
School Annual Safety & Security Briefing

6 Jan 2025

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

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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

Singapore

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



About 1,400 people were evacuated by staff of Concord Primary School before firefighters arrived on Wednesday (Jan 29) morning. PHOTO: THE IRRAWADDI

29 Jan 2020

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

A teenager is assisting in investigations, say police.



21 July 2022

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



A composite of a screenshot 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 Preparedness

We need to **be prepared** and **ready to respond** to both:

- A situation that required immediate **evacuation**. E.g. fire, explosion, bomb threat.
- A situation that required all to **lockdown**. E.g. sudden intrusion that threaten the safety of school



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.

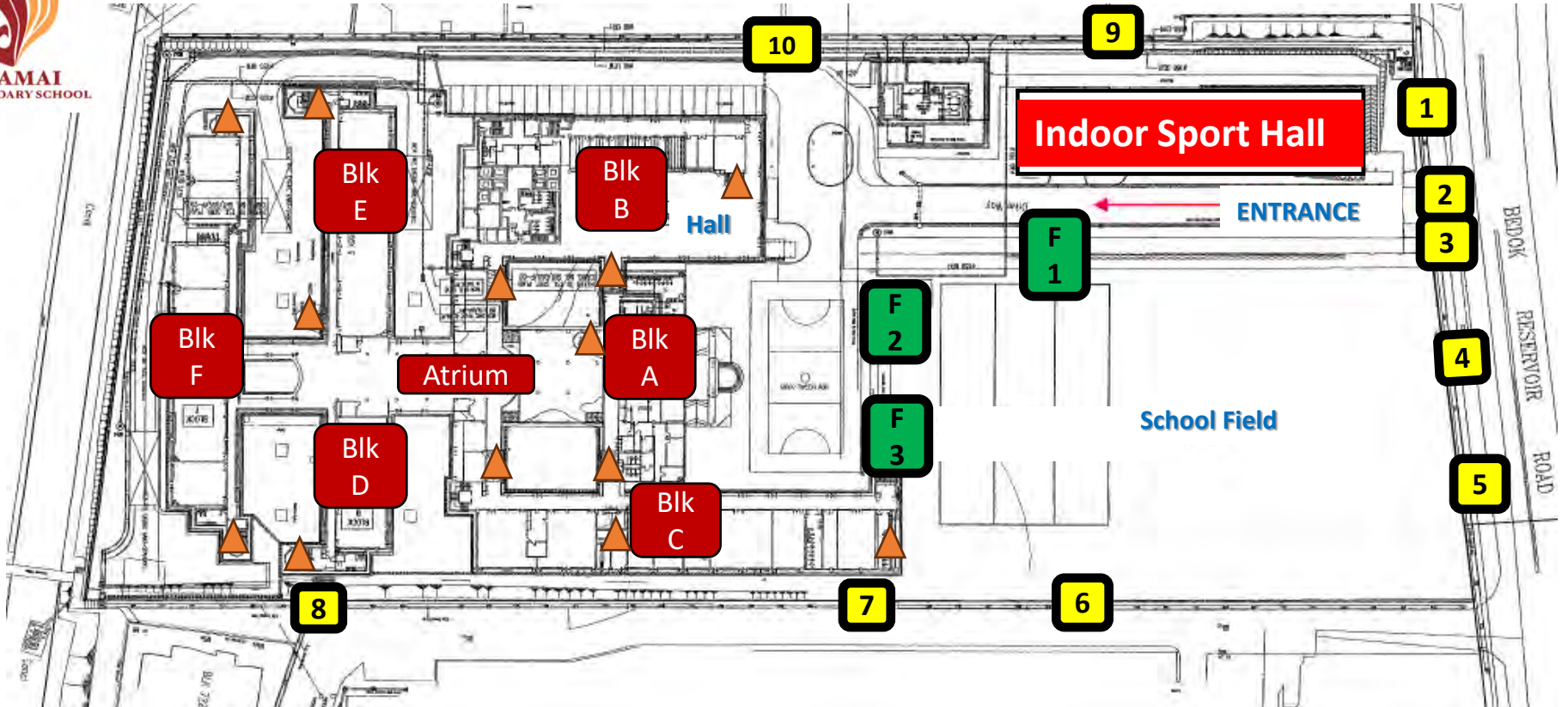
No need to evacuate

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

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DAMAI SECONDARY SCHOOL OVERVIEW



