



Australian International School Hong Kong
香港澳洲國際學校



CAMPUS SAFETY, PEOPLE & PROPERTY

Updated January 2026

LOOKING AFTER PERSONAL PROPERTY

Students are responsible for looking after their personal property at all times. Secondary students are required to keep mobile phones in their lockers.

If a Primary student requires a mobile phone, this must be kept in their school bag or may be given to their class teacher for safekeeping.

LOST PROPERTY

Please label all items of clothing and other belongings. We store all unlabelled lost property in the lost property cupboard on the 1/F, outside the Admissions Office. Glasses and phones can be reclaimed from the Secondary or Primary offices. Misplaced laptops will be sent to the laptop repair centre on the 5/F.

At the end of each term, any unclaimed lost property will be used for student emergency use or donated to charity.

The school is not responsible for any property which is lost at school.

SECURITY

All parents and visitors to the school must register with our security staff and get a security pass. This pass is to be clearly displayed while on the school premises. Please return passes to security when you leave.

Parents/guardians may only enter the school premises during school hours (7:55am to 3:30pm) if you have a prior appointment or are a registered parent helper.

Lunches cannot be delivered to school at any time. Lunches for students should be either brought to school from home or purchased from our school caterer. Other forgotten items, such as PE kits, must be left with the security staff on the ground floor in a clearly labelled bag. Security staff will arrange for distribution.

Students must not remain on the school premises after school hours unless they are part of a supervised activity.

The field and undercover playground close at 3:30pm. The field can only be accessed by those involved in organised events on the field after 3:30pm. Students, parents/helpers and visitors who are waiting for the start of an organised event or appointment can do so in the Cafeteria or Sports Terrace once the field and undercover playground have closed.

General reminders regarding supervision of students after school:

- The field and outdoor play equipment are not supervised after 3:00pm. Students may use the undercover playground and designated areas of the field up to 3:30pm only if they are supervised by a parent/guardian. Supervision after school hours is a parent's responsibility;
- If your child has an ECA or activity after school and is an Early Childhood student, please ensure they are properly supervised by a parent/guardian until their activity commences. You can wait in the Cafeteria or Sports Terrace. Students are to remain with parents/guardians at all times.
- If your child is a Secondary or Primary student (Year 3 - 6) and you are unable to supervise them, they may wait in the Library (only until 4:30pm), quietly doing their homework or reading a book until their activity starts;
- If you have arranged for your child to go home on the 4:30pm (after school) bus, then please ensure they are aware that they MUST immediately go down to the Sports Terrace (outside the cafeteria) and wait for the bus escort to collect them. It is very difficult to find students who have wandered off. When changing any pick-up arrangements for your child, please ensure their relevant class teacher is advised before 12:00 noon. If messages are sent after noon, we cannot guarantee your child will receive the message.

The school may, from time-to-time, modify its security procedures, including access to various campus facilities.

FIRE SAFETY, EVACUATION AND CONTAINMENT

Evacuation and assembly point maps are posted throughout the campus. Students, parents/guardians and visitors should familiarise themselves with your nearest route and follow staff directions during an evacuation.

A Personal Emergency Evacuation Plan (PEEP) may be established for any student with mobility or other concerns that may impact their ability to evacuate the building. If your child may require a PEEP, please contact the school.

EVACUATION (FIRE) ALARM

A continuous bell will sound the alarm. When the alarm sounds, everyone must immediately stop all activities and follow evacuation procedures.

Evacuation Guidance for Students

Be familiar with evacuation routes (these are posted throughout the school and in all classrooms).

When evacuating the building:

- Follow instructions from teachers, wardens and marshals
- Do not stop to collect personal belongings
- Do not use the lift
- Do not talk so you can hear the teacher
- Do not run so you do not get hurt
- Do not push so no one else gets hurt
- Do not go back so you stay safe

When you reach the field:

- Go to the designated assembly area for your class/homeroom
- Sit quietly with your class/homeroom, unless your teacher instructs you otherwise
- Wait to follow next instructions, do not return to class until instructed

Follow your approved PEEP if you have one.

Evacuation Guidance for Adults

If you hear a fire alarm, see fire or smell smoke: Treat this as a real emergency. Raise the alarm, by the quickest means possible (break fire alarm glass, if necessary). Work in conjunction with a staff member or contact the main office and give details of the fire. Follow building evacuation procedures. Never open a closed door without checking for heat first. Do not open a hot door.

If you see a small fire: Put out small fires (smaller than a bucket) with a fire extinguisher or cover source of fuel with a blanket. For modern fire extinguisher use, pull safety pin from handle; aim at base of flame; squeeze the trigger handle; and sweep from side to side at the base of the flame. Shut off source of fuel if safe to do so (e.g. gas). Activate fire alarm, Alert others. Evacuate building. Close doors and windows on your way out. Call emergency telephone number and report location of fire as soon as it is safe to do so.

If the fire is bigger than a bucket: Activate the fire alarm. Alert others. Close doors and windows if it is safe to do so. Shut off source of fuel if it is safe to do so (e.g. gas). Work in conjunction with a staff member or contact the main office and give details of the fire. Follow building evacuation procedures.

