

EMERGENCY PROCEDURES

Approved at Board Meeting

13 September 2022

Review Date: September 2025

Internal and external circulation

Emergency Procedures

Two kinds of Signals:

1) **Fire Alarm = continuous fire alarm bell**

When staff and students hear the signals of the fire alarm bell, they should proceed to the nearest designated meeting spots on campus.

Emergency Procedure for Fire Alarm:

On hearing the bell,

- **Always** remain calm;
- **Follow** the instructions given by the Teacher / Tutor;
- **Do** switch off all electric power, if possible;
- **Do** close the door after leaving the room;
- **Do Not** stop to collect personal belongings;
- **Do Not** run; keep a quick pace when walking;
- **Do Not** open a door if you suspect that there is a fire on the other side;
- **Do Not** carry anything;
- **Do Not** panic or push those in front of you;
- **Do Not** re-enter the building until advised by the Teacher / Tutor.

Assembly Points

In the event of a fire alarm, staff and students will assemble as below:

Academic Block	- Block 1 Assembly Point
Canteen	- Exit via the covered walkway to Block 1 Assembly Point
Sports Hall and Assembly Hall	- Emergency Assembly Point
Residential Block	- Emergency Assembly Point outside each Residential Block

Assembly Procedures during Day Times (Term Time)

Teachers and/or Heads of House, as appropriate, lead students to the Assembly Area, and ensure that students stand in the appropriate spot according to Block distribution.

The following staff members authorize the re-occupation of the premises in consultation with the Fire Services Department or the College's Security Guard.

Academic Block & Canteen - The Principal or, in his absence, the Director of Studies or the designated person in charge as fire officer.

Sports Hall & Assembly Hall – the Teacher(s) present in these areas;

Residential Block – the Head of House or the Teacher(s) present at the time.

Staff Duty list as per attached.

Assembly Procedures during Non-General Office Working Hours (Term Time)

Academic Block & Canteen / Sports Hall & Assembly Hall

- (i) College gate should be wide-opened for the access of the fire engine; Big notices should be placed at the front gate to indicate duty guards are on emergency duty; if possible, duty-guards should seek help from staff member(s) or student(s) on site to man the gate or to provide necessary assistance temporarily; call the Emergency Phone Holder immediately to seek help either to man the gate or to provide necessary assistance.
- (ii) When there are two duty-guards on duty, (a) one duty-guard should follow the usual procedure in checking fire panel and to identify the source of fire signal (b) the other guard should ensure that no-one is left in the buildings and students should be asked to stand in the appropriate spot in the Block 1 Assembly Point or the Emergency Assembly Points at the back of the Assembly Hall and Sports Hall, as appropriate. After finishing clearing the buildings and condition permits, this guard should return to man the gate.
- (iii) When there is only one duty-guard on duty, (a) before the arrival of the fire engine (the first 5 minutes), this duty-guard should ensure that no-one is left in the buildings and students should be asked to stand in the appropriate spot in the Block 1 Assembly Point or the Emergency Assembly Points at the back of the Assembly Hall or Sports Hall, as appropriate (b) Then, proceed to check the fire panel and to identify the source of fire signal.
- (iv) Any teacher/staff member or student at the time in the nearby area, if situation permits, should provide assistance to the duty-guards.
- (v) Duty-guard authorizes the re-occupation of the premises in consultation with the Fire Services Department.

Residential Block – the Head of House or the Teacher(s) present at the time, as appropriate, should lead students to the Assembly Area, and ensure that students stand in the appropriate Emergency Assembly Point. The Head of House or the Teacher(s) present at the time authorize the re-occupation of the premises in consultation with the Fire Services Department.

All Teachers/Tutors must respond to the fire alarm where they are currently present in the building when the fire alarm is activated at any time during Term Time.

Family members, helpers or visitors etc, who reside/stay in the staff residence should make their own judgment for their own safety whether they shall assemble as per student community.

Assembly Procedures during Day Times (Non Term Time)

Similar procedure as outlined above for staff members. Family members, helpers and/or visitors of the residential staff etc, if any, should act accordingly at their own judgment for their own safety whether they shall assemble in the Emergency Assembly Point.

Assembly Procedures during Night Times (Non Term Time)

No “assembly procedures” in place at night during non term time. Staff members and family members, helpers and/or visitors of the residential staff etc, if any, should act accordingly at their own judgment for their own safety.

2) Lockdown = sharp tone with consistent short-pause

Emergency Procedure for Lockdown:

Close the Main College Entrance by guard.

