BAD WEATHER PROCEDURES

AUGUST 2014

*Internal and external circulation*
BAD WEATHER PROCEDURES

Amber and Red 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.

Black rainstorm warning

If a black rainstorm warning is announced before non-residential staff leave home for work, then they are not expected to report to work, except an emergency security and maintenance team if required by arrangement with the Director of Administration.

If non-residential staff have already set out for work (including part-time teachers) or are at College when the warning or signal comes into force, they may leave at the Principal’s discretion provided the weather permits.

Academic classes will continue, but all outdoor activities (including Quan Cai activities) will be 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.

Typhoon or Tropical Storm 8 or 9

Classes cancelled. All activities cancelled. Students should stay in the residences and leave only to proceed under cover to the canteen with caution for meals. Classes will resume with the first full period commencing one hour after the Typhoon signal is lower than 8.

Typhoon Signal 10

All activities cancelled. Students should stay in their rooms. Classes will resume with the first full period commencing one hour after the Typhoon signal is lower than 8. Part-time teachers will liaise with the Director of Studies regarding commencement of classes.

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.

Heads of House to inform students and tutors by e-mail, notice or visit to the rooms. 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.

Arnett Edwards
Principal
11 August 2014