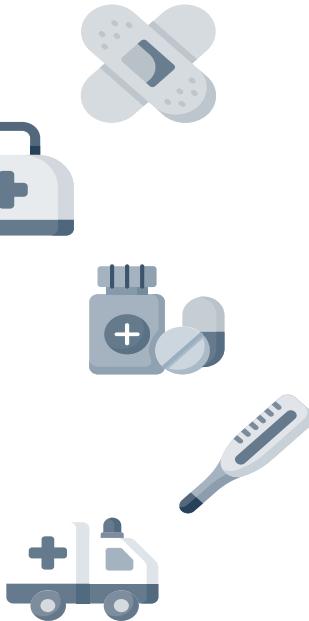

School Annual Safety & Security Briefing

15 Jan 2024

Safety Motto

In Safety, every Damaian matters

Take ownership of our **own** safety,
and look out for **others'** safety



In Safety, Every Damaian Matters!

Safe + y is Everyone's Responsibility

- Everyone to know and adopt safe practices on a day to day basis
- To be prepared and ready as a school to respond appropriately to emergency situations

AGENDA

1. Emergency Preparedness
2. School Safety
 - Road Safety
 - Safety @ PE and CCA
 - Special Rooms
 - General safety

What is an Emergency?

Sudden incidents involving actual or potential loss of lives and/or damage to properties on a scale in excess of what a school can deal with normally.

Characteristics:

- Sudden occurrence
- Injuries and fatalities
- Affected victims
- Trapped persons
- Damage to properties
- Anxious parents
- Eager media
- Crowd or volunteers
- Traffic congestion



Associated with: Disaster, Catastrophe, Crisis, Accident, Distress

Emergency Preparedness

Fire breaks out at Concord Primary School in Choa Chu Kang, 1,400 people evacuated



About 1400 people were evacuated by staff of Concord Primary School before firefighters arrived on Wednesday (Jan 29) morning. PHOTO: TNP READER

29 Jan 2020

Singapore

False bomb threat made to Evergreen Secondary School; students and staff evacuated



21 July 2022

A teenager is assisting in investigations, say police.

MINUTE

Woman charged with possessing weapons after stabbing herself outside St Hilda's Secondary School

Published September 22, 2022
Updated September 22, 2022



22 September 2022



Social Media and Singapore Police Force

A composite of screenshots of the incident outside St Hilda's Secondary School on Monday evening, as well as the two knives seized by the authorities after the woman's arrest.

How did almost 400 people safely evacuate burning Japan Airlines jet after Haneda Airport crash?

The Japan Airlines jet collided with a Coast Guard plane when landing at Tokyo's Haneda Airport on Tuesday after flying in from the northern city of Sapporo.



Fabian Koh

03 Jan 2024 02:01PM
(Updated: 05 Jan 2024 09:23AM)



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Emergency Preparedness

How ready are we as a school to respond to such a crisis?

Do we know what to do?



Security Incident

Hostage
Attack/Assault by
Criminal
Terrorist



Crisis & Disaster

Haze
Fire
Bomb
Threat
Gas leak



Emergency Evacuation

GENERAL SEQUENCE

Activation

Prolonged ringing of the bell

Procedure:

- Do not evacuate immediately
- Stop work immediately, **listen to announcements**
- If evacuation is necessary,
 - switch off all lights, fans, air conditioners, appliances
 - line up in twos, and move towards the Assembly Area under the supervision of the teacher
 - Move calmly and quickly

Everyone need to be familiar with the school site orientation, i.e. location of blocks, staircases and evacuation routes to Assembly Area (AA).

EVACUATION (SAMPLE ANNOUNCEMENT)

Your attention please, the fire alarm has been activated. We are investigating the situation. Please remain calm and standby for further instruction.

Your attention please, we have investigated the situation and found it to be a false alarm. You can resume your normal activities.

No need to evacuate

Your attention please, there is an emergency situation in the school. Please evacuate by the nearest staircase to the Assembly Area at <location>. Do not use the corridor at <location> and staircase at <location>.

