



Scenario 1

Before Arrival at School

If no alert occurs:

Child leaves for school normally with parent/guardian.

Sudden alert before leaving:

Child stays at home in a safe internal place away from windows/glass.

Wait for the all-clear message.

Alert received while enroute:

Follow the official message immediately.

Do not drop the child off in exposed areas.

Proceed to a safe place or return home.

Important At This Stage

Do not send the child to school during alerts.

Do not stop or drop off in open areas.

The official message is your main reference.

Scenario 2

Arrival & Handover

If no alert occurs:

Children shall enter the building directly.

No morning assembly.

No gathering at gates, yards, or sidewalks.

When an alert is in place:

The parent/guardian and child must enter the building immediately, if it is safe.

Do not wait outside.

Avoid crowding and gatherings.

Important At This Stage

Minimize time spent outside.

Do not hand over/pick up in open areas.

Make safety the guiding principle.

Scenario 3

Inside the School

If no alert occurs:

Classes continue as usual.

No activities in exposed areas or near glass, including break time (must be inside).

When an alert is in place:

All activities stop immediately.

Stay in a safe area. Keep students engaged to prevent panic.

Sit in a low position away from windows/glass.

If staff are outside:

Go to the nearest safe internal facility immediately.

Important At This Stage

Indoor sheltering is essential.

Outdoor activities must be suspended.

Maintaining calm is more important than speed.

Scenario 4

Dismissal & Return

If no alert occurs:

Dismissal is orderly, swift, and staggered with parents/guardians.

Sudden alert before leaving:

Suspend dismissal immediately.

Do not evacuate students.

Alert during dismissal:

Move to a safe place.

Do not stand in exposed areas.

When alert is lifted:

Dismissal resumes staggered.

Hand over organized; no crowds.

Important At This Stage

No handover during danger.

No gatherings at gates.

Protection continues until safe arrival.