

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 | Morning sessions (9:00 am - 2:00 pm) |
| | (c) All programmes of the Faculty of Law that are delivered at the CUHK Graduate Law Centre | Morning sessions (start from 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 (for Saturday classes) | 2:00 pm - 7:00 pm |
| | (c) All SCS's day-time programmes | Afternoon sessions (2:00 pm - 6:00 pm) |
| | (d) All programmes of the Faculty of Law that are delivered at the CUHK Graduate Law Centre | Afternoon sessions (start from 1:30 pm-5:45 pm) |
| 3:00 pm | All SCS's evening programmes | Evening sessions (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 | Evening sessions (start from 6:00 pm onwards) |
| 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 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.

| <i>Programmes</i> | <i>Website / Office</i> |
|--|--|
| 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; 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 departments, the departments concerned may post details of postponement on their notice boards.

- (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 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 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.

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 |