



Washington International School in Taichung

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Safety, Risk, and Emergency Procedures Statement

At Washington International School in Taichung (WIST), the safety and well-being of our students, staff, and visitors are paramount. We have established comprehensive safety, risk, and emergency procedures to ensure that everyone within our campus remains protected in various situations. This statement outlines our commitment to safety and the protocols we have in place for dealing with earthquakes, fires, critical incidents, campus safety, evacuation plans, and risk assessment.

Earthquake Preparedness

- We have a formal earthquake emergency plan in place, which includes regular drills and training for all members of our community.
- During an earthquake, all individuals within our facilities are instructed to:
 - Stay inside the building.
 - Move away from windows or glass doors.
 - Keep close to interior walls and avoid standing beneath heavy objects.
 - Crouch under desks and tables, covering their heads with their hands.
 - Turn off lights and electrical appliances.
 - If instructed to evacuate, follow regular fire drill procedures, moving quickly and quietly to the designated assembly areas while awaiting further instructions.

The Disaster Risk Reduction Education (DRRE) and Earthquake Drill Program is based on the National Defense Education Act, Schools Disaster Management Practices Regulations by the Ministry of Education, and Schools Disaster Management Manual by the Ministry of Education. Its main purposes are to conduct earthquake evacuation drills to familiarize school members with the "Drop, Cover, Hold On" procedure, enhance disaster management knowledge and skills, reduce disaster impacts, and ensure campus safety.

The program includes various drills, such as resident students' evacuation drill, school bus evacuation drills, and the "National Disaster Prevention Day" earthquake evacuation drill. Additionally, basic CPR (AED) and first aid training will be provided to high school freshmen. The focus of the drills is on earthquake evacuation, school bus evacuation, and basic first aid skills.

The program outlines specific steps for conducting the drills, including preparations, announcements, and evaluations. Faculty members play a crucial role in guiding students during these exercises. Safety precautions are emphasized, and alternative plans are in place to address specific situations, such as the COVID-19 alert level.

For detailed procedures and instructions, the program provides appendices with timelines, response guides, and notices for various stages, including before an earthquake, during an earthquake, and outdoor sheltering. Special notifications are also included to ensure the safety of all participants.

Finally, the program designates a contact person for inquiries and outlines a contingency plan for rescheduling drills in case of force majeure events. Matters not covered by the program will be announced separately.

Fire Safety:

Our campus is equipped with state-of-the-art fire detection and suppression systems. Regular fire drills are conducted to ensure that all students and staff are familiar with evacuation procedures.

In the event of a fire, individuals are expected to follow evacuation routes and assemble at designated safe areas.

Fire safety steps:

1. Know the Emergency Procedures: Familiarize yourself with the school's fire emergency procedures and evacuation routes.
2. Act Promptly: In the event of a fire alarm, take it seriously and act immediately, even if it appears to be a drill.
3. Alert Others: Alert nearby colleagues and students to the fire alarm and the need to evacuate.
4. Use Fire Extinguishers: If trained, use fire extinguishers only if it's safe to do so and the fire is small and containable. Always prioritize safety.
5. Stay Calm and Reassure Others: Remain calm during evacuations to reassure students and others. Panic can be contagious.
6. Don't Use Elevators: Never use elevators during a fire evacuation; use stairwells and exit doors.
7. Use the Nearest Exit: Exit the building using the nearest and safest exit route.
8. Don't Run: Walk calmly and avoid running, pushing, or shoving.
9. Assist Those with Disabilities: Help individuals with disabilities in your vicinity to evacuate safely and alert designated personnel for additional assistance.
10. Close Doors: Close all doors behind you as you evacuate to help contain the fire and slow its spread.
11. Avoid Smoke: Stay low to the ground if there is smoke, as the air is clearer near the floor.
12. Exit Quickly: Do not linger or retrieve personal belongings during a fire evacuation. Exit the building as quickly as possible.
13. Assemble at Designated Area: Proceed to the designated assembly point outside the building after evacuating. Account for colleagues and report any missing persons.
14. Follow Instructions: Follow the instructions of emergency responders and school authorities.
15. Don't Re-enter the Building: Under no circumstances should you re-enter the building until it has been declared safe by authorities

Critical Incidents:

In the case of critical incidents, such as medical emergencies or security threats, we have a dedicated response team trained to handle these situations. Communication protocols are in place to quickly notify the appropriate authorities and stakeholders. The well-being of those affected by critical incidents is our top priority, and we have established support mechanisms to assist them.