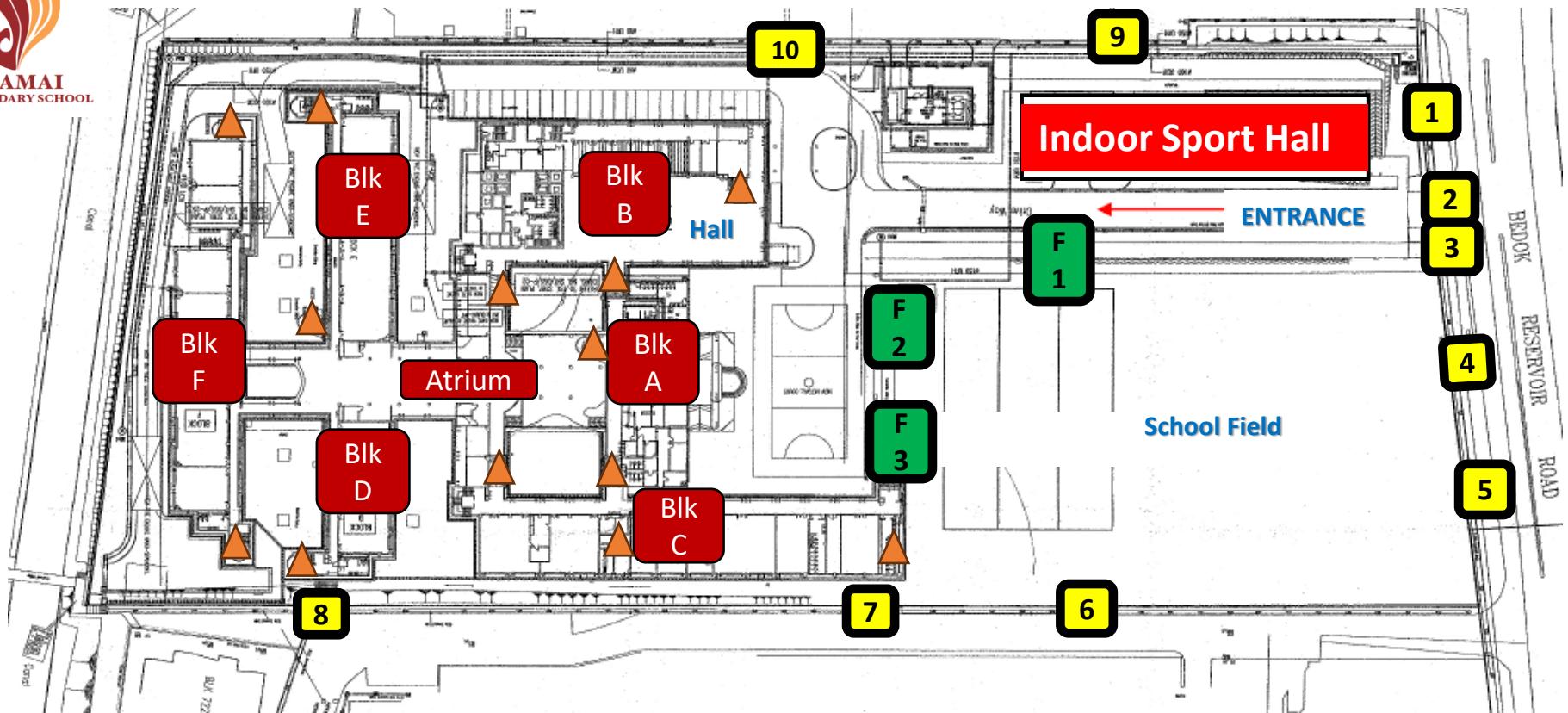
Need to evacuate



DAMAI SECONDARY SCHOOL OVERVIEW



DAMAI
SECONDARY SCHOOL



Legends

1

Gates around School

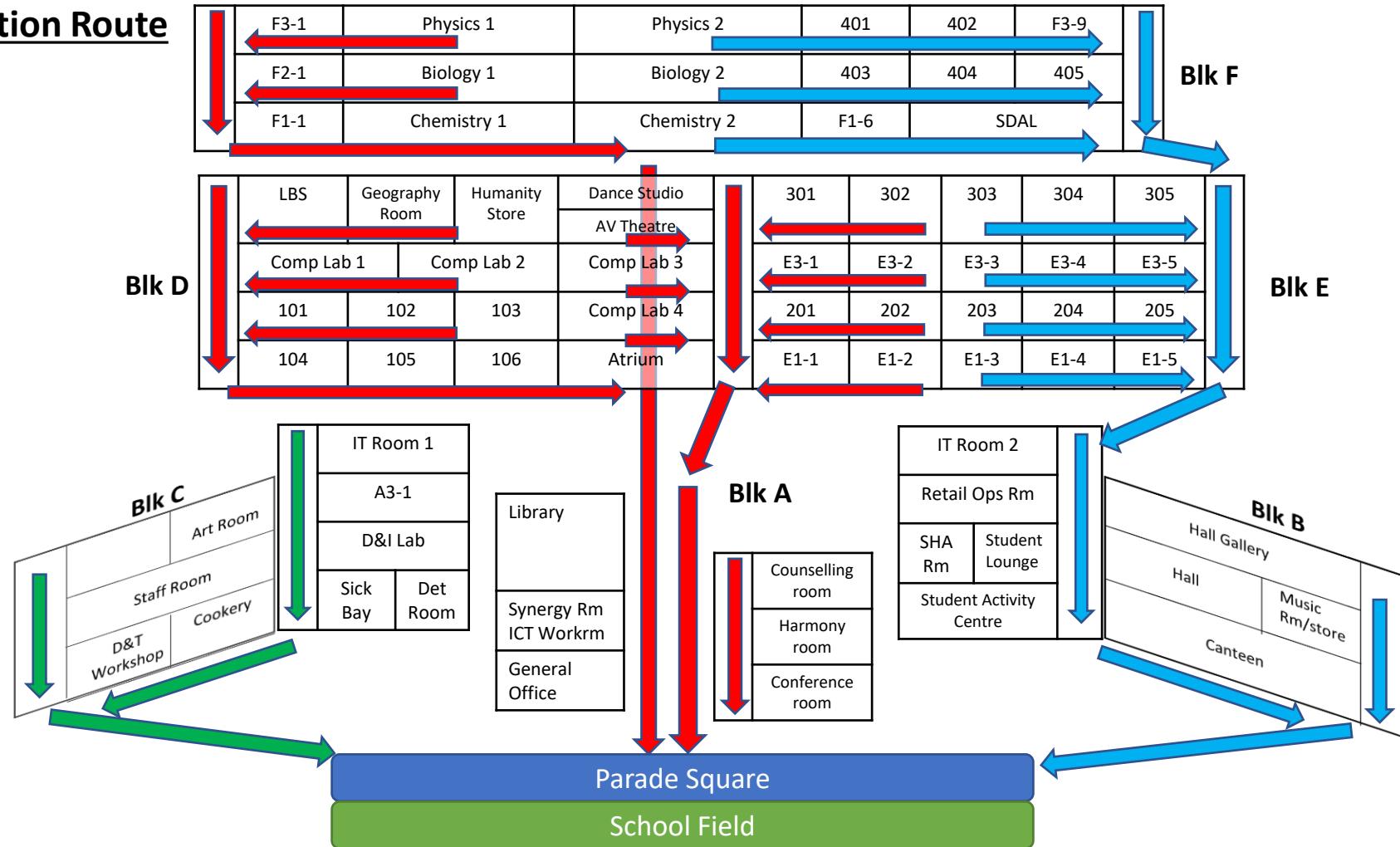


Field Gates



Staircases

Evacuation Route

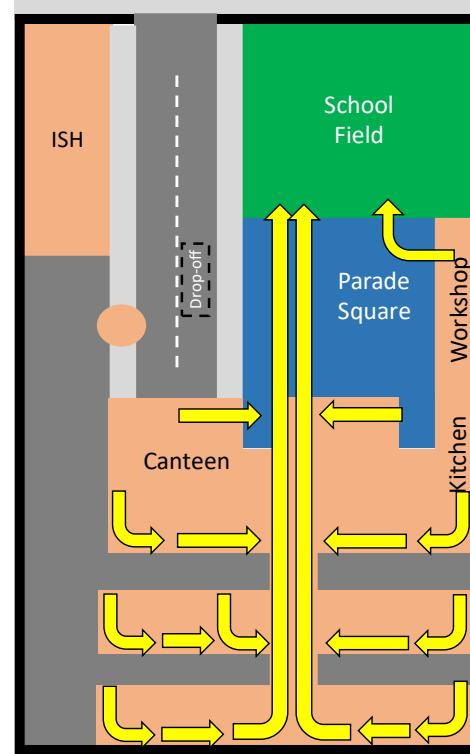


EVACUATION ROUTE

... to Assembly Area (School Field)

