主任

K3D co-teachers, Ayi

K3C co-teachers, Ayi

K3B co teachers, Ayi

K3A co-teachers, Ayi

Marshalls 指挥员

K2D co teachers, Ayi

K2C co teachers, Ayi

K2B co teachers, Ayi

K2A co-teachers, Ayi

Drivers and Engineers

司机和工程师

The flower beds

Security staff

保安

School Building

A

教学大楼

A

2

(Building Floor Plan is attached)

# APPENDIX 3

# Police Tel: 110

**Ambulance Tel: 120**

**Fire Brigade Tel: 119**

**CLASS EMERGENCY KIT (for each class) CONTENTS:**

* 1. **CLASS LIST / WITH SPACE FOR SIGN OUT**
  2. **NAME BADGES**
  3. **TRANSPORTATION LIST**
  4. **BLANK ACCIDENT REPORT FORMS**
  5. **EMERGENCY PHONE NUMBERS**

**EMERGENCY KITS ARE LOCATED IN THE OFFICE AND WILL BE DISTRIBUTED TO CLASS TEACHERS AT THE ASSEMBLY AREA.**

***NB - A Separate Kit will contain Name Badges of Teachers and Non academic staff (Office, IT and Library)- handled by Office Administrator.***

# APPENDIX 4

**Evacuation Marshall’s Checklist**

|  |  |  |
| --- | --- | --- |
| Person reporting | All clear | absences |
| **Evacuation Marshall:**  **Pri:**  *Primary Coordinator Yr.1 & 5-6*  *Primary Coordinator Yr.2,3,4-Jon*  *International Vice Principal*  ***ECE:***  *ECE International Coordinator-Veronica*  *ECE Chinese Coordinator*  *ECE Student Support Coordinator* |  | *Reporting – the lead person from each box below* |
| **Student & Staff Marshall**  **Pri:**  *LS&C Coordinator*  *EAL Leader- Kathleen-*  ***ECE:***  *ECE Chinese Coordinator- Michelle*  *ECE Student Support Teacher*  *ECE Student Support Coordinator* |  | *(Reporting – Teachers and students accounted for)* |
| **Sweeper – 1st Floor**  **Pri:**  *Office Staff Member - Karen*  *Parent Relations Office Staff*  *School Counsellor*  ***ECE (basement):***  *ECE SSC- Michelle Wang* |  | *(Reporting – 1st floor clear)* |
| **Sweeper – 2nd Floor**  **Pri:**  *Librarian Assistant*  *Teacher Librarian*  ***ECE 1st Floor***  *Librarian*  *K2D Ayi* |  | *(Reporting – 2nd floor clear)* |
| **Sweeper – 3rd Floor**  *IIIP Office Member-Aris*  *Year 1-2 Learning Resource teacher*  *Learning Resource Teacher*  ***ECE 2nd Floor***  *K3A-D Ayis* |  | *(Reporting – 3rd floor clear)* |
| **Sweeper – 4th Floor**  *Year 3-4 Learning Resource teacher*  *EAL Leader- Kathleen* |  | *(Reporting – 4th floor clear)* |
| **Office Marshall**  *Office Administrator* |  | *(Reporting – Office and Non-Teaching Staff e.g. IT, Library are accounted for)* |
| **Food Service Marshall**  *Chartwells Manager*  *Chartwells Assistant Manager* |  | *(Reporting – Chartwells staff accounted for)* |
| **Support Division Marshall**  *Support Division Supervisor*  *Support Division Assistant Adminstrator* |  | *(Reporting – Ayis, Drivers, Engineers are accounted for)* |
| **Search & Rescue Team**  *Security Personnel* |  | *(Search for any missing students and return to teacher at designated area)* |
| **Contact made with ECE/Primary** |  | *Report classes/students in other areas of the school/All Clear Given* |

***N.B. Where more than one person is listed in the role, they have joint responsibility. Where one person is absent, the other person/people take over full responsibility of that role.***

**APPENDIX 5**

(EMERGENCY PHONELIST ARCHIVED IN SEPARATE FILE)

**APPENDIX 6**

# SUMMARY OF ROLES

1. **Head of Security provides:**

1. Provides visitors’ log to the Evacuation Marshall
2. Guards do a final check of the grounds

2. **Security Staff:** Guards attend each gate to prevent entry of public or assist emergency services to enter campus. Gates must be unlocked. Extra Guards move to assembly area.

3. **Sweepers:** Floor sweepers report status of Floors to Evacuation Marshall. All visitors must also be escorted out to the meeting area during an evacuation – even if it is a drill.

* + 1. **Teaching Staff:**

With a class: Move with students in silent orderly manner to assembly area.

With no class: Assemble in area. Report presence to Student Marshall.

Class Teacher: Open Emergency Kit (provided by Office staff) and account for students. Notify Student Marshall of student status by showing the appropriate coloured signs (green all present, red: person unaccounted for). If sign is unavailable report directly to Student Marshall. Students to have ID attached once class is accounted for.

5**. Evacuation Marshalls:** Receive student status reports from the Students Marshalls. Account for all academic staff and non academic staff and floor sweepers. The Evacuation Marshalls must collect check list from the Emergency Kit (take their checklist with them). The Evacuation Marshalls, in collaboration with each other, will decide whether emergency services need to be contacted. The Evacuation Marshalls will make the decision about when it is safe for the students and staff to return to class.

6. **Office Marshall:** Transport documents to assembly area.

1. Emergency Evacuation Class Packs for ECE and Primary classes
2. Staff lists for Coordinators (Emergency Phone Tree)
3. Account for all non-academic staff and report status to Evacuation Marshall

7. **Support Division Mashall:**

1. Account for Ayis, Drivers, Engineers
2. Prepare for transport if on-campus assembly area is unusable.

**Foor Service Marshall**

1. Account for all \Food Service Personnel

**Nurse: Bring First Aid kit to Assembly Area. Set up first aid area.**