The procedures staff should follow in the context of the Emergency and Critical Incident Policy and Procedure include the following:

1. Gather information about the incident, evaluate its significance for the school, and determine the appropriate response.
2. Take necessary actions to ensure the safety of students, staff, and visitors. This may include evacuation, first aid, or contacting emergency services.
3. Inform relevant parties, such as emergency services, parents, and staff, about the incident and provide updates as necessary.
4. Set up a dedicated telephone line or communication system to facilitate effective communication during the incident.
5. Evaluate the initial impact of the critical incident on staff and students and identify any immediate needs for support or assistance.
6. Conduct a review of the actions taken during the incident to ensure they were appropriate and effective. Make any necessary adjustments to the response plan.

Campus Safety

At WIST, our commitment to campus safety is unwavering, and we have established a comprehensive set of procedures to ensure the well-being of our students and staff. These procedures encompass various aspects:

1. **Campus Access Control:** WIST has implemented stringent regulations to govern the entry and exit of individuals and vehicles on our premises. Our primary focus is on verifying the identity of all visitors, including parents, to guarantee the safety of our students.
2. **Cooperation with Law Enforcement:** We maintain a close partnership with local law enforcement agencies. We prioritize the installation of emergency call bells and induction lighting in remote and potentially hazardous areas on campus. Additionally, a rapid keypad system for our campus security hotline and an emergency alert system have been established to promptly notify the police in case of any emergency.
3. **Emergency Response Team:** WIST has assembled a dedicated emergency response team comprising teachers and students. Regular drills for man-made disasters are conducted to continually refine our emergency response procedures and operational mechanisms.
4. **Incident Reporting:** Our school is committed to immediate reporting of incidents related to child and juvenile protection, domestic violence, or sexual assault. We activate our crisis management mechanism promptly and notify the Campus Security Report Center, the police, parents, students, and the public as needed.

5. **Emotional Support and Counseling:** We understand the importance of providing emotional support and solace to those affected by incidents. WIST connects individuals with professional counseling services, and our teachers and staff members undergo training to recognize signs of distress and offer appropriate support to students.
6. **Campus Safety Patrol:** To ensure a secure environment, we integrate various personnel into our campus security maintenance team. This team includes teachers, non-teaching staff, security guards, and substitute military service draftees. Together, they manage campus access control, security patrols, and safety maintenance tasks. Local police agencies also collaborate with us, conducting patrols around the campus and providing additional safety measures during important events and festivals.

Risk Assessment:

WIST conducts thorough risk assessments for all field trips to ensure the safety and well-being of students. These assessments consider potential hazards and risks associated with transportation, activities, and visited locations. The school takes necessary precautions to mitigate identified risks and provides appropriate supervision during the trip. Parents are informed in advance about the trip details, associated fees, and required permission slips. Students are required to participate in the trip, unless they have special permission not to do so. Entry fees to visited locations are paid by the students.

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AI Assistance Disclosure Statement

Artificial intelligence (AI) played a role in assisting with the creation and drafting of this document, but it underwent extensive scrutiny and refinement by human experts to guarantee its accuracy, comprehensiveness, and alignment with our school's objectives and principles.

The use of AI technology is intended to enhance the efficiency and effectiveness of our documentation development process. However, it is essential to emphasize that the final content and decisions reflect the collective input, expertise, and judgment of our team.