Legends

1

Gates around School

F
1

Field Gates



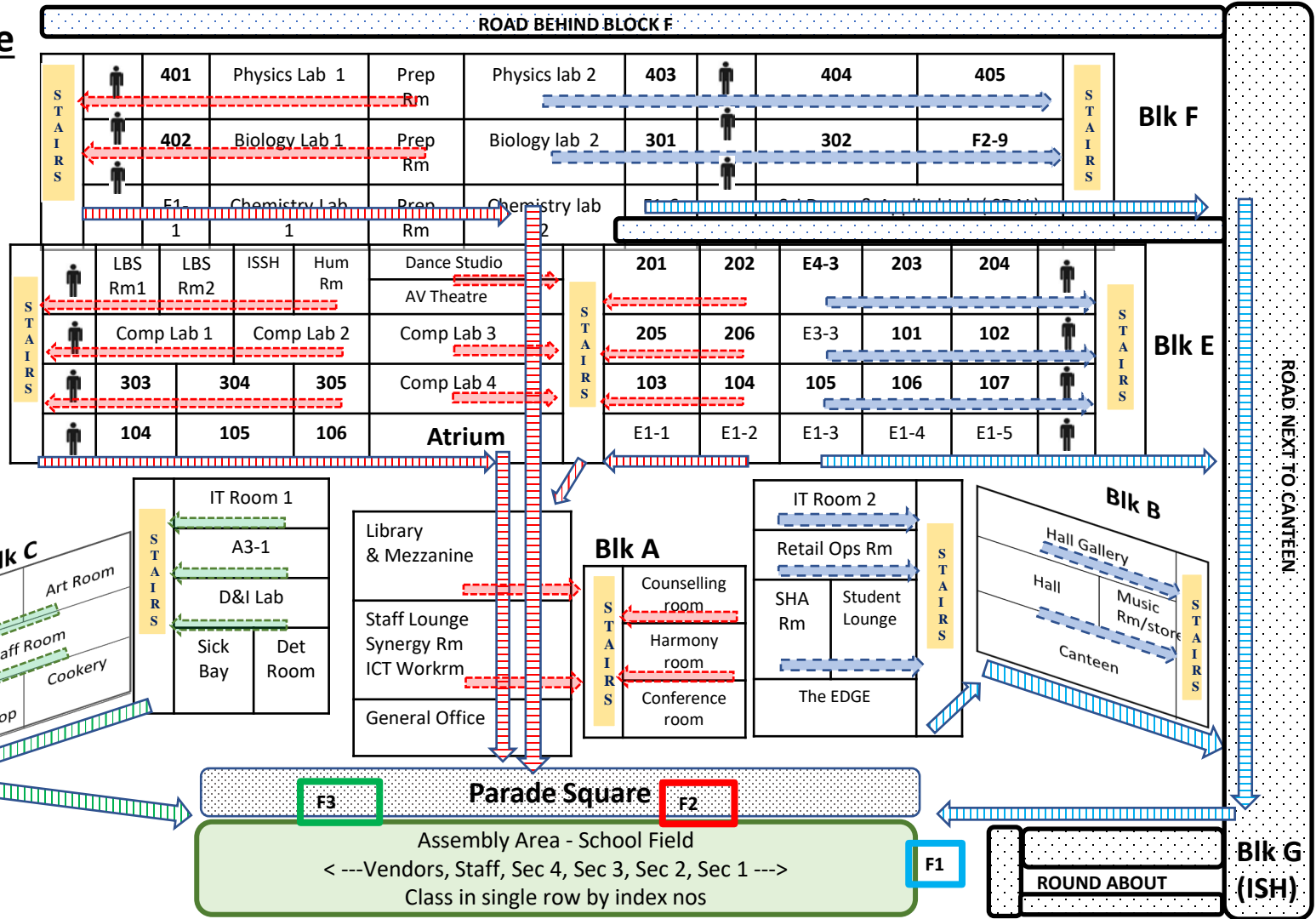
Staircases

Evacuation Route

- Access Level 1 via nearest staircase
- Move towards Assembly Area

LEGENDS

- Level 1 route
- Towards Stairs
- Field Entrance Gate
- Road

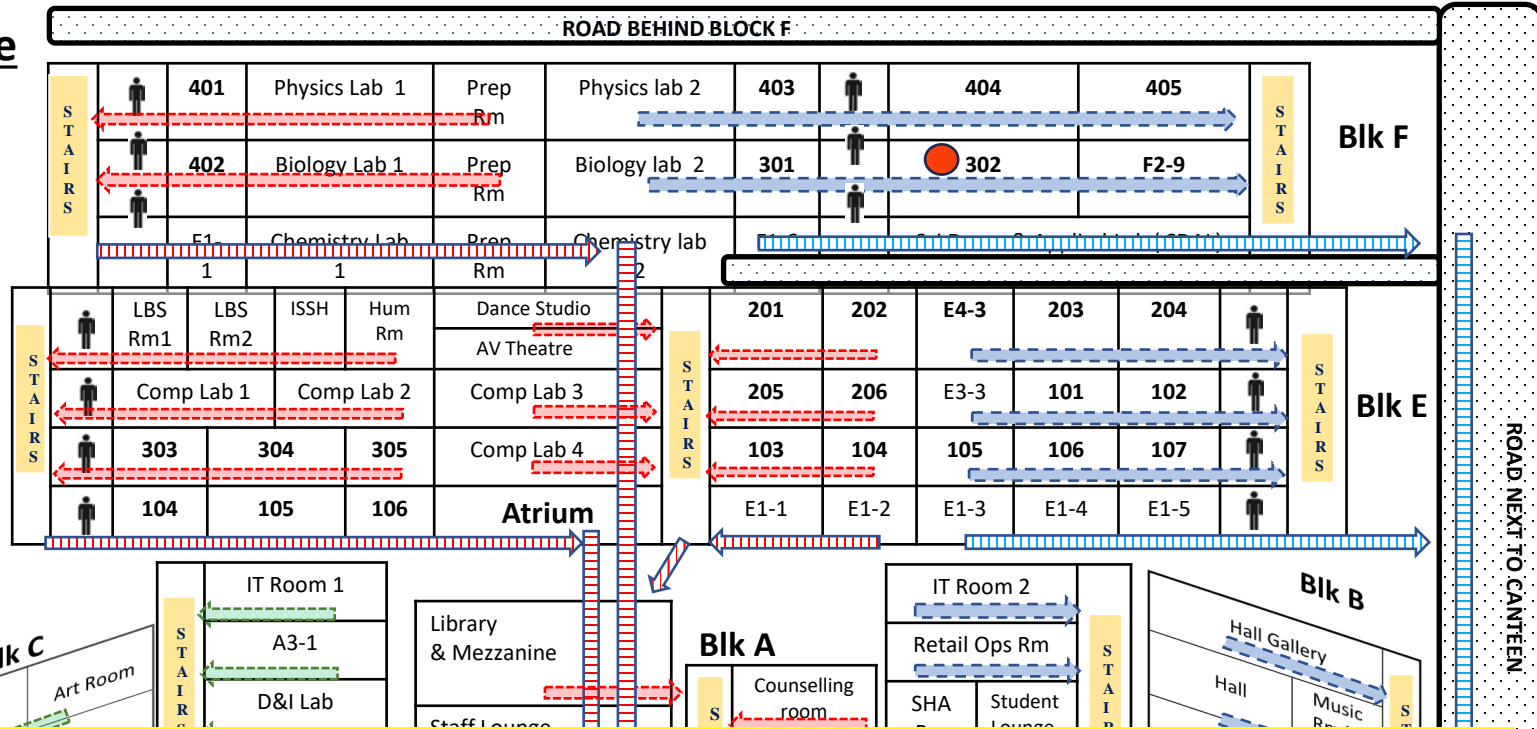


Evacuation Route

- Access Level 1 via nearest staircase
- Move towards Assembly Area

