

Emergency Plans for Various Unexpected Situations

SIA Shenzhen

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SIA Emergency Plan for Various Sudden Events

In order to effectively prevent, timely control, and properly handle various unexpected events in our school, improve our ability to respond quickly and handle emergencies, this plan is formulated based on the emergency plan for public emergencies formulated by the Ministry of Education and Shenzhen City, combined with our school's experience and reality in handling various unexpected events in recent years.

A. General Provisions

1、 Guiding ideology

Guided by the Scientific Outlook on Development, with the goal of building a safe campus and community, implementing the spirit of relevant provincial and municipal documents, adhering to people-oriented principles, establishing and implementing the Scientific Outlook on Development, establishing and improving emergency mechanisms and work plans, strictly implementing various contingency plan procedures, strengthening the implementation of various contingency plan measures, effectively ensuring the safety of the lives and property of all teachers, students, and staff, and ensuring normal educational and teaching life order, Maintain the stability of schools and society.

2、 Classification and grading of emergencies

1. Social security related public emergencies. Various illegal gatherings, marches, demonstrations, petitions involving teachers, students, and employees both inside and outside the campus, as well as group incidents such as meal strikes, class strikes, petitions, and gatherings and disturbances, as well as various foreign-related events, sexual activities, terrorist violence, illegal missionary activities, and activities of sabotage by cult organizations;
2. Accidents and disasters.
3. Sudden public health emergencies. An event that suddenly occurs and causes or may cause serious damage to the health of school teachers, students, and staff, including sudden infectious diseases and collective food poisoning;

4. Natural disaster events. Including disasters induced by typhoon, rainstorm, earthquake, meteorology and flood.
5. Network information security. Including accidents in public facilities and equipment such as network information security.
6. Exam leakage violation. This includes the leakage of confidential information in the transportation, storage, and implementation of unified teaching papers at school and off campus.

School's Major Emergency Response Plan

6 major categories	Plan Name
Social security	SIA Social Security Emergency Plan for Public Emergencies
Accidents and disasters	SIA Campus Explosion Emergency Plan
	SIA Teacher and Student Accidental Injury Emergency Plan
Emergency public health	SIA Emergency Plan for Sudden Infectious Diseases
	SIA Food Hygiene Emergency Plan
natural calamities	SIA weather warning guidelines and emergency plans
	SIA Destructive Earthquake Emergency Plan
	SIA Flood Control Emergency Plan
Network and Information Security	SIA Campus Network and Information Security Emergency Plan
Exam leakage violation	SIA Exam Confidentiality Emergency Plan

Various types of emergencies and incidents are categorized into three levels, ranging from low to high severity, based on factors such as their nature, severity, controllability, and scope of impact.

Level three refers to affairs and incidents that occur within a local area of the school;

The second level is to be able to control and solve cross unit affairs and incidents on campus;

The first level refers to cross school affairs and incidents.

3、 Working principles

1. Unified leadership and hierarchical responsibility

Under the unified leadership of the school, actively carry out emergency prevention and response work. Adhere to the principle of stability being paramount and "whoever is in charge is responsible", with each major leader taking overall responsibility for maintaining stability, and the responsible leaders taking specific responsibilities. After an emergency occurs, each leader should personally command and handle it, and the responsible leader should go to the front line to work.

2. System linkage and quick response

Establish and improve a rapid response mechanism for preventing and dealing with emergencies, ensuring close coordination between early warning, detection, reporting, command, and disposal. After an emergency occurs, each department should actively carry out work according to their respective responsibilities, respond quickly, respond correctly, and decisively. According to the nature, scope, and degree of impact of various emergencies and incidents, they should be classified into different levels. Each functional department of the school and, if necessary, relevant government departments should cooperate to solve them on site according to the principle of not extending to the whole school for those that can be solved in a certain part of the school, and firmly controlling them within the school for those that can be solved on campus.

3. Distinguish nature and dispose of according to law

Strictly distinguish and correctly handle two types of contradictions with different natures, achieve reasonable and lawful handling, and effectively safeguard the legitimate rights and interests of teachers, students, and employees. For student group incidents that occur on campus, in principle, the school

should take the lead. For individuals or groups who take the opportunity to cause trouble or have obvious illegal behavior, relevant departments should decisively remove them from the scene and handle them in accordance with the law.

4. Strengthen guidance and maintain stability

Adhering to the principle of public opinion orientation that is conducive to promoting the calm of the situation, timely increasing positive publicity through the internet and other media and channels, preventing the spread of false information, and effectively maintaining stability. When dealing with group incidents, it is necessary to adhere to the combination of evacuation and blockage, with evacuation as the main method, positive education and patient and meticulous ideological work as the main methods of guidance, and handle them properly to prevent the situation from escalating.

5. Seize the key and highlight the key points

Focusing on key issues and populations, it is important to focus on the key links, and to grasp the information links that reflect and pay attention to the hot topics of teachers, students, and employees after the occurrence of emergencies, in order to timely and accurately report the situation; Seize the timely implementation of ideological work to resolve conflicts and stabilize emotions, as well as the control and handling of key groups such as leaders and outsiders, and carry out targeted specific work.

6. Putting people first and putting life first

In the process of handling various emergencies, the first priority is to ensure the safety of teachers, students, and employees. In emergencies involving personal health and life safety, rescue personnel should be the main focus; When there is a conflict between rescuing life and rescuing property, putting rescuing life first; When arranging and directing rescue work, it is important to ensure the safety of rescue personnel and avoid secondary accidents.

7. Prevention oriented, timely control

Strengthen the management of public safety risks in schools, adhere to the principle of moving the key points forward, focusing on early and minor

issues, conscientiously carry out on-site safety hazard investigation and conflict resolution work, strengthen the extensive collection and in-depth analysis of information, strengthen publicity, education, and training exercises, ensure the allocation of human, financial, and material resources, and enhance emergency response capabilities, Strive to achieve "early detection, early reporting, early control, and early resolution" of various safety hazards and contradictions, striving to control the risk of emergencies within a certain range and resolve conflicts at the grassroots level.

B. Emergency command system and job responsibilities

1、 Emergency command organization and its responsibilities

The SIA Leading Group for Maintaining Stability and Dealing with Emergencies is a leading organization under the leadership of the school, responsible for maintaining school stability, handling emergencies, and coordinating safety and stability work. The leader of the leadership group is appointed by the principal, and the deputy leader is appointed by the school leader in charge of school safety and stability work, ideological work of teachers and staff, and logistics work. The members of the leadership group are composed of the principal's office, office, general affairs department, teaching department, student department, science and technology innovation activity center, ALevel project, and the main responsible persons of Yabo College.

The main responsibilities of the leadership group are to implement the arrangements and deployments of the superior supervisory department regarding stability maintenance work; Review and approve the emergency plan for school emergencies; Develop and implement a stable assessment system for maintaining school stability; Organize and command the handling of campus and community emergencies and incidents; When an emergency occurs, coordinate the relationships between all parties and provide personnel, funds, materials and equipment in a timely manner, organize post event handling and construction, etc. The leadership group has a security office, which is mainly responsible for the comprehensive coordination, organization and implementation of campus security affairs,

supervision and inspection, as well as information collection, analysis and reporting.

2、 Functional department responsibilities

1. Principal's Office: Undertake the daily work of maintaining stability and handling emergencies in the school, grasp various unstable factors through letters, visits, and other channels, and coordinate and supervise relevant departments to timely eliminate unstable factors. In the event of emergencies, assume the role of command center. Strengthen the information communication function of the total value, so as to understand the information of various unexpected events in the school at the first time, and timely report the relevant situation of the unexpected events according to the requirements of the higher authorities.
2. Student Affairs Office: In the event of an emergency, focus on providing ideological education to students, timely grasp their dynamics, stabilize their emotions, and organize professional personnel to do a good job of psychological counseling.
3. Office: In the event of an incident involving employees, organize efforts to carry out personnel assistance, persuasion, and support management. In the event of an emergency, timely understand the situation, be responsible for receiving visits from journalists, strengthen positive publicity and reporting through appropriate media, release news according to the school's unified deployment (caliber), and do a good job in guiding and controlling online public opinion.
4. General Affairs Office (General Affairs Office): responsible for on-site control and vigilance of emergencies; Cooperate with relevant departments for rescue and rescue; Strengthen the management of public security and order at school gates and key areas on campus; Pay attention to mastering dynamics and evidence collection; Contact and cooperate with the public security organs to investigate cases and crack down on illegal activities.
5. General Affairs Department (Logistics): Emergency repair of power outages, water, gas, and heating accidents, prevention of foodborne poisoning, and post event service support. If it is caused by human destruction, emergency repair measures should be taken

While taking rescue measures, pay attention to protecting the scene and report to the General Affairs Department for security participation in the investigation.

6. General Affairs Office (Medical Room): responsible for health and epidemic prevention, medical assistance for the personal health of teachers, students, and staff, reporting to the government health department, and contacting off campus medical institutions to participate in the assistance.

7. General Affairs Department: responsible for raising, purchasing, allocating, and managing funds, materials, equipment, housing, and other aspects required for handling emergencies. In the event of a major outbreak of a disease, a major impact on school safety and stability, and sudden events, it is necessary to strengthen the evacuation and management of the basement of teaching buildings.

8. General Affairs Office (Information): Maintain the normal operation of the campus network, strengthen network monitoring and management, and promptly block and delete harmful information.

C. Graded and classified disposal

1、 Social security related public emergencies

Level 3: While reporting to the school's stability office, each functional department quickly organizes efforts in accordance with the school's contingency plan to resolve the incident within the school and local areas.

Level 2: Under the unified leadership of the school's leadership group for maintaining stability and handling unexpected events, leaders of relevant units should go to the scene and do more persuasion work in accordance with the methods of "dispersing and avoiding gathering, resolving and avoiding obstacles, dredging and blocking, going smoothly and avoiding excitement, and avoiding cold and hot"; All functional departments should make every effort, work together, and strive to control and solve problems within the campus.

Level 1: Under the leadership of superiors and governments, quickly organize teams according to actual needs, strictly manage school gates, control personnel within the school, and prevent external personnel from

connecting; Dispatch staff to persuade and guide students, pick up school personnel, and prepare vehicles for the logistics department.

Special case: For destructive activities by hostile forces and cult organizations, the Security Department of the General Affairs Office should try to detect the current situation as much as possible; Early detection, timely evidence collection, and strict prevention of spread of inflammatory propaganda materials; We should do our best to cooperate with relevant government departments to investigate and solve cases (see Annex 1 for details).

2、 Accidents and disasters related emergencies

1. Measures for handling fire accidents. In case of a sudden fire accident in a school, the emergency plan should be immediately activated, and efforts should be made to organize personnel evacuation and self rescue work. At the same time, a fire alarm should be reported as soon as possible. The relevant leaders and department heads of the school should personally visit the scene to organize teachers, students, and employees to carry out rescue and self rescue work, actively provide relevant information, and cooperate with firefighters to rescue and extinguish fires (see Annex 2 for details).

2. Measures for handling campus explosion accidents. After an explosion accident occurs, the relevant leaders and department heads of the school should rush to the scene as soon as possible, organize rescue efforts, report to the higher-level leadership department, and immediately report to the public security fire department. If there are casualties, they should report to the medical emergency unit. To block and protect the scene, evacuate personnel, control the public security situation on site, quickly and effectively eliminate secondary hazards, and ensure the personal and property safety of teachers, students, and employees (see Annex 3 for details).

3. Measures for handling accidents involving hazardous chemicals. After a chemical hazardous material pollution accident occurs, the emergency plan should be immediately activated. The school leaders, relevant colleges, and functional department heads should rush to the scene as soon as possible, take measures quickly, block the scene, identify the cause, evacuate

personnel, isolate hazardous materials, rescue the injured and materials, control the hazards of the incident, and report to the higher-level competent department (see Annex 4 for details).

4. Measures for handling major traffic accidents on campus. In the event of a major traffic accident on campus, where students or faculty members die or are injured, school leaders and relevant department heads should rush to the scene as soon as possible, organize rescue efforts, immediately seek help from the medical emergency department, report to the public security and traffic police department, and report to the higher-level supervisory department. Protect the accident scene, effectively control the perpetrator, and search for witnesses. If it involves foreign teachers and students, it is necessary to report to the higher-level foreign affairs department as soon as possible according to regulations.

5. Measures for handling safety accidents in large-scale group activities. Various large-scale cultural and sports activities held on campus must be approved and security plans must be prepared in accordance with relevant regulations, and safety measures must be implemented in accordance with the principle of "whoever hosts, who is responsible". In case of a major safety accident, immediately activate the emergency plan. In case of casualties, immediately seek help from the medical department to rescue the injured and sick. The organizers of the event and the person in charge of safety work should stabilize the order on site, organize teachers, students, and staff to evacuate in an orderly manner. School leaders and relevant department heads should arrive at the scene as soon as possible, personally give instructions, report to the local public security organs and higher-level authorities in the first time, and actively seek support and assistance from relevant departments.

6. Measures for handling logistics security incidents. The logistics department should do a good job in preventing emergencies in key places such as canteens and kindergartens, as well as in the departments of water supply, power supply, gas supply, heating, and communication support. It is necessary to strengthen inspections of key places and parts, strictly implement the safety responsibility system, and ensure the safe operation of various service facilities. In case of major accidents such as water leakage, power

outage, and gas leakage, the relevant leaders and department heads of the school should rush to the scene as soon as possible, personally command and organize personnel to quickly carry out repairs and rescue, control the situation, and seek the support of local professional departments if necessary, striving to restore normal operations in the shortest possible time.

7. Measures for handling unexpected injuries to teachers, students, and employees. After receiving the report, the security personnel of the General Affairs Office should quickly arrive at the scene, and at the same time, notify the School Medical Office or 120 emergency personnel to come to the scene for rescue, promptly send them to the hospital for treatment, and take measures to protect the scene. Immediately report to relevant leaders and public security organs after preliminary understanding of the situation. Attention should be paid to keeping the informant and relevant witnesses behind, quickly understanding the basic situation of the casualties, and collecting relevant information such as suicide letters, letters, diaries, etc. Form a post accident handling team led by the unit where the parties involved are located, with the assistance of personnel from the General Affairs Department. Depending on the identity of the parties involved in the accident, personnel from the principal's office, office, or teaching and student departments will participate (see Annex 5 for details).

3、 Public health emergencies

1. In the event of a major infectious disease epidemic, activate the SIA emergency plan for sudden infectious diseases (see Annex 6 for details).
2. In case of collective food poisoning among students, activate the SIA food hygiene emergency plan (see Annex 7 for details).

4、 Natural disaster events

1. Initiate SIA extreme weather emergency plan in extreme weather such as typhoon and rainstorm (see Annex 8 for details)
2. When a destructive earthquake occurs, activate the SIA destructive earthquake emergency plan (see Annex 9 for details).

3. When natural disasters such as weather and floods cause harm to schools, please refer to the SIA

Flood prevention emergency plan (see Annex 10 for details).

5、 Network information

Measures for Handling Network and Information Security Incidents. Network and information security incidents include: failures of critical equipment or systems; Physical damage caused by natural disasters (water, rain, snow, electricity, fire); Safety incidents caused by human error; Harm from malicious code such as viruses and worms; Artificially malicious attacks, etc. Harmful or harmful information should be promptly deleted, and effective measures should be taken to eliminate and block virus or hacker attacks (see Annex 11 for details).

6、 Exam confidentiality

Exam confidentiality emergency is to effectively protect the interests of all teachers and students, improve the emergency response ability of unified teaching and exam security emergencies, minimize the degree of damage, and maintain the stable development of school teaching work. (See Annex 12 for details)

When dealing with public security, disasters, unexpected injuries to teachers, students and staff, and other emergencies and incidents, it is important to respect the facts and seek truth from them; Mastering policies and handling them in accordance with the law; Resolve conflicts and control the situation; Unified leadership and collaborative cooperation.

This plan shall be implemented from the date of its release.

Attachment:

1. SIA Social Security Emergency Plan for Public Emergencies
2. SIA Emergency Plan for Sudden Fire Accidents
3. SIA Campus Explosion Emergency Plan
4. SIA Emergency Plan for Chemical Hazardous Material Accidents

5. Emergency plan for unexpected injuries to SIA teachers, students, and employees
6. SIA Emergency Plan for Sudden Infectious Diseases
7. SIA Food Hygiene Emergency Plan
8. SIA weather warning guidelines and emergency plans
9. SIA Destructive Earthquake Emergency Plan
10. SIA Flood Control Emergency Plan
11. SIA Campus Network and Information Security Emergency Plan
12. SIA Exam Confidentiality Emergency Plan

Attachment 1:

SIA Social Security Emergency Plan for Public Emergencies

1、 Applicable scope

1. This plan is based on the National Emergency Plan for Public Emergencies, the National Emergency Plan for Large scale Mass Incidents, the National Emergency Plan for Dealing with Large scale Terrorist Attacks, the National Emergency Plan for Dealing with Large Area Power Outages in the Power Grid, the National Communication Security Emergency Plan, the National Emergency Plan for Environmental Emergencies, and the National Emergency Plan for Foreign Related Emergencies Develop emergency plans for national public emergency news release and emergency plans for education system public emergency.

2. This plan is applicable to emergency response work for social security emergencies that occur within the scope of SIA.

3. The social security emergencies referred to in this plan refer to sudden events or incidents that violate relevant laws, regulations, and school rules, seriously affect the normal order of education, teaching, and daily life of the school, and cause significant impact or even destruction on social security and stability.

2、 Confirmation and classification of social security emergency levels

The classification criteria for social security emergencies are implemented in accordance with the National Emergency Plan for Large scale Group Emergencies. At the same time, based on the actual situation of our school, the emergencies are divided into four levels from high to low according to their urgency, scale, behavior and intensity, potential hazards, and potential development and spread trends.

