

# 西雅圖華文學校 消防與校園安全措施

## 一．消防安全

### ①發現火災時：

1. 首先發現火災者應立刻啓動火災手拉警報系統，並立即撥九一一報告確實火災地點。
2. 當輕微火災發生時，立刻使用滅火器。
3. 當嚴重火災發生時，立刻離開現場或房間，並將所有的門關上。
4. 如果身上衣服著火，即刻就地翻滾。

### ②如果聽見火災警報: 立刻疏散 (見學校火災疏散圖)。

### ③倘若被濃煙困住: 老師應指示學生和助教蹲下並儘可能屏息，呼吸時以衣服掩鼻，用鼻腔輕淺呼吸，並設法立即離開現場。

## 二．火警疏散

### ①老師與學生注意事項：

1. 老師指示學生和助教馬上離開火警現場，但不可以跑步。
2. 只拿必要之個人物品，不可拖延。避免拿會增加危險或易濺潑的物品。
3. 老師務必指示學生和助教到達指定的集合地點，並負責清點班上的學生和助教人數。
4. 老師向校長報告其班上的學生和助教的疏散狀況，及是否有受傷或人員失蹤情事。
5. 留在指定的集合地點直到得到校長進一步指示。
6. 當老師接到回教室的指示後，需負責全班的學生和助教確實回到教室，若任何人沒有回到教室，立即向校長報告。

### ②校長及副校長注意事項：

1. 校長或副校長指示辦公室行政人員和助教立刻離開火警現場，但不可以跑步。
2. 只拿必要之個人物品，不可拖延。避免拿會增加危險或易濺潑的物品。
3. 校長務必指示所有辦公室行政人員和助教，到達指定的集合地點，並負責清點辦公室行政人員和助教。
4. 校長須等候所有老師報告各班的疏散狀況。
5. 校長需通報消防隊長或校工火災的疏散狀況，並報告各班失蹤人員。
6. 在消防隊長宣佈建築物已恢復安全狀況，並允許進入的情況下，各班級老師在校長指示下，由行政人員或輪值交通指揮家長協助下回教室。

### ③輪值交通指揮家長的任務：

1. 當火災發生時需巡邏校園一周以確定教室內師生均已全部疏散。檢查各教室確定無人被困於教室 (請查看所負責的區域圖)。
2. 向校長報告疏散狀況。
3. 在指定的集合地點等候校長進一步指示，並協助校長傳達指令。
4. 當火災撲滅後，再次依據防火安全措施巡邏校區，並向校長簡報最後狀況。

### 三．校園安全措施：

#### ①老師應注意事項：

- 1.上課鈴響後，各班老師負責清點班上的學生和助教人數。
- 2.上課鈴響5分鐘後，若有學生或助教仍未回到教室，應立即向辦公室報告。
- 3.任何時候，如果有任何來自教室或外來的威脅，請立即向辦公室報告。

#### ②輪值交通指揮家長應注意事項：

- 1.輪值交通指揮家長在下課時間負責監督學生，包括勸導學生勿爬樹、破壞公物、玩危險遊戲、互相追逐所導致的紊亂，甚至糾正行為不檢點的學生等。
- 2.輪值交通指揮家長在上課鈴響後，巡邏校園以確定所有學生已回教室上課。
- 3.當發現學生在上課後仍在校園內走動，需詢問學生姓名、班級和教室。督促並陪同學生儘速回到教室。
- 4.若有特殊狀況發生，例如該學生拒絕回到教室時，立即帶領學生向辦公室報告。
- 5.如果受到任何脅迫或危險狀況，立即向辦公室報告。
- 6.若發現非本校師生或家長之不明人士在校園遊蕩，必須促其離開本校。

#### ③學校辦公室（校長及副校長）應注意事項：

##### \*\*當發生”學生失蹤狀況”時：

- 1.指派當天輪值交通指揮家長及行政人員在校園和各教室尋找失蹤學生。
- 2.當在校園和教室遍尋不著，立即連絡學生家長。
- 3.在前述措施後，若仍無法尋獲學生時，校長應立刻報警處理，並通知學生家長目前狀況。

##### \*\*當接獲任何威脅時：

- 1.應立即報警處理。
- 2.若接獲報告本校學生打架情事發生，校長應試著平息事況，若情況無法改善，應立即報警處理。

##### \*\*訪客需知：

任何訪客（學生家長不在此限）必須到辦公室的訪客單上簽名，填上來訪目的及時間。離開前並填寫離開時間。

##### \*\*遲到/早退應有之程序：

所有家長在已上課期間送學生到校或帶學生離開學校，都必須到辦公室簽到及簽退。此規定不包括正常上下課時間之接送。

# Seattle Chinese School Safety and Security Plan

## Fire Safety, Security and Evacuation Plan

### A. Fire Safety

#### If a fire is discovered:

1. Call 911 – report the exact location of the fire and/or activate the fire alarm manual pull station.
2. For small fires, use a fire extinguisher.
3. For large fires, get out of the area/room and close the doors.
4. If your clothing catches fire, Stop, Drop and Roll.

