

The arrangements for work during typhoon and rainstorm warnings

(Revised by Human Resources Committee on 10 October 2001)

1 Typhoon Signals

(a) Typhoon Signal No. 1 or No. 3

When Typhoon Signal No. 1 or 3 is hoisted by the Hong Kong Observatory, staff should report for duty as normal, or remain at work if already at the University. All classes and examinations should be held as scheduled. When Signal No. 3 is hoisted, the Office of the Comptroller (CO) will monitor the announcements made by the Hong Kong Observatory. As soon as a Pre-No. 8 Typhoon Signal Warning or Typhoon Signal No. 8 is hoisted during office hours, the CO will immediately inform all units.

(b) Pre-No. 8 Typhoon Signal Warning

When a Pre-No. 8 Typhoon Signal Warning is hoisted, the following arrangements will apply:

- i Hoisted before the start of working hours
 - If a Pre-No. 8 Warning is hoisted within two hours before the start of normal office hours, or is still in force at that time having been hoisted earlier, staff will not be expected to report for duty, except those who are required to do so in such emergencies.
 - If the Warning is lowered or changed to Signal No. 3 or below before 9:00 a.m. or 1:00 p.m., all staff should report for work for the day or the afternoon respectively, transport conditions permitting. For staff who have evening duties, if the Warning is lowered or changed to signal No. 3 or below before 4:00 p.m., these staff members should report for work, transport conditions permitting.
- ii. Hoisted during working hours

Upon being notified by the CO of the hoisting of a Pre-No. 8 Warning, staff with long and/or difficult journeys may be allowed to return home. HoD should decide which staff members should be released at various stages, and should draw up a contingency plan for this purpose. In general, all offices will remain open until Typhoon Signal No. 8 or above is hoisted; however, they will be expected to provide only limited services. HoD should be flexible in administering the above procedure. Staff members' safety should be given the first priority.

(c) Typhoon Signal No. 8 or Above

i. Hoisted before the start of working hours

- If Typhoon Signal No. 8 or above remains hoisted after 9:00 a.m., staff members need not report for work for the morning before the lunch break.
- If Typhoon Signal No. 8 or above remains hoisted after 1:00 p.m., staff members need not report for work for the afternoon. However, if the signal is lowered before 1:00 p.m., staff members should report for work for the afternoon, transport conditions permitting.
- For staff who have evening duties, if Typhoon Signal No. 8 or above remains hoisted after 4:00 p.m., they need not report for work for the evening. However, if the signal is lowered before 4:00 p.m., these staff members should report for work, transport conditions permitting.

(The same arrangement will apply on weekdays and weekends.)

ii. Hoisted during working hours

The units will be notified by the CO if Typhoon Signal No. 8 or above is hoisted. Other than those staff members who are required to perform emergency duties, staff are generally not expected to remain on duty. Staff who are released from work must, before they leave, ensure that all windows, doors, cabinets, etc. are properly secured, electricity supply is switched off, and all other necessary precautionary measures are taken.

2. Rainstorm Warnings

(a) Rainstorm Amber Warning

When the Rainstorm Amber Warning is issued, staff should report for duty as normal, or remain at work if already at the University.

(b) Rainstorm Red Warning

When the Rainstorm Red Warning is issued, staff should report for duty as normal, or remain at work if already at the University. Staff living in areas where transport services have been or are about to be suspended may be excused from reporting for work or released at the discretion of the HoD. The CO will monitor the announcements made by the Hong Kong Observatory.

(c) Rainstorm Black Warning

i. Issued before the start of working hours

- If Rainstorm Black Warning remains issued after 9:00 a.m., staff members need not report for work for the morning before the lunch break.
- If Rainstorm Black Warning remains issued after 1:00 p.m., staff members need not report for work for the afternoon. However, if the warning is lowered before 1:00 p.m., staff members should report for work for the afternoon, transport conditions permitting.
- For staff who have evening duties, if Rainstorm Black Warning remains issued after 4:00 p.m., they need not report for work for the evening. However, if the warning is lowered before 4:00 p.m., these staff members should report for work, transport conditions permitting.

(The same arrangement will apply on weekdays and weekends.)

ii. Issued during working hours

In general, if the Rainstorm Black Warning is issued during office hours, staff members working indoors should continue with their work, while those working outdoors should stop and take shelter, and not resume any outdoor work until the warning is lowered and weather conditions permit. However, offices should remain open after office hours for those who need to stay indoors for some time before it is safe to leave the office. HoD should be flexible in administering the above procedure. Staff members' safety should be given the first priority.

3. Application for Leave

If a staff member wishes to apply for annual leave on the day the Typhoon Signal No. 8 or above or the Rainstorm Black Warning is lowered, such annual leave, if approved, will be regarded as a whole-day leave if the signal/warning is lowered before 11:00 a.m. and as a half-day leave if it is lowered thereafter.