1. Special Major Event (Level I): The gathering event is out of control, and unauthorized large-scale marches, gatherings, hunger strikes, sit ins, petitions, and the implementation of beating, smashing, and looting have formed a large-scale group event that seriously affects social stability; Targeting various terrorist attacks on teachers and students; Events that need to be treated as Level I depending on the situation.

2. Major Event (Level II): The gathering event is out of control, and there is a large area of serial, inciting, and inciting information appearing on the school's public network platform, resulting in an expansion of the scale of gatherings within the school; Unauthorized large-scale marches, gatherings, sit ins, petitions, and other behaviors have occurred on campus, seriously affecting or even paralyzing the normal education and teaching order of the school; Events that need to be treated as Level II depending on the situation.

3. Major events (Level III): A single sudden event triggers a chain reaction, with various banners, slogans, and big and small character posters appearing on campus, causing local gatherings within the school. The number of people gathered at one time or in total is less than 100, but it has formed a group incident that affects and disrupts the normal order of education, teaching, and daily life in the school; Events that need to be treated as Level III depending on the situation.

4. General Event (Level IV): The event is in a single event state, which may lead to a chain reaction and cause aggregation, and the collective event is in a budding state. Single personality emergencies have attracted widespread attention from teachers and students, with a small number of extreme remarks and behaviors among them, presenting signs of information that may affect campus stability; Events that need to be treated as Level IV depending on the situation.

Dynamically adjust the event level based on the development trend, continuously adjust emergency measures, increase emergency response efforts, and improve the pertinence and timeliness of emergency response work.

3、 Prevention and early warning of social security emergencies

1. Preventive warning information

The Office of the Leading Group for Emergency Response of School Emergencies should regularly study new situations and problems that affect the stability of the school, conduct analysis of public opinion, and regularly report to the Leading Group. Pay close attention to and prevent the infiltration of hostile forces, and use the contradictions and occasional problems that arise in educational reform and development to hype up and incite. For major international and domestic events that may attract high attention from students,

especially those that endanger the life and property safety of teachers and students, or those that involve national sovereignty and national interests and are prone to exacerbating student emotions, as well as during sensitive periods, major political activities, major festivals, major cultural and sports activities, and various major emergencies, while implementing safety measures, timely grasp the ideological dynamics of teachers and students, and strengthen education and guidance. In accordance with the requirements of early detection, early reporting, early control, and early resolution, contradictions should be resolved at the grassroots level, internally, and in the embryonic stage. We must resolutely prevent individual problems from transforming into common problems, local problems from transforming into global problems, economic problems from transforming into political problems, and non confrontational contradictions from transforming into confrontational ones.

2. Information reporting system

(1) We will resolutely implement the system of reporting and requesting instructions on major situations. For information about potential group emergencies, the recipient or receiving unit should promptly report to the superior department or the office of the school leadership group, and the duty room of the general affairs department to prevent conflicts and incidents from escalating due to insufficient attention, improper response, improper handling, or being intervened and exploited by hostile elements.

(2) The Office of the School Leadership Group is responsible for summarizing, analyzing, and judging the reactions of various aspects after the occurrence of social security emergencies, grasping the development trend, and reporting level III or above events directly to the leader and deputy leader of the leadership group; The leadership group should promptly report information to Shenzhen and the municipal public security department, request assistance and support, and strengthen campus network monitoring to resolutely prevent the spread of harmful information and guide public opinion correctly.

4、 Emergency response

1. Handling of Special Major Events (Level I)

(1) If the incident has exceeded the scope of the school and cannot be quelled with the help of the school, in addition to following the IV-II level incident

response procedures, the Social Security Emergency Command (hereinafter referred to as the Command) should immediately report to the higher authorities, request support, and take corresponding measures according to the situation to avoid escalating conflicts and student injuries.

(2) If the public security department must take resolute measures, the command center should organize cadres to further persuade students to leave the scene and ensure their safety. When schools must make decisions to deal with students, they should grasp the timing and extent, avoid escalating conflicts, isolate a very small number of troublemakers, unite the majority of students, and promote the event to be resolved as soon as possible.

(3) The emergency response to terrorist attacks on teachers and students shall be carried out in accordance with the relevant requirements of the National Emergency Response Plan for Large scale Terrorist Attacks.

2. Disposal of Major Events (Level II)

The command center will immediately activate this emergency plan, strictly manage the security guards, prevent students from colluding and going out for gatherings and parades, and prevent unauthorized personnel from entering. The principal's office, student affairs office, and homeroom teacher should go deep into student classes and dormitories, and do a good job of educating and guiding students face-to-face. Take immediate protective measures for incidents involving foreign teachers or international students. If the incident has seriously affected the normal teaching and living order of the school, in addition to following the IV-III level incident response procedures, the person in charge of the command center should also promptly go to the location of the incident, resolve conflicts, take measures, effectively handle, and control the spread and expansion of the situation. For individuals who have ulterior motives, intentionally sabotage, or endanger public safety in group incidents, they should report to the public security department for strict control and monitoring.

3. Disposal of Major Events (Level III)

After the outbreak of the event, when it is in a localized gathering state, in addition to following the level IV event response procedure, relevant departments of the school should immediately report to the school leadership group office, which should immediately report to the members of the leadership

group, study and decide to activate this plan, and immediately report to the Ministry of Education and the provincial and municipal public security departments. According to the cause of the incident, the command center shall notify the department heads directly related to the incident and their school leaders in charge to be present. For issues with clear causes that can be immediately addressed, they shall be dealt with in accordance with the law, in a timely and appropriate manner; For those whose reasons are unclear and require a certain amount of time for investigation and handling, the Student Affairs Office and class teacher will explain to the students, explain the reasons clearly, resolve conflicts, enable students to timely understand the truth, achieve ideological transformation as soon as possible, understand and support the school's decisions and decisions, maintain consistency with the school, and separate, guide and evacuate the gathered students to restore normal order.

5、 Classified disposal

1. Mass incidents such as gatherings, meal strikes, class strikes, sit ins, petitions, road closures, and vehicle interception occur

(1) Once a group event that affects stability occurs in the school, members of the school leadership group, members of the social security emergency command center, and members of each working group should be immediately present, and the school leadership group members and the person in charge of the command center should be responsible for unified command. Command staff and members of each working group should immediately open all necessary communication tools to maintain smooth communication;

(2) The information communication and publicity team should promptly understand the basic information of the cause, nature, scale, personnel composition, etc. of the event, and report it in a timely manner. The publicity department should do a good job in positive publicity and public opinion guidance to stabilize the emotions of teachers and students;

(3) The security team should promptly organize personnel to control and guard the scene of the incident, to prevent some malicious individuals from taking the opportunity to incite and sabotage activities; At the same time, it is necessary to strengthen the security and protection of key parts of the school and maintain campus order;

(4) The education and counseling team should timely understand the ideological situation of the participants, identify the crux of problems and the focus of contradictions, and carry out targeted ideological education and counseling work, especially focusing on the ideological work of key targets, reducing confrontational emotions, and easing and resolving conflicts;

(5) The logistics support team should maintain the normal work and living order of the school, and provide conditions such as vehicles, water and electricity, and meals. The General Affairs Office and the School Medical Office organize ambulance vehicles and medical personnel to arrive at the designated location for standby;

(6) If a group incident involves foreign experts or international students, the foreign affairs working group should immediately intervene, timely understand the situation and report to the command center, and the command center will make further handling suggestions;

(7) In the process of handling incidents, it is necessary to strengthen the control and management of school public platforms, radio, television, newspapers, shop windows, blackboard newspapers and other media, timely detect and properly dispose of large and small character newspapers on campus, and control public opinion positions;

(8) Seriously carry out post event handling work. The relevant departments of the school should promptly summarize the reasons for the occurrence and development of events, learn from experience and lessons, take effective measures, and avoid similar incidents from happening again. Clear rewards and punishments shall be given to those who have made meritorious contributions in handling the incident, and the responsible persons shall be dealt with seriously.

2. Major violent or retaliatory criminal cases (referring to major and malignant cases that seriously endanger personal safety such as murder, gun involvement, kidnapping, and coercion with explosives)

(1) When the General Affairs Department receives an alarm, it should inquire about the time, location, nature, casualties and losses of the incident, and immediately dispatch personnel to the scene for early disposal;

(2) Quickly report to the members of the command center and the office of the leadership group, and mobilize each working group to respond quickly by the command center;

(3) Immediately contact the public security organs, and after the public security organs arrive at the scene, take them as the main person to cooperate with the handling;

(4) Organize forces to quickly block and protect the scene. If there are casualties, immediate measures should be taken for treatment;

(5) Immediately set up control points on campus for patrol and investigation, mobilize technical defense forces for monitoring, and pay attention to discovering suspicious personnel.

3. Student suicide and loss incidents

(1) Establish a warning mechanism for student suicide and missing incidents, striving for early detection and reporting. Each functional department, teaching department, and student department should attach great importance to the mental health issues of students, strive to conduct regular investigations, regularly understand and grasp the ideological dynamics of students, timely detect students with psychological disorders or serious emotional and behavioral abnormalities, and report them step by step;

(2) Actively engage in psychological intervention and treatment to prevent the occurrence of suicide and runaway incidents. For students with psychological disorders, class teachers and psychological counseling teachers should actively provide psychological counseling and treatment to eliminate their psychological barriers as soon as possible; For students who cannot eliminate psychological barriers or have a tendency to commit suicide or run away, all necessary measures should be taken immediately to strictly prevent the occurrence of student suicide or run away incidents;

(3) Once a student commits suicide or runs away, the department receiving the report should immediately take measures to treat and search, and report to the members of the command center. The relevant person in charge will be in place immediately. For students who have suicidal tendencies or attempted suicide, the psychological counseling center provides psychological crisis intervention and treatment. The school medical room of the General Affairs Department is

responsible for rescue, and the Student Affairs Department sends dedicated personnel to accompany and contact the students' families to jointly provide psychological counseling and post-treatment work. For runaway students, every effort should be made to find their whereabouts, and if necessary, assistance from the public security organs can be requested.

4. Parade and demonstration emergencies

(1) The teaching department selects reliable student cadres as information officers to timely grasp the ideological dynamics of students and report any abnormal situations to the student department.

(2) The propaganda department should timely grasp the information dynamics of the school's public platform, delete articles related to calling for marches and demonstrations in a timely manner, and keep backups. For netizens who distribute a large amount of such information, their true identity should be investigated and appropriate measures should be taken. If there is a large amount of inflammatory information about calling for marches or demonstrations online, it is necessary to report it to the command center or the office of the school leadership group in a timely manner. The General Affairs Department will cooperate to do the above work well.

(3) For demonstrations and riots, school leaders should be present at the scene to quickly quell the situation, prevent further spread, and control the situation within the campus wall; If the situation cannot be controlled and students want to rush onto the streets, they should immediately seek instructions from their superiors and request assistance from the public security department.

(4) The Student Affairs Office should promptly understand the basic information such as the cause, nature, scale, and personnel composition of the event, and report it in a timely manner, and unify the external publicity caliber. To make students understand the relevant content of the Law of the People's Republic of China on Assembly, Parade and Demonstration and the serious consequences of illegal activities, actively guide positive public opinion, and stabilize the emotions of teachers and students.

(5) The logistics support team should maintain the normal work and life order of the school, and ensure the needs of vehicles, water and electricity, and meals.

The General Affairs Office and the School Medical Office organize ambulance vehicles and medical personnel to arrive at the designated location for standby;

(6) If the parade or demonstration involves foreign experts or international students, the foreign affairs working group should immediately intervene, timely understand the situation and report to the command center, and the command center will make further handling suggestions;

(7) Properly handle the aftermath. The relevant departments of the school should promptly summarize the reasons for the occurrence and development of events, learn from experience and lessons, take effective measures, and avoid similar incidents from happening again. Clear rewards and punishments shall be given to those who have made meritorious contributions in handling the incident, and the responsible persons shall be dealt with seriously.

6、 Emergency support

The emergency support work required by this plan shall be coordinated and arranged by the Command Office (hereinafter referred to as the Office), and the emergency support preparation work shall be regularly reported to the leadership group and members of the Command.

1. Plan guarantee

The office should strengthen the training of emergency response personnel, so that they can grasp the main content of emergency response, their position, responsibilities, etc., and ensure that they can quickly arrive, take standardized actions, and effectively respond when needed. Carry out regular drill activities and further improve the contingency plan based on the problems exposed during the drill.

2. Team support

The office should continuously expand the scale of the school's stable work team, improve the team structure, and form a strong and powerful team for ideological and political work, mental health education, propaganda and ideological work, security and network management to maintain school stability, and establish a reserve team. Strengthen the training and management of emergency forces, provide necessary equipment and funding, so that this team can be called upon, fight, and win in battle. Especially, we must adhere to the principle of combining morality and talent, as well as combining expertise and

expertise, and select and strengthen the ideological and political work team for students.

3. technical support

The office should strengthen the basic construction of maintaining a stable and rapid response system in the school, promote and improve the campus security prevention and control system that integrates civil defense, physical defense, and technical defense with the campus alarm center as the hub, provide comprehensive help, consultation, and services for teachers and students, improve the overall level of campus prevention, and prevent incidents that affect stability caused by security incidents.

4. Material security

The office adheres to the principle of combining peacetime and wartime, and regularly prepares various human, material, and financial resources to respond to emergencies. After a large-scale group emergency occurs, efforts should be made to ensure the necessary logistics support work such as daily life, medical assistance, communication, etc. for the personnel involved in handling the incident and the teachers and students involved in the incident, to ensure the smooth progress of the handling work.

7、 Rehabilitation and Rehabilitation

The focus of post disposal work is to quickly identify the root cause of the incident, properly solve the substantive issues that caused the mass incident, meet the reasonable requirements of teachers and students as much as possible, calm and calm their emotions, and restore normal order on campus.

1. Political group incidents caused by major international and domestic hot topics or sensitive issues related to national and ethnic emotions. The focus of post disposal work is to strengthen correct guidance and education through forms such as situation reports, symposiums, and lectures, organize teachers and students to study relevant documents of the central government, carry out legal education, protect the patriotic enthusiasm and ethnic emotions of teachers and students, and resist erroneous ideological trends, Guide teachers and students to consciously unify their thoughts and actions with higher-level decision-making.

2. Belonging to a group event caused by accidents and casualties in the campus and surrounding security environment, the focus of later disposal work is to

provide necessary humanitarian relief and assistance to teachers and students who were injured or killed in the accident, and offer condolences to the families of the victims; Actively cooperate with relevant departments such as the government and public security, strengthen the cleaning and rectification of the campus and surrounding environment, effectively solve hidden dangers such as traffic and public security in the campus and surrounding areas, and ensure the safety of the lives and property of teachers and students.

3. Belonging to group incidents caused by issues related to the vital interests of teachers and students in the reform of the school system, the focus of post disposal work is to promptly help solve the difficulties and problems of teachers and students, and to supervise relevant parties to implement them in a timely manner if there are clear provisions on laws and policies; Thoroughly and meticulously carry out persuasion and education work for those with reasonable requirements that are difficult to solve at the moment.

4. After the incident, the office should propose further improvement methods and measures to consolidate the stable situation and prevent rebound.

Attachment 2:

SIA Emergency Plan for Sudden Fire Accidents

Accident work plan.

1、 Guiding ideology

Guided by the Scientific Outlook on Development, we will conscientiously, quickly, and properly carry out on-site disposal of sudden fire accidents in schools.

2、 Work objectives

When a sudden fire accident occurs in a school, the principle is to ensure the safety of the lives and property of teachers, students, and staff, quickly organize firefighting work, minimize the losses and impacts caused by the fire accident, and maintain the stability of the school.

3、 Job requirements

Leaders of various functional departments should work together and conscientiously implement the Fire Protection Law of the People's Republic of China and the Regulations on Fire Safety Management in Higher Education Institutions. With a highly responsible attitude and sense of responsibility towards the safety of the lives and property of teachers, students, and employees, as well as national property safety, they should actively respond to sudden accidents. Busy but not chaotic at the scene of a fire accident, commanding in an orderly manner, each performing their duties, and responding quickly.

4、 Organizational leadership structure

The members of the leadership group for sudden fire accidents are as follows:

Leader: Principal

Deputy team leader: Director of the General Affairs Department

Members: Department heads

5、 Responsibilities of on-site leadership positions

Team leader: Responsible for overall on-site coordination work.

Deputy team leader: Responsible for organizing on-site firefighting work.

Members:

1. Fire safety officer: Responsible for mobilizing employees to quickly cut off the power supply to the fire area, ensure the supply of firefighting water, open doors and windows related to the fire area, and ensure smooth fire exits.
2. Fire safety officer: jointly responsible for introducing the quantity and storage location of on-site equipment, materials, and hazardous materials, and taking necessary safety measures.
3. Student Affairs Office: Responsible for conducting propaganda and ideological education for students, comforting the injured, and understanding the situation of student personnel.
4. School doctor: Responsible for organizing rapid rescue on site, rescuing injured individuals, and transporting them to the hospital.