When evacuating the building:

- Follow instructions from staff
- Do not use the lift
- Only talk if critical so you and others can hear instructions

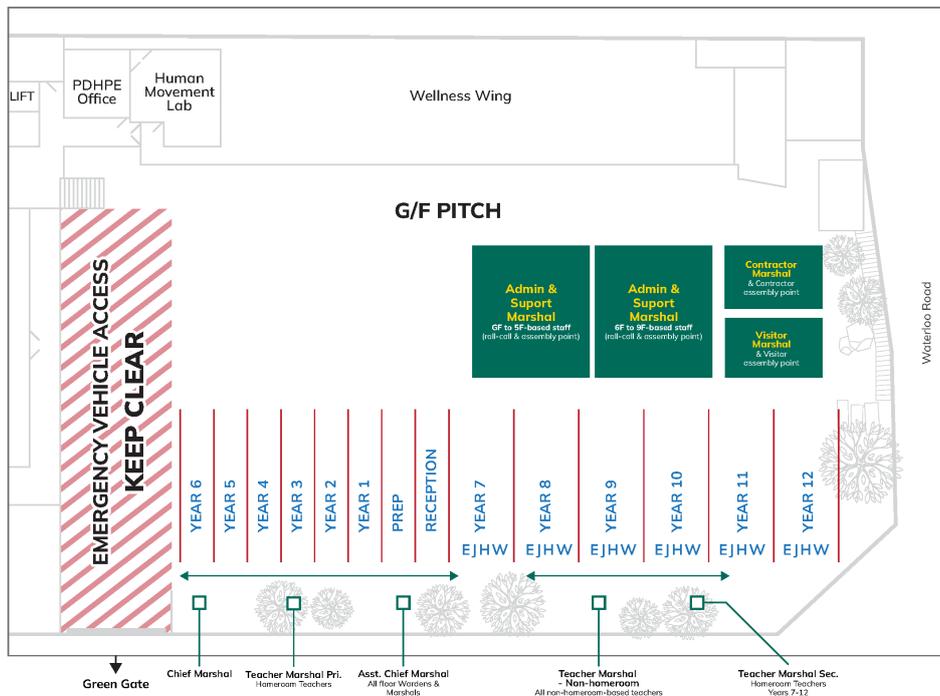
When you reach the field:

Go to the designated visitor location and make your presence known to the Contractor and Visitor Marshal.

- Remain at your designated assembly area and only talk if critical so you and others can hear instructions
- Wait to follow next instructions, do not return to the building or leave the campus until instructed

EVACUATION ASSEMBLY MAP

In the event of an evacuation, all persons on the school premises will assemble on the field. Teachers lead students to the assembly area on the field and will assemble according to their designated areas, which are indicated by markers on the Norfolk Road perimeter fence. All parents/guardians/visitors should report to the Contractor and Visitor Marshal and remain at the Visitor's Assembly Point (near the Waterloo Road side) to await further instruction.



CONTAINMENT PROCEDURES

In rare cases of serious danger at or near the school, a containment may be needed to keep everyone safe. Containment is the school's approach to keeping students, staff and visitors safe on campus during a threat. There are three types of containment: lock-down, lock-in, and shelter-in-place.

Lock-Down

Lock-down is used for immediate threats inside the campus, requiring everyone to stay secured in indoor spaces.

If a lock-down is required, an announcement will be made on the school's public announcement system as follows:

Attention, attention. Lock-down, lock-down. Hide, lock doors, stay quiet. Emergency Services Responding.

Lock-Down Procedures for Students and Visitors

1. Upon hearing the lock-down alarm, students and visitors should immediately move to the closest secure/safe place, ideally a classroom with a teacher.
2. Help lock or block doors with furniture and close blinds if needed.
3. Stay silent and follow teacher instructions.
4. Hide behind furniture, away from windows and doors. Stay out of site.
5. If you have a cell phone, make sure it is set to silent.
6. Wait for further instructions, then act as instructed

Lock-Out

Lock-out is used for threats outside the school, aiming to keep danger from entering the campus.

If a lock-out is required, an announcement will be made on the school's public announcement system as follows:

Attention, attention. We are currently in a lock-out because of danger at [location]. Go inside. Remain inside. Follow teacher instructions.

Lock-Out Procedures for Students and Visitors

1. Upon hearing the lock-down alarm, students and visitors should remain inside.
2. If outside with a member of staff, follow their instructions and move inside.
3. If outside or in a room without a member of staff, move inside to a classroom, office or other safe space with a staff member inside.
4. Stay inside, limit noise and wait for further instructions, then act as instructed. **Do not leave the campus until it is safe to do so.**

Shelter-in-place

Shelter-in-place is used for environmental or nearby hazards, requiring everyone to stay indoors and take safety precautions.

If a shelter-in-place is required, an announcement will be made on the school's public announcement system as follows:

Attention, attention. All students and staff, seek shelter. There is danger at [location/situation]. Go inside to a safe room. Remain inside. Follow teachers' instructions.

Shelter-in-place Procedures for Students and Visitors

Procedures are similar as for Lock-out:

1. Upon hearing the shelter-in-place announcement, students and visitors should remain inside.
2. If outside with a member of staff, follow their instructions and move inside.
3. If outside without a member of staff, move inside to a classroom, office or other safe space, ideally with a staff member inside.
4. Stay inside, limit noise and wait for further instructions, then act as instructed. **Do not leave the campus until advised it is safe to do so.**