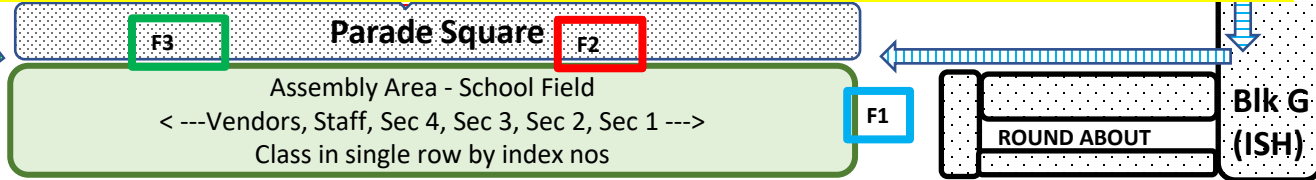
LEGENDS

- Level 1 route
- Towards Stairs
- Field Entrance Gate
- Road



• This copy of Evacuation Route Plan will be in all the classrooms

• The red dot indicates the room you are in.

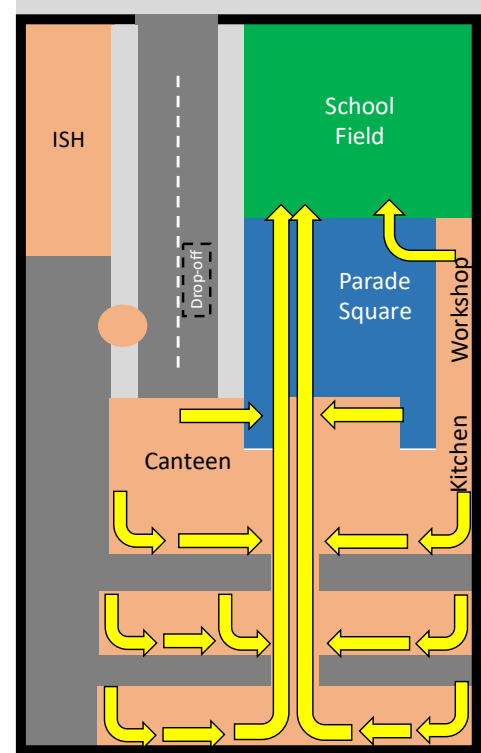


EVACUATION ROUTE

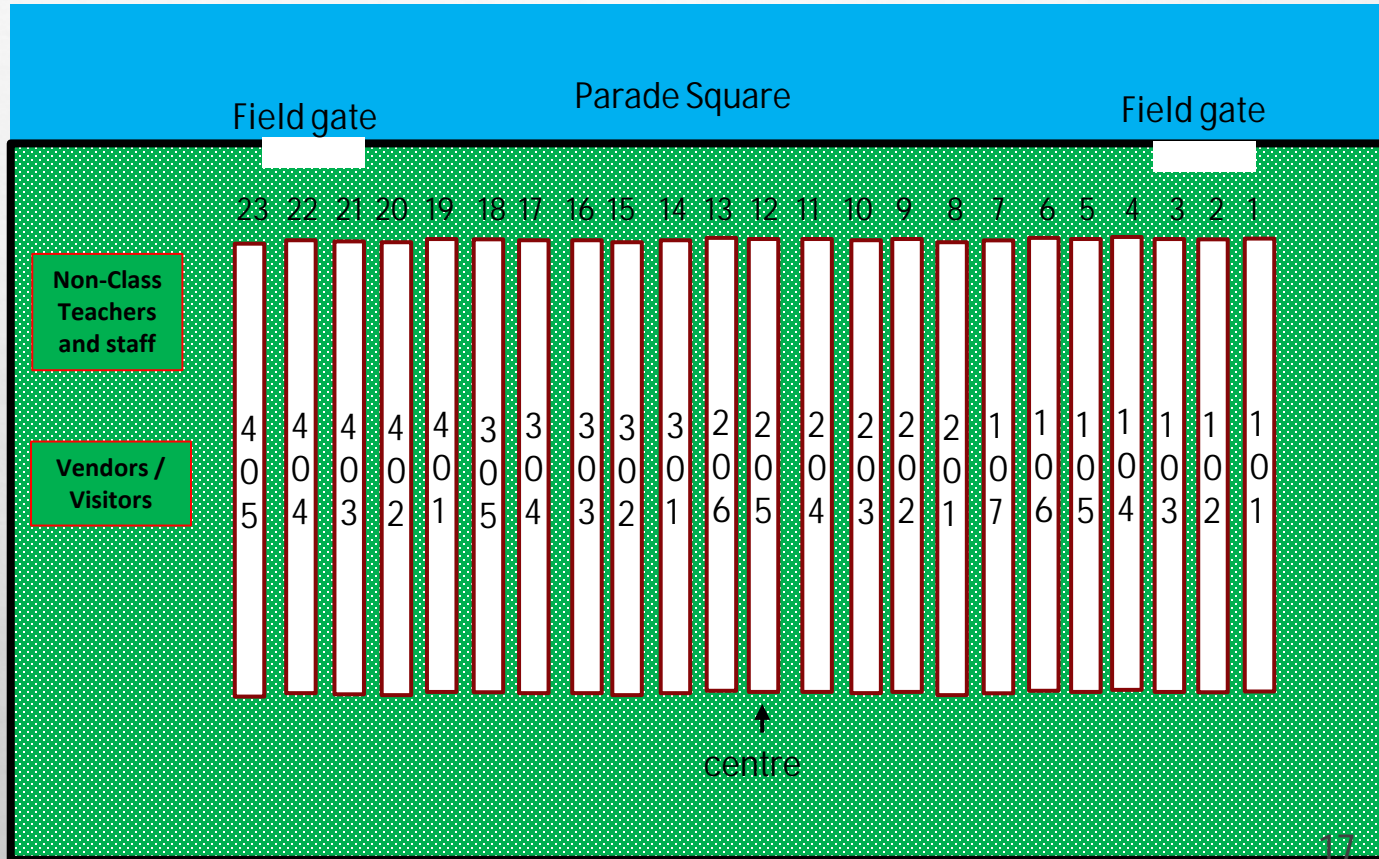
... to Assembly Area (School Field)