Inform the Principal, in his absence, the Acting Principal (by phone) by the guard.

On hearing the bell,

Indoor

- **Always** remain calm;
- **Do** stay where you are and **Keep** quiet;
- **Do** close the door, if possible;
- **Do** close the windows and **Pull** down all shades;
- **Stay** away from the doors and windows;
- **Keep** the room dark and silent;
- **Hide** behind the solid wall or furniture;
- **Remain** out of sight and low down;
- **Do** switch your mobile phone to “silent” tone;
- **Do** stay alert to your nearby environment;
- **Do Not** stop to collect personal belongings;
- **Do Not** open a door even though someone knocks on your door;
- **Do Not** leave the room unless all clear signal given by Principal or his delegate;

Outdoor

- **Always** remain calm;
- **Seek** protection;
- **Find** the safety area and secure it the best way as you can;
- **Staff member** are required to inform their invited guests and/or contractors, if possible;
- **Do not** go out unless all clear signal given by Principal or his delegate;

The Principal or, in his absence, the Acting Principal authorizes movement through a loud speaker.

Academic Block & Canteen - Assembly Procedures and Duty List

If the alarm goes off in the academic block and/or canteen, students and teaching staff should make their way by the shortest available route to Block 1 Emergency Assembly Point where they should assemble along the pedestrian walkway by tutor group under the direction of the Heads of House.

Non-academic staff in the Academic Block also report to Block 1 Emergency Assembly Point.

The prime objective is to vacate the buildings in an orderly fashion.

To ensure that no-one is left in the building and that all possible precautions are taken, specific duties are assigned as follows:

Academic Staff: check that windows are closed, electrical apparatus switched off, and the door closed, before leaving your classroom or office area. Doors should not be locked.

Office Staff: check that windows are closed and doors closed. Doors should not be locked.

Checking: A pool of staff members indicated below [those in brackets (...) are standby] are responsible for checking that the building is vacated and all rooms/offices/toilets/balconies are inspected. Upon completion of their inspection, they should report to the Director of Studies. In the absence of the DOS, the available Focus Team member(s).

Other than the responsible areas as indicated below, the DOS or the Principal can assign any staff members in the pool to inspect other areas of concern as needed when practically possible.

On the day of the fire drill, if the assigned duty staff is on leave, sick, not well to perform the duty, please inform your “standby” as practically as possible in advance for her/him to do the duty for you.

Academic Block	Term Time (08:30-13:50)	Term Time (13:50-17:30)	And	Term Break, Project Week and School Holidays (Office Hours)	Other times (i.e. non-office hours)
Office Block					
Roof	Beta/(Stephanie)	Stephanie/ (Yanki)			Duty Guard
Level 3	Yanki/(Kelvin)	Kelvin/ (Jenny L)			Duty Guard
Level 2	Karen T/(Fiona)	Margaret/ (Jenny L)			Duty Guard
Level 1	Carl/ (Esther)	Mandy/ (Flora)			Duty Guard
Lower Level (Classrooms UG02/UG03, 002,003)	Wendy T/ (Kathy)	Michael/ (Mari)			Duty Guard

Janitors' Quarters / Containers area	Janitor's Qtrs – Maintenance staff Containers area & the bottom of A-Blk Stairs near main. Workshop – maintenance staff	Janitor's Qtrs – Maintenance staff Containers area & at the bottom of A-Block Stairs near maintenance workshop – maintenance staff	Duty Guard
Library Block			
Roof	Kunjai/ (Michael)	Vivien/(Jan)	Duty Guard
Level 3	Kalpana/(Cherrie)	Thandi/(Jan)	Duty Guard
Level 2	Trevor/(Jack)	Jack/(Thandi)	Duty Guard
Level 1	Ronny/(Karmen)	Karmen/(Amy)	Duty Guard
Lower Level (Spiritual Ctr)	Hayley/(Mark E)	Kathy/(Flora)	Duty Guard
Janitors' Quarters / Containers area	Janitor's Qtrs – maintenance staff Containers area & at the bottom of A-Block Stairs near maintenance workshop – maintenance staff	Janitor's Qtrs – maintenance staff Containers area & at the bottom of A-Block Stairs near maintenance workshop – maintenance staff	Duty Guard
Dining Hall / Kitchen	<u>Catering Manager</u> to check dining hall and kitchen and direct staff/students <u>to avoid Academic Block</u> and exit via the covered walkway to Block 1 Emergency Assembly Point.		
Walkway to A-Block	<u>Maintenance Supervisor</u> should station in Block 2 walkway by stopping people going to the Academic Block. When the fire alarm is activated in the Academic Block, <u>Tony</u> should alert Director of Education outside Classroom in the Assembly Hall. <u>No evacuation is required in the Assembly Hall/Sports Hall.</u> <u>Mari/(Mandy)</u> should station in the College roundabout by stopping people going to the Academic Block and/or Canteen.		

