

亞省中文學校 / 亞省中文學校

THE CHINESE ACADEMY

FIRE DRILL Duties for TAs / Volunteers

No running, No talking, Walk carefully but swiftly.

The main points for our *TA / Volunteers for a fire drill* that may occur sometime soon:

1. Teachers must review with students the exit route of the home room. Students must be reminded that: valuable items such as Walkman's, mp3 players or toys and money...etc. must be left at home. The school can take no responsibility for the loss of personal items. If a student does have any valuable items, such as money or a purse etc., they must bring these with them during a fire drill.
2. On hearing fire drill alarm, everyone must leave the building. This includes students, all teachers, TAs, volunteers, guests, parents, front-office staff...etc.
3. If there is students in the washrooms, bring them back to join the rest of the class.
4. Remind students to put on overcoat if the weather is cold.
5. Teachers then lead the students, TAs and volunteers in one single line, to the appropriate muster point. This needs to be at least 10 meters from the school building. No one is to be in the parking lot or close to any cars.
6. TAs /volunteers are the last to leave the classroom. They close all windows, turn off the lights and shut the classroom door. They stay with their classes throughout the entire fire drill procedures.
7. Line up students in one row and then take roll call once you have arrived at your muster point.
8. Remain together in this one row, until teachers and students are told that the school is safe to return to the classroom. Have students return to classroom in an orderly, quiet fashion. No running.
9. All fire drills are clocked. The times are sent to the government for review. Walk carefully but swiftly.

Students

1. All students are expected to know and follow the quickest exit route, Students should always bring their personal valuables with them.
2. Keep calm and proceed towards the nearest exit. There is absolutely no talking during a fire drill.
3. Students, do not run - you must walk carefully and quietly.
4. You are to stay together in a single line and go with your teacher to the assigned muster point for roll call. Do not leave your classmates for any reason. Students in the washrooms must leave immediately to join the class.
5. Always be ready for a potential fire drill.
6. Finally, you **only** bring your personal items. These are your purse, wallet, cell phone etc. All other items (books, paper, pens, tests and so on) are to be left on your desk.
7. Do not forget your overcoat if the weather is cold.
8. Thank you for listening carefully. Once these announcements are over, teachers please go over these fire drill steps again with your students. Students, if you have any questions, please ask your teachers at this time.

Thank you teachers, TA's, volunteers, students, parents and guests for listening carefully to these instructions. The ongoing 'safety and security' of the members of the TCA Community is paramount at all times.

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火警演習 注意事項

助教/義工負責事項---

火警演習不可以: 奔跑 談笑 嬉戲

1. 老師請與學生講解張貼在課室內的逃生路線圖，讓學生知道離開校舍的路線。並提醒學生，要養成習慣，貴重物品應該留在家中，如有遺失，學校不能負責。火警演習時，學生要隨身攜帶銀包、手機...等個人物品。
2. 火警鐘長鳴的時候，全校停止原本的活動。所有人員包括：學生、老師、職員、助教、義工、家長及訪客，必須立即有秩序地，按照所在位置張貼的逃生路線圖，迅速離開校舍。
3. 如有學生去了洗手間，要帶回來加入本班隊伍。
4. 天氣寒冷，離開課室之前，請幫學生穿上禦寒外衣。
5. 老師安排學生排成單行，一個跟著一個，助教/義工協助，全班應該步行到遠離校舍至少 10 米的安全地點，不可逗留在馬路、停車場、車輛之間。
6. 有助教/義工的班級，必須由一位助教/義工，留在隊尾，最後離開課室，並且負責：關掉室內所有電燈/電器，關上門窗。其他助教/義工，沿途分工照顧學生。
7. 老師按照該班點名冊，點算人數後，派一名學生向火警演習負責人，報告該班全體師生，已經安全到達集合地點。
8. 所有人員安靜列隊，在火警演習結束，收到通知，可以返回課室之後，有秩序地，由老師帶領回到課室，繼續上課。不可奔跑。
9. 根據亞省及卡城教育條例，學校需要把火警演習全校師生完成的時間，存檔備查。請大家:注意安全，行動迅速。

火警演習 注意事項

助教/义工负责事项---

火警演習不可以: 奔跑 談笑 嬉戲

1. 老师请与学生讲解张贴在教室内的逃生路线图，让学生知道离开校舍的路线。并提醒学生，要养成习惯，贵重物品应该留在家中，如有遗失，学校不能负责。火警演习时，学生要随身携带银包、手机...等个人物品。
2. 火警钟长鸣的时候，全校停止原本的活动。所有人员包括：学生、老师、职员、助教、义工、家长及访客，必须立即有秩序地，按照所在位置张贴的逃生路线图，迅速离开校舍。
3. 如有学生去了洗手间，要带回来加入本班队伍。
4. 天气寒冷，离开课室之前，请帮学生穿上御寒外衣。
5. 老师安排学生排成单行，一个跟着一个，助教/义工协助，全班应该步行到远离校舍至少 10 米的安全地点，不可逗留在马路、停车场、车辆之间。
6. 有助教/义工的班级，必须由一位助教/义工，留在队尾，最后离开课室，并且负责：关掉室内所有电灯/电器，关上门窗。其他助教/义工，沿途分工照顾学生。
7. 老师按照该班点名册，点算人数后，派一名学生向火警演习负责人，报告该班全体师生，已经安全到达集合地点。
8. 所有人员安静列队，在火警演习结束，收到通知，可以返回课室之后，有秩序地，由老师带领回到课室，继续上课。不可奔跑。
9. 根据亚省及卡城教育条例，学校需要把火警演习全校师生完成的时间，存档备查。请大家:注意安全，行动迅速。