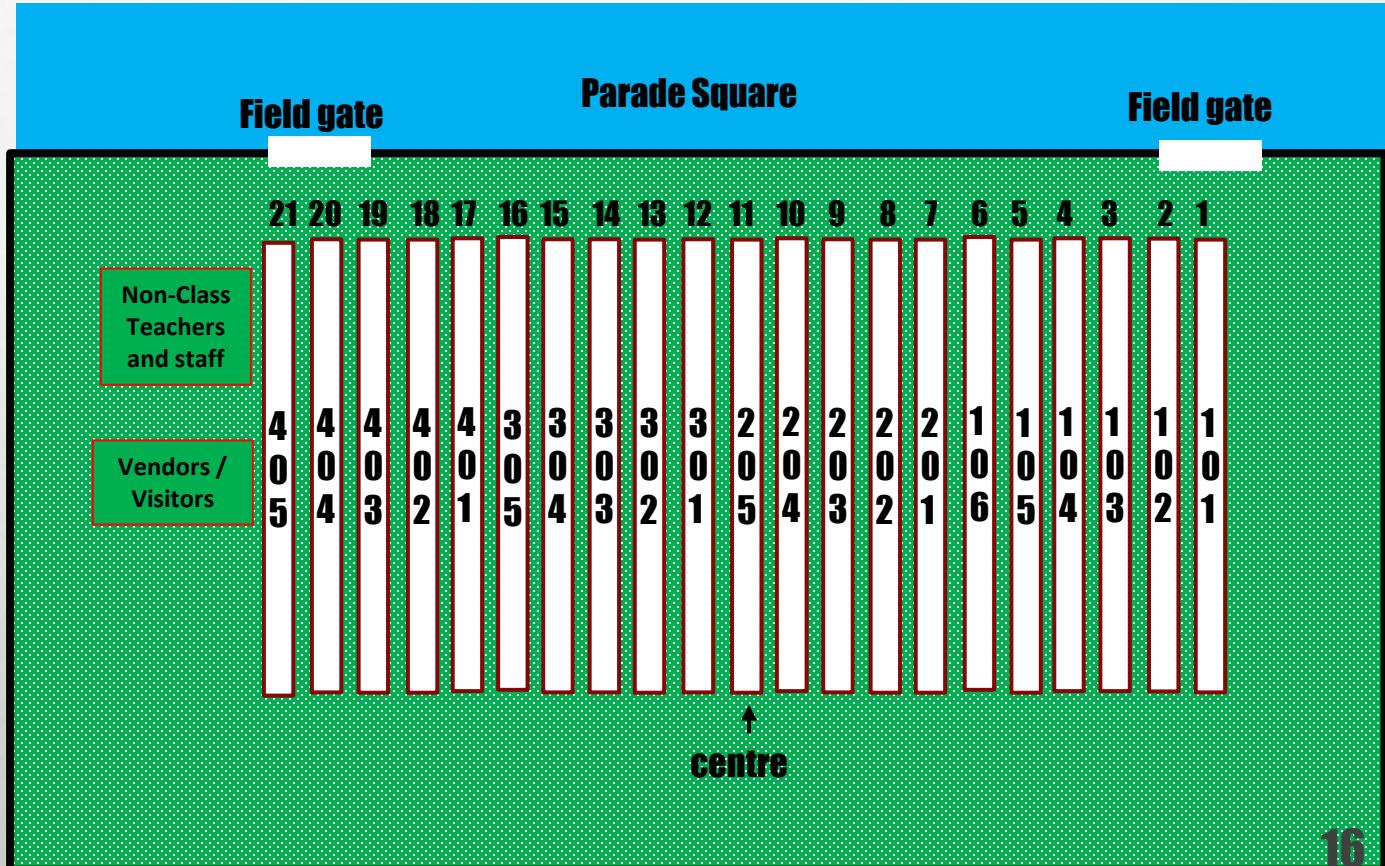
General Route:

- **Access Level 1 via the nearest staircase**
- **Avoid incident areas if any**
- **move towards Assembly Area**



In Safety, Every Damaian Matters!

School Field Layout (2024)



What is Lockdown?



- Intrusions into schools with malicious intent
- Classified under two categories
 - Criminal in nature
 - Terrorism-linked



- ✓ **Confinement of people inside secured rooms** for safety reasons
- ✓ Used when a serious threat exists to the school that requires students and staff to remain in a locked facility (eg. classrooms) for safety.

Lockdown Activation

- The indication for lockdown is when you receive the lockdown message through PA system:

	Message
Activate Lockdown	Will the parents of Doreen Saw, please remain at <incident location>?

- Once lockdown is activated, we will execute the following procedures:

Run

Hide

Tell

Lockdown Activation

Run

Hide

Tell

- If you are in open areas, follow instructions from teachers. If there are no teachers around, move quickly to **nearest room** (but **avoid** incident area)
- If you are in rooms (e.g. classrooms, labs), **stay** in the rooms (safe areas).



Lockdown Activation

Run

Hide

Tell

Once you are in the safe areas:

- 1) If there are staff/students nearby, let them into rooms ASAP
- 2) Lock all doors and shut all windows
- 3) Switch off all lights, fans and electrical / electronic devices such as overhead projectors
- 4) Put all mobile devices to silent mode
- 5) Sit down at your seats and be quiet
- 6) Remain in the safe areas until you receive the clear lockdown message



Lockdown Activation

Run

Hide

Tell

In real incidents, it will be helpful if School / Police can have the following information. Please take note only if it is safe to do so.

Total number of perpetrators

Equipment carried by the perpetrators

Look of the perpetrators

Location of the perpetrators, or direction they are heading



Lockdown CLEAR

- The indication to Clear lockdown is when you receive the Clear lockdown message through the following only:
 - PA system
 - Door-to-door knocks
- Clear lockdown message (drill):
Parents of Doreen Saw have left the school

LOCKDOWN AND EVACUATION (EHA)

1. Lockdown Drill

- a. Communication procedures
- b. Run, Hide & Tell procedures to safe areas
- c. Lockdown procedures in safe areas
- d. Clear Lockdown procedures

2. Evacuation Drill to EHA

- a. Evacuation of School Population from School premises to EHA
- b. Familiarisation of emergency posts at EHA
- c. Return of School Population from EHA to School premises

Evacuation Route (EHA) when needed

A Singapore Government Agency

Search & Explore... New Nee Soon DroneQuery State Properties

Related Services

The map shows an evacuation route (EHA) starting from a school building (Damai Sec Sch) and ending at a park (Bedok Town Pk). The route follows a path through a reservoir (Bedok Reservoir GDN 719A) and passes by several residential buildings (711, 710, 719, 720, 721). The route is indicated by a green dashed line on the map and red arrows on the ground. Red X's mark obstacles along the route, such as a gate and a expressway. Blue callouts show photographs of the actual locations: a school entrance, a reservoir entrance, a residential area, a gate, and a park entrance.

