

## **BAD WEATHER ARRANGEMENTS**

When Typhoon Warning Signal No. 1 or 3 or the Amber Rainstorm Warning is issued by the Hong Kong Observatory, all classes, examinations, registration and other activities should be held as scheduled. As soon as the Pre-No. 8 Typhoon Warning or Typhoon Warning Signal No. 8 or Red/Black Rainstorm Warning is issued during office hours, the Comptroller's Office will transmit the information immediately to all departments and units.

### **1. Classes/ Programmes & Activities (including ILP)**

If the Pre-No. 8 Typhoon Warning or the Typhoon Warning Signal No. 8 or above, or the Black Rainstorm Warning is in force within two hours before the commencement of a class, the class will be cancelled.

If the Pre-No. 8 Typhoon Warning or the Typhoon Warning Signal No. 8 or above is issued when a class is in session, the class should be suspended. Students should return home or take shelter in a safe place without delay.

If the Amber or Red Rainstorm Warning Signal is issued, the class should be held as scheduled. If the Black Rainstorm Warning Signal is issued when a class is in session, normally, the class will still be held unless the inclement weather affects the safety of students.

Class resumption arrangement, after the Typhoon Warning Signal No. 8 or above is replaced by No. 3/No. 1 OR the Black Rainstorm Warning Signal is replaced by Red/Amber Rainstorm Warning Signal OR all Warning Signals are cancelled, is as follows, provided that weather and transport conditions permit:

- If the replacement/cancellation is announced before 9:00 a.m., classes will normally resume in the morning two hours thereafter.
- If the replacement/cancellation is announced after 9:00 a.m. and before 1:00 p.m., classes will normally resume from 1:00 p.m. or two hours after the announcement, whichever is later.
- If the replacement/cancellation is announced after 1:00 p.m., classes will be cancelled for the rest of the day.

### **2. Examination Arrangements**

When Typhoon Warning Signal Pre-No. 8 or above/ Black Rainstorm Warning is issued or still in force within two hours before the commencement of an examination, or upon announcement by the University through broadcasting, the examination concerned will be postponed to the working day right after the end of the examination period. A re-schedule of the examination affected will be announced through Registry notice.

Examinations will be conducted as scheduled when any of the above mentioned signals/ warning is lowered two hours before the commencement of examinations. However all evening examinations will be postponed to the day right after the end of the examination period if any of the above-mentioned signals/warning is still in force at 4:00 p.m. as staff are not required to report for work under such circumstances. A table summarizing the arrangements is given below:

<b>When Typhoon Warning Signal Pre-No. 8 or above / Black Rainstorm Warning is Lowered</b>	<b>Arrangement</b>
At or before 7:30 a.m.	All examinations will proceed as scheduled.
Between 7:30 a.m. and 12:00 noon	Examinations in the afternoon and evening sessions will proceed as scheduled.
Between 12:00 noon and 4:00 p.m.	Examinations in the evening session will proceed as scheduled.

An examination already in progress will continue unless the Chief Invigilator is advised by the Registrar that it should be terminated.

### 3. Registration

Web registration for current students will normally continue to take place on the specified day(s) irrespective of weather conditions. However, on-campus venues for accessing the Internet (e.g. computer lab, library) may be closed during adverse weather conditions in accordance with the regular practices of the units providing the computer services.

Web registration for new students, who are required to register in computer labs on campus under guidance, will have the date postponed if the Pre-No.8 or the Typhoon Warning Signal No.8 or above or the Black Rainstorm Warning is in force within two hours before the start of the first registration session on the scheduled registration day. In such case, registration will take place on the following working day (except Saturday) at the same scheduled time. If the aforesaid Warning/Signal is issued during registration, registration will be suspended. The remaining unused sessions will all be postponed in sequence to the following working day at the same time slot.