General Route:

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



School Field Layout (2025)



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 D oreen S aw, please remain at <incident location>?

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



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).

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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

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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

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Lockdown Activation

Run

Hide

Tell

If you are not with a teacher, inform your FT discreetly your location when possible.

1. Report using a google link (push down to your ipad home screen) or
2. SMS to school emergency line 96157350

Avoid calling as it may alert the intruder.

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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

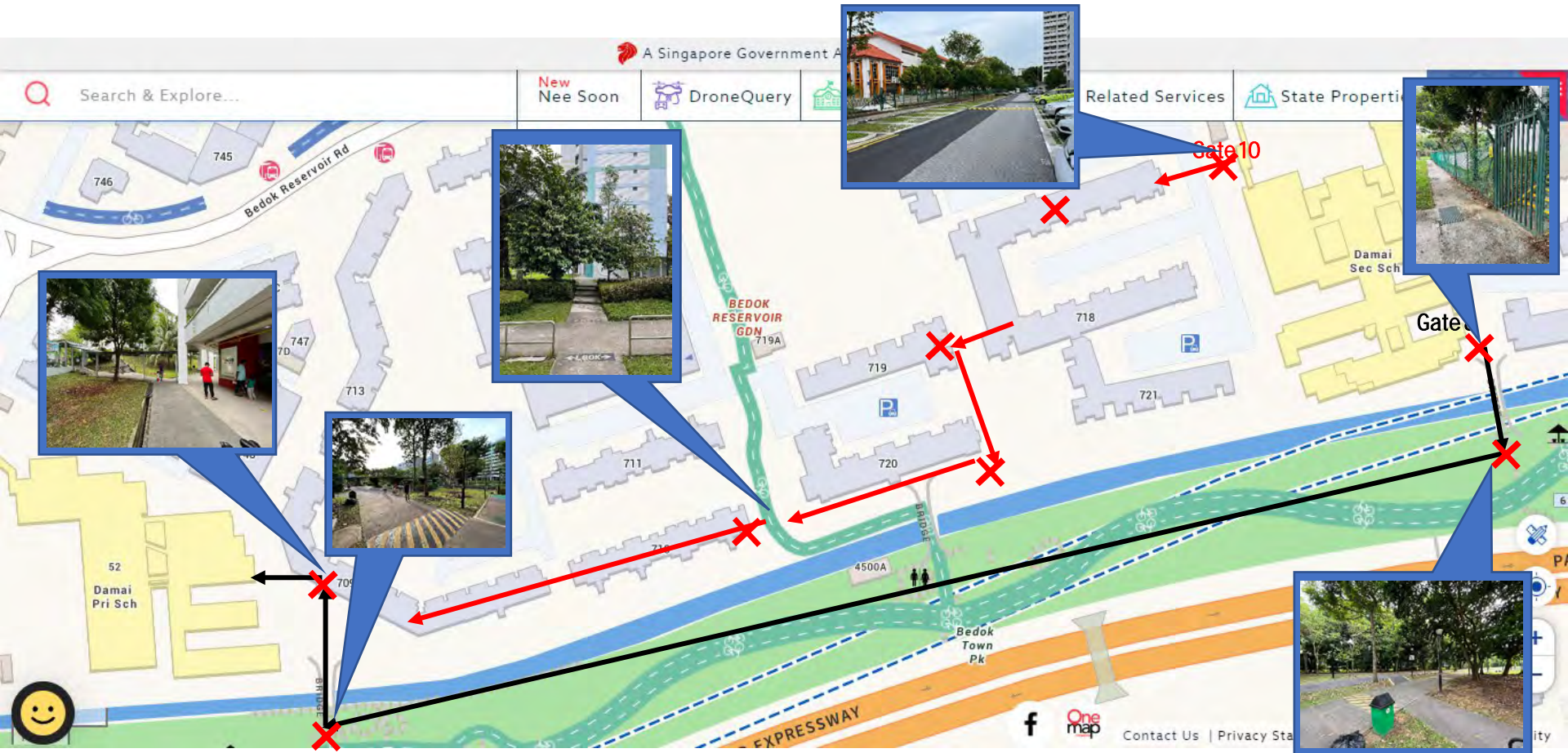
- a. Communication procedures
- b. Run, Hide & Tell procedures to safe areas
- c. Lockdown procedures in safe areas
- d. Clear Lockdown procedures