DOS will then report to the Principal for any emergency or after gathering the above information.

Everybody will remain in the allocated area until given the all clear by the Principal or the DOS or the fire officer to disperse. The all clear will be given when the Principal or the DOS or the fire officer decides that all reasonable measures have been taken to clear and inspect the buildings.

In absence of the Principal, any fire alarm taken place should inform the Principal as soon as practically possible.

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Fire Alarm / Fire Drill (Assembly Hall & Sports Hall)
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If the alarm goes off in the assembly hall or sports hall, students and staff in these areas and the hardcourts should make their way by the shortest available route to the pedestrian walkway on Nin Wah Road, where they should assemble under the direction of the Director of Education Outside the Classroom (EOTC) or any teacher or the Duty Guard.

Non-academic staff in the assembly hall or sports hall or closeby areas also report to the pedestrian walkway on Nin Wah Road.

The prime objective is to vacate the buildings in an orderly fashion.

To ensure that no-one is left in the building and that all possible precautions are taken, specific duties are assigned as follows:

Block		To Report to EOTC
Assembly Hall	<p><u>Duty Guard</u> should go to check the Assembly Hall. If EOTC or any teacher are on duty, EOTC or any teacher on site check that windows are closed, electrical apparatus switched off, and the door closed, before leaving the assembly hall. Doors should not be locked.</p> <p>If there are no EOTC or teachers, Duty Guard should take up the clearance duty as outlined above.</p>	
Sports Hall & Hardcourts	<p><u>Duty Guard</u> should go to check the Sports Hall & Hardcourts. With the assistance of any Janitor or any teacher on site check the Sports Hall, Fitness Room and Changing Rooms that windows are closed, electrical apparatus switched off, and the door closed, before leaving. Doors should not be locked.</p>	
Block 2 / Academic Block stairway to Assembly Hall/Sports Hall	<p>When the fire alarm is activated in the Assembly Hall/Sports Hall, <u>Duty Guard</u> should alert Maintenance Supervisor to station here to stop people going to the Assembly Hall/Sports Hall/hardcourts.</p>	
Block 3/4 stairway to the Sports Hall	<p>Maintenance Supervisor will arrange another maintenance staff to station there to stop people going to the Sports Hall.</p>	
Academic Block	<p>After receiving the phone call from the Duty Guard, the Maintenance Supervisor should alert the Principal in the Academic Block.</p> <p><u>No evacuation is required in the Academic Block.</u></p>	

Everybody will remain in the allocated area until given the all clear by the EOTC or the Teacher-in-charge or fire officer to disperse. The all clear will be given when the EOTC or Teacher-in-charge or fire officer decides that all reasonable measures have been taken to clear and inspect the buildings.

A fire drill will be needed annually for the whole College community for familiarisation of the escape route.

Arnett Edwards
Principal, September 2022

Fire Alarm / Fire Drill (Residential Blocks)

Tutors and other staff residents in the block must clear and exit the building and liaise with medical and emergency personnel as necessary :

First tutor down-to take charge and check the above have been cleared.

All gather at assigned place by floor and in room order, silently, until the building is declared safe by guards/ fire department or other arrangements are announced.

Any Fire Alarm / False Alarm / Fire Drill taken place in the Residential Blocks should inform the Principal as soon as practically possible.

Block 1 Bottom Floor 2/F 3/F Roof	Staff Mark (and to call Magan) Wendy Tai Esther Ronny	<u>To Report to HoH</u>
Block 2 G/F (computer room, sick bays, day room, laundry) 2/F 3/F Roof	Staff Cherrie Helen Trevor Jesus	<u>To Report to HoH</u>
Block 3 G/F (laundry room, day room) 2/F 3/F Roof	Staff Sandy and Joyce Steve and Craig Michele Janice	<u>To Report to HoH</u>
Block 4 G/F (day room, Blk 3&4 computer rooms, laundry) 2/F 3/F and Roof	Staff Flora and Kalpana Fiona and Hayley Alfred and Linda	<u>To Report to HoH</u>

Arnett Edwards
Principal, September 2022