黎 明 中 文 學 校 緊 急 通 知 程 序

譬如: 本校遵照蒙郡 ICB 網站公佈的校舍關閉 (school closing for community activities)通知，決定停課一日: http://www.montgomerycountymd.gov/CUPF/Resources/Files/Emergency.pdf

王策諄(場地租約)先與 OCUPF 聯繫，靜候通知 (通常週日清晨才決定, 但偶而週六就已知) 。若校舍關閉，王策諄通知廖維棟(校長)之後，由王策諄立即電告:

(1) 趙琬如(佈告欄)，發緊急 Allhands e-mail，並請資料組在本校網站首頁 Allhands 公佈本校停課一日。

(2) 王麗 (教務長) – 轉告副教務長 – 轉告各組班級導師 – 轉告該班班母 – 班母用 e-mail 通告該班所有家長。

(3) 張滿妹(課外活動副校長) – 自行設計聯絡網，通知非本校家長之課外活動教師與學員 (如太極、Zumba、國畫等等) 。

(4) 王玫芬(班級聯絡組) – 準備回答各班家長的疑問。

(5) 各單位副校長 – 通知該單位非家長之志工(如盧文文、劉以忻、陳津涓、周今白等)。

(6) 萬世康(家長會長) 取消早餐、午餐訂單和家長會活動。

The Li-Ming Chinese Academy Emergency Announcement Standard Operating Procedure

Example: In case the Montgomery County school facilities are closed due to the inclement weather. (School closing for community activities per ICB web posting)

Vincent Want (王策諄 Li-Ming Facility Coordinator with ICB) will closely contact OCUPF and wait for words from him (Usually not until early morning on Sunday, but sometimes we did get words on Sat.). In case facility closes, Vincent will notify Wei-Tung Liao (廖維棟 Principal). Vincent will call:

(1) Wen-Lu Chao (趙琬如, Allhands editor) - send an emergency Allhands e-mail and inform Webmaster to put announcement on li-ming.org.

(2) Li Wang (王麗, Curriculum & Instruction Department) - call Assistant Directors – call teachers under their groups – call room parents – room parents will use ~~the class phone tree~~ e-mail to notify every family in the class

(3) Man-Mei Chang (張滿妹, Extracurricular Department) - devise own procedure to notify extracurricular teachers and students (e. g., Taichi, Zumba, Chinese painting etc.) who DO NOT have children in Li-Ming language classes.

(4) Mei-Fen Yen (王玫芬, Room Parents Coordinator) - on standby to answer questions from class parents.

(5) All Deputy Principals - to staffs in their departments who DO NOT have children in Li-Ming language classes (e.g., Wen-Wen Lu 盧文文, Yi-Hsin Yan 劉以忻, JJ Chou 陳津涓, Gene Chou 周今白 ...etc.).

(6) Jack Wan (萬世康, PA president) to cancel breakfast, lunch orders, and other PA activities in time.