

**UOW College Hong Kong / Community College of City University  
(the “College”)**

**Arrangements for Typhoons and Rainstorms**

This Note sets out arrangement and basic guidelines for cancellation of College activities under adverse weather conditions.

**(A) For Students, Faculty and Other Academic Teaching Staff**

**A1 Suspension of Classes and Examinations**

A1.1 If a typhoon signal No. 8 or above is issued (“Typhoon Signal”) or an “extreme condition”# announcement is issued by the Government after super typhoons or the Hong Kong Observatory announces that a typhoon signal No. 8 or above will be issued within 2 hours (“Announcement”), classes and examinations will be suspended as appended below:

Typhoon Signal / Extreme Condition Announcement Issued	Sessions suspended
At or after 7:00 a.m.	Morning sessions with commencement time <b>before 2:00 p.m.</b>
At or after 12:00 noon	Afternoon sessions with commencement time at or <b>after 2:00 p.m. but before 6:30 p.m.</b>
At or after 4:00 p.m.	Evening sessions with commencement time at or <b>after 6:30 p.m.</b>

A1.1.1 If a typhoon signal No. 8 or above is issued or the Hong Kong Observatory announces that a typhoon signal No. 8 or above will be issued within 2 hours when activities are already in progress, classes, interviews, admission tests, student enrolment and all other activities being held on campus should be terminated as soon as practicable. However, examinations already in progress should continue except for situations which endanger students and warrant immediate termination of the examinations as determined by Vice-President (Planning). For an emergency situation in the examination venue which poses immediate danger to students, the Chief Invigilator may terminate the examination and report to the College Office.

A1.1.2 Students and visitors are advised to leave as soon as practicable or stay until the Typhoon Signal has been cancelled and traffic conditions have improved.

A1.2 If a Black Rainstorm Warning is issued, classes and examinations will be suspended in the following manner:

Black Rainstorm Warning Issued	Sessions suspended
At or after 7:00 a.m.	Morning sessions with commencement time <b>before 2:00 p.m.</b>
At or after 12:00 noon	Afternoon sessions with commencement time at or <b>after 2:00 p.m. but before 6:30 p.m.</b>
At or after 4:00 p.m.	Evening sessions with commencement time at or <b>after 6:30 p.m.</b>

A1.2.1 If a black rainstorm warning is issued during a class or examination period, all classes and examinations already in progress should continue except for situations which endanger students and warrant immediate termination of the classes and examinations as determined by Vice-President (Planning). For an emergency situation in the venue which poses immediate danger to students, the lecturer / Chief Invigilator may terminate the class / examination and report to the College Office subsequently.

A1.2.2 Interviews, admission tests, student enrolment and all other activities should continue to be held for candidates/applicants who have arrived on campus. Outdoor activities should be cancelled.

A1.2.3 Students and visitors should be advised to stay until the Black Rainstorm Warning has been cancelled and traffic conditions have improved.

A1.3 If an **Amber or Red Rainstorm Warning** is issued, all classes and examinations will continue as normal. All offices will remain open. For other activities on campus, please watch for announcements or contact the organizer.

## **A2 Arrangements for Postponement of Examinations and other Activities**

A2.1 The College would set make-up dates for examinations or student enrolment sessions that have been cancelled or terminated. Students and staff should refer to the relevant published schedule.

### **(B) For Administrative and Services Staff**

#### **B1 Office Closure**

B1.1 If a typhoon signal No. 8 or above is issued (“Typhoon Signal”) or an “extreme condition”# announcement is issued by the Government after super typhoons or the Hong Kong Observatory announces that a typhoon signal No. 8 or above will be issued within 2 hours (“Announcement”), classes and examinations will be suspended as appended below:

Typhoon Signal / Extreme Condition / Announcement Issued	Office Session Closed
At or after 7:00 a.m. *	Morning
At or after 12:00 noon*	Afternoon
At or after 4:00 p.m.	Evening

\*Remarks: Under some circumstances, staff members are required to report duty within 2 hours upon lowering of typhoon signals.

B1.1.1 If the Hong Kong Observatory announces that a typhoon signal No. 8 or above will be issued within 2 hours during office hours, all staff, other than those who are required to perform emergency duties and those who have special prior arrangements with their offices, should be released in stages according to the hardship in travelling, including travelling means, travelling time and distance. Departments are advised to have a contingency plan ready for this purpose.

B1.1.2 If a typhoon signal No. 8 or above is issued during office hours, all staff, other than those who are required to perform emergency duties and those who have special prior arrangements with their offices, should go home as soon as possible. They should ensure that windows and doors in their offices are closed and loose outdoor items are properly secured or moved indoors before they leave.

B1.2 When a **Black Rainstorm Warning** is in force before start of office hours:

B1.2.1 All staff, other than those who are required to perform emergency duties and those who have prior special arrangements with their offices, are advised to stay at home until the Black Rainstorm Warning has been cancelled.

B1.2.2 Offices will normally open 2 hours after the Black Rainstorm Warning is cancelled. Staff should report duty within 2 hours after the signal is cancelled unless there are fewer than 2 hours of office opening time remaining on the day.

B1.3 When a **Black Rainstorm Warning** is in force during office hours:

B1.3.1 Staff should continue working but remain indoors in a safe environment.

# Under certain “extreme conditions” caused by super typhoons, such as serious disruption of public transport services, extensive flooding, major landslides or large-scale power outage, the Government will review the situation (including public transportation and other aspects).