

**Tsuen Wan Government Secondary School**  
**Guidelines and Procedures for Handling Emergency Situations**  
**(School-based Contingency Plan)**

This **contingency plan** is drawn to deal with special arrangements including suspension of classes due to emergency situations, e.g. outbreak of communicable diseases, natural disasters, or sudden suspension of transport services. An Emergency Response Team, composed of principal, assistant principals, Crisis Management Team i/c, Counselling Team i/c, Discipline Team i/c, and Language Officers, will be responsible for implementing the plan when facing with the emergency situations.

**1. Communication with Different Stakeholders Before/During the Period of Class Suspension**

Situation One: EDB advises the suspension of classes before school session begins

<b>Communication Platform</b>	<b>Stakeholder Concerned</b>	<b>Responsible Staff</b>
School Website	Parents, Teachers, Students and Tuck Shop staff	Teacher-in-charge of School Website
eClass Parent App	Parents and Students	Teacher-in-charge of eClass Parent App
Phone Call (for enquiry only)	Parents, Teachers, Students and Tuck Shop staff	Office Clerks

Situation Two: School is in session when EDB advises the immediate suspension of classes

1.1 Students will only be allowed to return home when the conditions, including the traffic conditions, are safe.

1.2 Parents will be informed of the arrangement on releasing students via school website and eClass Parent App.

**2. School Premises and Staff**

2.1 School premises will be open and appropriately staffed to look after those students who have returned to school.

2.2 Principal, assistant principals, teaching assistants, laboratory technicians, office clerks, TSSO, e-learning support assistants and workmen should perform their duty as usual during the class suspension period.

2.3 Teacher i/c and Deputy Teacher i/c of the Crisis Management Team should be on-duty in school on the first day of class suspension.

2.4 One duty teacher (according to the Teacher Duty Roster) and two discipline teachers (base on the duty list of Discipline Team), will be returning to school every day during the class suspension period to look after students who have returned to school and handle any emergency situations that might arise.

### **3. Examinations and Extra-Curricular Activities**

3.1 All internal tests, examinations and ECA activities will be cancelled or postponed.

3.2 Unless HKEAA announces rescheduling of examinations, all public examinations (including HKDSE) should be continued as scheduled.

### **4. Support to students**

4.1 Learning materials and assignments will be uploaded to school e-learning platform to sustain students' learning at home when classes are suspended.

4.2 Guidance and counselling support will still be provided to students and teachers during and/or after the emergency case by class teachers, counselling teachers, education psychologist and school social worker, if applicable, when classes are suspended.

### **5. Flexibility in Handling Students' Lateness or Absence in Emergency Situations**

Parents may exercise their discretion, under individual circumstances, in deciding whether or not to send their children to school under emergency situations. In this connection, students will not be penalized even if they are late to or absent from school.

### **6. Arrangements for Resumption of Classes and the First Day of School after Class Suspension**

Parents and teachers will be informed of the arrangements for class resumption via school website and eClass Parent App.

### **7. Information of the Contingency Plan to Parents and Students**

Parents and students will be informed of the contingency plan by school notice in September every year.