745
746
747
713
711
710
719
720
721
52 Damai Pri Sch
705
Bedok Reservoir Rd
BEDOK RESERVOIR GDN 719A
P
P
4500A
Bedok Town Pk
EXPRESSWAY
f One map
Contact Us | Privacy Statement

Step 10

Gate

Smiley icon

New Nee Soon DroneQuery State Properties

Related Services

Contact Us | Privacy Statement

One map

2024 Annual Emergency Preparedness (EP) Drill

Session	Dates	Personnel involved
EP Drill (Fire Drill)	Term 1/2	All staff and students
EP Drill (Lockdown)	Term 3	All staff and students

Be ready at all times.

Follow the instruction to execute the EP responsibly and swiftly.

Everyone should evacuate to Assembly Area safely within 8 mins

What is my role in school safety?

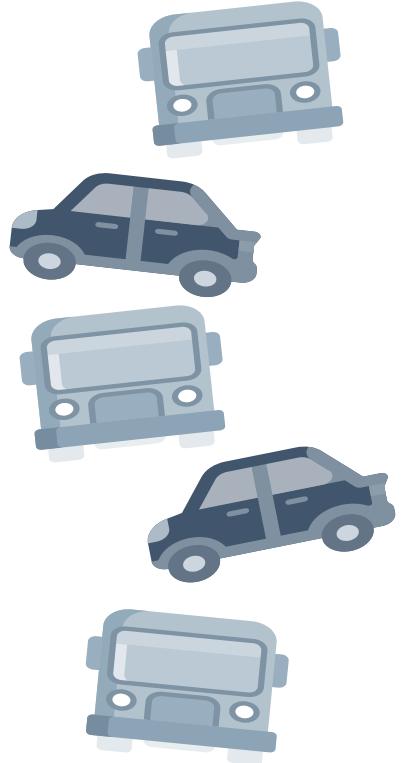
At personal level

- Know what to do in time of emergency
- Know and adopt safe practices. Act responsibly at all times
- Ensure the safety and well-being of one self and others
- Ask and Clarify if you are not sure

At class level

- Take ownership of your classroom.
- Look after the facilities
- Do your part to ensure your class is safe and conducive for learning.