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



2025 Annual Emergency Preparedness (EP) Drill

Session	Dates	Personnel involved
Temperature Taking	15 Jan	All staff and students
EP Drill (Lockdown Drill)	Sem 1	All staff and students
EP Drill (Fire Evacuation Drill)	Sem 2	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

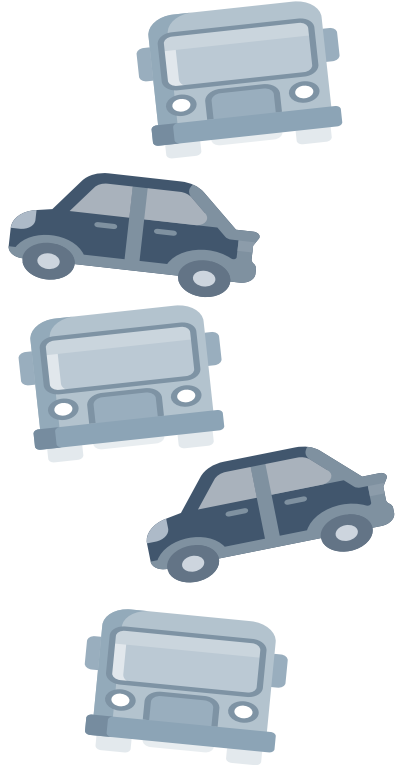
- Know what to do in time of emergency
- Know and adopt safe practices. Act responsibly at all times
- Ensure the safety and well-being of one self and others
- Ask and Clarify if you are not sure

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.

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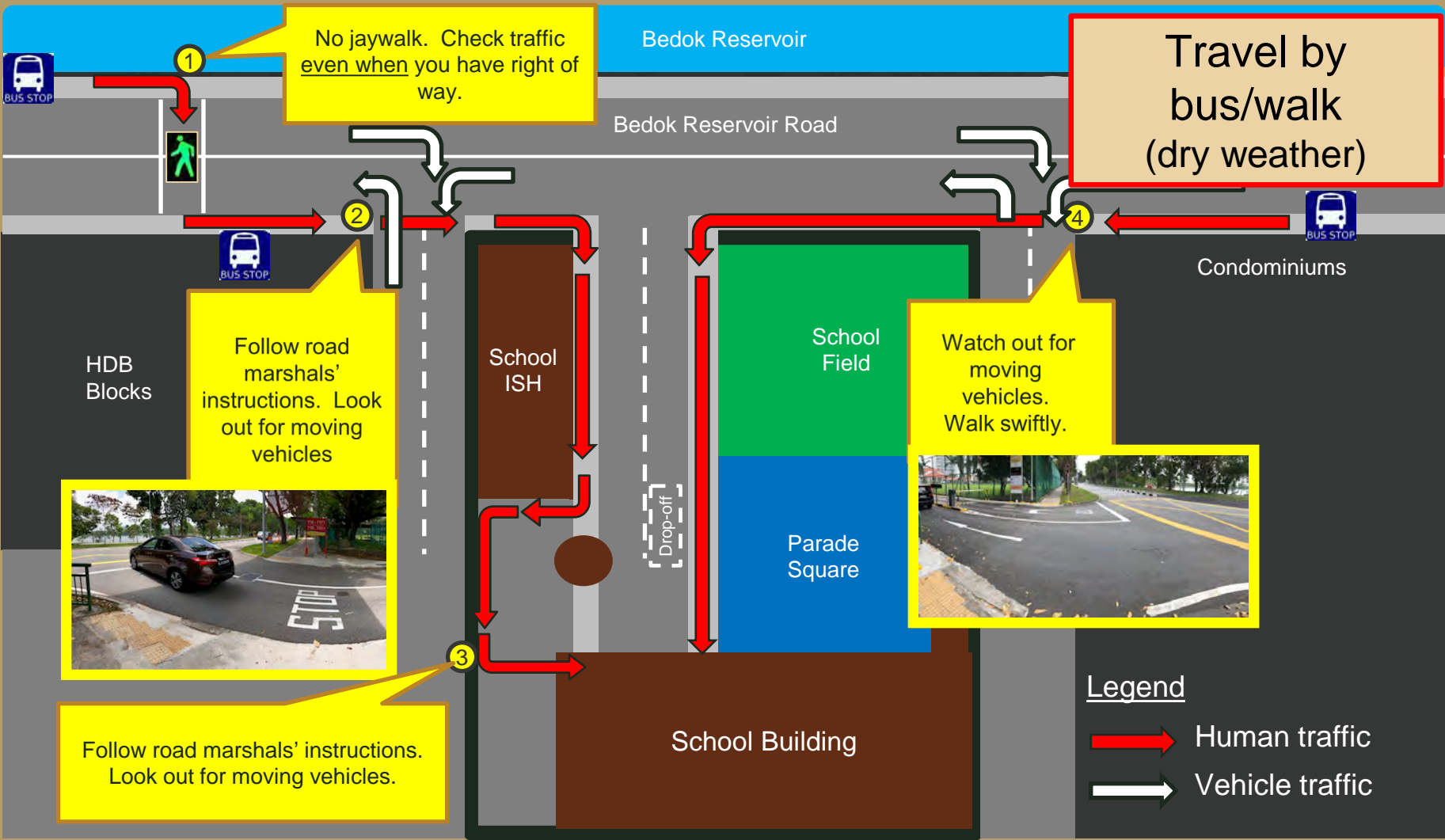
ROAD SAFETY

