

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)
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)
4:30 pm	Programmes of the Faculty of Education	6:00 pm - 9:30 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 Railway Station and Shaw College and Railway 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 Railway 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 railway 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.
- (c) Within 30 minutes after the local storm warning signal No. 8 or the black rainstorm signal is issued during a class period, the first fully loaded shuttle bus will leave from PWH for the Main Campus and the second bus will leave in 15 minutes later. Staff and students who miss these shuttle buses are advised to stay in Hospital until they are safe to leave. Students leaving the Hospital by other transports will be at their own risk.

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 a.m. or after	Daytime examinations for programmes run by SCS postponed
		8:00 a.m. or after	All centralized full-time undergraduate course examinations, daytime postgraduate examinations postponed
		3:00 p.m. or after	Evening examinations for programmes run by SCS postponed
		4:30 p.m. or after	Evening examinations of postgraduate programmes of Faculty of Education postponed
		5:00 p.m. or after	Evening examinations of postgraduate programmes (excluding those of Faculty of Education) 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 the 13th May – Monday if the examination period originally ends on 9th May – 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)	G/F, Sui-Loong Pao Building, Faculty and College Offices, website of the Registration and Examinations Section (http://www.cuhk.edu.hk/rgs)
Part-time Degree Programme	G/F, Sui-Loong Pao Building, Faculty Offices concerned, 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, Tsimshatsui; 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 Railway Station and Shaw College and Railway 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.

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

*Compiled by the Secretariat
and distributed by the Communications and Public Relations Office*

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	上午各節 (上午九時至下午二時)
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(星期六各班適用)	下午二時至下午七時
	(3) 所有專業進修學院之日間課程	下午各節 (下午二時至下午六時)
下午三時	所有專業進修學院之夜間課程	晚上各節 (下午六時至下午十時)
下午四時三十分	所有教育學院之課程	下午六時至 下午九時三十分
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 以後之課堂停課
	(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始告發出，轉堂校巴將停止服務，而來往新亞書院與大學火車站，及逸夫書院與大學火車站之穿梭校巴，將繼續行走一小時。如該信號於兼讀學士學位課程上課期間發出，穿梭校巴將於何添樓及火車站行走一小時。如期間仍有專業進修學院之課程於中大校園上課，穿梭校巴將於上課地點及火車站行走一小時。
- (乙) 如黑色暴雨警告信號於上課期間（包括專業進修學院於中大校園上課之課程）始告發出，轉堂校巴將停止服務，而穿梭校巴將繼續行走，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期間始告發出，第一部穿梭校巴將於客滿後、或最遲於半小時後由威爾斯親王醫院返回大學校園；十五分鐘後，第二部穿梭校巴相繼離開醫院。未能乘搭上述校巴之員生，宜逗留醫院內，直至可以安全離開為止。乘搭其他交通工具離開醫院之學生，將自行負責其本身之安全。

(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，直至結束為止
八號或以上	黑色	上午七時或以後	專業進修學院日間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	專業進修學院日間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
		下午四時三十分或以後	教育學院之研究院課程晚間考試須延期舉行
		下午五時或以後	研究院課程（教育學院之研究院課程除外）及兼讀學士學位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. 由大學統一編排之當日各節考試將改期於原定考試期結束後之第三個工作日舉行。例如：若考試期原定於五月九日星期四結束，受影響之該日考試則延至五月十三日星期一舉行。醫科考試之延期安排由醫學院另行公佈。改期細節將在下列地點／網頁公佈：

課程	公佈地點
全日制本科生課程 (醫科課程除外)	兆龍樓地下 各學院院務處 書院院務處 註冊及考試組網頁 (http://www.cuhk.edu.hk/rgs)
兼讀學士學位課程	兆龍樓地下 有關學院院務處 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 安年大廈十三樓； - 中環 美國銀行中心一樓；及 校園內告示板

2. 由個別教師主持之考試，改期細節則由該教師自行決定，在有關學系佈告欄內公佈。

(丙) 由教育局及香港考試及評核局宣佈有關停課或延遲公開考試的安排，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始告生效，來往新亞書院與大學火車站，及逸夫書院與大學火車站之穿梭校巴，將繼續行走一小時。
- (乙) 如黑色暴雨警告信號於辦公時間內始告生效，所有轉堂校巴將停止行駛，而穿梭校巴則繼續行走，直至情況不許可為止。
- (丙) 當黑色暴雨警告信號宣告除下，各教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，保安組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，可致電保安組控制中心，電話號碼為 2609-7999。

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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	2609 7000 / 2609 6000 內線 0
保安組控制中心		內線 7999 / 7997
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 6666
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	內線 8899
	星期五： 上午八時四十五分 至 下午五時四十五分	
交通組		內線 7992
(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除 下後恢復辦公。)		內線 7990

(本通告由秘書處編纂，並由傳訊及公共關係處派發。)

二零零八年八月