6、 Rescue plan

Once a fire accident occurs in any part of the school, it is necessary to immediately report to the duty room of the General Affairs Office (24-hour duty)

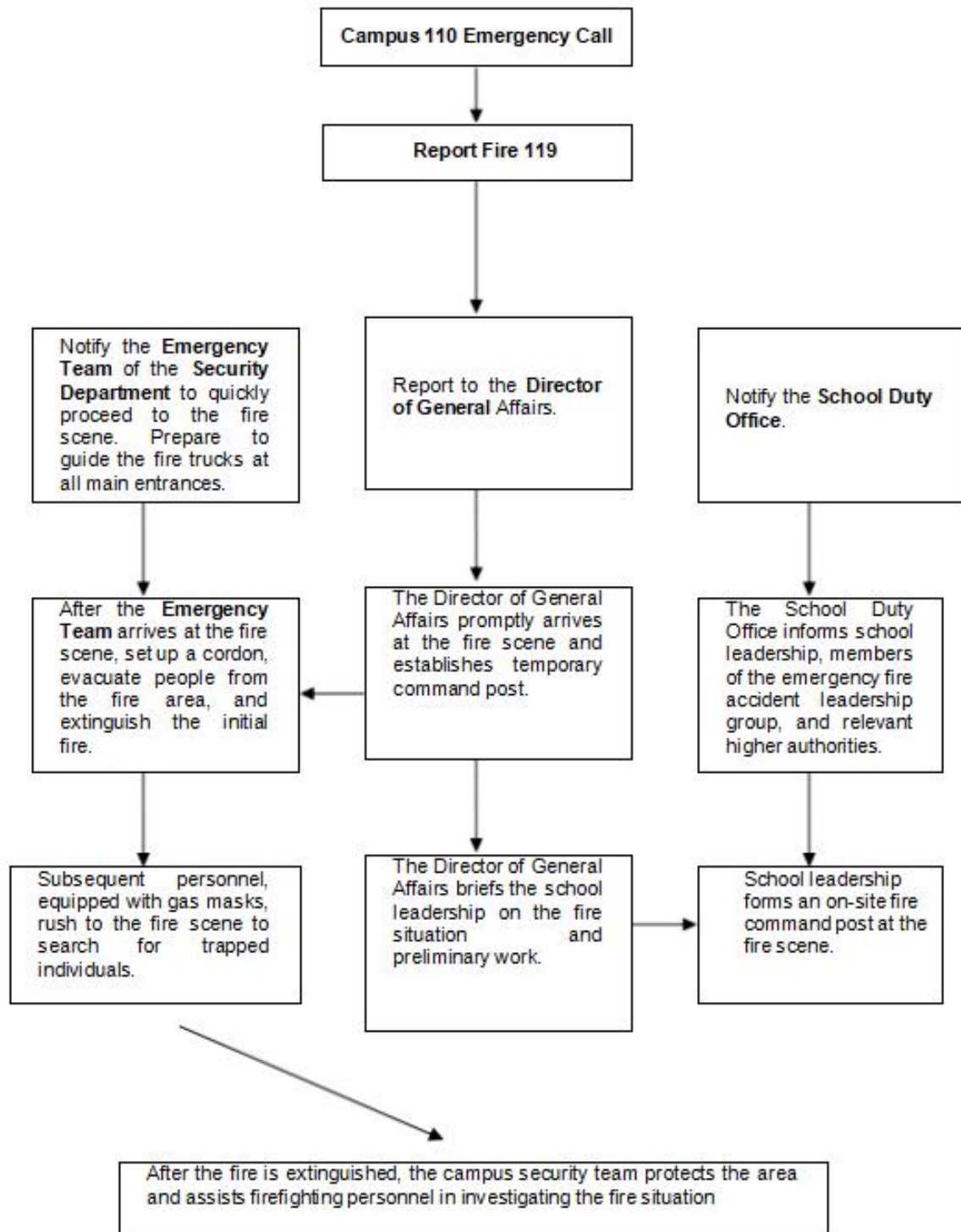
Upon receiving the alarm, the security room or on duty patrol team shall immediately report to the director of the general affairs department and report to the school principal's office. Call 119 according to the fire situation and immediately notify the security personnel on duty at each gate, responsible for guiding firefighting vehicles to the fire site.

After receiving the report, the Director of the General Affairs Department should immediately report to the school leaders and notify the leaders of the fire scene command work group to rush to the scene to carry out work.

4. The General Affairs Department, patrol team, emergency team, etc. quickly organize security personnel to carry out the initial fire extinguishing work, responsible for evacuating personnel, maintaining order at the fire scene, and setting up warning lines.

After the fire is extinguished, the General Affairs Department is responsible for organizing personnel to protect the scene and assisting the public security fire department in conducting investigations.

Fire accident disposal process diagram



Attachment 3:

SIA Campus Explosion Emergency Plan

In order to strengthen the anti-terrorism and explosion-proof work in schools, timely and properly handle campus explosion accidents, and maintain the safety of life and property of teachers, students, and employees, this plan is specially formulated.

1、 Job requirements

1. Emergency response at explosion sites should follow the principles of being serious, responsible, highly vigilant, reporting quickly, actively assisting, scientific, stable, timely, and meticulous. After an explosion accident occurs, the relevant leaders and department heads of the school should rush to the scene as soon as possible, organize rescue efforts, and immediately call 110 while reporting to the superior supervisory department. If there are any casualties, call 120 immediately.

2. Emergency response at explosion sites must be people-oriented and prioritize personnel safety. Emergency disposal of explosives or suspected explosives is highly dangerous and professional, and should not be easily touched in principle. We must strictly follow the plan for dealing with explosion incidents, overcome complacency, fully carry out our work, and maximize the protection of the safety of teachers, students, and employees, minimizing losses.

2、 Emergency response measures for campus explosion accidents

(1) Emergency response at the site of explosion

Immediately report to the superior supervisory department and public security organs. Timely set up isolation belts at the explosion site, block and protect the site, evacuate personnel, control the order of the site, quickly cut off relevant power and gas sources, inspect and eliminate secondary hazards, prevent secondary accidents, and effectively protect the safety of teachers, students, and employees. The medical staff in the school medical room of the General Affairs Department should provide on-site rescue for the injured, and call the emergency hotline or send them to the hospital for treatment in the fastest way possible. Do not move the deceased without authorization. Actively assist the public security department in carrying out search and explosion control, on-site investigation, and other work. If the perpetrator or directly responsible person is found, take

effective measures immediately and promptly report to the public security organs; At the same time, strengthen the inspection and patrol of school gates, conduct explosion-proof inspections in important places, and prevent secondary explosions.

(2) Emergency response at unexploded sites

Unexploded sites, sites with hazardous explosives, sites with suspected explosives, sites with stable explosives, sites with anonymous threats of explosion, and sites that threaten self explosion (or hostage taking) should be handled appropriately according to the situation.

1. On site disposal of hazardous explosives

Report to superiors and public security organs as soon as possible, immediately control the scene, evacuate teachers and students, cut off power and gas, and wait for the explosion control police to come and handle it; Non professionals are absolutely prohibited from taking risks in explosive disposal.

2. On site disposal of suspected explosives

Before the arrival of public security personnel, if the situation is critical and it is necessary and necessary to ensure safety, the personnel of the General Affairs Department may take emergency measures to reduce the explosive power at their discretion:

(1) Remove harder objects around the suspected explosive object to prevent the explosion from producing more shrapnel;

(2) Open nearby doors and windows or remove surrounding obstacles to allow the explosion shock wave to dissipate;

(3) Flammable, explosive, highly toxic and other hazardous materials can be transferred around the suspected explosive object to prevent potential hazards such as fire or toxic substance leakage after the explosion.

(4) If equipped with explosion-proof professional equipment, explosion-proof blankets can be used to cover (cover) explosive suspicious objects.

3. Anonymous threat explosion site disposal

We should adhere to the principle of "faithfulness, speed, and meticulousness", and "prefer to believe in what is there rather than what is not"; After receiving anonymous

threat explosion information, it is necessary to promptly report to the public security organs, quickly mobilize forces for on-site control, and cooperate with the police to conduct detailed security checks and investigations; At the same time, be careful not to blindly escalate the situation and avoid causing unnecessary panic and chaos.

4. Threatening self explosion (or hostage taking) on-site disposal

Quickly report and block the scene, implement monitoring, warn onlookers to avoid; Try to stabilize the self detonating personnel so that they do not explode immediately, and advise them to give up their self detonating behavior. If hostages have been taken, they should do their best to protect their safety; At the same time, pay attention to the situation of the explosive devices used by the self detonator (such as ignition or electric detonation), providing reference for public security personnel to handle.

3、 Explosion proof training and drills

Actively carry out explosion-proof publicity and education, provide training and drills on explosion-proof and security checks for relevant personnel and items, enhance awareness of explosion-proof and security checks, strengthen school safety management, and strengthen security measures for major events on campus. If any suspicious personnel or situations related to explosions are found, they should be reported immediately and dealt with decisively and properly

Manage explosive incidents, improve the warning and handling capabilities of explosive incidents, and maintain the safety and stability of schools.

Attachment 4:

SIA Emergency Plan for Chemical Hazardous Material Accidents

According to the national standard GB/T 28920-2012 on the use and storage of hazardous solids and liquids for teaching experiments, in order to further standardize the storage, use, and management procedures of drugs in our school's chemical laboratory, ensure the safety of teachers and students' lives and school property, and avoid criminal cases and catastrophic accidents caused by the use and storage of flammable, oxidizing, corrosive, toxic chemicals, and precursor chemicals, To minimize the harm of accidents to personnel, equipment, and the environment as much as possible, this plan is specially formulated.

一、 Basic information on hazardous chemicals and precursor chemicals in the laboratory

1. Classification of hazardous chemicals in the laboratory:

1) Flammable liquids: carbon disulfide, gasoline, acetaldehyde, acetone, benzene, toluene, ethyl acetate, ethanol, xylene, kerosene, etc.

2) Flammable solids: red phosphorus, white phosphorus, sulfur powder, magnesium, aluminum powder, sodium, potassium, calcium carbide (carbide), etc.

3) Oxidants: sodium peroxide, potassium chlorate, potassium permanganate, ammonium nitrate, sodium nitrate, potassium nitrate, ammonium dichromate, silver nitrate, copper nitrate, etc.

4) Corrosive products: nitric acid, sulfuric acid, hydrogen peroxide (hydrogen peroxide), bromine, mercury, aluminum chloride, hydrochloric acid, phosphoric acid, formic acid, acetic acid, potassium hydroxide, sodium hydroxide, ammonia, calcium oxide (quicklime), sodium sulfide, alkali lime, calcium hydroxide (hydrated lime), phenol, formaldehyde, etc.

5) Toxic chemicals: barium chloride, barium hydroxide, carbon tetrachloride, phenol, chloroform, lead acetate, bromoethane, oxalic acid, white phosphorus, etc.

6) Chemicals that can easily produce drugs: acetone, ether, toluene, potassium permanganate, etc.

2、 Safety emergency leadership group and division of responsibilities

Leader: Principal

Deputy Team Leader: Vice President

Members: Director of General Affairs Department and Laboratory Management Personnel

Division of labor and responsibilities

1. The team leader is fully responsible for leading, organizing, making decisions, coordinating, and guiding various functional groups to implement prevention and control measures, commanding prevention and emergency work, and promptly carrying out post accident remedial and aftermath work.

2. The deputy team leader is responsible for implementing laboratory patrol inspections and on duty; Develop corresponding monitoring and management measures. Fully responsible for the training of relevant personnel, disaster relief drills, and rescue work for teachers, students, and property.

3. Members are responsible for the safe evacuation and transfer of teachers and students; Disaster monitoring and reporting; Organize rescue team members to rescue students and property; Experimental classes provide students with education and management, disaster relief technical guidance, internal and external communication and coordination; Provide emergency rescue supplies.

3、 Emergency measures

1. Dangerous chemical drugs shall be stored by dedicated personnel and counters with double locks, and shall be used by two people. Unauthorized personnel are strictly prohibited from entering or leaving; Equipped with specialized fire-fighting equipment such as fire extinguishers, sandboxes, and fire hydrants.

2. In the event of a criminal case of chemical injury or a catastrophic accident, members of the emergency leadership team quickly rush to the scene, notify the hospital, and report to the competent leadership. In the event of a serious accident, report to the police at 110, 119, and 120.

3. Organize relevant professional and technical personnel to adopt correct and effective methods to suppress the spread of fire and harmful gases, evacuate personnel, and avoid causing greater harm.
4. Assist the school doctors in transporting the injured out of the danger zone and promptly carry out emergency rescue work.
5. The General Affairs Department is responsible for vehicle scheduling, equipment and material supply, and transporting patients to the hospital for rescue.
6. Take effective measures to protect the site, cooperate with relevant departments to conduct surveys, and start specific analysis and research on the materials and physical evidence obtained to determine the nature of the accident.
7. After the accident is investigated, a qualitative case closure report should be written, including the time, location, location, and casualties of the accident, the economic losses caused, the determination and conclusion of the nature of the accident, and the handling opinions of the accident creator or responsible person. According to the nature of the accident, report to the school, education bureau, and municipal government leaders in a timely manner.
8. The Director of Academic Affairs should inspect the management of hazardous chemicals once a month and fill out inspection records. The emergency leadership group of the school should conduct inspections at least once every three months, promptly identify safety hazards, take corrective measures, and be loyal to prevention.
9. Strengthen training on safety knowledge of hazardous chemicals and precursor chemicals in the laboratory. The school holds a special meeting at the beginning of each semester to provide training for all members of the emergency leadership group. Conduct separate training for all teachers and students in the school through subject directors, subject group leaders, teachers, and class teachers.

4、 Emergency rescue support

(1) Medical security

1. The on-site rescue team is responsible for organizing rescue personnel and immediately transporting the injured to the hospital after emergency treatment.
2. The hospital clinic should prepare necessary emergency medical equipment and drugs on a daily basis, and keep them available at any time.

(2) Logistics support

1. Ensure on-site vehicle transportation, be prepared to transport injured personnel and supplies at any time, and ensure water and electricity supply.
2. Ensure that on-site rescue workers have meals.
3. Organize electrical, gas welding, and maintenance personnel to be ready to participate in rescue work at any time.

Attachment 5:

Emergency plan for unexpected injuries to SIA teachers, students, and employees

In order to protect the interests of teachers, students, and staff, maintain school stability, actively prevent and properly handle unexpected injuries and emergencies among teachers, students, and staff, this plan is specially formulated.

1、 Strengthen prevention and prevent potential problems before they occur

1. Actively carry out ideological education for teachers, students, and employees, strengthen mental health education, establish channels for psychological crisis intervention, and guide teachers, students, and employees to maintain a positive and healthy mentality;

2. For faculty or students who have been found to have serious psychological problems, they should immediately contact their families and units, strengthen communication, and provide targeted psychological counseling or referral to professional doctors

Hospitalization for treatment.

2、 Actively cooperate and handle the aftermath of accidents well

Once an abnormal death event occurs among teachers, students, and employees, the head of the General Affairs Department and relevant departments should immediately rush to the scene to protect it; In case of unexpected events such as abnormal death or loss of teachers, students, and staff, the school's general affairs department shall report to the principal's office and the public security department as soon as possible, and the principal's office shall report to the group headquarters and local government departments;

2. After identifying the identity of the parties involved in the accident, an accident leadership group should also be established immediately, and they should contact their families to politely ask them to come to school as soon as possible;

3. After the family members of the parties involved in the accident come to the school, in the presence of a doctor, inform them of the true situation that occurred and assist them in handling the accident;

4. If it is a casualty accident, after the appraisal report from the public security department is made, accompanied by the school's general affairs department and unit leaders, the public security department will directly explain to the family members;

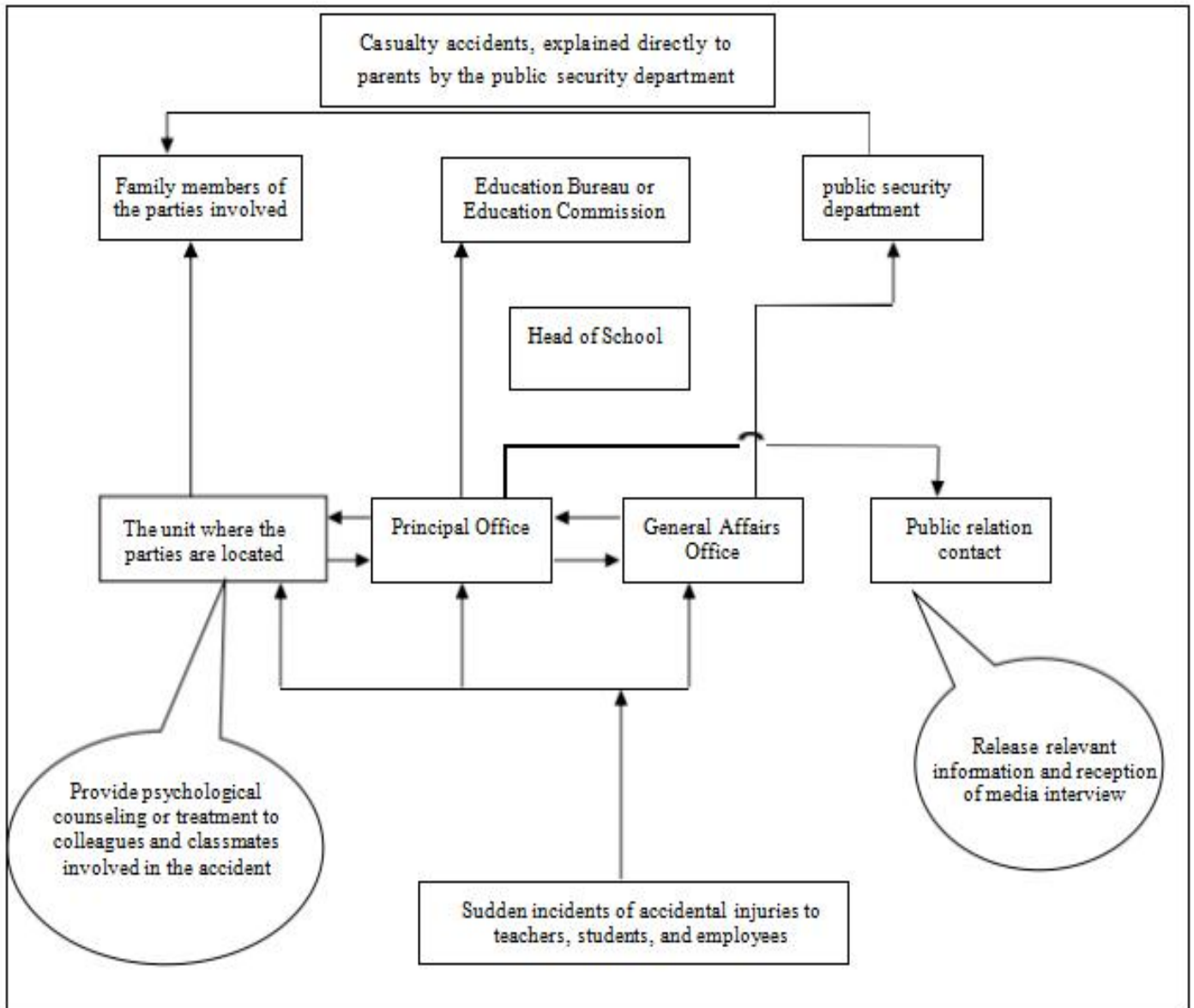
5. In principle, the expenses involved in the accident shall be handled in accordance with the regulations of the education department and the public security department. However, for humanitarian reasons, the school may reimburse the travel expenses of the family members of the parties involved to the school, accommodation expenses during the accident handling period, living expenses, and funeral expenses of the parties involved in an appropriate amount, and may also provide a small amount of condolence money;

During the handling of the accident, the accident leadership group of the unit where the party concerned belongs should patiently and meticulously explain and advise their family members to ensure a quick, safe, and smooth resolution of the accident;

7. After the accident, the school should arrange teachers from the Psychological Quality Education Center to provide timely psychological counseling or treatment to colleagues, classmates, and teachers and students who witnessed the accident, in order to stabilize everyone's emotions and psychology;

During the accident handling process, the school office will release relevant information and receive media interviews; The progress of accident handling shall be reported by the principal's office to the relevant higher-level departments at any time.

