

火警及紧急疏散的有关步骤

为确保在校学生，家长，工作人员和其他在校人员的安全，中文学校每学年举行一次火警和紧急疏散的预演。开学初，每位教师根据所在教室的位置，找到本教室紧急疏散的最近通道和出口，并告知学生。

请老师向学生详细介绍紧急疏散的七个步骤：

1. 当警铃响起之后，停止任何工作，要求学生在教室门口排好队，沿着指定通道走向指定出口。
2. 不要随身携带物品。
3. 疏散过程中，要沉着冷静，次序井然，切勿奔跑，注意楼梯和出口处安全。
4. 撤离大楼后，教师和家长代表必须将本班学生集中在一起，听候校方指令。
5. 在食堂和室内体育场的人员必须听从校务人员和家长代表的指挥，从最近出口撤离大楼。
6. 未得到警铃消除指令之前，不得擅自进入大楼。
7. 老师在得到警铃消除指令之后，将本班学生带入教室，恢复教学和其他一切正常活动。

Emergency/Fire Evacuation Procedures

Important

Fire Evacuation Procedures

For the safety of all Chinese school students, parents, staff, and all other occupants, the CCC Chinese School plans to conduct one fire drill every school year. At the beginning of each school year, all teachers should locate the emergency evacuation maps in your classrooms to determine the closest emergency exit for your class and familiarize yourself and your students with the evacuation route and exit.

All teachers shall read the following fire evacuation procedures carefully and explain the procedures to your students.

1. At the sound of the emergency siren, stop what you are doing and line up all your students at the doorway and walk outside as a group along the designated evacuation route and by the designated exit.
2. DO NOT try to collect your belongings.
3. Walk. Do not run during the evacuation. Proceed in a calm and orderly manner. Caution should be exercised at the stairway/exit.

4. After exiting the building, teachers and class coordinators shall keep the class together for the duration of the fire drill and wait for further instructions.
5. People in and around the gym and cafeteria areas shall evacuate by the nearest exits as directed by school staff and PTA representatives.
6. DO NOT reenter the building until the Emergency Coordinator gives the “all clear” signal.
7. After the all-clear signal is given, the teacher shall lead the class back to the classroom to continue the class or other activities.

因天气原因学校停课

学校如果因天气原因停课，校方和家长代表会及时通知家长。停课消息还将在以下媒体广播。

Inclement Weather

If weather conditions make it necessary to close the Chinese School, school administrators and PTA members will communicate with every family about the closure. The closing information will also be announced by the following media organizations:

Capital News 9 Times Union	The Post Star	WFLY-FLY92
WGY-810 WGY WNYT TV	WRGB TV	WTEN TV
WRVE-The River	WYJB – B95.5	WXXA TV

SHAKER JUNIOR HIGH SCHOOL – 475 WATERVLIET-SHAKER ROAD – LATHAM, NY

REGULAR FIRE DRILL EVACUATION PROTOCOL

1. After announcement, FULLY OPEN BLINDS and CLOSE WINDOWS. LAST ONE OUT CLOSES THE DOOR. TURN OFF LIGHTS/GAS. Know primary and alternative evacuation routes.
2. Teachers should take their CLASS ATTENDANCE ROSTER when evacuating the building. Attendance should be taken once the class has reached its designated evacuation location. NO TALKING during ENTIRE drill so extra instructions can be heard.
3. If an adjacent room is unoccupied, turn off the lights and shut the door.
4. Students should not move until told to do so by their teacher. Bathrooms should also be checked by male and female staff members during exiting procedures. Teachers should actively supervise students as they evacuate the building.
5. Students and faculty should return to their classes only after they are directed to do so via the PA system.

GUIDELINES FOR DISABLED STUDENTS DURING FIRE & SHELTER EMERGENCY SITUATIONS

1. Each disabled student must have assistance available during all emergency situations. Students with disabling conditions affecting their legs, feet, arms, hands, sight or hearing must receive appropriate assistance. Assist downstairs, no elevators. Wheelchairs must be carried down by assigned adults.

LOCKDOWN PROTOCOL

1. A PA or television announcement will direct to “FOLLOW LOCKDOWN PROCEDURES.”
2. Check the corridor for any students in the hall, bring them into the nearest classroom and LOCK CLASSROOM DOORS. Do not open the door or leave the room until told ALL CLEAR over the PA system.
3. TURN OFF LIGHTS. CLOSE BLINDS AND CLOSE/LOCK WINDOWS. Students and teacher should gather in a safe area away from the line of sight of the corridor. Cover any hall window to prevent sight into classroom. Turn on TV to Channel 75.
4. Maintain silence, stay in place until you receive the ALL CLEAR announcement via the PA system or television.

SEVERE WEATHER PROTOCOL

1. A PA or television announcement will direct to ‘TAKE SHELTER’.
2. WINDOWS ARE TO BE CLOSED, BLINDS CLOSED, LIGHTS ARE TO BE TURNED OFF and DOORS CLOSED.
3. Students and teachers are to move to ground floor hallways AWAY FROM DOORS AND GLASS AREA.
4. Once students have reached their designated shelter area, they should sit or stand as instructed and remain silent.

LOCKOUT PROTOCOL

This is a procedure which allows the school to continue with the normal school day, but curtails outside activity and allows no unauthorized personnel into the building.

1. A PA announcement to indicate a lockout has been implemented. Turn on TV to Channel 75.
2. Classes which are outside should immediately re-enter the school building.
3. Administrators/custodians/assigned staff – lock and secure all exterior doors and entrances.
4. Monitor main entrance and allow only AUTHORIZED personnel into building.
5. CLOSE BLINDS
6. Continue until the all clear is given via the PA or television.

SHELTER IN PLACE

1. Teachers and staff in classroom or other general use areas should check the corridors for students and bring them in. LOCK CLASSROOM DOORS. Classes that are outside should be brought inside to a secure area.
2. Teachers should conduct a visual scan of their rooms for anything new or out of place. If something is found, use the emergency call button to contact the main office. Turn on TV to Channel 75.
3. Maintain students in the secure areas. Continue instruction/conduct business as usual until the “All Clear” is given via the PA or television.
4. When Sheltering in Place, DO NOT LEAVE ROOMS OR EXIT THE BUILDING unless directed to do so via the PA or television.
5. Children who are ill: use the call button. Office staff will contact the school nurse, who will come to you.

IN-BUILDING RELOCATION PROTOCOL

1. Check corridor for students and bring them into classroom. Lock doors; turn on TV to Channel 75.
2. Follow directions as given via the PA or television.
3. Do not leave rooms or exit the building unless directed to do so via the PA or television.