

School Contingency Plan under Emergency Situation

Guidelines to Contingent Actions for Tropical Cyclones, Heavy Persistent Rain, Rain Storms & Thunderstorms

In general the following arrangements will apply :

	Situations	Arrangements made by School
A	<ul style="list-style-type: none">• When Tropical Cyclone Warning Signal Pre-No. 8 / No. 8 or above is issued,• When RED or BLACK rainstorm warning is issued from 5:30 am onwards and before 6:00 am,• When the Permanent Secretary for Education Bureau (PSEB) announces the closure of schools,• When local weather conditions or any other emergency warrants the closure of our school.	<ul style="list-style-type: none">• The school will be closed.• The school will be closed.• The school will be closed.• The school will be closed. The Education Bureau will be contacted to arrange for the announcement.
B	When the PSEB announces the suspension of classes after 6:00 a.m. and some students have left home and have arrived at school	<ul style="list-style-type: none">• There will be members of staff in school to provide relevant assistance.• Students should then phone home to their parents or any other responsible person to see whether they should return home at once. They can do so if they are accompanied by their parents or a person authorized by the student's parents.• Students will be allowed to stay in school until the situation warrants a safe journey home.
C	When the PSEB announces the immediate closure of schools while they are in session	<ul style="list-style-type: none">• Students will be dismissed from school and asked to go home immediately.• However, they will be allowed to stay in school until the situation warrants a safe journey home.
D	When students miss or arrive late for school / test / examination under the exceptional circumstances of inclement weather	<ul style="list-style-type: none">• Students will not be penalised• The examination(s) scheduled for that day will be postponed to Saturday of the same week or as announced by the school.

Reference: EDUCATION BUREAU CIRCULAR NO. 4/2016 "Tropical Cyclones and Heavy Persistent Rain Arrangements for Kindergartens and Day Schools"

熱帶氣旋及持續大雨下學校安排

以下一般安排將會適用，而教育局亦會就此發出適當公布：

	天氣情況	學校安排
A	<ul style="list-style-type: none">• 當天文台發出八號預警／八號或以上熱帶氣旋警告信號• 當紅色或黑色暴雨警告信號，在上午5時30分至6時前發出• 當教育局常任秘書長（PSEB）公布所有學校須全日停課• 因地區內的天氣狀況或任何其他緊急情況引致學校必需關閉	<ul style="list-style-type: none">• 學校停課。• 學校停課。• 學校停課。• 學校停課，並聯絡教育局作有關公告。
B	如教育局常任秘書長（PSEB）於上午6時後公布所有學校須全日停課，而部份學生在上學途中或已返抵學校	<ul style="list-style-type: none">• 學校實施應急措施並安排人手照顧可能返抵學校的學生；• 學生致電父母／監護人，以確定他們是否應該立即回家；或由學生家長／監護人授權的人士陪同返家。• 學生留在學校，在安全情況下，方可讓學生回家。
C	如教育局在上課時間內公布學校須立即停課	<ul style="list-style-type: none">• 學生留在學校，直至已作出安全及恰當的安排，在適當時候儘快讓學生回家。
D	如因天氣、道路、斜坡或交通情況惡劣導致學生無法返抵學校或遲到，影響校內測驗或考試	<ul style="list-style-type: none">• 在這種特殊情況下，學生不會受到處分；• 計劃在當天進行的考試將延期致同一周的星期六或另訂考期。

參考文件：教育局通告第4/2016號《熱帶氣旋及持續大雨幼稚園及日校適用的安排》

Guidelines to Contingent Actions for School Closure and Class Suspension

In general the following arrangements will apply:

