

## **PROCEDURES AND NECESSARY ACTIONS ON THE APPROACH OR OCCURRENCE OF A TROPICAL CYCLONE OR RAINSTORM**

Adverse weather not only affects site operations but may also cause damages to life and property, the latter often indirectly through ruins of the former. It is essential, therefore, for precautionary measures to be undertaken adequately on the approach of a tropical cyclone or rainstorm to minimise potential loss at work sites as well as their impact on activities and facilities nearby. All Contractors/Subcontractors with works under your custody on Campus are reminded of your responsibility to ensure that those works would be appropriately secured and protected on the approach or occurrence of a tropical cyclone or rainstorm, that they would not be damaged unduly, or cause damage to others as a result. They are to take appropriate and timely steps to protect all works at site and safeguard them from affecting others. Below are some measures for guidance, which are by no means exhaustive:

### **1. Upon Hoisting of Typhoon Signal No. 1**

- a) Contractors should remind their staff (including subcontractors) to initiate appropriate precautions to safeguard all works and property.
- b) Work may continue and the Contractors/Subcontractors should arrange for an emergency standby crew to prepare for emergency work to be undertaken on site.

### **2. Upon Hoisting of Typhoon Signal No. 3**

- a) Contractors/Subcontractors are to alert all personnel working on or in underground structures and, subject to the Hong Kong Observatory's forecast for higher signals, arrange for them to return immediately to the surface.
- b) All temporary buildings must be firmly lashed down and anchored. Guy-lines and fastenings are to be checked.
- c) Windows and doors must be shut and made secure.
- d) Temporary openings on roof waterproofing, walls and windows are to be shielded against wind and rain.
- e) High stacked materials should be secured or placed at lower levels.
- f) Channels, drains, catchpits, gullies etc. must be inspected or maintained to provide efficient drainage and run-off to discharge points.

- g) Surface slopes identified as unstable are to be checked for stability. Where doubt exists as to the stability, measures are to be taken to protect and prevent undue erosion and mud slips.
- h) Potentially unsafe areas are to be cordoned off.
- i) Excavations and temporary shoring is to be inspected and strengthened as necessary; plants and tools to be removed from excavations.
- j) All scaffolding must be adequately secured to prevent collapse.
- k) Crane booms and jibs are to be lowered to the ground.
- l) Temporary traffic signs, lights and furniture are to be made secure and lights tested.
- m) All exposed cut and fill slopes, where deemed necessary, are to be protected.
- n) All temporary electrical installations and cables are to be protected from heavy rain and removed from areas of likely flooding.

### **3. Upon hoisting of Typhoon Signal No. 8**

- a) All works are to be left in a safe condition and plant machinery shut down. Contractors/Subcontractors are to confirm to the Project Architects/Site Supervisors the condition of their works area.
- b) The Project Architects/Site Supervisors, when satisfied that all precautionary measures are in place, shall close down the site after ensuring that contact details of the emergency stand-by crew are available.
- c) If No. 8 Signal is hoisted outside site working hours, the site will remain closed. Contractors/Subcontractors should arrange for the emergency stand-by crew to return to site for duty during day-light hours.

### **4. Upon Lowering of Typhoon Signal No. 8**

- a) Contractors/Subcontractors shall organise their staff to carry out thorough inspections and checks for damage to works and plants.
- b) Plant machinery, cranes and lifting equipment are to be checked for safe operation before putting to work.
- c) Temporary works, ladders and accesses, scaffolds, excavations, cut and fill slopes etc. are to be examined for soundness for use or operation and the findings properly recorded.
- d) All drainage and run-off systems are to be checked and maintained if blockages have occurred.

## 5. Upon Heavy Rainstorm

- a) When an Amber rainstorm warning is received, the Contractors/Subcontractors are to alert all site staff. Measures as outlined in section (2) above should be followed as appropriate, particularly:-
  - (i) All drainage systems are to be checked and maintained.
  - (ii) Temporary openings on roof waterproofing, walls and windows are to be shielded.
  - (iii) Open cut slopes, excavations and electrical systems are to be protected.
- b) On receipt of a Red or Black rainstorm warning and a forecast for heavier rain, Contractors/Subcontractors may use their discretion and close the site following the procedures outlined in section (3) above.
- c) Follow-up action after a rainstorm shall be as outlined in section (4) above.

## 6. Emergency Contact Telephone List

In an emergency, Contractors/Subcontractors should inform the Project Architects/Site Supervisors immediately. The Security Office of the University (Tel: 2609 7998) or government's emergency services may also be called for assistance as necessary.