

## **Cheung Chuk Shan College**

### **Contingency Plan under Emergency Situations**

#### **A. Objective**

This plan is drawn up to enable different stakeholders to understand the school-based special arrangements under emergency situations so that relevant parties can cooperate fully and confusion can be avoided.

#### **B. Situations Leading to Class Suspension**

Except under very special circumstances that can be justified, the School will follow the advice of the Education Bureau (EDB) after it announces class suspension of all schools or schools in some areas as a result of the territory-wide or district-wide emergency conditions, e.g. outbreak of communicable diseases, natural disasters and suspension of transport services. The School may also activate class suspension in the light of the emergency situations at the school campus or in its vicinity without the relevant instruction of the EDB after consulting the respective School Development Section.

#### **C. Key Principles on Activating Class Suspension**

1. Safety of students should be the prime consideration.
2. While students' learning interest should be the top priority, a safe, disruption-free and orderly environment should be guaranteed for them.
3. Adequate support would be arranged for students in need in the event that school operation/activities are suspended / cancelled.
4. Disturbance to student learning should be kept to the minimum.

#### **D. Special Arrangements on Class Suspension**

1. Communication mechanism
  - a. Parents and students will be notified through a school circular at the beginning of the school year about the general school policy on class suspension.
  - b. Major arrangements arising from a particular case of class suspension and also those related to resumption of classes will be announced on the school website if necessary.
  - c. The School Office can be contacted for inquiries about class suspension and class resumption.
  - d. Under very special circumstances, the School can follow the instructions given in the Education Bureau Circular No. 7/2015 to make a radio and television announcement.
2. Operation of the School
  - a. When the EDB announces class suspension, parents should not send their children to

school. To safeguard the safety of their children, parents should keep them home during school closure.

- b. The school premises will remain open and appropriately staffed so as to handle school affairs and answer inquiries. Students who may arrive will be properly looked after, and safe and proper arrangements will be made for them to return home at a suitable time. Parents can contact the School Office for further arrangements in case they can neither fetch their child who has arrived at school themselves nor arrange their relatives or friends to do so. If necessary, particular school personnel will be arranged to be on duty to offer services needed to students.
- c. If parents are unable to obtain assistance from their relatives or friends in taking care of their children, they can contact the School Office for sending their children to school for self study during normal school hours. Should this be the case, students should return to school in school uniform. Since school bus service and lunch provision will be suspended during the period of school closure, parents have to escort their children to and from school and make lunch arrangements for them in case they need to return to school.
- d. If the School has to be closed for a period due to the emergency situations, rearrangement of holidays and activities as well as schedule of supplementary lessons after the resumption of classes may be needed.

### 3. Dismissal of students

If schools are in session when the EDB advises the immediate suspension of classes, the School will keep students until safe and proper arrangements have been made for them to return home at an appropriate time.

### 4. Lateness and absence of students

For students' lateness or absence of a reasonable duration caused by emergency situations in the districts they live in, the School will not impose penalty when handling such cases.

### 5. Assessments and activities

- a. Assessments and activities formerly arranged will be rescheduled according to the school circulars issued or announcements made before. New arrangements will be announced after class resumption or through the website of the School in case school closure has to last for a period.
- b. Unless otherwise announced, the public examinations held by the Hong Kong Examinations and Assessment Authority (HKEAA) will take place as scheduled. Students should attend the examinations punctually and attention should be paid to the relevant announcements made by the HKEAA.

6. Learning of students

If it is foreseen that class suspension will last a period, learning materials for students will be uploaded to the eClass or other electronic platforms adopted by individual subjects. Students should complete learning tasks or assignments provided according to instructions given. Parents should pay attention to the learning situation of their children. The School can be contacted in case extra support is needed.

7. Parents' discretion in sending their children to school

Parents should exercise their discretion under individual circumstances in deciding whether to send their children to school in emergency situations. They should keep their children at home if they consider that road, slope, traffic, transport conditions or other emergency situations at that time have yet to resume normal. Yet, the School should be informed of the absence of their children as soon as possible.

8. School bus and lunch box service providers

The School will inform those service providers of the special arrangements for class suspension. Nevertheless, whether refund for the service subscribed during the period of school closure can be made will be subject to the discretion of the provider concerned.

**E. Special Arrangements under Inclement Weather Conditions**

1. Red or black rainstorm warning signals

- a. Lessons will continue until the end of normal school hours when the red or black rainstorm warning signal is issued during lesson time. Students will only be dismissed under safe condition and when proper arrangements have been made. Before that students would stay in their lesson venues under the supervision of teachers of the last period.
- b. Students have to stay at school for lunch during the lunch break if the red or black rainstorm warning is announced. The tuck shop of the School will be requested to prepare more food for sale.

2. Tropical cyclone warning pre-no. 8 / no. 8 or above

If the School is in session when the EDB announces the immediate closure of schools due to the pending hoisting of typhoon signal no. 8, class will be suspended immediately.

3. School personnel to be on duty

In the event of an EDB announcement for the closure of schools owing to the issue of inclement weather conditions before the commencement of school, those students reaching the School will still be admitted. Designated teachers and school personnel will

look after them besides making sure that safe and proper arrangements are made for those students to return home at an appropriate time.

4. School activities

All after-school activities, including supplementary lessons and revision class, will be cancelled or rescheduled in case of school closure.

5. Checking of school premises

Form-teachers / Assistant Form-teachers should check their classrooms 15 minutes after the students are informed of the immediate closure of school during school hours to ensure that all students have left safely. Furthermore, teachers can leave only upon being notified by the School. In case the announcement of school closure is made after school, the job of checking the school premises will be taken up by other school personnel if necessary.

6. Students who have to stay at school

Students having difficulties in returning home under the inclement weather conditions would remain at school and taken care of by school personnel. Parents of those students concerned will be contacted for appropriate arrangements and there will be school personnel on duty until those students leave the School.

7. Arrangements of public examinations

Suspension of classes as a result of tropical cyclones or heavy persistent rain does not necessarily imply the postponement of a public examination scheduled for that day, particularly those school premises that are used as centres for public examinations. Hence, the School should pay attention to announcements made separately by the HKEAA regarding arrangements of the public examinations.

**F. Telephone List for Inquiries**

1. Cheung Chuk Shan College: 2570 6665
2. EDB Hong Kong Regional Education Office: 2863 4646
3. Hong Kong Observatory: 2926 8200
4. Hong Kong Examinations & Assessment Authority: 3628 8833
5. Police stations
  - a. North Point: 3661 1608
  - b. Chai Wan: 3661 1606