Process flow chart for handling unexpected injuries to teachers, students, and employees



Attachment 6:

SIA Emergency Plan for Sudden Infectious Diseases

In order to protect the physical health of teachers, students and staff, maintain the stability of teaching and research order in the school, and further do a good job in the prevention and control of infectious diseases, in accordance with the relevant provisions and requirements of the Infectious Disease Prevention and Control Law of the People's Republic of China, the Emergency Regulations for Public Health Emergencies, and the School Health Work Regulations, combined with the actual situation of infectious disease prevention and control in our school, this study focuses on the prevention and control of influenza A (H1N1), avian influenza, and atypical pneumonia. The SIA Emergency Plan for Emergent Infectious Diseases was formulated for the prevention and control of major infectious diseases such as tuberculosis and the COVID-19.

A. General Provisions

1、 Guiding ideology

Under the unified leadership of the school, conscientiously implement various laws, regulations, and rules on infectious disease prevention and control issued by the state and health and education administrative authorities. Summarize the effective experience and practices of the school in the prevention and control of infectious diseases, establish a long-term management and emergency response mechanism with the top leader taking overall responsibility and specific leadership in charge, focusing on "prevention first, prevention and control combination" and "block by block combination, block by block", solidly implement the work requirements of "early prevention, early detection, early reporting, early isolation, and early treatment," and promote the legalization of prevention and control work. Under the premise of scientificity and standardization, further improve the school's ability to respond quickly and handle emergencies, ensure the physical health and safety of all teachers, students, and staff, and ensure the stable development of the school.

2、 Working principles

1. Prevention first. Promote and popularize knowledge on infectious disease prevention throughout the school, enhance the awareness of prevention among teachers, students, and staff, and enhance the level of public health in the school. Strengthen daily monitoring, promptly take effective measures when cases are detected, quickly cut off the transmission route, and effectively control the spread of the epidemic.
2. Grading control. According to the development of the epidemic, infectious diseases are divided into two levels for early warning and graded control is implemented. Initiate corresponding organizational leadership systems and work plans for different levels of epidemics.
3. Quick response. According to the emergency plan, establish an effective working mechanism to ensure the allocation of human, financial, and material resources, and enhance the school's emergency response capabilities.
4. Responsibility is assigned to individuals. Establish infectious disease prevention and control systems for the entire school and each department, with clear division of labor and clear responsibilities, and implement them to individuals; It is essential to organize to the end and implement to the end.

3、 Epidemic classification

In addition to daily prevention and control, our school divides the epidemic into two levels for early warning and management based on the development and warning level of the epidemic in Shenzhen.

Second level warning: When Shenzhen City initiates a third level emergency response or orange warning, and there is no epidemic (including "suspected") in the school, our school will initiate a second level epidemic warning.

First level warning: When there is an outbreak of infectious diseases (including "suspected") in the school, or when Shenzhen City initiates a second level or higher or red warning, our school will initiate a first level epidemic warning.

B. Organizational management

1、 Decision making leadership structure

The SIA Leading Group for the Prevention and Control of Infectious Diseases (hereinafter referred to as the Leading Group, specific list can be found in the attached content) is the decision-making leadership body for infectious disease prevention in our school. The leadership group timely convened meetings based on the prediction and changes of the epidemic situation to study and decide on important matters and major decisions for the prevention of infectious diseases in our school. The leadership group is led by the principal, and is composed of school leaders in charge of medical and health work, logistics work, and student work, as well as relevant departments and department heads of the school. The main responsible persons of each unit in the school are responsible for the overall prevention and control of infectious diseases in the school.

2、 Daily management and emergency command system

The leadership group is the command and coordination center for the prevention and control of infectious diseases in our school. There are 9 special working groups under the organization, including the Office and Information Group, Temporary Treatment and Public Security Maintenance Group, Medical Observation Implementation and Supervision Group, Student Dynamic Management Group, Community Comprehensive Prevention Management Group, Logistics Guarantee and Meal Supply Group, Epidemic Point Disinfection and Environmental Hygiene Group, Budget and Material Supply Group, Propaganda and Education and News Release Group. The office is adjacent to the principal's office, specifically the school's overall class office. Once an epidemic occurs, it is possible to have someone command, someone on duty, isolation, disinfection, public security protection, and medical treatment. To ensure timely control of the development of the epidemic and ensure the normal order of education and teaching in schools.

3、 Responsibilities of grassroots units

According to the requirements of this plan, each department of the school shall establish a school infectious disease prevention and control work

organization with a leader in charge, establish a grassroots infectious disease obligation reporter, formulate a school infectious disease prevention and control work plan, decompose and implement responsibilities to individuals; Strengthen disease monitoring and reporting, immediately report any situation to the Infectious Disease Department, Health Department, and Infectious Disease Prevention and Control Office of the General Affairs Office, and cooperate with the school to timely initiate and implement corresponding prevention and control measures. As the main department for infectious disease prevention and control in the school, the School Medical Office of the General Affairs Office is responsible for screening, preliminary diagnosis, isolation and reporting of infectious patients, disinfection of epidemic areas, flow control and blocking.

4、 Members and Responsibilities of the SIA Leading Group for Infectious Disease Prevention and Control

(1) Establish an emergency leadership group for infectious diseases

Leader: Principal

Deputy team leader: Director of the General Affairs Department

Team members: School doctors and other department heads

(2) Establish a guarantee mechanism

1. Security team

Responsible person: Peng Yu

Responsibilities: Responsible for on-site vigilance, order maintenance, and personnel evacuation during the early disposal process of emergencies.

2. Medical rescue team

Responsible person: Director of the General Affairs Department

Responsibilities: Organize pre hospital emergency rescue and cooperate with professional rescue personnel for rescue work.

3. Comprehensive Information Group

Responsible person: Office Director

Responsibilities: Real time recording of the development process of emergencies, providing authentic materials, and drafting and reporting according to regulations.

4. Logistics Support Team

Responsible person: Medical Clinic

Responsibilities: Responsible for the distribution and supply of on-site rescue materials, as well as daily emergency material reserves.

5. Psychological counseling group

Responsible person: Psychological teacher

Responsibilities: Responsible for public opinion monitoring and psychological health guidance.

Explanation: Based on the development of the national epidemic and the lifting of Shenzhen's graded warning response, relevant prevention and control measures will be randomly adjusted to ensure the stable development of the school to the greatest extent possible.

C. Daily preventive work

1、 Propaganda and education

The General Affairs Office and the School Medical Office should organize health education and publicity activities (no less than 4 times a year) for the entire school and its faculty, students, and staff to enhance their health awareness and self-protection ability.

The office and student affairs departments should widely carry out scientific hygiene promotion and health education to teachers, students, employees, and their families. Through various promotional channels and methods, enhance the awareness of teachers, students, and employees about scientific prevention and control of infectious diseases, and overcome unnecessary psychological panic. To guide teachers, students, and staff to develop good hygiene habits, enhance public health awareness, strengthen physical exercise, and improve disease prevention capabilities. Persist in offering

elective courses on health education for college students and popularize knowledge on disease prevention.

2、 Improving public health conditions

Strengthen the ventilation and disinfection of classrooms, libraries, laboratories, canteens, student dormitories, auditoriums, construction sites and other crowded areas, as well as the cleaning and disinfection of campus public facilities and appliances, improve campus environmental hygiene, and eliminate hygiene blind spots. Key areas such as public toilets and garbage stations should be cleaned at least once a day and disinfected once a week to prevent the breeding of diseases and pests.

Each student cafeteria must strengthen food hygiene management and disinfection of tableware, strictly implement various rules and operating procedures, and prevent the outbreak and spread of food poisoning and large-scale infectious diseases. The cafeteria should have sufficient non-contact hand washing facilities and be equipped with hand sanitizer. We need to strengthen the management of the campus community, do a good job in environmental hygiene, strengthen the management of market vendors, and standardize pet ownership.

3、 Strengthening the ability of infectious disease prevention, control, diagnosis and treatment in the school medical room of the School General Affairs Office

The school medical room of the General Affairs Office implements a 24-hour duty system, ensuring the diagnosis and treatment of common diseases and frequent illnesses among teachers, students, staff, and family members, as well as pre hospital emergency rescue. At the same time, separate infectious disease departments and fever clinics are established and prominently marked for the initial diagnosis and treatment of fever patients and other infectious disease patients, equipped with a certain number of isolation beds; Assign a dedicated person to handle the diagnosis and treatment of infectious diseases, and promptly send patients or suspected patients with Class A and some Class B infectious diseases to designated hospitals; Medical personnel should take good care of themselves, improve internal standards and operating procedures, and avoid cross infection.

Medical personnel in the infectious disease department must regularly participate in training organized by the health and epidemic prevention department. The Health Department of the School Medical Office of the General Affairs Office has dedicated personnel for infectious disease prevention and control, who serve as the responsible reporter for infectious disease reporting in the school, and are equipped with complete communication equipment for reporting.

4、 Student infectious disease prevention and control work

Strengthen legal education and enhance awareness of prevention and control; Establish a mandatory infectious disease reporter to monitor and report on infectious diseases among students; Seek medical attention promptly when sick, comply with quarantine, isolation, and treatment, and avoid transmission; Carry out various preventive vaccinations according to regulations, maintain personal and dormitory environmental hygiene, regularly exercise, and improve personal disease resistance.

5、 Logistics support work

The logistics service department shall reserve various materials related to the prevention and control of infectious diseases, and provide a health medical observation area.

6、 Establish various work systems for infectious disease prevention and control

Infectious disease epidemic reporting system; Registration and follow-up system for absenteeism of teachers, students and employees due to illness; Regular physical examinations and infectious disease quarantine system for students; Regular cleaning and disinfection system for important places; Hygiene and cleaning system for classrooms, dormitories, and public places; Personal hygiene and cleaning system; Food hygiene and safety system; Student health management system; Comprehensive management system for infectious diseases in campus and family areas; Supervision, inspection, and accountability system.

D. Emergency response to the epidemic

In order to further standardize the school's emergency response to the COVID-19, clarify the response process, refine the response requirements,

improve the response efficiency, and minimize the impact of the epidemic on the health of teachers and students, school teaching order, families and society, according to the requirements of relevant provincial and municipal documents, According to the Guidelines for Handling Abnormal Symptoms such as Fever in Teachers and Students in Schools in Guangdong Province, emergency response measures for public health incidents in schools are formulated: early detection, early reporting, and early disposal.

1、 Discovery and disposal of abnormal situations

(1) Personnel abnormality detected

1. Discovered during campus inspection.

(1) When conducting pre school health monitoring on teachers, students, and staff, it is found that they have the following symptoms: fever (body temperature ≥ 37.3 °C), or symptoms such as coughing, fatigue, poor breathing, diarrhea, runny nose, and sputum. It is confirmed that they are wearing masks and immediately guided to the temporary observation room at the school gate. It is important to avoid other people as much as possible during the journey. Continuous measurement of axillary temperature at least twice (with a minimum interval of 5 minutes), if both are above 37.3 °C, it is suspected to be a fever case.

(2) Inquire from school doctors or resident health professionals if there is any epidemiological history (travel history to overseas areas within 14 days, travel history to high-risk areas in China or other reported communities, contact with confirmed cases, suspected cases or asymptomatic carriers, or patients with fever or respiratory symptoms from high-risk areas abroad or in China, the same below).

Discovered during campus inspection.

(1) When conducting health monitoring on teachers, students, staff, or other personnel on campus, if any of the above symptoms are found, it is confirmed that the personnel are wearing masks and immediately guided to the campus isolation room. After resting for a while, their temperature should be re measured, and attention should be paid to avoiding other personnel as much as possible during the journey. Please avoid other people as much as possible during the journey. Continuous measurement of axillary

temperature at least twice (with a minimum interval of 5 minutes), if both are above 37.3 °C, it is suspected to be a fever case.

(2) Inquire about epidemiological history by the school doctor or resident health professionals.

(2) Personnel transportation and medical treatment

1. For individuals without a history of epidemiology, if they are faculty members, they can go to nearby fever clinics for treatment through non-public transportation; If you are a student, the school should arrange a vehicle to escort them or notify parents to come to the school to take them to the nearby fever clinic for treatment. Public transportation should be avoided. Before parents arrive, students should wait in a well ventilated and cool place to avoid contact with others, especially those with a history of epidemiology.

2. For individuals with a history of epidemiology, whether it is detected during pre admission testing or

Upon detection within the campus, the school should immediately contact 120 to arrange transportation to a nearby fever clinic for medical treatment. Follow up testing should be conducted as soon as possible and all necessary tests should be conducted. During transportation, wait in a well ventilated observation area.

3. Teachers, students, and employees who seek medical treatment should receive examinations, sampling, and treatment according to medical advice, and actively inform them of their school name, student class, and contact person (class teacher) phone number (including office phone, mobile phone) for diagnosis results. Upon learning of the results, medical staff and students should promptly provide feedback to the school's contact person.

(3) Disposal of personnel and premises involved.

2. If it is found during the campus inspection that the patient has an epidemiological history, immediately arrange for personnel in contact with them (such as those in the same office, classroom, dormitory, etc.) to wear masks, and suspend related teaching, learning, and work activities. Schools

with insufficient conditions require relevant personnel to wait in place; Schools with conditions, relevant personnel should leave potential contaminated areas and transfer in an orderly manner to other ventilated and clean places. If the test results of the patient have not been issued before school ends, the relevant personnel can go home first to inform them of health risks, instruct them to wear masks in a standardized manner, monitor their body temperature, and report any abnormal symptoms such as fever in a timely manner and seek medical attention at the fever clinic of a medical institution. Temporarily shut down the centralized air conditioning and ventilation system corresponding to the activity area of medical personnel, and open windows for ventilation; Temporarily close the spaces involved in meals, bathrooms, elevators, etc., and set up warning lines at the entrances and exits to restrict personnel from entering. Stop campus group gatherings and immediately carry out preliminary cleaning and disinfection work at any time. School doctors or resident health professionals should check for fever among other teachers and students.

(4) Notification and Interpretation

Schools should patiently explain the restrictive measures for epidemic prevention and control, properly handle the reasonable needs of teachers, students, and employees, proactively report the situation to relevant parents and employee family members, and obtain the cooperation and understanding of parents and employee family members. When necessary, the school should report the relevant situation to the education bureau in its jurisdiction, and the education bureau should guide and report the situation.

(5) Tracking visit results

1. The medical staff are students, and the homeroom teacher is responsible for tracking the medical results and providing timely feedback to the school doctor or resident health professionals; The medical staff are the school doctors or resident health professionals responsible for tracking the results of their visits.

After learning of the student's diagnosis results, the homeroom teacher should immediately report to the school doctor or resident health professionals, and promptly notify relevant personnel. The latter shall

promptly report to the school's responsible leader or vice principal of health and hygiene; After the school doctor or resident health professional becomes aware of the diagnosis results of the faculty, they should immediately report to the school's responsible leader or vice president of health and hygiene. If the test result is positive, the school doctor or resident health professional shall immediately report to the local disease control institution.

(6) Remove temporary restrictions on personnel and premises

1. If the patient is tested not to be infected with COVID-19 virus, the temporary restrictions on the above personnel and places will be lifted, the normal teaching activities of the above personnel will be resumed, and the normal operation of the above places and the central air-conditioning ventilation system will be restored after the review of the school leader in charge or the vice president of health care and the consent of the president.

(7) Record and report

1. If one or more abnormal cases with a history of epidemiology are found, or if there are clustered abnormal symptoms (referring to the same dormitory or class, with ≥ 3 cases within one day), the school doctor or resident health professional should immediately report to the school's responsible leader, vice principal of health and hygiene, principal, and the district's disease control institution and education administrative department, and carry out epidemic response work under their guidance.