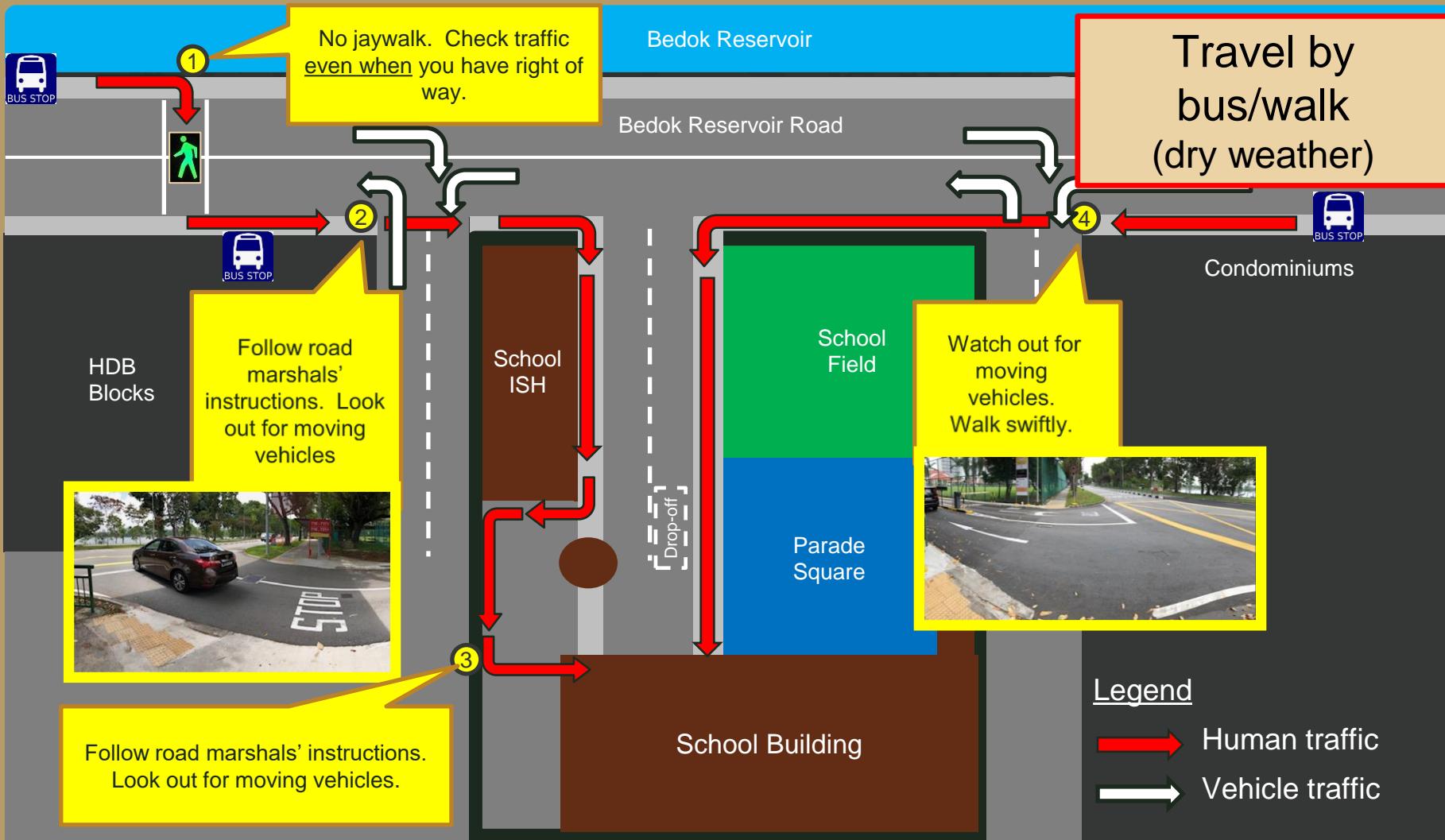
ROAD SAFETY

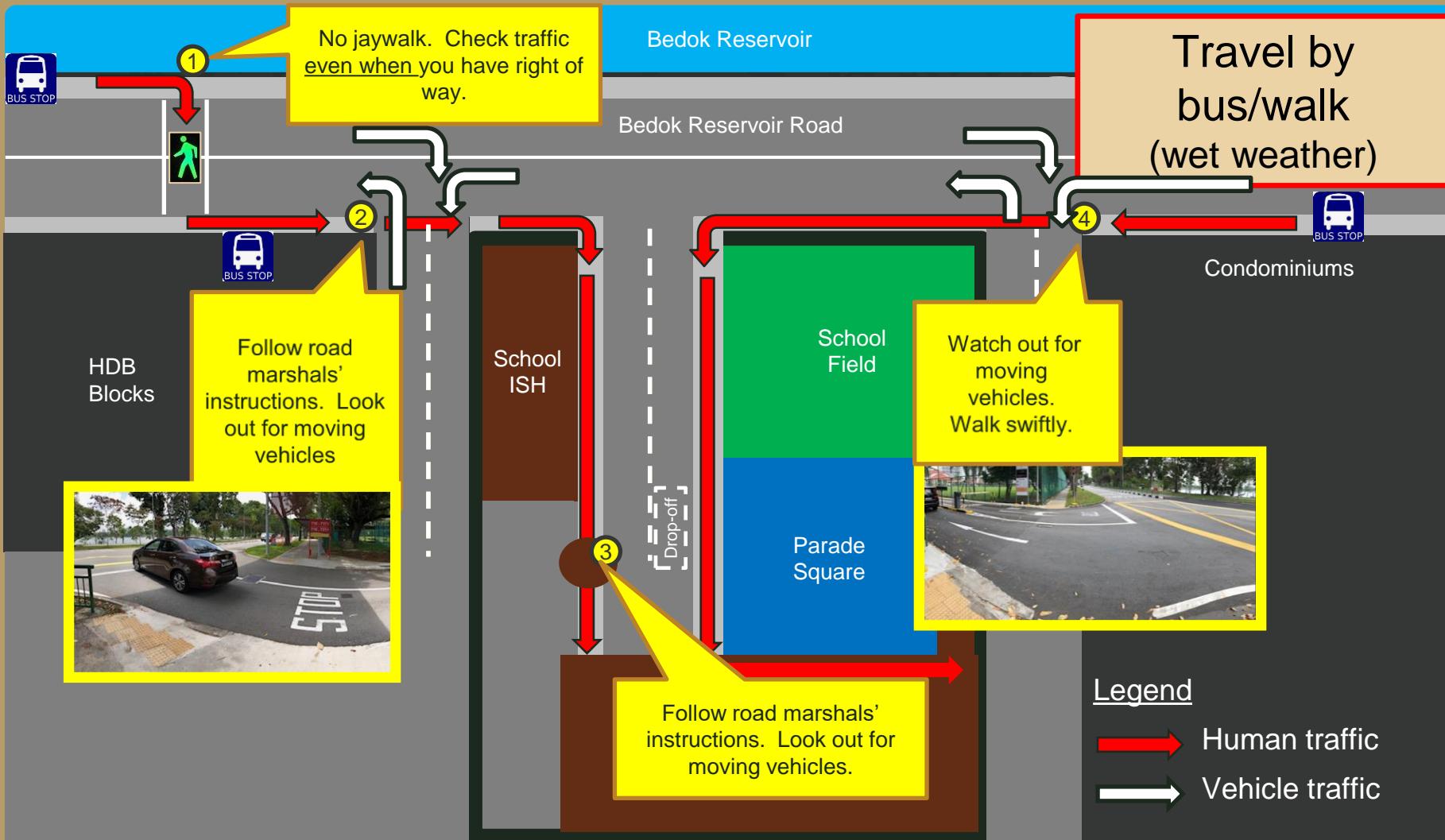


Bus/Walk
Bicycle
Car

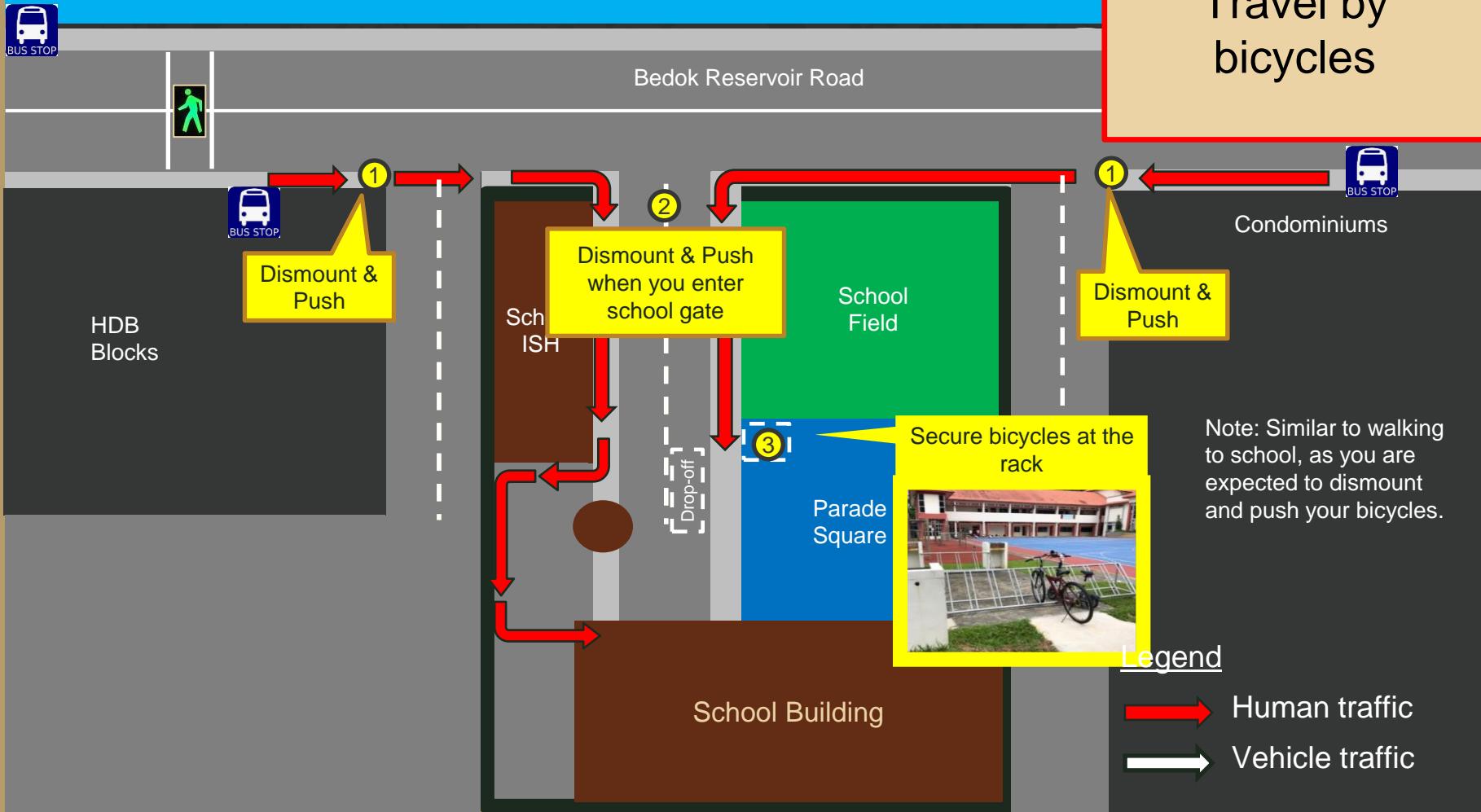
Dry/wet
weather

In Safety, Every Damaian Matters!