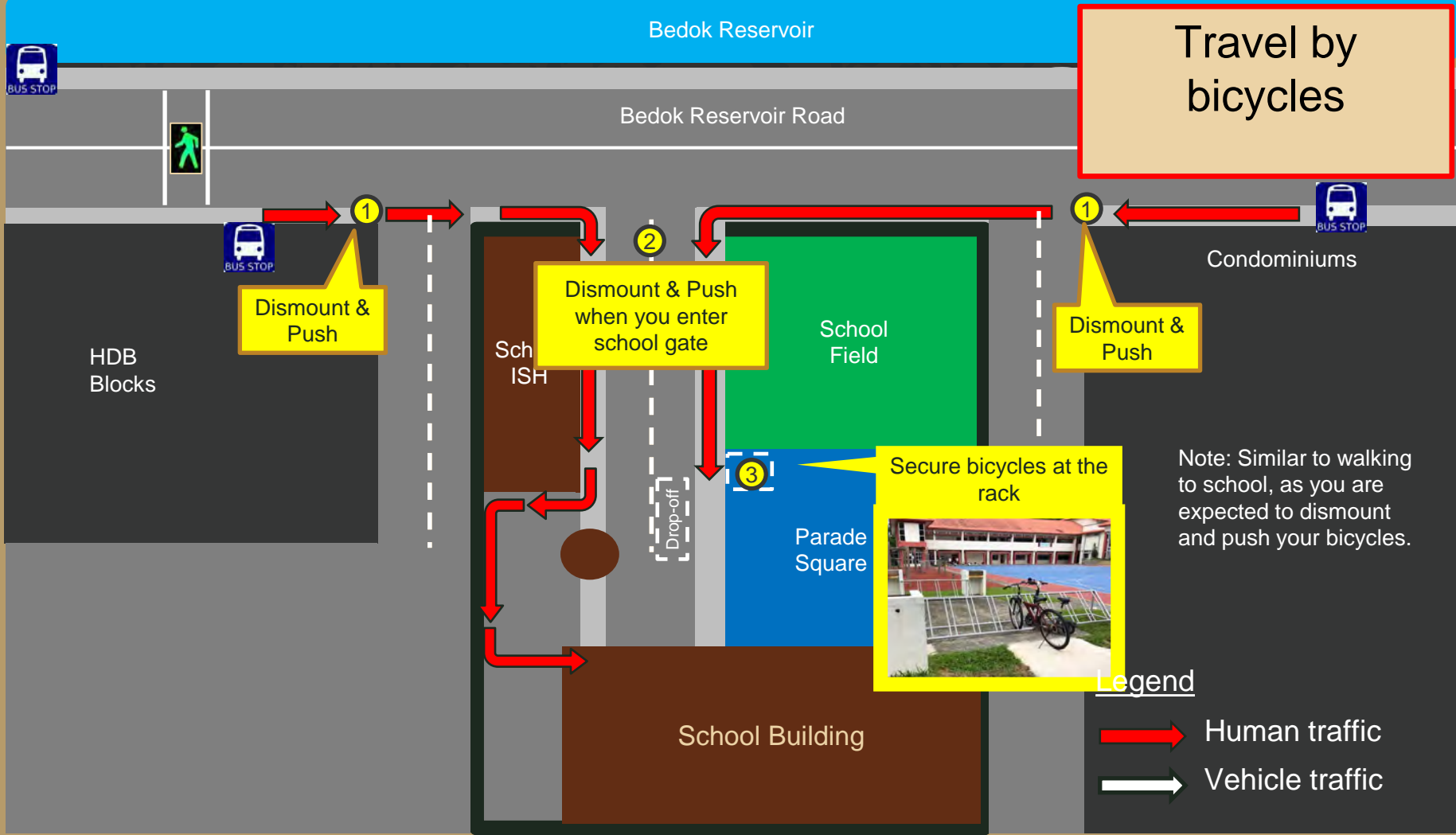


**Bus/Walk
Bicycle
Car**

**Dry/wet
weather**

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Travel by car
(dry weather)



Bedok Reservoir Road



Condominiums

HDB Blocks



Remind Parents that it is a left turn only (7am - 8am)



School ISH

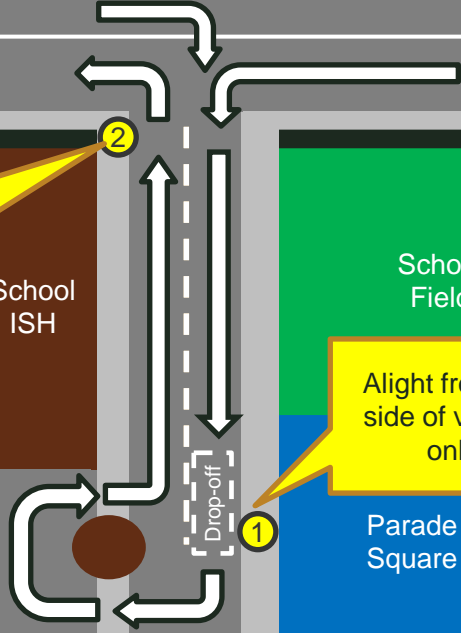
School Field

Alight from left side of vehicle only

Parade Square

School Building

Drop-off



Legend

- Human traffic
- Vehicle traffic

Bedok Reservoir

Travel by car
(wet weather)