2. School doctors or resident health professionals should keep records of the entire emergency response process, personnel information, and diagnosis and treatment situations, and timely report to the school's responsible leaders, vice president of health and hygiene, and principal at each disposal stage. Schools should report to the education administrative departments and disease control institutions in their jurisdiction in accordance with laws, regulations, and requirements.

2、 Handling of confirmed cases

(1) Report to the disease control institutions in the jurisdiction

If the patient is diagnosed as a confirmed case, suspected case or asymptomatic infected person of COVID-19, the head teacher and the school doctor should immediately report to the vice president of health and health and the disease control institution in the jurisdiction level by level. Make relevant preparations according to the requirements of the personnel in the disease control institution before their arrival; After the arrival of personnel from the disease control institution, the school should cooperate with the institution to conduct investigations and implement various prevention and control measures based on the prevention and control suggestions provided by the institution.

(2) Cooperate in identifying close contacts and conduct centralized isolation

1. Assist disease control institutions in conducting investigations of close contacts on campus. Schools should assist disease control institutions in conducting epidemiological investigations on all individuals who have come into contact with cases or asymptomatic infections on campus, and determine close contacts on campus. Schools should cooperate in implementing centralized isolation and medical observation for them.

2. If the school needs to provide relevant information to close contacts outside of school who have been screened for cases, the school should actively cooperate and assist.

(3) Strengthen health management for general contacts

Individuals who have had contact with cases on campus but do not meet the criteria for determining close contacts are classified as general contacts and can participate in teaching and other activities normally. But it is necessary to register and inform them of health risks, instruct them to wear masks in a standardized manner, monitor their body temperature, and report any abnormal symptoms such as fever in a timely manner and seek medical attention at the fever clinic of a medical institution.

(4) Initiate corresponding control measures

1. Take lockdown measures if necessary.

(1) According to the technical suggestions put forward by the health department, the school will conduct comprehensive analysis and judgment.

Depending on the situation, the school will decide on its own or report to the education administrative department to decide on the implementation of lockdown measures for relevant places or areas. If it is necessary to block a place or area outside the school, the school shall report to the community management department where the place or area is located for decision.

(2) For places or areas where temporary lockdown measures are taken, eye-catching signs should be set up, and personnel and vehicle entrances and exits should be closed with warning lines or other means. Relevant personnel should be informed through WeChat reminders, campus broadcasts, and other means.

2. Take suspension measures if necessary.

If only the class needs to be suspended, it is directly decided by the school; If it is necessary to suspend classes for grades, the school shall report to the education administrative department for decision; If it is necessary to suspend classes throughout the school, the school shall report to the education administrative department and submit a decision to the city or district command center or special class for public announcement and implementation.

3. Disposal of personnel involved.

(1) Close contacts shall be subject to centralized quarantine and medical observation as required.

(2) Other personnel, after implementing lockdown measures on their accommodation, office, or living floors, buildings, or areas, or after implementing class, grade, or even school wide closure measures in schools, whether they need to withdraw from their premises, areas, or leave the school, shall be provided with technical advice by the health department, which shall be decided by the school or reported to the education administrative department.

(3) If personnel do not need to evacuate, they should be disinfected at any time and in the end according to the requirements of the disease control institution or in cooperation with the institution, providing normal supply of daily necessities, strictly implementing closed management measures, and ensuring personnel safety. The health management of relevant personnel is

implemented by the school. If it is necessary to evacuate personnel, the school shall make appropriate arrangements and ensure that everyone is evacuated safely.

(5) Cooperate with relevant cleaning and disinfection

1. Cooperate with disease control institutions to carry out final disinfection of the affected areas such as dormitories (apartments), classrooms, and offices where the cases are located;
2. According to the guidance of disease control institutions, carry out preventive disinfection and disinfection work in other public areas at any time, while increasing the frequency of disinfection in key areas. Strengthen the ventilation and disinfection of public facilities and tools in crowded areas on campus, especially in classrooms, canteens, dormitories, laboratories, libraries, conference rooms, toilets and other public places, as well as garbage bins (stations).
3. Under the guidance of the disease control agency, forcibly clean and disinfect the centralized air conditioning ventilation system (after the disease control agency provides qualified opinions, normal use can be restored).

(6) Public opinion response and education guidance

Schools should promptly report to the education bureau in their jurisdiction and, under the guidance of the education and health administrative departments, carry out public opinion response and education guidance. Strengthen public opinion monitoring, mental health guidance and health education, publicize the knowledge and skills of COVID-19 prevention and control through various channels, urge teachers and students to strictly standardize their personal hygiene behaviors, and develop good personal hygiene habits. Guide teachers and students to take proper protective measures. Based on the actual situation of different groups such as confirmed cases, suspected cases, and close contacts, close communication and cooperation between families and schools are carried out, targeted humanistic care, psychological support, and crisis intervention work is carried out to stabilize the emotions of parents and teachers and avoid excessive panic.

(7) End the emergency response to the epidemic

1. Confirmed cases, suspected cases or asymptomatic infected persons of COVID-19 have been isolated for treatment. After the medical observation period, the relevant personnel have no new cases, the environment has been effectively disinfected, and the health department has assessed that it meets the conditions for the end of the epidemic.
2. Schools should do a good job in aftermath and recovery work, and quickly restore normal teaching order to the school. For blocked places, areas, and suspension arrangements, the decision made by the agency that made the original decision shall be implemented.

(8) Record and report

1. School doctors or resident health professionals should keep records of the entire emergency response process, personnel information, diagnosis and treatment, and promptly report to the school's responsible leaders, vice president of health and hygiene, and principal at each disposal stage.
2. Schools should report to the education administrative department and disease control institutions in their jurisdiction in accordance with laws, regulations, and requirements.

(9) Information release

According to the Regulations on the Emergency Response to Public Health Emergencies, the health administrative department of the provincial people's government, authorized by the health administrative department of the State Council, releases information on the COVID-19 within its administrative region to the public. The education administration, human resources security departments and schools at all levels shall not release the COVID-19 information to the society on their own.

3、 Other epidemic response measures

If the person has no epidemiological history, the school should remind those who have had contact with them to strengthen self health monitoring, normal activities on campus are not affected, and unnecessary outings and gatherings are reduced during the period of leaving school.

2. If it is found during the campus inspection that the patient has an epidemiological history, immediately arrange for personnel in contact with them (such as those in the same office, classroom, dormitory, etc.) to wear masks, and suspend related teaching, learning, and work activities. Schools with insufficient conditions require relevant personnel to wait in place; Schools with conditions, relevant personnel should leave potential contaminated areas and transfer in an orderly manner to other ventilated and clean places. If the test results of the patient have not been issued before school ends, the relevant personnel can go home first to inform them of health risks, instruct them to wear masks in a standardized manner, monitor their body temperature, and report any abnormal symptoms such as fever in a timely manner and seek medical attention at the fever clinic of a medical institution. Temporarily shut down the centralized air conditioning and ventilation system corresponding to the activity area of medical personnel, and open windows for ventilation; Temporarily close the spaces involved in meals, bathrooms, elevators, etc., and set up warning lines at the entrances and exits to restrict personnel from entering. Stop campus group gatherings and immediately carry out preliminary cleaning and disinfection work at any time. School doctors or resident health professionals should check for fever among other teachers and students.

4、 Summary evaluation

Based on the timely summary of lessons learned and experiences by the school, we will effectively rectify the problems reflected by the epidemic, strengthen our responsibilities, identify and fill in gaps, strictly implement the rectification requirements and guidance of relevant departments, and further strengthen and improve our ability and level of epidemic prevention and emergency response.

5、 End response

After the municipal health administrative department announced the end of emergency response throughout the city, our school automatically ended the emergency response system. If there is a suspension of classes during the emergency response period, classes will be resumed according to the unified deployment of the school's infectious disease prevention and control work.

A. Supervision and management

- 1、 The school accepts inspection, supervision, and technical guidance from the education and health authorities.
- 2、 All prevention and control work on campus is carried out in accordance with regulations and recorded. The supervision and supervision team conducts regular self inspections and timely reports and notifications.

B. Supplementary Provisions

This plan is applicable to the prevention and control of SIA infectious diseases. According to this plan, each department should develop corresponding emergency plans and work processes, and designate a dedicated person in charge.

SIA Food Hygiene Emergency Plan

A. General Provisions

1、 Guiding ideology

Under the unified leadership of the school, we will conscientiously implement various laws, regulations, and rules related to food hygiene issued by the state and the administrative departments of health and education, summarize the effective experiences and practices of the school in food hygiene management, and establish a long-term management and emergency response mechanism where the leader takes overall responsibility and the responsible leaders take specific measures, with prevention as the main focus, block by block combination, block by block, and responsibility in place, Under the premise of scientific and standardized measures, further enhance the school's ability to respond quickly and handle food hygiene incidents in an emergency manner, thereby ensuring the physical health and safety of all teachers, students, and staff, and ensuring the stable development of the school.

2、 Working principles

1. Prevention first. Reasonably layout, strictly follow the requirements of the Food Hygiene Law, strengthen food hygiene and safety management, cafeteria employees must hold health certificates, and strengthen hygiene and safety management in various links such as food raw materials, procurement and storage, food processing, tableware disinfection, and cafeteria security. Strengthen the safety management of school laboratories and the hygiene management of student dormitories. Starting from publicity and education, improving the work level and safety responsibility awareness of catering staff and related leaders, strengthening the construction and implementation of daily food hygiene work systems, regularly conducting food hygiene knowledge publicity and education, regularly conducting regular hygiene supervision, and preventing problems before they occur.

2. Layered management. According to the responsibilities of employees, managers, supervisors, and main leaders, hierarchical management is carried

out to ensure that responsibilities are in place and prevent food hygiene incidents from occurring.

3. Quick response. Once a situation arises, it can be detected, reported, and quickly responded to in a timely manner

Handle quickly and minimize losses.

B. Organizational management

1、 Decision making leadership structure

The SIA Leading Group for Food Hygiene Incident Prevention and Control (hereinafter referred to as the Leading Group) is the decision-making leadership organization for food hygiene incident prevention in our school. The leadership group regularly holds meetings based on daily work situations, listens to the daily work and inspection situation of food hygiene, and studies and decides on important matters and major decisions for our school's prevention work. The leadership group is led by the main leaders of the school, consisting of school leaders in charge of logistics, medical and health, and student affairs, as well as relevant departments and department heads of the school.

Composition of leadership team members:

Leader: Principal

Deputy team leader: Director of the General Affairs Department

Team members: Department heads

2、 Daily management and emergency command system

The leadership group is the command and coordination center for the prevention and control of food hygiene incidents in our school. There are three special working groups, namely the Office and Information Reporting Group, Temporary Treatment and Public Security Maintenance Group, and Daily Management and Supervision Group. The General Affairs Office is affiliated with the Principal's Office, specifically the School's Class Office. Once a situation arises, it is possible to have someone report, someone command, someone on duty, public security protection, and medical treatment. To ensure timely control of the situation and ensure the normal order of education and teaching in the school.

3、 Composition and Responsibilities of the Food Hygiene Incident Prevention and Control Working Group

In order to effectively prevent, actively respond to, and timely control food safety accidents, efficiently organize emergency rescue work, minimize the harm of food safety accidents, ensure the physical health of teachers and students, and maintain the normal teaching, living, and work order of the school, combined with the specific situation of our school, this plan is specially formulated.

(1) Establish an emergency response team for food safety emergencies

1. Organizational structure:

Leader: Principal

Deputy team leader: Director of the General Affairs Department

2. Working principles:

Make correct decisions, activate contingency plans, unify command, coordinate actions, respond quickly, and handle effectively.

3. Responsibilities and division of labor of the emergency response team:

1) All departments in the school should attach great importance to the food safety work in the cafeteria, establish and improve various food safety responsibility systems, strengthen management, and ensure that all systems are implemented effectively; The division of labor for the school's food safety emergency response team is as follows:

2) Team leader (principal): Implement unified leadership and command for the handling of food hygiene emergencies in the student cafeteria of the entire school, and be responsible for and coordinate the emergency response and aftermath of sudden food hygiene and safety accidents. Responsible for reporting emergencies.

3) Deputy Group Leader (General Affairs Director): Responsible for coordinating and organizing medical treatment work both inside and outside the school, ensuring the stability of student parents, and timely monitoring relevant

updates.

4) Rescue team (responsible for vice principal, school doctor, and various class teachers); Responsible for emergency rescue work.

5) Assist the investigation team (Vice President in charge, Director of General Affairs, and Food Safety Administrator); Responsible for sealing the processing site, tools, and related food, and organizing various investigations, inspections, and handling work in conjunction with relevant departments in the city.

6) Information Group (Vice President in charge and relevant personnel): responsible for collecting, summarizing, and reporting emergency event information, ensuring accuracy, openness, and transparency of information.

7) Logistics Group (Vice President in charge, General Affairs Office): responsible for the procurement and supply of necessary items for handling emergencies, and providing necessary services to staff.

8) Stability Maintenance Group (in charge of Vice President and Student Affairs): responsible for the stability work of students and parents, and maintaining the normal teaching order of the school.

(2) Emergency response measures for food safety incidents

1. After a food safety accident occurs (is discovered), relevant personnel at the accident site should immediately activate the emergency response plan and report to the school's food safety emergency response team. After receiving the report, the school leader or food safety administrator should immediately report to the Office of the Municipal Food Safety Commission, the Municipal Health Bureau, the Municipal Education Bureau, the Municipal Food and Drug Administration, and relevant departments, The report content includes the time, location, unit, number of poisoning (or illness) and deaths of food safety accidents, main symptoms of patients, possible causes, and emergency measures taken. It does not conceal, delay, or deceive others to report food safety accidents, and does not hinder others from reporting.

2. Immediately call 120 emergency hotline and organize personnel to promptly send patients with foodborne diseases, food poisoning, or suspected food poisoning to local medical institutions for treatment. Contact the medical institution and send a dedicated person to the hospital to guard the patients and promptly resolve relevant issues. Carry out relevant follow-up work to prevent

the situation from escalating and unstable events from occurring.

3. Immediately stop consuming suspicious food; Unauthorized destruction and destruction of the scene are prohibited, and suspicious food that has been sold must be recovered.

4. Collect information on the diners of the day (meal), including a list of diners, their address, destination, contact phone number, etc.

5. Food poisoning should be confirmed by the health administrative department, and the channels for information dissemination should be strictly controlled. Timely and accurate information disclosure should be carried out to ensure the right to know of teachers, students, and parents in the process of accident handling, and to avoid unnecessary misunderstandings or panic among teachers, students, and parents. At the same time, it is necessary to appease the poisoned students, stabilize their emotions, communicate well with their parents, and maintain the normal teaching order of the school.

6. Assist in cooperating with the Municipal Health Bureau, Municipal Education Bureau, Municipal Food and Drug Administration, and relevant departments in investigating and handling, and provide relevant information truthfully.

(3) Summary

Seriously implement the rectification suggestions proposed by the Food and Drug Administration, accept administrative penalties made by the Food and Drug Administration and relevant departments, and assume corresponding legal responsibilities. Carefully summarize the handling of food safety emergencies, analyze and identify the causes and existing problems of food safety emergencies, summarize lessons learned, and make serious corrections. Further improve school food safety work, plug loopholes that endanger food hygiene and safety, ensure that food safety work is implemented, further strengthen management, clarify responsibilities, and prevent similar incidents from happening again.

(4) Accountability investigation

Those who neglect their duties, neglect their duties, neglect their duties, delay the selection of committee members, or leave their duties without authorization in the event of an emergency shall be punished according to relevant regulations,

and those who cause or fail to handle the emergency shall be held legally responsible. Handle the responsible persons for food safety emergencies in accordance with the management regulations of the unit.

(5) Accident report and handling contact phone number

Leader: Principal

Director of General Affairs Department: 13714088622

Food Safety Administrator: 13392415377/15812633100

4、 Responsibilities of grassroots units

According to the requirements of this plan, the main person in charge of the School Medical Office of the General Affairs Department shall participate in the school's food hygiene incident prevention and control work organization, establish a grassroots infectious disease obligation reporter, formulate the school's prevention and control work plan, and decompose and implement responsibilities to individuals. And cooperate with the school to timely initiate and implement corresponding prevention and control measures. As the main unit of food production and food hygiene work in the school, the General Affairs Department's School Medical Office must have a sound system and adequate responsibilities. Supervised, inspected, and recorded. Regularly organize food hygiene practitioners to learn food hygiene related knowledge, and if necessary, request higher-level health supervision departments to provide business training and keep training records. The School Medical Office of the General Affairs Office serves as the food hygiene supervision and management department, the rescue and treatment department for food poisoning patients, and the reporting department, responsible for prevention, reporting, and treatment work. Responsible for regular physical examinations of food hygiene practitioners. For personnel who do not meet the job requirements, issue a notice of recommended transfer to the General Affairs Office and supervise their implementation. Responsible for regular supervision of food hygiene related places such as school canteens and restaurants, food hygiene sales points, and markets, and promptly reporting any problems to relevant departments.

C. Daily work

1、 The catering center strictly implements various work systems

Each student cafeteria must strengthen food hygiene management and disinfection of tableware, strictly implement various rules and operating procedures, and prevent the outbreak and spread of food poisoning and large-scale infectious diseases. Daily registration of food procurement channels, strict food production procedures, and strict food testing work are carried out to ensure that problems are promptly traced back to the food source. When holding large-scale events or conferences, processed food should be kept as samples for future reference according to requirements, and the name and time of sample retention should be indicated

Store in the refrigerator and keep it in a safe and hygienic place.

2、 The school provides various hardware facilities

The layout and process of cafeteria equipment must be reasonable, with sufficient non-contact hand washing facilities and hand sanitizers.