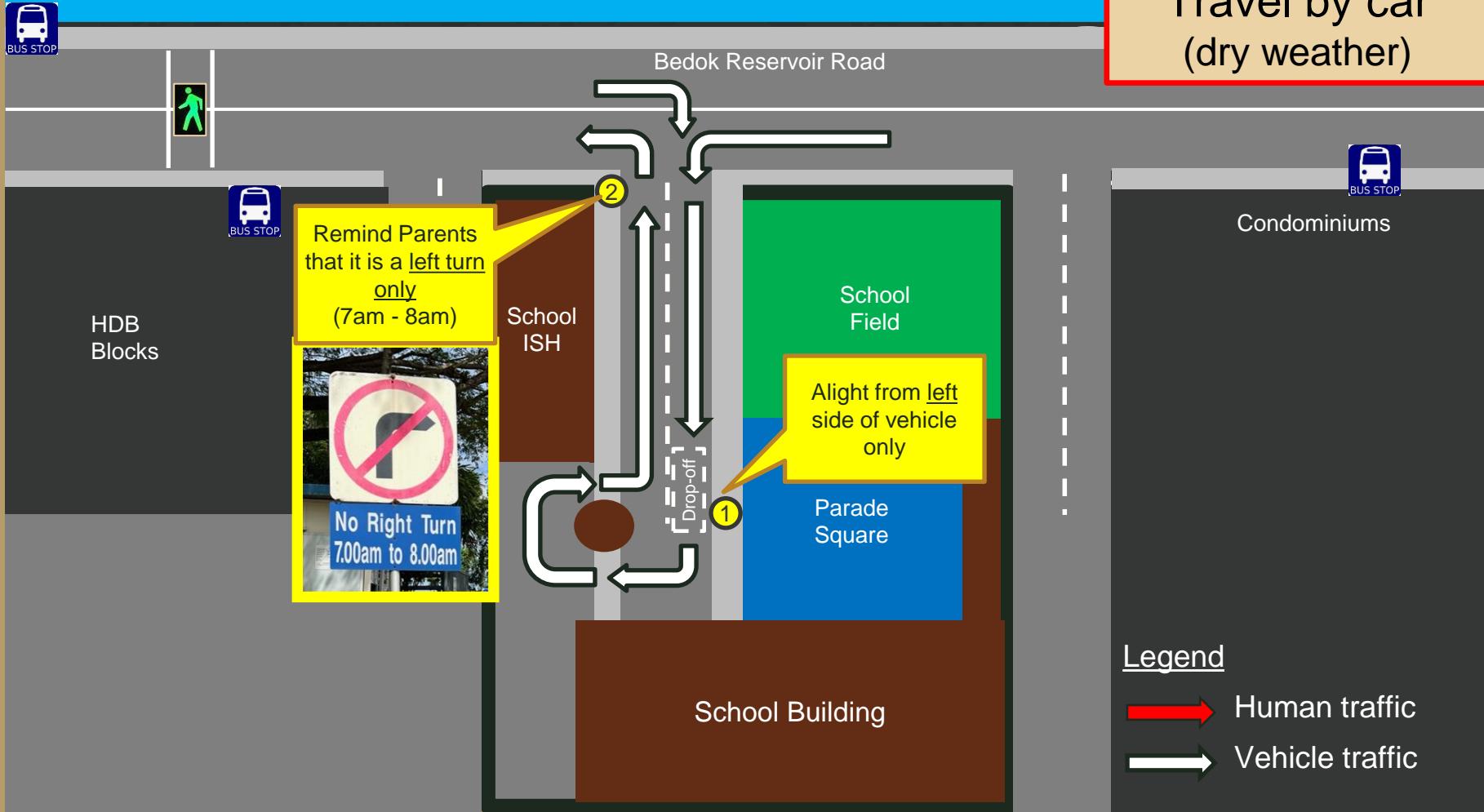


Bedok Reservoir



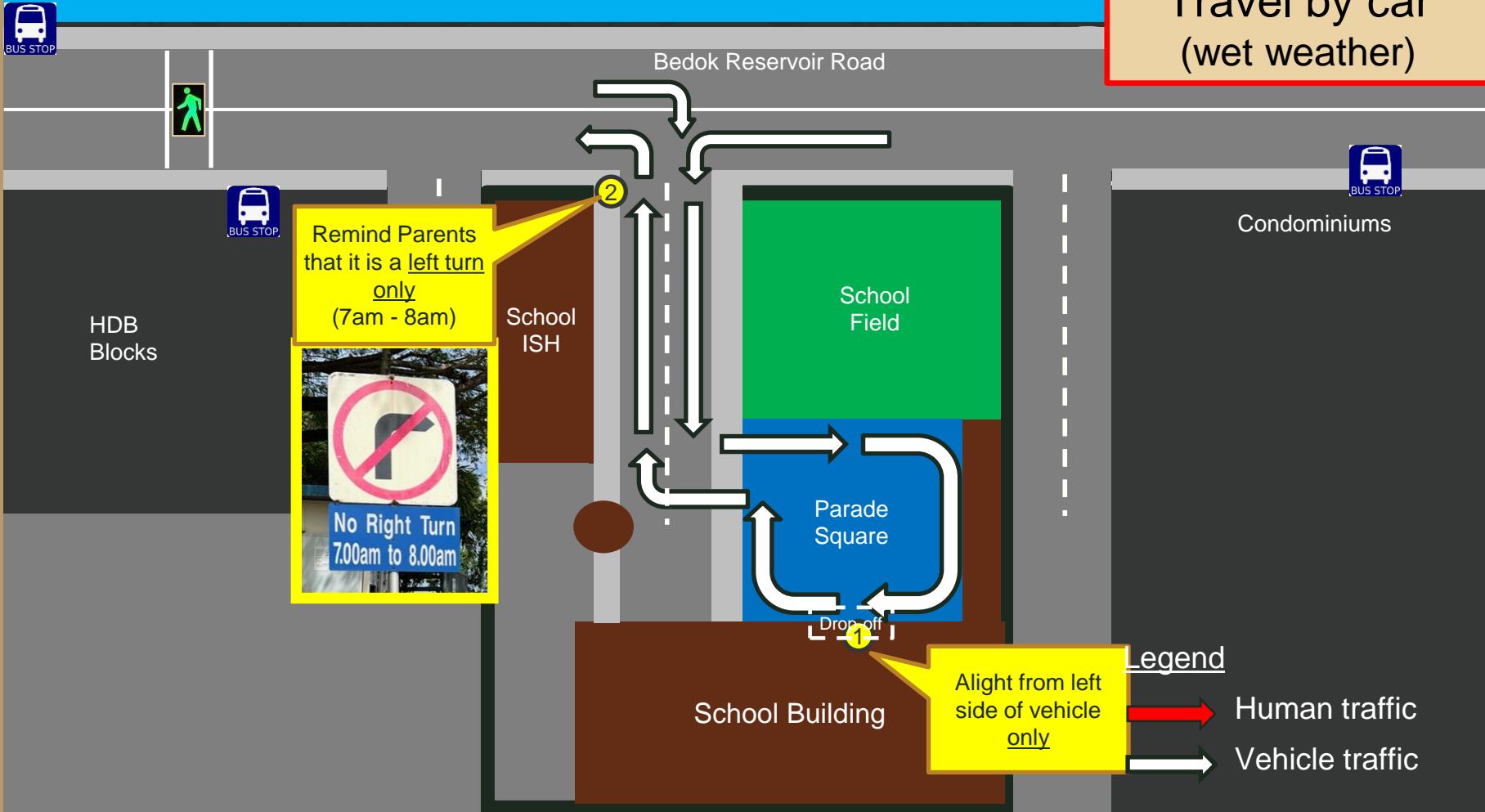
Bedok Reservoir

Travel by car
(dry weather)



Bedok Reservoir

Travel by car
(wet weather)



Dismissal



BUS STOP

HDB
Blocks

Watch out for
moving vehicles.
Walk swiftly.

Bedok Reservoir Road



BUS STOP

Condominiums

School
ISH

Drop-off
zone

Parade
Square

Watch out for
moving
vehicles.
Walk swiftly.

School Building



Legend

- Human traffic
- Vehicle traffic

ROAD SAFETY REMINDER

- Follow road marshal's instructions
- Check traffic before crossing
- Be punctual (avoid the rush)
- Do not use devices on the move 
- Do not jay-walk
- Do not assume traffic will stop for you

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ROAD SAFETY (FOR CYCLIST)

Students who cycle to school
must register with the school

<https://go.gov.sg/dsscyclistregister2024>

Notification will be sent to your parents.
Complete by 19 Jan 2024



[https://go.gov.sg/dsscyclistregister
2024](https://go.gov.sg/dsscyclistregister2024)

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ROAD SAFETY (FOR CYCLIST)

Active Mobility Act (AMA) provides a set of rules to improve road safety (including cycling). If you fail to adhere to the rules, you may face prosecution by the Authority.

Useful reference: [LTA active mobility rules and code of conduct](#)

Safety Guidelines for Cyclists

- Give way to pedestrians.
- Slow down around others.
- Dismount and push your bicycle in crowded areas.
- Keep both hands on the handlebars.
- Do not use devices while cycling.
- Check that your bicycle is in good condition before setting off.

ROAD SAFETY (FOR CYCLIST)

Where can you ride?



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ROAD SAFETY (FOR CYCLIST)

Where can you ride?



- Cycling on roads **is not recommended**
- **Mandatory** to wear helmets

Some offences and the maximum punishment

Offence	New offender	Repeat offender
Users		
Riding electric bicycles on footpath	\$1,000 fine or three months' jail, or both	\$2,000 fine or six months' jail, or both