	Situations	Arrangements made by School
A	<ul style="list-style-type: none"> • When the Permanent Secretary for Education Bureau (PSEB) announces the closure of schools in Hong Kong • When the Permanent Secretary for Education Bureau (PSEB) announces the closure of schools in our district • When other emergency warrants the closure of our school 	<ul style="list-style-type: none"> • The school will be closed. • The school will be closed. The Education Bureau will be contacted to arrange for the announcement. • The school will be closed. The Education Bureau will be contacted to arrange for the announcement. • Notice to parents will be made through school website and other means as appropriate.
B	<p>When the PSEB / school announces the suspension of classes after 6:00 a.m. and some students have left home and have arrived at school</p>	<ul style="list-style-type: none"> • There will be members of staff in school to provide relevant assistance. The janitor responsible for the door keeping will provide immediate support. CMT members and SGM will report duty as soon as possible. • Students should then phone home to their parents or any other responsible person to see whether they should return home at once. They can do so if they are accompanied by their parents or a person authorized by the student's parents. • Students will be allowed to stay in school until the situation warrants a safe journey home.
C	<p>When the PSEB announces the immediate closure of schools while they are in session</p>	<ul style="list-style-type: none"> • Students will be dismissed from school and asked to go home immediately. • If situation permits, students will be allowed to stay in school until the situation warrants a safe journey home. • Staff members will stay to provide support to students until all students have left.
D	<p>When the School Crisis Management Team decide the immediate closure of our school while in session</p>	<ul style="list-style-type: none"> • Students may be guided to evacuate according to emergency escape route as in the fire drill or under special instruction as necessary. • Notice to parents will be made through school website and other means as appropriate. • Students will be dismissed from school and asked to go home immediately. • Staff members will stay to provide support to students until all students have left.
E	<p>When students miss or arrive late for school / test / examination under the exceptional circumstances</p>	<ul style="list-style-type: none"> • Students will not be penalised. • The examination(s) scheduled for that day will be postponed to Saturday of the same week or as announced by the school.

Reference: EDUCATION BUREAU CIRCULAR NO. 9/2015 "Handling Emergency Situations in Schools"

緊急情況下學校安排

以下一般安排將會適用：

	天氣情況	學校安排
A	<ul style="list-style-type: none">• 當教育局常任秘書長 (PSEB) 公布全港學校須全日停課• 當教育局常任秘書長 (PSEB) 公布本區學校須全日停課• 因其他緊急情況引致學校必需關閉	<ul style="list-style-type: none">• 學校停課。• 學校停課, 並聯絡教育局作有關公告。• 學校停課, 並聯絡教育局作有關公告。• 通過學校網站和其他適當的方式通知家長。
B	如教育局常任秘書長 (PSEB) 於上午 6 時後 公布所有學校須全日停課, 而部份學生在上學途中或已返抵學校	<ul style="list-style-type: none">• 學校實施應急措施並安排人手照顧可能返抵學校的學生; 學校保安員及工友將提供即時支援。 CMT 成員和各主任老師 (SGM) 將盡快回校提供相關協助。• 安排學生致電父母/監護人, 以確定他們是否應該立即回家; 或由學生家長/監護人授權的人士陪同返家。• 學生留在學校, 在安全情況下, 方可讓學生回家。
C	如教育局在上課時間內公布學校須立即停課	<ul style="list-style-type: none">• 學生將被安排立即回家。• 如果情況允許, 學生將留在學校, 直到在安全情況下, 方讓學生回家。• 學校員工將繼續為學生提供支援, 直至所有學生離開。
D	如學校危機管理小組在上課時間內決定學校須立即停課	<ul style="list-style-type: none">• 如有需要, 安排學生採用「緊急逃生路線」或其他適當的路線緊急疏散到安全的地方。• 通過學校網站和其他適當的方式通知家長。• 學生將被安排立即回家。• 學校員工將繼續為學生提供支援, 直至所有學生離開。
E	如因特殊情況(天氣、道路、斜坡或交通情況惡劣等)導致學生無法返抵學校或遲到, 影響校內測驗或考試	<ul style="list-style-type: none">• 學生不會受到處分。• 原訂於當天進行的考試將延期致同一周的星期六或另訂考期。

參考文件：教育局通告第9/2015號《學校處理緊急情況的安排》