Bedok Reservoir Road



Condominiums

HDB Blocks

Remind Parents that it is a left turn only (7am - 8am)



School ISH

School Field

Parade Square

Drop-off

School Building

Alight from left side of vehicle only

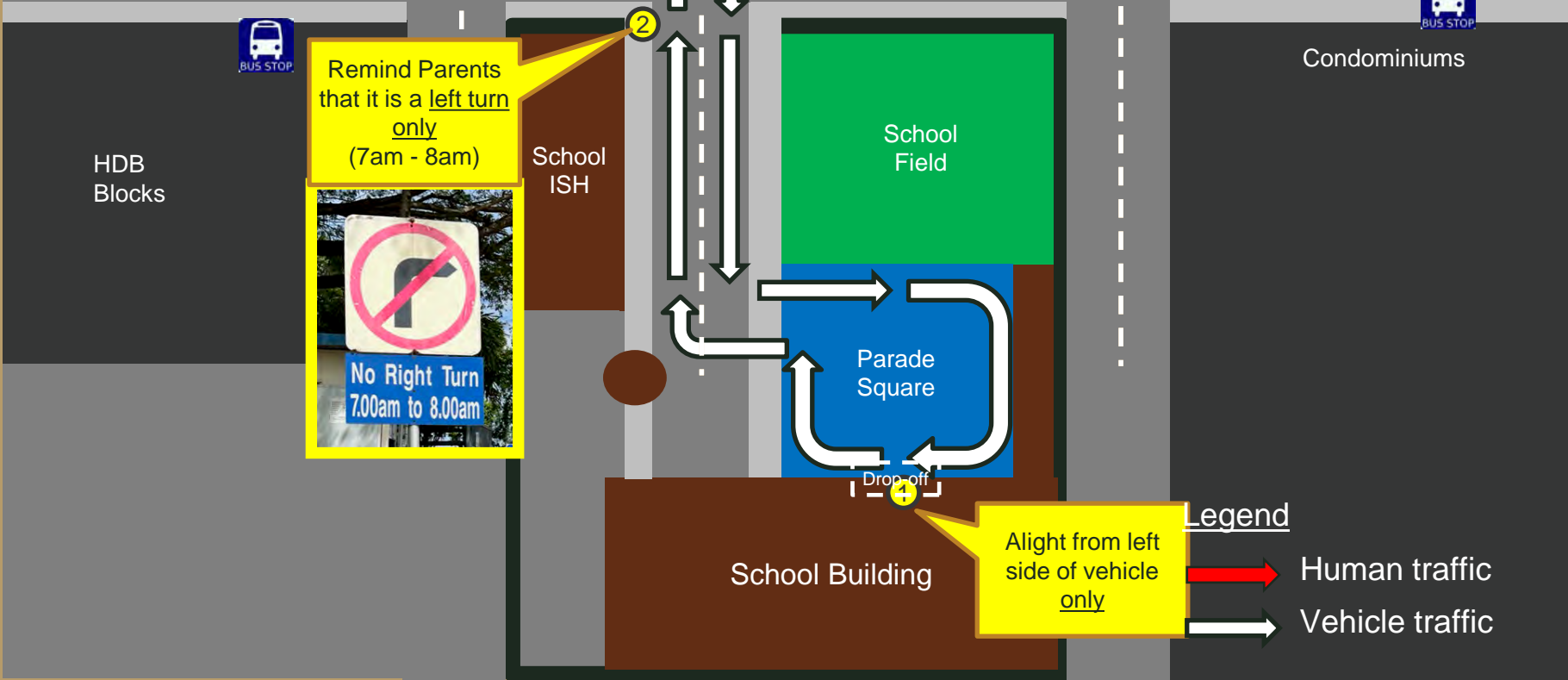
Legend



Human traffic



Vehicle traffic





Bedok Reservoir Road



Condominiums

HDB Blocks



School ISH

School Field

Watch out for moving vehicles. Walk swiftly.

Watch out for moving vehicles. Walk swiftly.

Parade Square

Drop-off

School Building




Legend

Red arrow: Human traffic

White arrow: 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/dsscyclistregister2025>

Notification will be sent to your parents.
Complete by 10 Jan 2025



<https://go.gov.sg/dsscyclistregister2025>

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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.

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ROAD SAFETY (FOR CYCLIST)

Where can you ride?



Cycling path



Park connector

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ROAD SAFETY (FOR CYCLIST)

Where can you ride?



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

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Some offences and the maximum punishment

Offence	New offender	Repeat offender
	Users	
Riding electric bicycle on footpath	\$1,000 fine or three months' jail, or both	\$2,000 fine or six months' jail, or both
Speeding	\$5,000 fine or three months' jail, or both	\$10,000 fine or six months' jail, or both
Not stopping to help accident victims	\$5,000 fine or three months' jail, or both	\$10,000 fine or six 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 (if any)
<p>Penalty date for payment (if any date).</p> <p>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.</p>	

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.

PLEASE DO NOT DUPLICATE

ROAD SAFETY (FOR CYCLIST)

Bicycles without handbrakes will not be allowed on public paths and roads from 1 Sep 2021



Fixed-gear bicycles, also known as fixies, generally do not have hand-operated brakes, but instead rely on the rider's pedal resistance to stop. This makes it challenging for riders to brake quickly, endangering themselves and other path and road users.