3、 Strengthen supervision and inspection

The cafeteria should do a good job of self supervision and inspection. Food hygiene management personnel should inquire about the illness of chefs and food distributors before each job. If symptoms such as diarrhea, hand injuries, burns, skin eczema, boils, vomiting, fever, and jaundice are found, they are prohibited from working and recorded. Do a good job in daily inspection work, focusing on checking food spoilage (including mold and decay), packaging damage, and expiration of shelf life. If any food that does not meet hygiene requirements is found, it should be dealt with in a timely manner. Regularly carry out food hygiene inspections for food professionals

Student training work.

The School Medical Office of the General Affairs Office is responsible for regular hygiene supervision. Regularly inspect and supervise the hygiene of each cafeteria, keep inspection records, promptly raise any issues found, and supervise the rectification process. Conduct hygiene supervision on other food hygiene business premises on campus, and contact the competent department

for joint inspection, leaving no blind spots for supervision. The school leadership group listens to reports twice a year and participates in inspections.

4、 Strengthen the prevention, control, diagnosis and treatment capabilities of the School General Affairs Office and the School Medical Office

The school medical room of the General Affairs Office implements a 24-hour duty system, ensuring the diagnosis and treatment of common diseases among teachers, students, employees, and family members, as well as pre-hospital emergency treatment. At the same time, a quarantine outpatient clinic for intestinal and respiratory infectious diseases is established. Medical personnel in the infectious disease department regularly participate in training organized by the health and epidemic prevention department on food poisoning reporting and treatment. Report three or more cases of diarrhea patients dining in the same cafeteria to the health department immediately and notify the cafeteria for inspection and rectification. The Health Department of the School Medical Office of the General Affairs Office is equipped with dedicated infectious disease prevention and control personnel, who are also responsible for reporting school food hygiene incidents, and are equipped with intact communication equipment for reporting.

Strengthen food hygiene knowledge and legal education, and enhance prevention and control awareness; Promptly report food hygiene issues or hidden dangers to relevant departments and assist the school in carrying out preventive work. Establish a mandatory reporting system, where each student is a mandatory reporter, monitor and report the incidence of diseases among students, and seek medical attention in a timely manner.

D. Graded response

1、 Quick response

1. Organizational leadership system

Under the leadership of the leadership group, the function of the Office for Prevention and Control of Food Hygiene Incidents (affiliated with the Principal's Office) is activated. The school leader responsible for logistics work serves as the director of the Office for Prevention and Control of Food Hygiene

Incidents, responsible for command and coordination, with the assistance of the Principal's Office Director. The office and information submission team are responsible for communication, coordination, and organization of work; Responsible for organizing and drafting meeting minutes and documents; Supervise and inspect the progress and implementation of work by relevant departments. The temporary rescue and public security maintenance team is responsible for rescuing, treating, and observing sick individuals in the hospital; Patient transfer and campus security work. The daily management and supervision group is responsible for supervising and inspecting the cafeteria and food hygiene business premises.

2. Emergency prevention and control measures

The school maintains normal teaching and research order, and on the basis of continuing to adhere to daily preventive measures, timely takes the following emergency measures:

(1) Implement abnormal symptom monitoring reports. Each unit shall implement daily abnormal situation reporting work, and each department shall implement this work to each class leader and dormitory leader. For personnel with digestive symptoms such as diarrhea and vomiting or other special disease symptoms, especially those who dine in the restaurant on the day of a food poisoning incident, they shall be promptly sent to the school medical room of the General Affairs Office for screening and reported to the school Food Hygiene Incident Office as soon as possible. Investigate the symptoms of students who are absent due to illness and report any abnormalities promptly.

(2) Do a good job in rescuing poisoned personnel. The General Affairs Office's school clinic should concentrate the efforts of medical personnel and make every effort to rescue poisoned individuals. For those with severe poisoning symptoms, they should be promptly transferred to a higher-level hospital. The food service center shall ensure the preservation of food samples and related laboratory data in the poisoned canteen, and actively inquire with relevant personnel about the situation.

(3) Do a good job in disinfection. The food center should do a good job in disinfecting each cafeteria and thoroughly disinfect the restaurants where poisoning incidents occur.

(4) Do a good job in information reporting. If food poisoning is found in a group, it should be reported to the health and epidemic prevention department within the prescribed time and assisted in investigation. And promptly report to the school's food hygiene incident office. The school implements a "zero reporting" system, with a reporting time of 9am every day. The report covers the situation of teachers, students, and staff from 8am the previous day to 8am the same day. Information submission can be done through methods such as telephone, fax, or email.

(5) Implement an activity approval system. Control large-scale school wide activities and reduce group dining.

(6) The cafeteria with problems will be completely closed and inspected, and food supply will be stopped.

2、 End response

After the investigation and handling of the food hygiene incident by the health and epidemic prevention department, our school automatically ended the emergency response system. If there is a suspension of classes during the emergency response period, classes will be resumed according to the unified deployment of the school's food hygiene prevention and control work.

E. Supervision and management

The school accepts inspection, supervision, and technical guidance from the education and health authorities. All prevention and control work on campus is carried out in accordance with regulations and recorded. The supervision and supervision team conducts regular self inspections and timely reports and notifications.

Attachment 8:

SIA weather warning guidelines and emergency plans

The guiding principle of this emergency plan is to prevent accidents, ensure safety, and reduce losses. Before the typhoon, rainstorm, thunder and lightning, gale and other severe weather comes, make various emergency preparations in advance. When it comes, it can quickly and effectively control the situation, timely and properly handle possible dangers, ensure personnel safety, and minimize the losses caused by typhoon, storm and rain and other disastrous weather.

A. General Provisions

1、 Explanation of weather warning

On October 16, 2017, the Shenzhen Municipal Education Bureau, the Emergency Office, the Three Prevention Offices and the Meteorological Bureau jointly issued the Guidelines on Time phased School Defense for High level Early Warning of Typhoon rainstorm (2017 Revision) (hereinafter referred to as the "Guidelines"), which subdivided the high-level early warning school defense guidelines that came into effect at different times, making them more scientific, reasonable and operational.

(1) Key points related to the Guidelines

1. The guidance clarifies that if the rainstorm orange warning takes effect in the morning, on the way to school at noon or before, then parents can control the school time by themselves and inform the school to send students to school after the safety hazards are eliminated. The school will not record students as late or absent for this reason.
2. The guidance subdivides the sending time of rainstorm red warning and typhoon yellow warning into five periods, and adds the warning issued before 6:30-8:00 and 12:00-14:30 and still in effect in these two periods corresponding to the defense measures of different high-level warning signals.
3. Make it clear that when the rainstorm red warning is issued during lunch break and on the way to school in the afternoon, non boarding schools will suspend classes, while boarding schools and kindergartens will continue to attend classes. Students who have not left home for school should stay at home. The school will

continue to be open, and a dedicated person should be assigned to protect students and children entering the school. Unless permitted by circumstances or accompanied by a guardian, the school shall not allow students on campus to leave on their own.

4. Subdivide the corresponding defense measures when rainstorm and typhoon warnings are issued in two school periods. When the rainstorm red warning was issued during school hours, the primary and secondary schools and kindergartens in the city continued to go to school; When a yellow typhoon warning is issued during school hours, primary and secondary schools and kindergartens in the city will be closed all day, but schools will continue to be open. At the same time, a dedicated person should be assigned to protect students and children entering the school. Unless permitted by circumstances or accompanied by a guardian, the school shall not allow students on campus to leave on their own.

(2) Warning signal description



2、 Guidelines for Weather Warning

(1) Two periods of rainstorm orange warning

1. Situation 1

The warning signal is issued between 6:30-8:00 or before 6:30 and is still in effect between 6:30-8:00.

Scenario 2

The warning signal is issued between 12:00-14:00 or before 12:00 and is still in effect from 12:00-14:30.

Note:

If parents find that there may be some danger in going to school due to heavy rain and wind, they can control the student's school time on their own and inform the school. After the safety hazards are eliminated, they can send the student to school. Safety first, the school will not record students as late or absent due to this.

(2) Suspension measures for rainstorm red warning

When issuing the rainstorm red warning signal, according to the students' school time, it can be divided into five time divisions: before school, on the way to school, in the morning school time and lunch break, in the afternoon on the way to school and in the afternoon school time, and the corresponding defense guidelines should be formulated.

1. Before starting school

The warning signal will be issued before 6:30, and all primary and secondary schools and kindergartens in the city will suspend classes throughout the day.

On the way to school

The warning signal will be issued from 6:30 to 8:00, and all primary and secondary schools and kindergartens in the city will suspend classes throughout the day.

Note:

(1) Students who have not left home for school should stay at home. The school will continue to be open, and a dedicated person should be assigned to protect students and children entering the school. Unless permitted by circumstances or accompanied by a guardian, the school shall not allow students on campus to leave on their own.

(2) If dangerous situations may arise, schools should arrange for students to take refuge in safe places.

3. During school hours

The warning signal will be issued from 8:00 to 12:00, and classes will continue in primary and secondary schools and kindergartens throughout the city. If dangerous situations may arise, schools should arrange for students to take refuge in safe places.

4. During lunch break and afternoon classes

The warning signal will be issued from 12:00 to 14:30, and non boarding schools will be closed; Boarding schools and kindergartens continue to teach.

Note:

(1) Students who have not left home for school should stay at home.

(2) The school will continue to be open, and a dedicated person should be assigned to protect the students on campus and enter the park

Children. Unless permitted by circumstances or accompanied by a guardian, the school shall not allow students on campus to leave on their own. If dangerous situations may arise, schools should arrange for students to take refuge in safe places.

5. During school hours in the afternoon

The warning signal will be issued after 14:30 (during school hours) for all primary and secondary schools and kindergartens in the city to continue classes. If dangerous situations may arise, schools should arrange for students to take refuge in safe places.

(3) Yellow typhoon warning

When issuing a yellow typhoon warning, it is divided into 5 time intervals based on the student's school time, and corresponding defense guidelines are formulated.

Before class

The warning signal will be issued before 6:30, and all primary and secondary schools and kindergartens in the city will suspend classes throughout the day.

On the way to school

The warning signal will be issued from 6:30 to 8:00, and all primary and secondary schools and kindergartens in the city will suspend classes throughout the day.

Note:

Students who have not left home for school should stay at home and the school will continue to be open. At the same time, a dedicated person should be assigned to protect students on campus and children entering the kindergarten. Unless permitted by circumstances or accompanied by a guardian, the school shall not allow students on campus to leave on their own.

(1) If dangerous situations may arise, schools should arrange for students to take refuge in safe places.

3. During school hours

The warning signal will be issued from 8:00 to 12:00, and all primary and secondary schools and kindergartens in the city will be closed all day, but schools will continue to be open.

Note:

(1) At the same time, a dedicated person should be assigned to protect students on campus and children entering the kindergarten. Unless permitted by circumstances or accompanied by a guardian, the school shall not allow students on campus to leave on their own.

(2) If dangerous situations may arise, schools should arrange for students to take refuge in safe places.

4. During lunch break and afternoon classes

The warning signal was issued from 12:00 to 14:30: classes in primary and secondary schools and kindergartens throughout the city will be suspended.

Note:

(1) Students who have not left home for school should stay at home. The school will continue to be open, and a dedicated person should be assigned to protect students and children entering the school. Unless permitted by circumstances or

accompanied by a guardian, the school shall not allow students on campus to leave on their own.

(2) If dangerous situations may arise, schools should arrange for students to take refuge in safe places.

5. During school hours

The warning signal was issued from 12:00 to 14:30: classes in primary and secondary schools and kindergartens throughout the city will be suspended.

Note:

(1) Primary and secondary schools and kindergartens in the city have suspended classes, but schools will continue to be open. At the same time, a dedicated person should be assigned to protect students on campus and children entering the kindergarten. Unless permitted by circumstances or accompanied by a guardian, the school shall not allow students on campus to leave on their own.

(2) If dangerous situations may arise, schools should arrange for students to take refuge in safe places.

(4) Orange typhoon warning

The orange typhoon warning signal will be issued at any time, and all primary and secondary schools and kindergartens in the city will suspend classes throughout the day.

(5) Trigger typhoon red warning

The typhoon red warning signal is issued at any time, and all primary and secondary schools and kindergartens in the city will suspend classes throughout the day.

B. Organizational management

1、 Leadership Group

Leader: Principal

Deputy Team Leader: Vice President

Members: Department heads

2、 Administrative Office's Emergency Plan for Extreme Weather Warning

In order to timely respond to and properly handle temporary emergency situations when typhoon and storm warning signals are issued, ensure the safety of teachers and students on campus, and maintain normal order in school teaching and life, the Administrative Office will propose suggestions based on meteorological and weather warning signals and the guidance of the General Affairs Department on warning signals, in collaboration with the opinions of the Principal's Office. Start as follows:

(1) Emergency measures

1. Release of school level notice: The administrative office will confirm the specific arrangements of the campus with the principal's office in accordance with the instructions and notices of the General Affairs Department, and immediately issue a school level emergency arrangement notice to all faculty and staff;
2. Notification from all levels of departments: All departments on the campus (General Affairs Office, Student Affairs Office, Teaching Office, etc.) need to respond in accordance with the school level notification, implement the responsibilities of each department, and activate corresponding emergency plans to ensure that the notification is comprehensive and in place;
3. Security deployment: For foreseeable natural disasters, all departments (General Affairs Office, Student Office, Teaching Office, etc.) on the campus should collaborate to deploy security work before disasters occur. In case of emergency temporary suspension of work or classes, in order to ensure the safety of teachers, students, and the campus, efforts should be made to evacuate in a safe and orderly manner in batches as much as possible;
4. Target audience: All staff members of the Shenzhen campus office (including part-time teachers and the headquarters operations department);
5. Safety inspection: living area+teaching area+administrative office area (coordinated by the General Affairs Department and coordinated with personnel from various departments);
6. Duty personnel:

- Life teacher: Take turns on duty to monitor the safety and order of students staying on campus in the living area;
- Night self-study duty teacher: In case of emergency temporary suspension of work or classes, the night self-study duty teacher on the same day must stay on campus or return to school on duty, responsible for the safety of students in the teaching area;
- Administrative Cadres in Chief: On the same day, the Chief Teacher stayed on campus for accommodation duty. If the next day's alarm reached the shutdown level, the Chief Teacher should extend his duty by one day and night;
- Campus security: Strengthen duty patrols and be responsible for security patrols within and around the campus;
- Psychological room: arranged according to the Student Affairs Office;
- Medical room: arranged by the General Affairs Department;

(2) Work arrangement during the issuance of typhoon and storm warning signals

1. If the rainstorm "orange" warning signal is issued by the Shenzhen Meteorological Bureau before going to work, the staff should still go to work at school. The late arrival due to meteorological weather or traffic conditions and other special reasons will not be included in the attendance of the day;
2. If Shenzhen Meteorological Bureau issues typhoon "orange or red" warning signal or rainstorm "red" warning signal two hours before work, employees do not need to go to school to work and work at home; If the regional meteorological warning signal is inconsistent with the city wide warning signal, the warning signal of the area where the individual teaching staff is located shall prevail;
3. If Shenzhen Meteorological Bureau issues typhoon "orange or red" warning signal or rainstorm "red" warning signal during working hours, employees can refer to the campus notice to stop work and go home or stay to complete urgent tasks;
4. Job requirements: If the campus issues a notice of suspension of classes and work, all faculty and staff must ensure safe return home, maintain smooth work

communication, and respond and handle work-related matters in a timely manner;

5. Attendance clock in:

- If a notice of suspension of work is issued for the entire school before the start of work on the same day, and all faculty and staff work from home, they will be required to clock in from home during normal working hours;
- If an emergency shutdown notice is issued during working hours, all faculty and staff can go home after receiving the notice and clock in and out normally (the normal calculation time for clock in refers to the time after the notice is issued);
- All personnel are required to keep their phones open throughout the day.

3、 Emergency Plan for Typhoon and Severe Weather Suspension in the Teaching Department

(1) Typhoon and severe weather caused school closures

If the arrangement of school buses can be met, members of the teaching department should evacuate in batches in an orderly manner

1. After organizing personal belongings, tidying up workstations, and closing the doors and windows of the classroom, Teacher Ke Ren was the first to evacuate
2. After inspecting the safety of the teaching site and equipment under their responsibility, and supervising the teachers in charge of the department to do their own work, the second batch of evacuation was carried out by the department head
3. After organizing personal belongings, tidying up workstations, and checking the safety of the teaching site and equipment responsible for, the academic affairs department may evacuate the first or second batch depending on the specific time
4. The teaching director inspects the work of the department teachers, department leaders, and academic affairs, and finally withdraws

(2) The teaching department should evaluate the impact of teaching progress

1. Teacher Ke estimates the impact on teaching based on teaching arrangements and class suspensions, and reports the situation and adjustment suggestions to the team leader on the day of resuming classes
2. The team leader will review and summarize the adjustment suggestions, and submit them to the teaching director within two days of resuming classes
3. The teaching director reviews the adjustment plan and arranges the adjustment work

1. If there are no special circumstances, the deadline for submitting homework will be automatically postponed by the number of days the class will be suspended
2. If the subject teacher needs to make special arrangements for homework submission and task completion, they should promptly notify the students

(4) The teaching department will make unified arrangements for exam delays caused by class suspensions

1. The teaching department will confirm the new arrangement for the on campus exam within two days of resuming classes
2. If encountering exams organized by external institutions, the Teaching Department will contact the official as soon as possible to confirm new exam arrangements

(5) Members of the teaching department should protect teaching related materials and equipment

1. Academic affairs need to inspect the textbook room and take measures to prevent wind and rain. Responsible person: Academic Affairs Specialist.
2. The team leader needs to arrange for a good person to be responsible for inspecting teaching equipment/teaching tools/laboratories, and take measures to prevent wind and rain.

