

# THE CHINESE UNIVERSITY OF HONG KONG

( Amendment )

## Consolidated Circular on General Arrangements for Typhoons and Black Rainstorm Signal

### (A) For Students and Teaching Staff

#### 1. Suspension of Classes

- (a) If the local storm warning signal No. 8 or above or the black rainstorm signal is issued at the following hours, classes will be suspended as appended below:-

<u>Signals issued by</u>	<u>Classes of Programme affected</u>	<u>Sessions/Periods suspended</u>
7:00 am	(a) All Undergraduate and Postgraduate Programmes (other than those specified below)	8:30 am - 1:15 pm
	(b) All SCS's day-time programmes	Morning sessions (9:00 am - 2:00 pm)
12:00 noon	(a) All Undergraduate and Postgraduate Programmes (other than those specified below)	1:30 pm - 6:15 pm
	(b) Executive MBA Programme (for Saturday classes)	2:00 pm - 7:00 pm
	(c) All SCS's day-time programmes	Afternoon sessions (2:00 pm - 6:00 pm)
3:00 pm	All SCS's evening programmes	Evening sessions (6:00 pm - 10:00 pm)
5:00 pm	(a) All Undergraduate and Postgraduate Programmes (other than those specified below)	From 6:30 pm onward
	(b) All Certificate, Diploma and Postgraduate Programmes run by the Faculty of Medicine	Evening sessions

- (b) If the local storm warning signal No. 8 or above or the black rainstorm signal is issued during a class period, all classes will be suspended immediately. When the black rainstorm signal is still in force, staff members and students are advised to take shelter at a safe place until the weather and traffic conditions have improved.
- (c) During term breaks and summer holidays when teaching staff members do not have teaching duties, the guidelines for non-teaching staff members should be followed by all teaching staff members.
- (d) Public announcements on suspension of classes made by the Education Bureau are not applicable to the University.

2. **Transport Arrangements**

- (a) If the local storm warning signal No. 8 or above is issued during a class period, meet class buses will cease to operate whereas the normal shuttle bus service between New Asia College and University Train Station and Shaw College and University Train Station will be maintained for an hour. If such a signal is issued during a class period of the Part-time Degree Programmes, a shuttle bus service between classrooms located at Ho Tim Building and University Train Station will be in operation for an hour. If the signal is issued during which the School of Continuing and Professional Studies (SCS) programme(s) take(s) place in the campus, a shuttle bus service between the classroom(s) and University Train Station will operate for an hour.
- (b) If the black rainstorm signal is issued during a class period inclusive of SCS's class(es) which take(s) place in the campus, meet class buses will cease to operate whereas the normal shuttle bus service will be maintained at all times unless situation cannot permit.

3. **Examination Arrangements**

- (a) The examination arrangements will be as follows:

<i>Typhoon Signal</i>	<i>Rainstorm Signal</i>	<i>Signal Issued</i>	<i>Examination Arrangements *</i>
No. 1 or 3	Amber or Red	-	Examinations to be held as scheduled
No. 8 or above	Black	After the start of the examination	Examinations will continue until the end of the session
		7:00 am or after	Morning examinations for programmes run by SCS postponed
		8:00 am or after	All centralized full-time undergraduate course examinations, daytime postgraduate examinations postponed
		12:00 nn or after	Afternoon examinations for programmes run by SCS postponed
		3:00 pm or after	Evening examinations for programmes run by SCS postponed
		5:00 pm or after	Evening examinations of postgraduate programmes and part-time undergraduate degree programmes postponed

\* Some postgraduate programmes may have different arrangements, students are advised to adhere to the arrangements announced by their Division/Programme.

(b) Arrangements of examination postponement:

- (i) All centralized course examinations will be postponed to the third working day after the last day of the examination period. For example, the affected examination will be postponed to Tuesday if the examination period originally ends on Thursday. The arrangements for the postponed examination sessions of the MB ChB Programme will be announced by the Faculty of Medicine. Details of postponement will be announced at the following locations.

