



**Ray Chinese School**

瑞华中文学校

**Emergency Responding Procedures**

突发事件的应急机制

2010年8月

**Fire/Ambulance/Police/Emergency**

**Call 911**

**Kennedy Campus Crisis Team (Kennedy 校区应急小组)**

**Members:** The Principal / Vice Principal / Executive Committee Members on Duty

CPR FIRST AID \_\_\_\_\_ Phone: \_\_\_\_\_

Spokesperson Principal / Designated Person

Alternate Spokesperson Vice Principal / Designated Person

Designated Room Front Office

Designated Assembly Location Front and Rear Parking Lots

**Still Campus Crisis Team (Still 校区应急小组)**

**Members:** The Principal / Vice Principal / Executive Committee Members on Duty

CPR FIRST AID \_\_\_\_\_ Phone: \_\_\_\_\_

Spokesperson Principal / Designated Person

Alternate Spokesperson Vice Principal / Designated Person

Designated Room Front Office

Designated Assembly Location Front and Rear Parking Lots

## **Staff Responsibilities in the Event of Emergency**

### **紧急事件发生时教职员工责任**

#### **Principal or designee:**

- Verify information
- Call 911 (if necessary)
- Seal off high-risk area
- Convene crisis team
- Implement crisis response procedures
- Notify students and staff
- Evacuate students and staff if necessary
- Respond to media
- Notify board president (if necessary)
- Implement post-crisis procedures
- Keep detailed notes of crisis event

#### **校长或指定代表职责**

核实消息  
如有必要，拨打 911 紧急电话  
封锁高危险区域  
召集应急小组成员  
启动应急机制  
通知学生和教职工  
必要时，组织师生员工撤离现场  
接受媒体采访  
如有必要，通知董事长  
执行突发事件善后处理  
记述突发事件的详细经过并归档

#### **Executive Committee Members**

- Following principal's instructions
- Assist principal handling emergency
- Refer media to principal (or designee)

#### **校委的职责**

听从校长指挥  
协助校长处理突发事件  
由校长或指定人接媒体采访

#### **Teachers**

- Verify information
- Lock classroom doors,  
unless evacuation orders are issued
- Warn students, if advised
- Account for all students
- Take class roster during an evacuation
- Stay with students during an evacuation
- Keep detailed notes of crisis event
- Refer media to principal (or designee)

#### **老师的职责**

核实消息  
除非接到撤离通知，老师应该锁紧  
教室门  
如果接到通知，提醒学生注意  
清点学生人数  
撤离时带上学生名册  
撤离期间始终和学生一起  
详细记述突发事件的经过  
由校长或指定人接受媒体采访

#### **Ray Chinese School Executive Committee**

瑞华中文学校校委会

2010年8月15日

## **In the event of Serious Injury/Death** **严重伤亡事故危机处理**

### **If incident occurred in school (事故发生在学校里)**

- **Call 911**  
拨打 911 紧急电话(现场人员)
- **Notify CPR/first aid certified persons**  
通知 CPR 急救人员(现场人员)
- **If possible, isolate affected student/staff member**  
可能情况下, 对相关学生和教职员进行隔离(现场人员)
- **Notify Principal**  
通知校长
- **Principal notifies Board President / Board**  
校长通知董事长/董事会
- **Activate school crisis team. Designate staff person to accompany injured/ill person to hospital**  
启动应急小组, 专人陪伴受伤/生病人员前往医院
- **Principal notifies parent(s) or guardian(s) of affected student**  
校长通知相关学生的家长和监护人
- **Direct witness(es) to school office. Contact parents if students are sent to the office**  
将现场人员带到办公室, 如有学生在场, 应通知相关家长或监护人
- **Determine method of notifying students, staff and parents**  
校长决定如何通知其他学生, 教职员和家长
- **Refer media to principal (or designee)**  
由校长或指定人接受媒体采访

### **If incident occurred outside of school (事故现场不在学校内)**

- **Activate school crisis team.**  
校长启动应急小组
- **Notify staff before normal operating hours.**  
在正常工作时间前通知教职员
- **Determine method of notifying students and parents.**  
决定如何通知学生和家
- **Refer media to principal (or designee)**  
由校长或指定人接受媒体采访

**Ray Chinese School Executive Committee**

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2010年8月15日

## **In the event of Sickness or Minor Injury**

### **生病和意外受伤处理**

**During normal school hours, in the event of accidental injury and sickness**  
在学校的正常教学时间里，如果发生学生意外受伤，生病等突发事件时

**If a person's life is in immediate danger, follow Serious Injury/Death procedures**

**在学生面临生命危险时，按严重伤亡事故危机处理**

**In the event that life is not in immediate danger,**  
在一般生病和意外受伤时，

- **CPR/FIRST AID will provide first help at the scene.**  
由 CPR FIRST AID 专人在第一时间提供协助
- **Bring the student to the designated room**  
把相关学生带到指定地点
- **Executive Committee member (on duty) notifies student's emergency contact person printed on registration form, normally within 10 minutes.**  
值班校委在最快的时间内（一般在十分钟内）电话通知该学生注册时填写的意外事件联络人
- **Student will remain in the designated room with school staff until picked up by parents/guardians**  
学校职员陪伴学生在指定教室等候家长或监护人前来领回
- **Executive Committee member (on duty) should Keep detailed notes of crisis event, including the description, when, where, teacher, students, witnesses, procedures taken, how parents/guardians were notified, decisions made, and results**  
值班校委应该尽量详细地记录下事件经过，包括对事件描述，发生的时间，所在课堂和相关老师，受伤或生病学生，现场的学生，处理过程，如何通知家长/监护人以及所做决定和处理结果等等。