Sports equipment manager: subject leader

Art Classroom Manager: Subject Leader

Chemical Laboratory Manager: Experimental Administrator

Head of Biological Laboratory: Experimental Administrator

3. The responsible members should provide the key to the teaching venue and precautions (specific information has been notified to the responsible person) to the gatekeeper colleagues who stay on campus during the suspension period, and keep DingTalk online for communication at any time

(6) Members of the teaching department should do a good job in relevant notification work

1. Academic affairs should promptly convey the notice of suspension/resumption of classes to full-time/part-time teachers, as well as external teachers involved

2. If the email group settings are sufficient, subject teachers should promptly notify students of the relevant course/assignment arrangements by email

3. If the warning signal reaches the level of "suspension of classes", the academic affairs department should promptly provide a list of evening self-study teachers on duty for the day, and inform the evening self-study duty teachers to stay on campus and watch the evening shift

(7) Calculation of class hours caused by class suspension

According to the regulations of the HR department of the headquarters, teacher hours will not be counted for class suspensions caused by typhoons and severe weather.

(8) Teaching is affected by typhoons and severe weather, but does not involve overall suspension of classes

1. Physical education classes cannot be conducted outdoors (specific plans have been notified to the physical education team and academic affairs to supplement)

1) If the weather permits, some physical education classes can be held on the stormy playground. The sports team should prepare a plan for the stormy playground in advance, including teaching content and the number of students that can be accommodated

2) The sports team should also prepare a plan for theoretical classes in the classroom to prevent wind and rain. The playground cannot accommodate all students

3) Academic affairs should prepare an emergency classroom arrangement plan for theoretical classes in the physical education group, ensuring that there are classrooms available in a timely manner

2. Teachers are unable to arrive at school on time for classes

1) If due to weather conditions, teachers are unable to arrive at school on time for classes, they should contact the department head and teaching office as soon as possible to inform them of the expected courses to be affected and the estimated time of arrival at the school

2) After receiving information from teachers, the team leader should promptly arrange for teachers in the group to substitute classes and inform the teaching department of the information

3) If the team leader is unable to make a substitute class arrangement in a timely manner, the teaching department will arrange for other teachers to take the substitute class

4) Academic affairs should make corresponding class hour statistics

5) According to the regulations of the HR department of the headquarters, absences caused by typhoons and severe weather will not be counted as teacher hours

4、 The emergency plan of the student office for preventing typhoon, storm, rain and other bad weather

(1) Disposal requirements

1. Before typhoon, rainstorm and other abnormal weather

1) After receiving the trend of typhoon, rainstorm and other abnormal weather from the Safety Office, based on the emergency plan, the warning information of typhoon, rainstorm and other abnormal weather will be immediately released to all teachers and students of the school. The Student Affairs Office will inform the class teacher through DingTalk, WeChat, SMS, and other means to promptly inform students whether to suspend classes. The Student Affairs Office should promptly broadcast instructions on student suspension and relocation to relevant resettlement sites on campus.

2) During the suspension notice period, all class teachers should go to the class corridor for disciplinary maintenance or student evacuation, and strengthen safety management.

3) The head teacher must strengthen the education on students' knowledge of preventing typhoon, rainstorm and other abnormal weather, close the door, windows and collect things indoors to prevent falling objects from hurting people; Once indoor water accumulates, immediately cut off the power supply to prevent electric shock;

2. When typhoon, rainstorm and other abnormal weather come

2.1 rainstorm

2.1.1 Emergency work of yellow rainstorm signal

(1) Students are stopped from outdoor activities, and the Student Affairs Office and class teacher urge them to return indoors. Students in the classroom are strictly prohibited from making noise to avoid panic. Subsequently, the class teacher went to the class to inspect student discipline and attendance.

(2) Day students should bring rain gear to school or after school to prepare for unexpected needs.

2.1.2 Emergency work of red rainstorm signal

(1) Teachers and students stay in the classroom to closely monitor the weather conditions. The homeroom teacher manages and soothes the emotions of students, taking care of their safety.

(2) After the red rainstorm signal is issued, the teachers and students should stay at home or in the dormitory, and the teachers and students on campus should not go home until the situation is appropriate.

(3) If students are on their way to and from school, they should immediately seek a safe place nearby to take shelter from the rain, call their parents to pick them up, and call their homeroom teacher to complete the leave procedures.

(4) The homeroom teacher strengthens the management of student attendance, contacts parents of students who are not in school, and clarifies their whereabouts.

2.2 Typhoon

2.2.1 Emergency work with yellow warning signals

- (1) The school has entered a windproof state.
- (2) The student office is waiting for a notice of suspension from the safety office.
- (3) Students stop outdoor activities.
- (4) Prepare all students to return to the living area for refuge and arrange corresponding duty personnel in the living area.
- (5) Reasonably arrange self-study classrooms while ensuring safety.
- (6) The homeroom teacher needs to immediately contact the parents of day students .

2.2.2. Emergency work with red emergency alarm signals

- (1) The school has entered an emergency windproof state.
- (2) The student office is waiting for a notice of suspension from the safety office.
- (3) Students stop outdoor activities
- (4) Teachers and students should stay at home or at school and not go out. Teachers and students on campus should be in a suitable situation before returning home.
- (5) Prepare all students to return to the living area for refuge and arrange corresponding duty personnel in the living area.
- (6) Make arrangements for all teachers and students to leave school, return home, and evacuate from danger
- (7) For students staying on campus, the school manages and calms their emotions, takes care of their safety, and arranges on duty teachers.

2.3 Thunderstorms

2.3.1 Each department should pay attention to lightning protection safety work.

2.3.2 Once there is a thunderstorm warning, all personnel should stop outdoor activities, and the class teacher should urge students to return indoors. Students in the classroom are strictly prohibited from making noise to avoid panic. The class teacher will come to the class to inspect student discipline and attendance.

2.3.3 During thunderstorm rainstorm

(1) Students stay in the classroom to study, subject teachers conduct normal teaching, and class teachers and on duty teachers strengthen inspections.

(2) If students are on their way to and from school, they should immediately seek a safe place nearby to take shelter from the rain, call their parents to pick them up, and call their homeroom teacher to complete the leave procedures.

(3) If the student stays at home and the situation is not suitable for school at that time, they can call the class teacher to complete the leave procedures.

2.3.4 At the beginning and end of the thunderstorm, each head teacher should report the situation of personnel and materials to the students immediately.

3. After typhoon, rainstorm and other abnormal weather

1) The Student Office and the Safety Office organize personnel to patrol the campus and timely investigate the potential safety hazards left after typhoon, rainstorm and other abnormal weather.

2) After the Security Office notified the Administrative Office and the Student Affairs Office of the arrangements for teachers and students to return to school for normal work and study, instructions were issued to the students.

3) After the alarm starts and is lifted, each class teacher must immediately report the situation of personnel and materials to the Student Affairs Office separately.

(2) Emergency response measures for typhoon days

If it is necessary to suspend classes, the grade teacher and homeroom teacher must immediately go to the classroom according to the school's requirements and guide students to the designated placement point in an orderly manner (according to the typhoon level, yellow can be placed in the living area dormitory, teaching area; red living area dormitory), and students are prohibited from staying or playing outdoors. The homeroom teacher needs to immediately contact the parents of the day students and go to the school to pick them up. If the weather is bad and the parents are unable to come to pick them up, the school will temporarily implement temporary safety management (temporary arrangement of dormitories and other daily necessities in the living area). After

the weather conditions stabilize, the parents can pick them up.

2. During the whole period of abnormal weather such as typhoon and rainstorm, the monitoring of the surrounding environment of the school must be strengthened. The security guards on duty at the front and side doors are responsible for observing the situation, reporting any signs of danger to the school leadership immediately, and taking corresponding measures to deal with sudden dangers in a timely manner.

3. If the buildings or equipment and facilities have abnormal conditions in typhoon, rainstorm and other abnormal weather, the school teacher on duty and life teacher must immediately guide the students to evacuate from the site, evacuate to a safe area, and cut off the main power supply of the buildings or equipment and facilities.

4. If a student is injured, the person present must immediately report to the school leadership and contact the school doctor in a timely manner to assess the student's situation. The homeroom teacher should notify the parents as soon as possible. If it is necessary to send the student to the hospital for medical treatment, the school teacher should lead the student to seek medical treatment in a timely manner. If it is necessary to rest in the dormitory, the life teacher should check the student's situation multiple times and report the student's situation to the higher authorities. If the injury is particularly serious, directly call 120 for help, and the school teacher will follow the car to seek medical treatment.

5. The Student Affairs Office will arrange on duty personnel in the psychological room. If students are unable to go out for a long time due to bad weather and have emotional problems, the life teacher can lead them to the psychological room for consultation; The psychological teacher will go to the student's placement site for psychological counseling.

5、 General Affairs Office's Emergency Measures for Weather Warning

(1) Cleaning coordination

1. When receiving an early warning signal, contact the school cleaner in time, close the doors and windows of the school in an emergency, and do a good job in the prevention of rainstorm and typhoon weather.

2. Arrange cleaning to keep an eye on the weather conditions at all times. If there is heavy wind and rain that drips indoors, it is necessary to immediately clean it up and do a good job of anti slip.

(2) Campus shuttle bus arrangement

Always pay attention to weather warning signals, follow the school's arrangements, arrange teacher shuttle buses in a timely manner, and inform all faculty and staff.

When receiving a weather warning signal to suspend classes:

When receiving a weather warning signal to cancel class suspension:

The General Affairs Department will contact the shuttle bus company as soon as possible to resume departure arrangements according to the school's requirements, and inform all faculty and staff of the vehicle information and departure time

(3) Arrangement of Chinese and Western restaurants and small shops

If all students are arranged to leave the school

The operation of Chinese and Western restaurants and small shops in the school has been suspended, and the resumption time will be adjusted in a timely manner according to warning signals and school arrangements.

2. If all students are not arranged to leave the school

Due to weather conditions, when the school needs to suspend classes, if most students are arranged to continue living on campus, the General Affairs Office needs to arrange for the normal opening of Chinese and Western restaurants, three meals, and the normal operation of small shops to provide living needs for the boarding students.

Attachment 9:

SIA Destructive Earthquake Emergency Plan

In accordance with the "Law of the People's Republic of China on Earthquake Prevention and Disaster Reduction", the "Emergency Regulations for Destructive Earthquakes" of the State Council, and the "National Emergency Plan for Destructive Earthquakes" (State Council Document No. 53 [2000]), and in accordance with the requirements of the Shenzhen Earthquake Prevention and Seismic Work Leading Group Office, in order to ensure efficient and orderly earthquake emergency work and minimize earthquake disasters, combined with the actual situation of our school, this plan is specially formulated. During the earthquake emergency period, all functional departments in the school must adhere to the principles of unified leadership, centralized management, and respective responsibilities, and immediately and automatically take emergency measures in accordance with this plan.

1、 Responsibilities of earthquake emergency agencies

The school's earthquake relief leadership group is the school's earthquake emergency leadership organization, with an earthquake relief office under it.

2. Members of the school's earthquake relief leadership group

Leader: Principal

Deputy team leader: Director of the General Affairs Department

Members: Other department heads

3. Responsibilities of the earthquake relief leadership group

(1) Research, develop and deploy earthquake prevention, earthquake resistance, and disaster reduction plans and measures.

(2) Organize the school's emergency and disaster relief work during the earthquake.

(3) The restoration of normal order in teaching, scientific research, daily life, and public security after the earthquake.

4. Members of the school's earthquake relief office

Leader: Principal

Deputy team leader: Director of the General Affairs Department

Members: Department heads

5. Responsibilities of the Earthquake Relief Office

- (1) Responsible to the leadership group for disaster relief and relief, it is the governing body of the leadership group.
- (2) Implement the decisions of the leadership group and specifically implement various earthquake relief work.
- (3) There is a functional group led by each member unit responsible for implementing the work.
- (4) After the Shenzhen Municipal People's Government issued a destructive earthquake imminent earthquake prediction, work immediately began, and all work resumed normal after the earthquake.

6. Responsibilities of Each Functional Group of the Earthquake Relief Office

(1) Coordination and command group: responsible for developing emergency plans for destructive earthquakes; Collaborate with relevant departments to study specific measures for earthquake relief work; Carry out coordination and command work during earthquakes; Responsible for collecting, summarizing, verifying, and analyzing disaster situation, emergency response and disaster relief information during the earthquake period; Manage the school's public platform's earthquake prevention homepage and compile internal information publications; Responsible for contacting the Shenzhen Earthquake Relief Headquarters and seeking necessary rescue efforts; Request and report to relevant departments at higher levels; Maintain regular communication with relevant departments at higher levels and all units in the school; Regularly organize self inspections, write self inspection reports, and submit them to the Office of the Municipal Leading Group for Earthquake Prevention and Resistance Work; Organize earthquake relief drills according to the earthquake plan when necessary. The responsible unit is the principal's office.

(2) Information Promotion Group: Responsible for promoting and popularizing daily earthquake prevention and disaster reduction knowledge, enhancing the earthquake prevention and disaster reduction awareness and emergency response capabilities of all teachers, students, and staff in the school; Carry out propaganda and comfort work during earthquakes; Carry out earthquake prevention and external news release work for schools; Manage earthquake resistant radio stations; Printing related

Promotional materials. The responsible unit is the Propaganda Department.

(3) Personnel evacuation and resettlement team: responsible for organizing the evacuation and resettlement of teachers, staff, students, and residents on campus during the earthquake. The responsible units are the Student Affairs Office, Office, General Affairs Office, and Teaching Office.

(4) Medical rescue team: Establish a school medical rescue team to do a good job in medical rescue and epidemic prevention during the earthquake, reserve drugs and equipment for treatment and epidemic prevention; Collaborate with the campus construction department to organize personnel for emergency rescue teams, prepare necessary construction machinery and tools, and be responsible for rescuing teachers, students, and staff who were crushed during the earthquake. The responsible unit is the School Medical Office of the General Affairs Department.

(5) Rescue and disaster relief team: responsible for conducting a survey, appraisal, analysis, and reinforcement of the seismic performance of all buildings in the school; Organize seismic performance inspection, appraisal, analysis, and seismic fortification work for transportation, communication, water supply, power supply, gas supply, and other parts; Arrange to equip various types of rescue machinery and manual tools during the earthquake; Organize an engineering rescue team during the earthquake, reserve sufficient quantities of equipment and accessories, and be responsible for the rescue, repair, and restoration of transportation, communication, water supply, power supply, and gas supply projects; Assist the medical rescue team in organizing personnel for emergency rescue teams. The responsible department is the General Affairs Department.

(6) Security team: Conduct a survey and evaluation of hazardous materials, fire safety, and seismic performance in key areas throughout the school, and propose improvement measures; Reserve sufficient quantities of specialized firefighting and firefighting materials, and carry out firefighting work during earthquakes; Responsible for the security work of key departments during the earthquake and the execution of the entire campus. The responsible unit is the General Affairs Department.

(7) Life support group: Reserve a certain amount of food and drinking water to ensure the supply of food and drinking water for all teachers, students, and staff during the earthquake; Ensure the supply of other daily necessities.

(8) Property Support Team: responsible for providing financial support for emergency disaster relief; Organize identification of seismic performance of laboratory equipment and emergency repair work after earthquakes; Take good care of hazardous materials; Reserve earthquake relief materials. The responsible units are the Finance Department and the General Affairs Department.

(9) The earthquake relief organization leadership organization composed of leaders from various departments of the school shall form an earthquake relief and rescue team. Under the coordination and command of the school's earthquake relief leadership group and its office, it shall be responsible for the leadership work of the school's earthquake relief organization.

2、 Emergency measures during the earthquake emergency period

According to the "Emergency Plan for Destructive Earthquakes in Shenzhen", the earthquake emergency period is divided into pre earthquake emergency period and post earthquake emergency period. The earthquake emergency period refers to the period when the Shenzhen Municipal Government issues a destructive earthquake prediction with the approval of the State Council, and the prediction area enters the earthquake emergency period; The post earthquake emergency period refers to a destructive earthquake

After the incident, the disaster area entered a post earthquake emergency period. The Shenzhen Municipal People's Government has announced that the region, including our school, is in a period of emergency response to earthquakes. Relevant higher authorities have notified the region, including our school, to be in an emergency prevention period for destructive earthquakes. Our school will take the following emergency measures;

1. The school's earthquake relief leadership group and its office shall establish an earthquake relief command center in the school headquarters and general affairs office. The command center shall have dedicated telephone lines, arrange for staff to be on duty day and night, maintain contact with higher-level departments at all times, and timely report the situation to the school's earthquake relief leadership group.

2. The earthquake relief command center and its office are equipped with laptops, walkie talkies, emergency lights, handheld microphones, maps, and several vehicles that can be activated at any time.

3. Each functional group of the Earthquake Relief Office shall carry out corresponding emergency preparedness work in accordance with the responsibilities stipulated in this plan and enter into working mode at any time. Strengthen security in key areas such as materials, finance, and security, and arrange for staff to be on duty day and night.

4. Strengthen day and night duty in positions such as water supply, power supply, gas supply, heating, transportation, and communication, and report the situation to the earthquake relief leadership group and its office at any time. If necessary, cut off power and gas sources according to the instructions of the earthquake relief leadership group to prevent or reduce losses caused by secondary disasters caused by earthquakes.

5. Each teaching building, laboratory building, student dormitory building, library, office building, and sports venue shall strengthen their duty to ensure that all passages and gates are unobstructed. The duty rooms in each building shall be equipped with fire axes, emergency lighting, and handheld microphones. If necessary, cut off the power according to the instructions of the earthquake relief leadership group, and keep the door of the student dormitory building open at night.

6. The management department for the residence of faculty and temporary workers is responsible for mobilizing residents and faculty and temporary workers to take measures to maintain smooth access to residential areas.