Speeding		
Not stopping to help accident victims	\$5,000 fine or three months' jail, or both	
Using non-compliant devices	\$5,000 fine or three months' jail, or both	\$10,000 fine or six months' jail, or both

**Examples of offences and
consequences
(not exhaustive)**

Land Transport Authority
10 Sin Ming Drive Singapore 575701
Tel: 1800-CALL LTA (1800-2255 582)

ACTIVE MOBILITY ACT 2017 (NO.3 OF 2017)
SECTION 54
NOTICE OF ACTIVE MOBILITY OFFENCE

Mr / Mrs / Miss / Ms / Dr

< Name >

< Address >

Notice No.

Date of Issue

NRIC / Passport / FIN No.

Vehicle No.

Date and Time of Offence

Place of Offence

Offence

Composition amount

Please pay by
< due date >

For first offence, a maximum court fine amount of up to xx and/or a jail term of up to xx.
For second or subsequent offence, a maximum court fine amount of up to xx and/or a jail term of up to xx.

1. Please pay \$<amount> by <due date>.
2. If you fail to pay, you must go to State Court No. <court_no> at 1 Havelock Square on <court_date> at <court_time>.
3. If you fail to attend Court on the above mentioned Court date, you will be arrested anywhere in Singapore, including at your home or workplace, and you may have to pay an additional fine of up to \$2,000 or serve a jail term of up to 2 months for failing to attend Court.
4. Do not ignore this notice unless you have already made payment.

DO NOT DUPLICATE

ROAD SAFETY (FOR CYCLIST)



Cyclists caught riding without handbrakes may be fined up to \$10,000 and/or jailed for up to 6 months, if convicted for the first offence. Repeat offenders may face higher penalties.

In Safety, Every Damaian Matters!

What is my role in school safety?

At personal level

- Know what to do in time of emergency
- Know and adopt safe practices. Act responsibly at all times
- Ensure the safety and well-being of one self and others
- Ask and Clarify if you are not sure

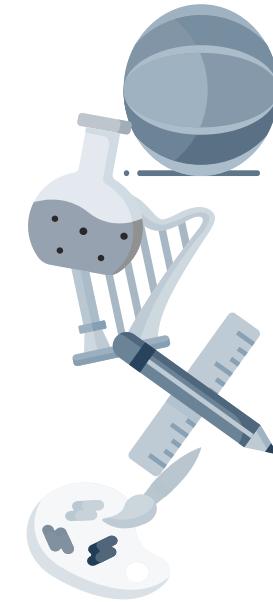
At class level

- Take ownership of your classroom.
- Look after the facilities
- Do your part to ensure your class is safe and conducive for learning.

