



## INCLEMENT WEATHER AND OTHER EMERGENCIES

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### **BACKGROUND**

The health and safety of students shall be the primary consideration in all decisions or actions taken at times of inclement weather or other emergencies.

### **GUIDELINES**

1. The actions of the school shall be in accordance with Macau DSEJ policies.
2. During times of closure the Head of School shall notify staff accordingly.
3. During times of closure class, the Communications Team will notify parents using appropriate communication tools.
4. Even though a school may remain open, individual parents may decide not to send their children to school if weather or emergency conditions necessitate such a decision.
5. Parents who decide to pick up students early must check in at the office to ensure that all students are duly noted and accounted for.
6. During times of emergency (water line break, power outage, etc) or disaster, the Head of School shall make the determination of school closure for that day.
7. Once the school day begins, every effort shall be made to keep the school open for the duration of the school day, unless doing so jeopardizes the reasonable safety of the students.



## **PROCEDURES**

### Rainstorm Warnings

1. When a Red or Black Rainstorm Warning Signal is hoisted, DSEJ may announce the closure, including half-day closure, of non-tertiary education institutions through broadcasting, TV or other media.
2. The Head of School will use an appropriate mechanism to communicate the decision to staff, students, and parents.
3. If the red or black rainstorm warning signal is hoisted after students have already left home or at school, the school will remain open and classes will continue as scheduled. Students will remain safely inside. Bussing service will run as normal if able to do so.
4. When the red or black rainstorm warning signal is hoisted, the school will not consider those students who are late or absent as inexcusably absent or tardy.
5. During the closure, any test, examination or activity must be postponed or cancelled. All examinations must be postponed accordingly.

## **TYPHOON**

1. If the typhoon signal number 3 is hoisted between 6:30am and 9:00am, morning sessions of all kindergarten and elementary classes will be suspended but secondary classes will remain open.
2. If the typhoon signal number 3 is still hoisted at noon, afternoon sessions for pre-kindergarten will be suspended but primary and secondary will remain open.
3. If the typhoon signal number 8 is hoisted at or after 6:30am, all classes will be suspended for the day.
4. If the typhoon signal number 8 is lowered but the typhoon signal number 3 is still hoisted at 6:30am, all classes will remain suspended for the day.
5. When the typhoon signal is hoisted and students are already at school, parents will be contacted and arrangements made for students to be picked up safely.
6. Students may not be picked up by non-family members unless the office has received previous notification.



7. When students must be picked up due to school closure, the parent will pick up the child directly at the homeroom classroom.
8. During suspension, any test, examination or activity must be postponed or cancelled. All extra-curricular activities will be postponed accordingly.
9. During a typhoon the storm doors shall be lowered. One door shall be left open to provide adequate access to and from the building.
10. During a typhoon, it may be unsafe to travel. As such, parents are encouraged to wait until the severe conditions abate before coming to the school.

## **EMERGENCIES & DISASTERS**

1. When the Head of School becomes aware of an emergency or disaster affecting the School, he shall make the determination of full or partial school closure.
2. During times of partial or full closure the Head of School shall release a statement to be communicated to the staff, students, and parents.
3. Every effort shall be made to keep the school open during regular class times.
4. When the school must be closed part way through a school day, parents will be notified to pick up their children. All students will remain in their homeroom classrooms until a parent or parent designate is able to pick them up. The classroom teacher shall ensure that all departures are duly noted and that the status of all students is constantly monitored.

## **EVACUATION OF THE SCHOOL BUILDINGS**

1. At times when the School building must be evacuated, all students and staff shall exit the building in an orderly fashion as rehearsed. Students shall be kept at the designated meeting place or other suitable location until parents can arrange to pick up their children.