7. Adequate reserves of food, drinking water, medicine, medical equipment, and disaster relief supplies are available for backup at any time.

3、 Emergency measures for destructive earthquakes

When a destructive earthquake occurs and enters the post earthquake emergency period, the school will take the following earthquake relief emergency measures:

1. All members of the school's earthquake relief leadership group and office will try their best to rush to the duty room of the school headquarters. The members of the earthquake relief leadership group will form the earthquake relief command center to unify the command of the school's earthquake relief work

Work, offices, and functional groups begin to enter a working state according to their respective functions.

2. The school has set up earthquake safety zones on playgrounds, basketball courts, and other places to accommodate all school personnel. And arrange the responsible units for the above-mentioned safety areas, responsible for organizing, guiding, and resettling personnel entering the corresponding safety areas, and responsible for maintaining order within the area.

Once a destructive earthquake occurs, all faculty, students, residents, and other personnel in the school shall immediately evacuate to the designated safe area of the school in accordance with the principles of safety and proximity, and evacuate people to the safe area

Employees should consciously maintain order within the area.

Under the unified command of the school's earthquake relief command center, each functional group of the school's earthquake relief office immediately carries out rescue and evacuation work in accordance with their respective responsibilities. Among them:

(1) The Information Propaganda Group is responsible for providing condolences, treatment, information, and comfort services to evacuees and disaster victims, providing a unified means of commanding earthquake relief for the headquarters, and ensuring smooth command of the headquarters;

(2) The living security team sets up food and drinking water distribution points in the safety zone, and with the assistance of the security team and the responsible unit of the safety zone, distributes food and drinking water uniformly;

(3) The medical rescue team sets up temporary medical rescue points on campus; The injured person was treated. Each department immediately enters a working state, under the unified command of the school's earthquake relief command center and its office, cooperates with various functional groups, and is responsible for the rescue and disaster relief work within the school's scope.

4、 Other matters

1. Preventing destructive earthquake disasters is a major concern for the safety of the country, teachers, students, and employees. All leaders must fully

understand the importance and difficulty of earthquake resistance work, and raise vigilance

Be proactive and prepared with self-awareness.

2. The responsible units of each functional group of the school's earthquake relief office shall take the lead in formulating emergency work plans for each functional group in accordance with the requirements of this regulation. Each hospital, department, and institute should also develop earthquake relief work plans based on this plan.

3. The school's earthquake relief leadership group and its office should carefully organize teachers, students, and employees to learn earthquake prevention and disaster reduction knowledge, enhance earthquake prevention awareness, organize teachers, students, and employees to study this plan seriously, and organize drills. Each functional group, department, and institute should organize drills according to their respective work plans. Be able to come upon call, fight upon arrival, and win in battle.

4. It is necessary to guide teachers, students, and staff to have a scientific understanding of earthquake disasters and earthquake prevention and disaster reduction work, strengthen ideological work, avoid unnecessary confusion and panic, and avoid affecting normal teaching, scientific research, and life order.

Attachment 10:

SIA Flood Control Emergency Plan

In order to improve the emergency response capacity for flood prevention in schools and minimize losses to schools, teachers, and staff, this plan is formulated based on the actual situation of our school.

1、 Flood prevention organization structure

The school flood control headquarters is the organizational structure for flood control work throughout the school, with a flood control office under it.

Composition of Command Headquarters Personnel:

Leader: Principal

Deputy team leader: Director of the General Affairs Department

Members: Other department heads

Water and electricity guarantee group: Ensure the integrity of water and electricity supply equipment and facilities on campus during the flood season, and accept instructions from the command center to complete water and electricity dispatch at any time (the responsible department is the Water and Electricity Center of the General Affairs Office).

Repair and Rescue Team: Prepare necessary rescue materials and equipment (sandbags, water pumps, SBS rolls, and various tools), and equip experienced rescue personnel (responsible for the Engineering Service Center and Property Management Center of the General Affairs Department).

Medical treatment team: Carry out medical rescue and epidemic prevention work during the flood season, equip experienced medical personnel and corresponding treatment equipment, and establish a smooth transportation mechanism (responsible department is the School Medical Office of the General Affairs Department).

Construction in progress flood control team: Carry out flood control work for construction in progress projects to ensure smooth drainage of rainwater within the construction site (responsible department is the Infrastructure Department).

2、 Flood control emergency measures

According to the weather conditions, the office will promptly notify each working group of the flood warning in advance and make corresponding preparations.

During the flood season, the school flood control headquarters will arrange day and night duty in the school's duty room, keep in touch with the higher-level supervisory department at any time, and report the situation to the headquarters in a timely manner.

3. The command center is equipped with laptops, walkie talkies, emergency lights, handheld microphones, and several vehicles that can be activated at any time.

4. Each functional group of the Flood Control Office shall carry out corresponding emergency preparedness work in accordance with the responsibilities stipulated in this plan, and enter the working state at any time.

5. Key areas such as materials, finance, and security should strengthen security, and staff should be arranged to be on duty day and night.

6. Water supply, power supply, gas supply, transportation, communication and other positions should strengthen day and night duty, report the situation to the flood control headquarters and office at any time, and if necessary, cut off (connect) the power, gas and water sources according to the instructions of the headquarters to prevent and reduce losses.

7. Adequate reserves of food, drinking water, medicine, medical equipment, and disaster relief supplies, ready for use at any time.

Attachment 11:

SIA Campus Network and Information Security Emergency Plan

In order to prepare for campus network and information security incidents, improve emergency response capabilities, and combine with the actual situation of the school, this plan is formulated.

1. Strengthen and implement technical security measures. Gradually adopt technical measures on campus networks, configure, install, and operate security management software, and effectively block harmful information.
2. Interactive information service websites conduct regular information dynamic checks on their own to promptly detect and remove harmful information. And specialized technical personnel are responsible for 24-hour real-time supervision of interactive information services, and any harmful information is immediately processed.
3. For information service websites with severe harmful information, technical restrictions shall be imposed on their corresponding information services, causing them to lose their information service functions, and the services shall be reopened after a deadline for rectification. Units and individuals engaged in the production and dissemination of harmful information must be investigated and dealt with seriously in accordance with the law.
4. Conduct regular surveys on the school's public platforms to comprehensively understand their establishment time, supervisory units and leaders, organizers (organizations) and organizers, service types, management systems, and operational status, and establish records.
5. Strengthen publicity and education, and create an atmosphere. According to the principle of "who is in charge, who is in charge, and who is responsible", we will effectively carry out education and publicity work on the lawful use of the internet, establish a work responsibility system and accountability system, clarify division of labor, and strengthen management.
6. Establish and improve information security management systems, and implement responsibility systems step by step. Implement the Shenzhen SIA Campus Network Information Security Management Measures. Each information service organizer shall establish and improve information security management systems. Each information service organizer is responsible for implementing various information security management systems, strengthening

regulatory efforts, and supervising the implementation by each supervisory unit. The responsibility system is implemented step by step.

7. Conduct regular inspections and cleaning of harmful information. According to the principle of "who is in charge, who is in charge, and who is responsible", problems discovered should be dealt with promptly and decisively in accordance with relevant regulations. For illegal situations, report to relevant departments for resolute investigation and punishment in accordance with the law.

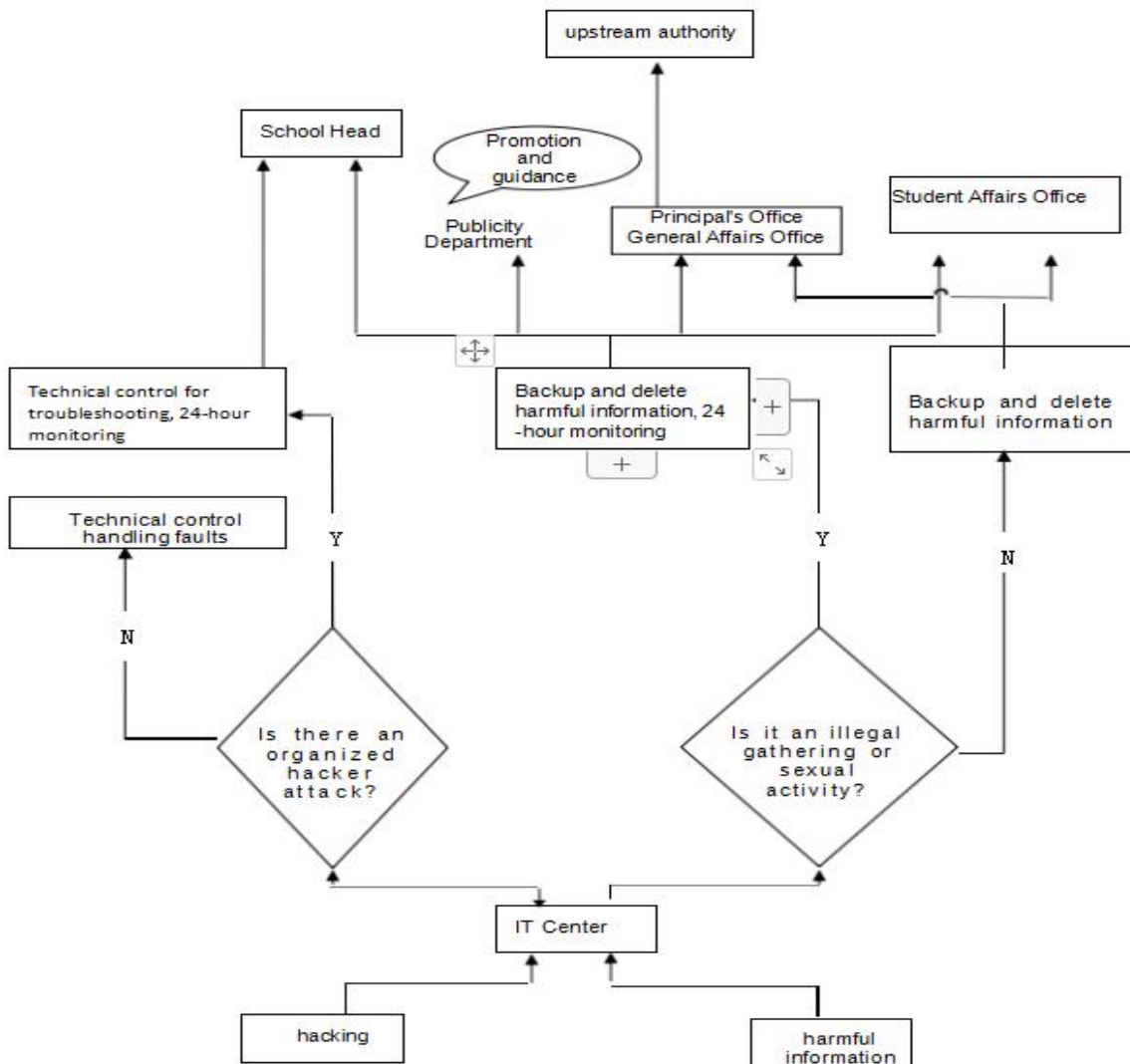
8. Supervise and handle the dissemination of harmful information on school public platforms. Each information service organizer shall strengthen the implementation of various management systems, promptly and decisively handle problems found, and keep good records of archives, and regularly report to the competent unit for filing. Each supervisory unit should strengthen its supervision over its affiliated information service units.

9. All relevant departments shall coordinate and cooperate in intelligence information, management control, case investigation, technical constraints, publicity, and other aspects, and jointly manage them.

Plan level	Processing program Security incidents	Find the cause and locate the source	Clearing harmful information after backup	Technical control Preparation and processing fault	Network announcement explanation reason	24-hour network monitoring	Submit to the Security Office and Stability Office	Submit to the Teaching and Student Affairs Office	Report to the school leader in charge
First level (high)	Network or server abnormal interruption of service for more than 6 hours	√		√	√				√
	Organized hacker attacks on servers on school public platforms	√		√	√	√			√
	Information on campus websites inciting students to hold illegal gatherings and marches	√	√				√	√	√
	Equipment hardware failure, causing data loss and inability to recover	√		√	√				√
	National major events		√			√			
Secondary (medium)	School Public Platform Virus Outbreak	√		√	√				
	Network or server abnormal interruption of service for 60-180 minutes	√		√	√				
	The server on the school's public platform has been attacked by a single hacker, causing information damage and loss	√		√	√				

	Individual harmful information appears on campus websites, such as Falun Gong or yellow content images, videos	√	√				√	√	
	Equipment hardware failure, data loss, recent backup available	√		√	√				
	Network or server abnormal interruption within 30 minutes of service interruption	√			√				
Third level (low)	The server on the school's public platform was attacked by a single hacker, but it did not cause information damage or loss	√		√					

School Public Platform and Information Security Incident Handling Flowchart



Attachment 12:

SIA Exam Leakage Emergency Plan

1、 Command structure and personnel division of labor

1. The school has established a leading group for the emergency response of teaching unified examination confidentiality and security, and clarified its responsibilities.

Leader: Principal

Responsibilities: Initiate this plan; Preliminary assessment of event level; Make preliminary decisions based on various aspects of the situation; Propose handling suggestions and direct the emergency response team to carry out work.

Deputy Team Leader: Vice President

Responsibilities: According to the instructions of superiors, coordinate the actions of relevant departments, and propose handling suggestions.

Members: Other department heads

Responsibilities: Report the incident situation as soon as possible, including the cause, nature, scope of impact, current basic handling measures, and preliminary assessment of the incident level; Implement the deployment of the municipal emergency response working group; Take good care of the aftermath.

2. The emergency response working group of the school has an emergency working group, which is based on the grade level. The grade head is responsible for collecting and reporting all aspects of the situation in a timely manner, including the cause, nature, and scope of the event.

2、 Applicable scope

Applicable to the unified teaching examination in our school, any leakage incidents that occur during the transportation, storage, and implementation of test papers.

3、 Hazard analysis

Leakage of exam secrets affects the authenticity of teaching quality monitoring, and affects the work emotions of teachers and students.

4、 Preventive measures

1. The school emergency response work leadership group should hold a meeting before the unified exam to further clarify work responsibilities, determine contact departments and contacts, and propose emergency plans based on the responsibilities of each department, and do a good job in confidentiality.
2. When a test question leakage incident occurs, the discoverer should immediately report to the chief examiner of the examination center.
3. The chief examiner should immediately propose emergency response measures based on the degree of leakage and take measures to control the development of the situation.
4. After receiving the report, the school emergency response team should immediately take emergency measures for exam safety.
5. If necessary, the exam can be postponed or temporarily suspended until the matter is resolved before continuing.

5、 Disposal measures

1. Information report and notification: The school has opened a 24-hour emergency duty phone to ensure smooth communication.
2. Accident information reporting procedure: (immediately report information after the incident) Discoverer → Emergency leadership group → Activate emergency plan
3. The process and time limit for schools to report information to higher-level authorities:
School Emergency Leadership Group → Superior competent departments and local governments
4. Schools should report accidents to the district education administrative department within 1 hour after the occurrence according to the regulations of the superior department. Serious leakage accidents should be reported to the relevant departments of the Education Bureau as soon as possible.
5. Report content:

(1) The time and location of the leakage accident, the types and causes of the injury accident, and the handling situation.

(2) For cases where the cause of a leakage accident is unknown, the situation can be explained in subsequent reports.

(3) The progress of handling leakage accidents will be explained in subsequent reports.

(4) Hazard level confirmation

A. Yellow level

a. A test question used by a class was leaked.

b. No confidential test questions or related information were leaked on campus.

c. The nature is for personal use.

d. The scope of dissemination is limited.

B. Orange level

a. Leakage of test questions used in two or more classes (including two).

b. No leaked test questions or related information on campus

c. The nature is for personal use.

d. A test question used in a grade was leaked.

e. Leakage of confidential test questions or related information on campus

f. The nature is relatively serious.

h. The scope of dissemination is relatively wide.

C. Red level

a. Leakage of test questions used in two or more grades (including two).

b. Leakage of confidential test questions or related information on campus.

c. The nature is deliberate destruction.

d. Widely spread.

5. Emergency response procedures:

1) Yellow level: The school will immediately carry out corresponding work according to this plan; Take effective measures immediately to investigate the situation related to the leakage, block information, and stop the spread.

2) Orange level: It is preliminarily determined that the nature of theft is for personal use and the scope of dissemination is limited. The disposal measures taken are the same as those in yellow level; The leaked test questions have been found on the school's public platform, and it is preliminarily judged that they were intentionally damaged and spread widely. The disposal measures taken are the same as those of the red level.

3) Red level: Exam postponement, providing positive reports on relevant events to candidates and their parents, gaining their full understanding, and handling actions that do not comply with the overall situation, engage in unauthorized or malicious hype. At the same time, prepare for the use of sub questions for the exam. If necessary, the Public Security Bureau shall dispatch a working group led by bureau level leaders and attended by technical experts to the location of the leakage incident to promptly solve the case.

6. Emergency end

After the accident site is under control and the secondary and derivative accident hazards are eliminated, the on-site emergency response is completed with the approval of the emergency command organization at the accident site.

6、 Post disposal

1. Restore teaching order.
2. Investigate the cause, take action, and if necessary, ask the public security to intervene.
3. Reflect on the causes of the accident. Evaluate emergency rescue capabilities and revise emergency plans.

7、 Responsibility and Rewards and Punishments

1. This plan specifies the procedures and methods for handling sudden exam leaks in school education and teaching. If emergency response work is not standardized or timely in actual operation, a responsibility system will be implemented.

2. Implement a accountability system. For those who neglect their duties, neglect education and management, or neglect their duties in the work process, causing certain impacts, corresponding punishments should be given to the relevant responsible persons according to the severity of the situation. Those who violate the criminal law should be held criminally responsible in accordance with the law.