SCHOOL SAFETY WHILE LEARNING



- PE
- CCA
- Workshops
- Laboratories
- Kitchens
- Art rooms



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SAFETY - PE & CCA

- Follow teachers' instructions at all times
- Inform teachers if you
 - are not feeling well
 - have just recovered from illness
 - are excused from certain activities
 - just received your vaccination jab
- Bring your medication to school, e.g. inhalers
- Important: while challenging ourselves to be better, always remember Safety First.



SAFETY - PE & CCA

- Stay under shelter when lightning alerts are activated



SAFETY – UNSTRUCTURED PLAY

Timing

- Unstructured play is allowed during school hours when students are not having lessons.
- Students should minimise outdoor play between hours of 11 to 3pm. During these hours, students are advised to:
 - ✓ Keep physical activity duration short with frequent rest breaks
 - ✓ Have water breaks and rest periods under shaded areas
 - ✓ Use sunscreen for UV protection

SAFETY – UNSTRUCTURED PLAY

Venues

Students should play responsibly and be aware of their surroundings when playing at the respective venues. Students are allowed to engage in unstructured play in the following venues:

School Hall

- Only badminton is allowed in the school hall
- Hall shutters should not be closed during unstructured play.

Parade Square, School Field, Basketball Court

- All sports are allowed
- Students are advised to play safely only within the demarcated court areas

Atrium, flagpole, wooden benches, other open areas

- Only badminton allowed

SAFETY – UNSTRUCTURED PLAY

Safety

- Students are to manage their own safety during unstructured play. Students should exercise self awareness and risk assessment and management for themselves and others.
- Students must report all incidents / accidents to the General Office.

Responsible use of school equipment and facilities

- Students are to use the school equipment and facilities responsibly.
- Students should exercise awareness of surroundings, and take precautions to avoid possible damage to furniture and fixtures (fans, lights, CCTV etc.) during play.
- Students should exercise mutual consideration for other schoolmates and share the common equipment and venues.
- No food & drinks in playing areas - stay hydrated with plain water.
- Strictly no littering



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SAFETY – SPECIAL ROOMS

(Workshops, Laboratories, Kitchens, Art rooms)

Enter special rooms only when teacher is present. Follow teachers' instructions at all times, e.g.

- Do not take tools/equipment out of the rooms
- Only use tools for their intended purposes
- Female students must tie up their long hair neatly
- Keep rooms tidy, avoid tripping hazards
- Ask when in doubt



GENERAL SAFETY

- No running along corridors and canteen area
- Ball games are only allowed at authorized areas such as Hall, ISH and Parade Square
- No standing behind and in front of the swings when the swings are in use



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GENERAL SAFETY ADVICE

- If you are injured or felt unwell, please proceed to General Office or inform a teacher. Staff will render first-aid and follow up with your parents/guardians.
- Group Personal Accident (GPA) Insurance covers every student when he or she is in school, participating in the school's activities and etc.

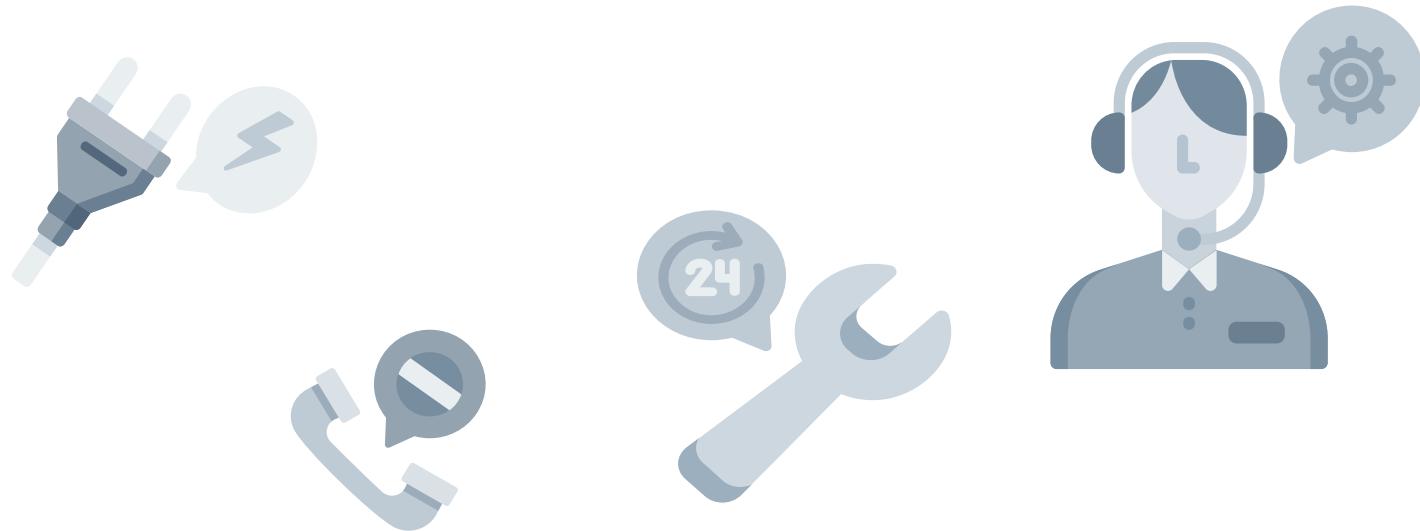
SUSPICIOUS CHARACTER/PARCELS



In Safety, Every Damaian Matters!

REPORTING OF SAFETY ISSUES

Inform Teachers or General Office if you notice safety issues or faulty equipment / facilities



In Safety, Every Damaian Matters!

CARE FOR THE ENVIRONMENT

Switch off lights and fans if there is no one in the classroom (including visualiser and projector)

Return/Put items back to where you took from – Sports equipment, food utensils etc

STUDENT HANDBOOK



Please refer to
Student Handbook
(Page 48 onwards)

[Home](#) > Information > Students > Student Handbook

Student Handbook

Click [here](#) to view t [REDACTED]



In Safety, Every Damaian Matters!

We are a **community**. Our **actions affect** each other.

We **all** have a part to play.

Be **respectful**. Be **responsible**.

Manage self. Lead for others

Have a safe and meaningful time in Damai!
THANK YOU