

THE CHINESE UNIVERSITY OF HONG KONG

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	8:30 am - 2:00 pm
	(c) All programmes of the Faculty of Law that are delivered at the CUHK Graduate Law Centre	8:30 am-1:15 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	2:30 pm - 7:00 pm
	(c) All SCS's day-time programmes	2:00 pm - 6:00 pm
	(d) All programmes of the Faculty of Law that are delivered at the CUHK Graduate Law Centre	1:30 pm-5:45 pm
3:00 pm	All SCS's evening programmes	6:00 pm –10:00 pm
4:00 pm	All programmes of the Faculty of Law that are delivered at the CUHK Graduate Law Centre	6:00 pm onwards
5:00 pm	(a) All Undergraduate and Postgraduate Programmes (other than those specified below)	6:30 pm onwards
	(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 will be maintained for an hour.
- (b) If the black rainstorm signal is issued during a class period, meet class buses will cease to operate whereas the normal shuttle bus service will be maintained unless situation cannot permit.
- (c) If the local storm warning signal No. 8 or above or the black rainstorm signal is issued before the start of class period, all buses will be suspended and will resume operation one hour after the said warning signal is lowered.

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 that are held at the CUHK Graduate Law Centre postponed 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 that are held at the CUHK Graduate Law Centre postponed Afternoon examinations for programmes run by SCS postponed
		3:00 pm or after	Evening examinations for programmes run by SCS postponed
		4:00 pm or after	Evening examinations that are held at the CUHK Graduate Law Centre postponed
		5:00 pm or after	Evening examinations of postgraduate 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) Please observe the arrangements for postponement according to the information listed below.

<u>Programmes</u>	<u>Website / Office</u>
Full-time Undergraduate Programmes (except for MB ChB Programme)	Website of the Registration and Examinations Section (http://www.cuhk.edu.hk/rgs)
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, Tsim Sha Tsui; Unit 01, Basement 1, East Ocean Centre, Tsim Sha Tsui; Unit A, 1/F, Bank of America Tower, Central; Tsui Lam Estate, Tseung Kwan O; and SCS Notice Board on campus

- (ii) For examinations which are conducted by individual teaching staff, details of postponement will be announced by department concerned.

- (c) Public announcements made by 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 indoor 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 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 be maintained until situation cannot permit.
- (c) If the local storm warning signal No. 8 or above or the black rainstorm signal is issued before working hours, all buses will be suspended and will resume operation one hour after the said warning signal is lowered.
- (d) All staff members should report to work by their own means after the local storm warning signal No. 8 or above, or 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 Office control room at 3943-7999.

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IMPORTANT TELEPHONE NUMBERS

University Main Exchange	Monday to Friday: 8:30 am – 6:00 pm	3943 7000 / 3943 6000 Ext-0
Emergency Team & Security Control Centre		Ext-37999 / 37997
Estates Management Office Works Scheduling Unit	Monday to Friday: 8:30 am - 7:15 pm	Ext-36666
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-38899
Transport Office (Remains open until 1 hour after No. 8 signal has been issued, and reopens 1 hour after No. 8 signal or the black rainstorm signal is lowered)		Ext-37992 Ext-37990

July 2016

香港中文大學

通告

有關颱風襲港及黑色暴雨警告生效時各項事務之安排

教學人員及學生守則

(一) 停課規定

(甲) 如八號或以上之颱風警告信號或黑色暴雨警告信號宣告發出，所有課程將按下列規定停課：-

<u>信號生效時間</u>	<u>受影響之課程</u>	<u>停課節數／時間</u>
上午七時	(1) 所有本科課程及研究院課程 (以下另有註明者除外)	上午八時三十分至 下午一時十五分
	(2) 所有專業進修學院之日間課程	上午八時三十分至 下午二時
	(3) 所有法律學院於法律研究生部上課之課程	上午八時三十分至 下午一時十五分
正午十二時	(1) 所有本科課程及研究院課程 (以下另有註明者除外)	下午一時三十分至 下午六時十五分
	(2) 行政人員工商管理碩士課程	下午二時三十分至下午七時
	(3) 所有專業進修學院之日間課程	下午二時至下午六時
	(4) 所有法律學院於法律研究生部上課之課程	下午一時三十分至 下午五時四十五分
下午三時	所有專業進修學院之夜間課程	下午六時至下午十時
下午四時	所有法律學院於法律研究生部上課之課程	下午六時及以後開始 之課堂
下午五時	(1) 所有本科課程及研究院課程 (以下另有註明者除外)	下午六時三十分及 以後開始之課堂
	(2) 所有醫學院舉辦之證書、文憑及研究院課程	晚間時段

(乙) 如八號或以上之颱風警告信號或黑色暴雨警告信號於上課期間發出，各班須立即停課。當黑色暴雨警告信號仍然生效時，師生宜逗留在安全地方，直至天氣及交通情況改善為止。

(丙) 教學人員在毋須授課之暑期或學期間之休假時期，須依照非教學人員守則，執行職務。

(丁) 由教育局宣佈有關停課之安排，並不適用於本大學。

(二) 交通安排

- (甲) 如八號或以上之颱風警告信號於上課期間發出，轉堂校巴將停止服務，而穿梭校巴將繼續行駛一小時。
- (乙) 如黑色暴雨警告信號於上課期間發出，轉堂校巴將停止服務，而穿梭校巴將繼續行駛，直至情況不許可為止。
- (丙) 如八號或以上之颱風警告信號或黑色暴雨警告信號於上課前發出，所有校巴將停止服務，直至有關信號除下後一小時始恢復行駛。

