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**Arrangements for Typhoons and Rainstorms**

Arrangement for cancellation of UOW College Hong Kong (UOWCHK)/Community College of City University (CCCU) activities under adverse weather conditions.

**(A) For Students and Academic Staff**

**A1 Suspension of Classes and Examinations**

A1.1 If a warning of **Typhoon Signal No. 8 or above** is issued, classes and examinations of UOWCHK/CCCU will be suspended in the following manner:

Signal-in-force Time	Sessions Suspended
At or after 7:00 a.m.	Morning sessions with commencement time <b>before 2:00 p.m.</b>
At or after 12:00 noon	Afternoon sessions with commencement time at or <b>after 2:00 p.m. but before 6:30 p.m.</b>
At or after 4:00 p.m.	Evening sessions with commencement time at or <b>after 6:30 p.m.</b>

A1.1.1 If a warning of Typhoon Signal No. 8 or above is issued when activities are already in progress, classes, interviews, admission tests, student enrolment and all activities being held on campus should be terminated as soon as practicable. However, examinations already in progress should continue unless the Chief Invigilators are otherwise advised by the Academic Regulations and Records Office (ARRO) of City University of Hong Kong (CityU) or the College Office of UOWCHK/CCCU.

A1.1.2 Students and visitors are advised to leave as soon as practicable.

A1.1.3 Announcements made by the Government Education Bureau relating to suspension of classes for schools, post-secondary colleges and technical institutes, etc., **DO NOT** apply to UOWCHK/CCCU.

A1.2 If a **Black Rainstorm Warning** is issued, classes and examinations of UOWCHK/CCCU will be suspended in the following manner:

Signal-in-force Time	Sessions Suspended
At or after 7:00 a.m.	Morning sessions with commencement time <b>before 2:00 p.m.</b>
At or after 12:00 noon	Afternoon sessions with commencement time at or <b>after 2:00 p.m. but before 6:30 p.m.</b>
At or after 4:00 p.m.	Evening sessions with commencement time at or <b>after 6:30 p.m.</b>

- A1.2.1 If the Black Rainstorm Warning is issued during a class or examination period, all classes and examinations already in progress will continue unless otherwise advised by the ARRO of CityU or the College Office of UOWCHK/CCCU.
- A1.2.2 Interviews, admission tests, student enrolment and all other activities should continue to be held for candidates/applicants who have arrived on campus. Outdoor activities should be cancelled.
- A1.2.3 Students and visitors should be advised to stay until the Black Rainstorm Warning has been cancelled and traffic conditions have improved.
- A1.2.4 Announcements made by the Government Education Bureau relating to suspension of classes for schools, post-secondary colleges and technical institutes, etc., **DO NOT** apply to UOWCHK/CCCU.
- A1.3 If an **Amber or Red Rainstorm Warning** is issued, all UOWCHK/CCCU classes and examinations will continue as normal. All offices will remain open. For other activities on campus, please watch for announcements or contact the organizer.

**A2 Arrangements for Postponement of Examinations and other Activities**

- A2.1 The ARRO of CityU or the College Office of UOWCHK/CCCU would set make-up dates for examinations or student enrolment sessions that have been cancelled or terminated. Students and staff should refer to the relevant published schedule.

**(B) For Administrative and Services Staff**

**B1 Office Closure**

- B1.1 If a warning of **Typhoon Signal No. 8 or above** is issued, all UOWCHK/CCCU offices will be closed in the following manner:

Signal-in-force Time	Office Session Closed
At or after 7:00 a.m.*	Morning
At or after 12:00 noon*	Afternoon
At or after 4:00 p.m.	Evening

*\*Remarks: Under some circumstances, staff members are required to report duty within 2 hours upon lowering of typhoon signals.*

- B1.1.1 When a warning of Typhoon Signal No. 8 or above is issued during office hours, all staff, other than those who are required to perform emergency duties and those who have prior special arrangements with their offices, should be released in stages according to the difficulties in travelling, including travelling means, travelling time

and distance. Faculties are advised to have a contingency plan ready for this purpose.

B1.1.2 Before leaving their offices, staff should ensure that windows and doors in their offices have been properly closed and loose outdoor items have been properly secured or moved indoors.

B1.2 When a **Black Rainstorm Warning** is in force before start of office hours:

B1.2.1 All staff, other than those who are required to perform emergency duties and those who have prior special arrangements with their offices, are advised to stay at home until the Black Rainstorm Warning has been cancelled.

B1.2.2 Offices will normally open 2 hours after the Black Rainstorm Warning is cancelled. Staff should report duty within 2 hours after the signal is cancelled unless there are fewer than 2 hours of office opening time remaining on the day.

B1.3 When a **Black Rainstorm Warning** is in force during office hours:

B1.3.1 Staff should continue working but remain indoors in a safe environment.