**If the fire alarm annunciates (Alarming)** – Evacuate immediately; See the Fire Evacuation Plan.

#### If you are caught in smoke:

The teachers to instruct all students and TA's to drop to their hands and knees and hold breath as much as possible. Take shallow breaths through the nose and use your clothing as a filter. Evacuate the area immediately (see the Fire Evacuation Plan).

### B. Fire Evacuation Plan (and in case of Fire Alarm horns/strobes are annunciated)

#### For Teachers and Students

1. Teachers to instruct students and TA's to move quickly but don't run.
2. Take only the essential personal belongings, don't delay. Don't carry things that could increase danger or could spill.
3. Do not stop until all students and TA's in your class reach the designated assembly area. Teachers to account for all students and TA's.
4. Teachers to report to the Principal on the status of the class (anyone who is missing or injured).
5. Stay in the designated assembly area until further notice.

Note: Teachers to account for all students and TA's in the classroom again when the teachers are instructed to go back to the classroom. Report to the office immediately of any missing student(s) or TA(s).

#### For the Principal and Vice Principals:

1. The Principal or Vice Principals to instruct staffs and TA's in the office to move quickly, but don't run. Take only the essential personal belongings, don't delay.
2. Don't carry things that could increase danger or could spill. Do not stop until all staffs and TA's from the office reach the designated assembly area.
3. The Principal to account for all staffs and TA's.
4. The Principal to wait for all of the teachers to report in of their status.
5. The Principal to inform the Fire Marshall and/or custodian of the entire school status. Report any missing persons from what class.
6. The Principal to instruct all of the teachers if it is safe to go back to the classrooms with the help of the staffs and the on duty TPSP. **This is only when the Fire Marshall has given permission for the occupants that the building is safe to go back in.**

**For the On Duty Traffic Patrol and Security Parents (TPSP):**

1. Make a round to make sure all of the classrooms are evacuated. Check all of the classrooms for any remaining persons (See your “Zone” coverage map)
2. Report to the Principal of the status.
3. Wait in the designated area with the Principal to receive further instructions and help the Principal to give out any instructions.
4. Make a round in the school ground again and follow the security plan for the school ground. Then, debrief the Principal.

**C. Security Plan****In Classrooms for Teachers:**

1. After each recess, the teachers to account for all students within 5 minutes.
2. After 5 minutes of the end of recess, report to the office immediately if any students are missing from the classroom.
3. Report to the office immediately if the class receives any kinds of threats from within classroom or from the outsiders.

**On the school ground for TPSP:**

1. The on duty traffic patrol and security parents (TPSP) to watch the students during each recess.
2. The on duty TPSP to go around school ground to make sure all of the students get back to the classrooms when the class is in session.
3. If the student(s) is/are found wondering in the hallway, ask the student (s) for name(s), grade(s) and room number(s). Escort the student(s) back to the classroom(s) and report the incident to the office.
4. Escort the student(s) to the office and report the incident ONLY if the student(s) refuses to go back the classroom(s).
5. Report to office immediately if the on duty TPSP receive or believe a threat is posed or a dangerous situation has occurred.
6. If found any peoples not related with our school and wondering in our campus, ask they to leave immediately.

**On the Office for Principal or Vice-principals:****A. For Missing Students**

1. In case of missing student(s), the Principal to dispatch the on duty TPSP and the staffs to search the school grounds and the classrooms for the missing student(s).
2. After the school grounds and the classrooms are searched and no missing student(s) is found, contact the parents immediately if the student(s) is with them.
3. After 1 & 2 still no missing student(s), the Principal to call police and report the potential missing student(s).
4. After 1, 2 & 3, the Principal to keep the parents posted.

**B. For Security**

1. When receiving any threats, the Principal to call police immediately.
2. When receiving reports of any physical fighting, the Principal to try to calm the situation down. Call the police if the situation gets worse.

**C. Visitor Rule**

All visitors must sign in and sign out at the office (room 220).

**D. Sign-in and Sign-out Procedure**

All parents must sign in and sign out in the office (room 220) when picking up/dropping off your child during the regular class hours. This does not include the normal drop off and pick up times.