To improve safety, all bicycles must have **at least one functioning handbrake** to be ridden on public paths and roads.

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.

Scan the QR code or visit [go.gov.sg/amrules](https://www.go.gov.sg/amrules) for more information.

Land Transport Authority
We know how to Move

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.

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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

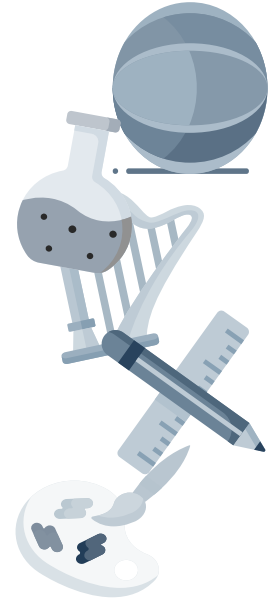
- Take ownership of your classroom.
- Look after the facilities
- Do your part to ensure your class is safe and conducive for learning.

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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.



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SAFETY - PE & CCA

- Stay under shelter when lightning alerts are activated



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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

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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

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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

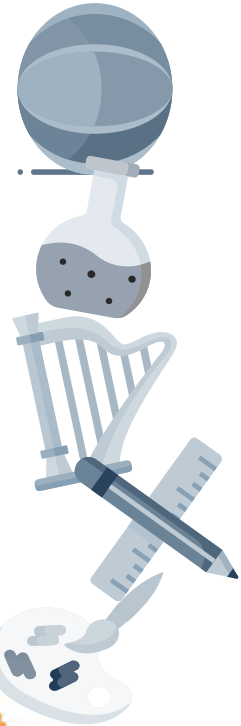
In Safety, Every Damaian Matters!

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



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GENERAL SAFETY

- No running along corridors and canteen area
- Ball games are only allowed at authorized areas such as Hall, ISH and Parade Square

Use of Swings

- No standing behind and in front of the swings when the swings are in use.
- Do not push the users with excessive force



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Safety on Swings and See-saws

Schools may have swings and see-saws in their school compound and their use is usually unsupervised. Hence, it is important to remind the students on the safe and proper use of the swings and see-saws to avoid risk of injury. In 2024 there was such an incident:

A student was playing on the swing at the school garden. Her knee hit the metal seat of the swing and she was in severe pain and unable to walk. She was brought to hospital by ambulance for treatment where it was diagnosed as a sprain.

Important points to note on the safe and proper use of Swings and See-saws:

Swings

- Proper swing usage is important. Sit on the swing; do not climb or stand on it.
- A person in motion on the swing will be unstable and is at risk of falling off. If assisting a swing user, do not push the user using excessive force after the initial starting push.
- The risk of falling increases as the swing goes higher. Hold the ropes/chain/metal bar on both sides when swinging. Do not swing with excessive force.
- Get off the swing only after it has stopped moving.

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.

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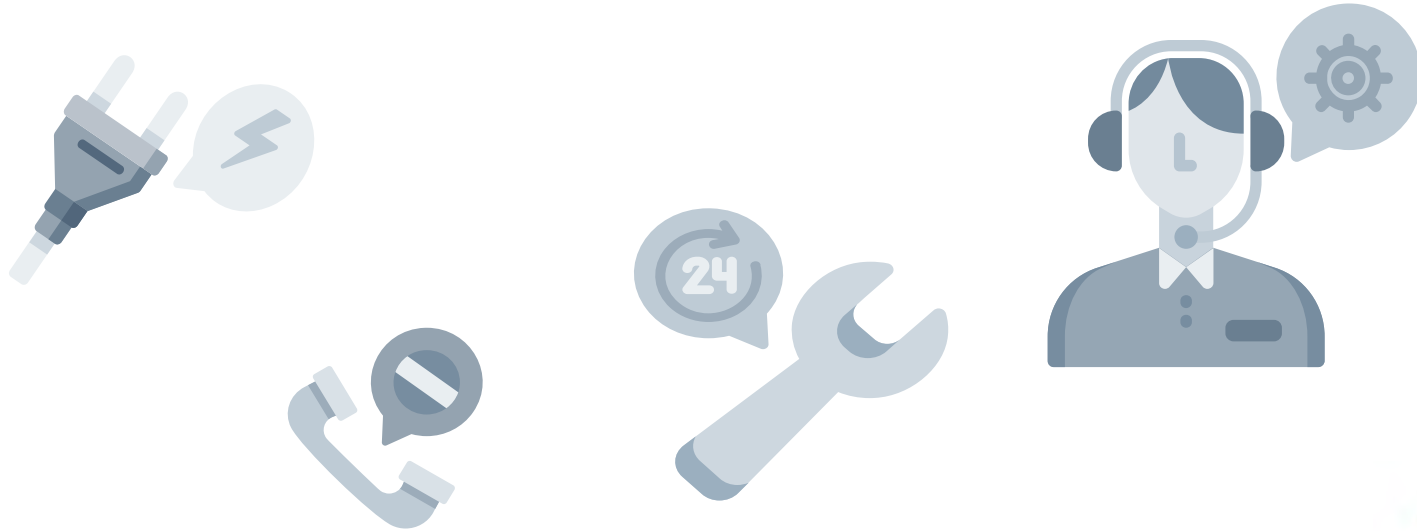
SUSPICIOUS CHARACTER/PARCELS



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REPORTING OF SAFETY ISSUES

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



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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 47 onwards)**

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

Student Handbook

Click [here](#) to view the



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

In Safety, Every Damaian Matters!