

BAD WEATHER PROCEDURES

Approved at Board Meeting

Date: 9 November 2017

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 rainstorm warning

All indoor regular activities continue (e.g. academic classes, EOTC and residential indoor activities on campus), but all outdoor activities (including EOTC and residential 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. All staff report to work.

Black rainstorm warning

Staff and students should stay where they are, under cover. All outdoor activities (e.g. academic, EOTC and residential) cancelled. At the time of class hours, classes continued. Teachers and students should remain in classrooms/Assembly Hall/indoor until directed to leave. Students must not leave campus and should stay under cover, if off campus should delay their return until weather permits and as far as possible notify the College by phone. Out of class hours, all staff and students should stay where they are, under cover, classes will resume with the first full period commencing one hour after the Black rainstorm warning is lower. Where weather conditions prevent dining inside the canteen, meals will normally be delivered by the caterer to each Dayroom or a designated venue. Final confirmation of meal location and any related special announcements will be released by the Director of Student Welfare via email before meal times. Non-residential teachers will liaise with the Director of Studies regarding commencement of duties. Unless for unavoidable emergency duties, all staff should stay under cover.

Typhoon or Tropical Storm No. 8 or 9 or 10

Classes cancelled. All activities (e.g. academic, EOTC and residential) cancelled. Students should stay in their rooms and leave only to proceed under cover to the Dayroom with caution for meals. Where weather conditions prevent dining inside the canteen, meals will normally be delivered by the caterer to each Dayroom. Final confirmation of meal location and any related special announcements will be released by the Director of Student Welfare via email before meal times. Unless for unavoidable emergency duties, all staff suspend work. 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 duties.

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.

Director of Student Welfare to inform College community by e-mail. 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.

Non-teaching Staff

Non-teaching Staff should refer to the Non-teaching Staff Handbook for details on the bad weather procedures.

Arnett Edwards, Principal
9 November 2017

惡劣天氣處理程序

2017年11月9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“非學術類”活動）可以繼續，但所有戶外活動（包括“非學術類”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。所有職員均如常工作。

黑色暴雨警告

所有職員及學生必須停留在有蓋遮擋之位置。所有戶外活動（包括學術或非學術之戶外活動）取消。於課堂時間內懸掛黑色暴雨警告訊號時，課堂可以繼續進行。所有師生必須逗留在課室 / 禮堂 / 戶內直至另行通知才可離開。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。於課堂時間外懸掛黑色暴雨警告訊號時，所有職員及學生必須停留在有蓋遮擋之位置。於天氣惡劣時而未能前往飯堂進膳，在正常情況下，飯堂承辦商將會把膳食送遞至每座之學生休息室。在用膳時間前，總舍監會以電郵形式通知全校師生以確認進膳地點及任何特別安排。除非是不能避免之緊急職務，所有職員應停留在有蓋遮擋之位置。當黑色暴雨訊號取消一小時後，課堂將回復正常。非住宿教師須與教務主任聯絡有關上課安排。

8號、9號或10號颱風訊號或熱帶風暴

所有學術課堂及非學術活動取消。學生應留在房間內，如需進膳，必須經有蓋遮擋下並加倍小心地前往每座之學生休息室。於天氣惡劣而未能前往飯堂進膳，在正常情況下，飯堂承辦商將會把膳食送遞至每座之學生休息室。在用膳時間前，總舍監會以電郵形式通知全校師生以確認進膳地點及任何特別安排。除非是不能避免之緊急職務，所有職員暫停工作。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。

總舍監透過電郵通知全校師生。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。

非教職員

非教職員應參閱非教職員手冊內之惡劣天氣安排程序。

Arnett Edwards

校長

2017年11月9日