<i>Programmes</i>	<i>Location of Notice Board</i>
Full-time Undergraduate Programmes (except for MB ChB Programme)	Website of the Registration and Examinations Section ( <a href="http://www.cuhk.edu.hk/rgs">http://www.cuhk.edu.hk/rgs</a> )
Part-time Degree Programme	Website of the Registration and Examinations Section ( <a href="http://www.cuhk.edu.hk/rgs">http://www.cuhk.edu.hk/rgs</a> )
MB ChB Programme	Faculty Office, Hostel, Clinical Sciences Administration and Department Offices
Postgraduate Programmes	Office of the Divisions concerned
Programmes provided by SCS	SCS Offices: 13/F, Oriental Centre, Tsimshatsui; 4/F, 90A Shantung Street, Mongkok; 1/F, Bank of America Tower, Central; and SCS Notice Board on campus

- (ii) For examinations which are conducted by individual teachers, the teachers concerned may post details of postponement on department notice boards.

- (c) Public announcements on suspension of classes or postponement of public examinations made by the Education Bureau and the Hong Kong Examinations and Assessment Authority are not applicable to the University.

**(B) For Non-teaching Staff Members**

**1. Close of Offices (For All Staff Members)**

- (a) If the local storm warning signal No. 8 or above and/or the black rainstorm signal is issued before working hours, staff members are not required to report for duty until the said warning signal is cancelled.
- (b) As a general rule, staff members should report for work as soon as feasible or practicable and safe after the local storm warning signal No. 8 or above or the black rainstorm warning signal is cancelled, if there are 3 hours or more before their working day ends.
- (c) On Pre-No. 8 warning signal announcements by the Hong Kong Observatory during working hours, heads of units and departments may at their discretion allow certain staff to be released earlier for special reasons such as picking up their small children from schools if needed.
- (d) If the local storm warning signal No. 8 or above is issued during working hours, heads of units and departments may at their discretion allow their staff members to return home or stay behind in the office under their supervision to complete urgent tasks.
- (e) If the black rainstorm signal is issued during working hours, staff members working indoors will continue with their work while those working outdoors will stop their work and take shelter at safe places. All staff members are advised that they should remain in their offices until the weather and transport conditions permit.

- (f) Staff members who are required to perform specific duties during the time when black rainstorm signal is issued will carry out such duties as assigned.
- (g) In administering the above procedures, heads of units and departments should give the safety of their staff members the first priority.

2. **Transport Arrangements**

- (a) Within the first hour after the local storm warning signal No. 8 or above is issued during working hours, normal shuttle bus service between New Asia College and University Train Station and Shaw College and University Train Station will be maintained.
- (b) If the black rainstorm signal is issued during working hours, meet class buses will cease to operate whereas the shuttle buses will continue to run unless situation cannot permit.
- (c) All staff members should report to work by their own means after the black rainstorm signal is lowered unless the weather and transport conditions do not permit.

(C) **General Information**

Anytime after the local storm signal No. 8 or above and the black rainstorm signal is issued, emergency team headed by an Assistant Security Officer will be established. All staff members and students who will require their assistance or typhoon and rainstorm information may call the Security Unit control room at 2609-7999.

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**IMPORTANT TELEPHONE NUMBERS**

University Main Exchange	Monday to Friday: 8:30 am – 6:00 pm	2609 7000 / 2609 6000 Ext-0
Emergency Team & Security Control Centre		Ext-7999 / 7997
Estates Management Office Works Scheduling Unit	Monday to Friday: 8:30 am - 7:15 pm	Ext-6666
Information & General Enquiries	8:00 am - 6:00 pm	Ext-0
	Monday to Thursday: 8:45 am - 5:30 pm Friday: 8:45 am - 5:45 pm	Ext-8899
Transport Unit (Remains open until 1 hour after No. 8 signal has been issued, and reopens when No. 8 signal is lowered)		Ext-7992 Ext-7990