(三) 考試安排

(甲) 各項考試將作如下安排：

颱風警告信號	暴雨警告信號	發出時間	考試安排 ★
一號或三號	黃色或紅色	—	一切考試將如期舉行
八號或以上	黑色	考試已經開始	考試仍須繼續進行，直至該節考試結束為止
		上午七時或以後	所有於法律學院研究生部舉行之上午考試均延期舉行 專業進修學院上午各節考試須延期舉行
		上午八時或以後	全日制本科生當天舉行由大學統一編排之考試及研究院課程日間舉行之考試須延期舉行
		中午十二時或以後	所有於法律學院研究生部舉行之下午考試均延期舉行 專業進修學院下午各節考試須延期舉行
		下午三時或以後	專業進修學院晚間各節考試須延期舉行
		下午四時或以後	所有於法律學院研究生部舉行之晚間考試均延期舉行
		下午五時或以後	研究院課程晚間之考試須延期舉行

★ 個別研究院課程之考試安排或有不同，學生須留意有關學部／課程之通告。

(乙) 延期安排：

1. 有關延期安排，將於下列網頁或辦公室公佈：

課程	網址 / 辦公室
全日制本科生課程 (醫科課程除外)	註冊及考試組網頁 (http://www.cuhk.edu.hk/rgs)
醫科課程	醫學院院務處，學生宿舍，教習醫院院務室及有關學系辦公室
研究院課程	有關學部辦公室
專業進修學院課程	專業進修學院辦公室： - 尖沙咀 安年大廈13樓； - 尖沙咀 東海商業中心地庫1樓01室； - 中環 美國銀行中心1樓A室； - 將軍澳 翠林邨；及校園內告示板

2. 由個別負責教學人員主持之考試，改期細節則由有關學系公佈。

(丙) 由香港考試及評核局宣佈的安排，並不適用於本大學。

非教學人員守則

(一) 停止正常辦公(適用於全體員工)

- (甲) 如八號或以上之颱風警告信號及/或黑色暴雨警告信號在上班時間前生效，各員工可毋須返回工作崗位，直至信號取消為止。
- (乙) 當八號或以上之颱風警告信號或黑色暴雨警告信號取消時，如距離工作天完結前仍有三小時或以上，僱員應在天氣與交通情況許可及安全情況下盡快返回工作崗位。
- (丙) 如天文台於辦公時間內預告八號或以上之颱風信號將於短時間內生效，各部門或單位主管可因應其屬下員工的特別需要（如需到學校接回年幼子女），容許有關僱員提早離開辦公室。
- (丁) 如八號或以上之颱風警告信號於辦公時間內始告生效，各部門或單位主管可酌情容許其屬下員工回家或在其監管下，繼續逗留辦公室內完成急切之任務。
- (戊) 如黑色暴雨警告信號於辦公時間內始告發出，室內工作之員工，需繼續執行其工作；而室外工作之員工，則需停止工作，並找尋安全地方躲避。在天氣及交通情況未改善前，各員工不宜離開辦公室。
- (己) 被委派於八號或以上之颱風警告信號或黑色暴雨警告信號仍然生效時執行特別任務之員工，應繼續執行該指定之職務。
- (庚) 各部門及單位主管在執行上述措施時，應優先考慮員工之安全問題。

(二) 交通安排

- (甲) 如八號或以上之颱風警告信號於辦公時間內發出，轉堂校巴將停止服務，而穿梭校巴將繼續行駛一小時。
- (乙) 如黑色暴雨警告信號於辦公時間內發出，轉堂校巴將停止服務，而穿梭校巴則繼續行駛，直至情況不許可為止。
- (丙) 如八號或以上之颱風警告信號或黑色暴雨警告信號於辦公時間前發出，所有校巴將停止服務，直至有關信號除下後一小時始恢復行駛。
- (丁) 如八號或以上之颱風警告信號或黑色暴雨警告信號宣告除下，各職員應自行設法返回辦公室工作，天氣及交通情況不許可者則除外。

參閱事項

於八號或以上之颱風警告信號、或黑色暴雨警告信號仍然生效期間，保安處將會設置由一名助理保安主任領導之應急服務隊伍，處理各緊急事件。任何教職員或學生於颱風或暴雨侵襲期間，如需協助或詢問颱風或暴雨資料，可致電保安處控制中心，電話號碼為 3943-7999。

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重要電話號碼

大學總機	星期一至星期五： 上午八時三十分至下午六時	3943 7000 / 3943 6000 內線 0
保安處控制中心		內線 37999 / 37997
物業管理處工作編配組	星期一至星期五： 上午八時三十分 至 下午七時十五分	內線 36666
颱風消息詢問處	上午八時 至 下午六時	內線 0
	星期一至星期四： 上午八時四十五分 至 下午五時三十分 星期五： 上午八時四十五分 至 下午五時四十五分	內線 38899
交通處 (八號颱風警告信號發出後 一小時內仍然辦公； 另於八號颱風警告信號或 黑色暴雨警告信號除下後 一小時恢復辦公。)		內線 37992 內線 37990

二零一六年七月