**Ray Chinese School Executive Committee**

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2010 年 8 月 15 日

## Fire 火警条例

1. 严禁在校区内玩火，抽烟，玩弄警报器。
2. 消防部门对假警报的罚款规定是，每十二个月内：
  - a. 第一次 警告
  - b. 第二次 罚款 \$100 美元
  - c. 第三次 罚款 \$150 美元，依次类推。

### 罚款将由肇事者承担.

3. 家长有责任教育子女遵守火警条例，紧急情况下听从老师指挥
4. 教师有责任教育学生遵守火警条例，每学期至少宣讲一次，以期使每个学生知道火情发生时听从老师的指挥
5. 教师及值班家长有责任在火情发生时带领学生以正确的方式逃生
6. 根据 Village of Lisle 和 City of Aurora 的防火管理规定，警报器报警时，**无论有无火情**，每个人都要从最靠近的出口处有秩序地撤离建筑物
7. 学生必须在任课老师和值班家长的带领下排成一队，安静，迅速地按指定疏散路线撤离到大楼外集合。不得擅自离开班级。撤离路线及集合地点见教室内挂图
8. 如火警发生在课间休息时间，学生应从最靠近的出口处到大楼外按中文课集合地点汇合，安静地等待值班家长和老师到来
9. 如指定的路线前方有烟雾发生，应迅速改向安全通道离开建筑物
10. 在烟雾中，尽可能把头放低。如通道两端都有烟雾，应迅速进入有窗的教室，关好门，与外面的人取得联系。若不是情况危急，不要打破玻璃窗
11. 上课老师和值班家长必须清点人数。如发现学生未到，立即通知应急小组或校委成员进行查找
12. 任何非工作人员一律不得往教室里找孩子
13. 任何家长不得擅自将学生带走。更不许马上开车离开。以防堵塞消防车通道，并防止发生交通事故
14. 全体师生和家长必须在消防人员解除警报后方可解散，重新进入学校

### Ray Chinese School Executive Committee

瑞华中文学校校委会

2010年8月15日

## **In the event of Assault, Bullying, and Fights**

### **攻击，欺负别人和打架**

**Assault, bullying and fights are not allowed in school. Students involved in assault, bullying and fights may face serious disciplined, up to being dismissed from school. If necessary, school will call police to handle the situations.**

学校不允许学生有攻击/欺负别人和打架行为。学校将对参与以上行为的学生进行严肃的处理，直至开除学籍。必要时，交由警方处理。

### **In the event of assault, bullying, and fights:**

- **Ensure the safety of students and staff first**  
确保学生和教职员的安全
- **Call 911 to notify law enforcement if circumstances lead you to believe that criminal activity is involved, e.g., if a weapon is used, if there has been a sexual assault or there is a physical injury that causes substantial pain..**  
如果相信有武器介入，涉及性骚扰行为，或伤势严重等情况，拨打 911 报警
- **Notify CPR/first aid**  
通知 CPR/First Aid 人员
- **Notify school administrators**  
通知值班校委，校委办公室
- **Seal off area where assault took place**  
封锁袭击现场
- **Do not leave the victim alone**  
派人陪伴受害者
- **Principal notifies parents of students involved in assault.**  
校长通知相关的学生家长
- **Executive Committee member (on duty) document all activities. Ask victim(s)/witness(es) for their account of incident**  
值班校委详细记录事件经过，记录受害者和目击者对事件的描述

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## In the event of Weapons

### 携带武器到学校

#### Staff or student who is aware of a weapon brought to school:

当教职员工或学生发现有人带武器到学校时

- **Notify principal or teacher immediately**  
立刻报告校长或老师
- **Tell principal or teacher name of suspected person, where the weapon is located, if the suspect has threatened anyone or any other details that may prevent the suspect from hurting someone or himself/herself.**  
把嫌疑人的名字，武器藏匿的地方，嫌疑人是否威胁任何人以及其它有助于避免嫌疑人伤害任何人（包括自己）的信息报告给校长或老师
- **If teacher suspects that weapon is in classroom, he/she should confidentially notify a neighboring teacher. Teacher stays in classroom.**  
如果老师怀疑有武器在教室里，应该秘密地告诉隔壁教室的老师，自己不能离开教室。

#### Principal 校长职责:

- **Call police if a weapon is suspected, as viewed by a reasonable person, to be in school.**  
如果有可信的证据怀疑有人带武器到学校，校长应该通知警方
- **Ask another administrator to join you in questioning suspected person.**  
与其他管理人员一起质问嫌疑人
- **Accompany suspect to private office to wait for police.**  
把嫌疑人带到单独的办公室等待警方到来
- **Conduct search with police**  
与警方一起执行搜查
- **Inform suspect of his/her rights and why you are conducting search.**  
告知嫌疑人拥有的权利和被查的原因
- **Keep detailed notes of all events and why search was conducted.**  
详细记录细节和搜查的原因
- **Notify parent(s) or guardian(s) if suspect is a student. Explain why search was conducted and results of the search**  
如果嫌疑人是学生，则通知学生家长或监护人，并解释搜查的原因和结果
- **If suspect threatens you with weapon, do not try to disarm him/her. Back away with your arms up. Remain calm**  
如果嫌疑人用武器对你进行威胁的话，不要抢夺武器，双手举起远离嫌犯，保持镇定。

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