

# BAD WEATHER PROCEDURES

**Approved at Management Committee Meeting**

**22 SEPTEMBER 2016**

Review Date: August 2021

*Internal and external circulation*

# **BAD WEATHER PROCEDURES**

## **Amber rainstorm warning, typhoon signal or tropical storm 1 or 3**

All indoor classes and activities proceed. Outdoor activities may be conducted at the discretion of the teacher in charge. All staff report to work.

## **Red/Black rainstorm warning**

All indoor regular activities continue (e.g. academic classes, QC indoor activities on campus), but all outdoor activities (including Quan Cai outdoor activities) cancelled. Students must not leave campus and should stay under cover, or if off campus should delay their return until weather permits and as far as possible notify the College by phone.

## **Black rainstorm warning (for non-residential staff)**

*If a black rainstorm warning is announced before non-residential staff leave home for work, then they are not expected to report to work, except an emergency security and maintenance team if required by arrangement with the Director of Administration.*

*If non-residential staff have already set out for work (including non-residential teachers) or are at College when the warning or signal comes into force, they may leave at the Principal's discretion provided the weather permits.*

## **Typhoon or Tropical Storm Pre-No.8, No. 8 or 9**

Classes cancelled. All activities cancelled. Students should stay in the residences and leave only to proceed under cover to the canteen with caution for meals. Classes will resume with the first full period commencing one hour after the Typhoon signal is lower than 8.

## **Typhoon Signal 10**

Classes cancelled. All activities cancelled. Students should stay in their rooms. Classes will resume with the first full period commencing one hour after the Typhoon signal is lower than 8. Non-residential teachers will liaise with the Director of Studies regarding commencement of classes.

## **Communications**

Guardhouse should monitor weather reports.

When office is open: alert Director of Administration or Administration Secretary by phone and e-mail if any typhoon or rainstorm warning or signal comes into force.

When office is closed: alert Principal, Director of Student Welfare, Director of Studies, Director of EOTC, and Director of Administration by phone and e-mail. At least one of them **must** know, who in turn should alert Heads of House.

Heads of House to inform students and tutors by e-mail, notice or visit to the rooms. Director of Student Welfare to cover for any absent Head of House.

## **Weather Warning Sign**

A relevant weather warning sign, when it comes into force, will be posted up in the Guard House, please check before leaving/entering campus.

## **Duties**

### (i) Maintenance

When heavy rain is forecast, drainage channels at the top of slopes must be cleared, and drainage outlets on the roofs of all buildings and Sports Hall balconies. This can be done before the Red or Black warning is issued.

All light and loose objects should be stored out of the wind.

### (ii) Security

If the warnings go up in the evening or weekend when maintenance staff are not on site, security staff should do what they can to check drains and secure loose or light objects and report what they can and cannot do in the time to Director of Administration.

Arnett Edwards  
*Principal*  
3 August 2016



# 惡劣天氣處理程序

2016年9月22日

經校董會通過

下次審閱日期：2021年8月

*內部及外部指引*

## 惡劣天氣處理程序

### 黃色暴雨警告，1號或3號颱風信號或熱帶風暴

所有室內課程和活動可以繼續進行。戶外活動則由負責老師自行決定是否進行。所有職員均如常工作。

### 紅色或黑色暴雨警告

所有戶內正常的活動（如學術類的課堂及在校戶內之“全才”活動）可以繼續，但所有戶外活動（包括“全才”戶外活動）取消。學生不得離開校園，並應留在室內，或如在校外的學生應待天氣情況許可，才返回學校，並盡可能以電話通知學校。

### 黑色暴雨警告（非住宿職員）

如黑色暴雨警告是在非住宿職員離家上班之前宣布，他們不需要回校工作。除於緊急情況外，行政主任可要求/安排保安員及維修部員工回校工作。

如非住宿職員（包括非住宿教師）在工作期間發出黑色暴雨警告或信號，在天氣情況許可下，校長可酌情批准員工離開。

### 8號預警、8號、9號颱風訊號或熱帶風暴

所有課堂及活動取消。學生應留在宿舍內，如需進膳，必須經有蓋遮擋下並加倍小心地前往飯堂。當低於8號颱風訊號取消一小時後，課堂將回復正常。

### 10號颱風訊號

所有課堂及活動取消。學生應留在宿舍內。當低於8號颱風訊號取消一小時後，課堂將回復正常。非住宿教師需與教務主任聯絡有關上課安排。

### 惡劣天氣下之溝通渠道

保安部須留意天氣報告。

校務處辦公時間內：通過電話和電郵通知行政主任或行政秘書有關颱風訊號或暴雨警告生效狀況。

非校務處辦公時間：通過電話和電郵通知校長、總舍監、教務主任、活動教務主任及行政主任。他們必須至少一人知道天氣情況及即時通知每座宿舍座主。

宿舍座主通過電話，電郵或到房間通知該座學生和老師。如有宿舍座主不在，總舍監將替代其職責。

### **天氣警告標誌**

保安部會在當眼處貼出相關的天氣警告的標誌，進出校園時敬請留意。

### **職責**

#### **(一) 維修員工**

當預測到有暴風雨來臨前，斜坡的排水通道，所有建築物及體育館的走廊和屋頂排水口都必須保持暢通。這必須於發出紅色或黑色暴雨警告之前完成。

所有輕便及鬆散的雜物應存放在避開強風吹倒的位置。

#### **(二) 保安員**

如果惡劣天氣警告信號在晚上或週末時候發出，而維修部員工又不在場，保安員應盡可能檢查排水道和把輕便及鬆散之雜物穩固放好，並向行政主任報告其能夠及不能辦妥之事項，以便安排跟進。

Arnett Edwards  
校長  
2016年8月3日