

紧急情况疏散人员计划

(华大三藩市中文学校)

Emergency Evacuation Plan

(Huada San Francisco Chinese Academy)

1. 遇到紧急情况, (如火警, 大地震), 请所有的老师和学生立刻停止正在进行的教学活动. 立刻在老师的带领和校长的指挥下有秩序地撤离课室到外面空旷的大操场.

During an emergency situation (e.g. Fire, Earthquake), teachers and students must immediately stop all educational activity. Following teachers' and the principal's orders, everyone must evacuate the building in an orderly fashion from designated stairways and exits.

2. 撤离到大操场后, 教师应集中班级所有学生并立刻点名查清学生人数. 并指派人员及时向校方通报情况, 所有学生未经教师同意不得擅自离开班级集中地.

After departing from the building, teachers should gather all students in their classes somewhere nearby and immediately take roll. In addition, teachers should provide assistance and report the current situation to the administration. All students, without consent from the teachers, cannot leave the assembly.

3. 如有家长在现场, 应协助子女所在班级的教师, 带领全班同学撤离现场. 绝对不可在撤离的过程中私自认领子女, 以免引起混乱, 延误疏散的时间.

If parents are present, they should provide assistance for the teachers and lead students away from the premises. In order to prevent chaos and delaying the evacuation, parents must under no circumstances lead their own children away from the crowd.

4. 校方及家长值班人员应迅速检查厕所和教室. 留出通道, 以备救急人员的出入.

The faculty and parents on duty should quickly examine the restrooms, halls, soccer fields, and other places for remaining persons. They should clear the passage ways to allow better access for emergency personnel.

5. 警报解除前, 所有人员不得返回教室, 等待相关人员来处理.

Before the situation has been cleared, all persons must not return to the building, but wait for further instructions from the personnel.