



Contingency Measures in Cases of Inclement Weather and Air Pollution

This circular supersedes Administration Circular No. 03/2004 dated 15 June 2004.

Principle

Safety is the primary concern when leaders plan and conduct activities for Youth Members. When dealing with matters involving inclement weather and air pollution, the leader-in-charge should, based on the following points, devise a contingency plan before the event and execute the plan accordingly when such weather or air pollution conditions occur.

- (1) The leader-in-charge should devise a contingency plan for inclement weather and inform all participants the arrangements beforehand. The contingency plan should take into consideration the nature of the activity, age group of the participants, and their experience in such activities, etc. The leader-in-charge should maintain a telephone list of all participants and their respective emergency contact persons. The leader-in-charge should also provide his/her contact telephone number to the participants for use in case of emergency.
- (2) It is necessary to pay attention to weather forecasts and to weather changes at the activity venue, particularly during seasons when rapid weather changes may occur. The leader-in-charge and participants may browse the Hong Kong Observatory website (www.weather.gov.hk) to obtain the latest weather information and warning, or they may phone 1878200 or 18501 to check the latest weather or air pollution conditions.
- (3) The leader-in-charge should decide whether the activity will be continued, postponed, modified or cancelled according to the weather conditions as stipulated in the contingency plan. If the activity has to be postponed, modified or cancelled, all participants and staff should be informed effectively by either telephone, e-mail, website, SMS, etc.
- (4) If the leader-in-charge is unable to contact all participants after the activity has been postponed, modified or cancelled, he/she should proceed to the assembly place if weather and means of transportation permit. This ensures that those participants, who are not informed of the changes, are notified and taken care of. The leader-in-charge should arrange participants to go home safely. If participants cannot go home due to adverse weather, the leader-in-charge should arrange a safe place for the participants, and then contact their parents or guardians, and wait until the warning signals are lowered.
- (5) Even if no warning signals of inclement weather or air pollution are issued, the leader-in-charge should still evaluate if the present weather conditions are unsafe in considering the nature of the activity, venue, age group of the participants, etc. The leader-in-charge may postpone or cancel the activity if he/she considers it an appropriate and safe decision.

Contingency Measures when Warning Signals of Inclement Weather or Air Pollution are issued

- (1) Based on the above, the arrangements stated in 'Table 1' must be followed for all activities involving Youth Members when warning signals of inclement weather or air pollution are issued 3 hours before the activity until the end of the activity.
- (2) For activities that only involve adult leaders, the leader-in-charge may adjust the arrangements as stipulated in 'Table 1'. However, the leader-in-charge should inform the participants clearly of such arrangements.

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Table 1

Nature of Event Warning Signals of Inclement Weather or Air Pollution	Indoor Activities	Outdoor Activities (not including Sea Activities)	Sea Activities (see Note 1)
Rainstorm Warning Signal			
Amber Rainstorm Signal	Proceed as usual	The leader-in-charge should arrange the participants to stay indoors.	Postponed or Cancelled, the leader-in-charge should ensure that the participants are staying in a safe place until the warning signal is lowered.
Red Rainstorm Signal	Proceed as usual, the leader-in-charge should ensure that the participants are staying in a safe place until the warning signal is lowered.	Postponed or Cancelled, the leader-in-charge should ensure that the participants are staying in a safe place until the warning signal is lowered.	
Black Rainstorm Signal	Postponed or Cancelled, the leader-in-charge should ensure that the participants are staying in a safe place until the warning signal is lowered.		
Strong Monsoon / Tropical Cyclone Warning Signal			
Strong Monsoon Signal	Proceed as usual	Proceed as usual, the leader-in-charge should be cautious about weather changes, and should arrange the participants to stay indoors if necessary.	Postponed or Cancelled
No. 1 Signal	Proceed as usual	Proceed as usual, the leader-in-charge should be cautious about weather changes, and should arrange the participants to stay indoors if necessary.	Postponed or Cancelled
No.3 Signal	Proceed as usual	Postponed or Cancelled	
No. 8 Signal or higher	Postponed or Cancelled		

Table 1

Nature of Event Warning Signals of Inclement Weather or Air Pollution	Indoor Activities	Outdoor Activities (not including Sea Activities)	Sea Activities (see Note 1)
Other Warning Signals			
Thunderstorm Warning	Proceed as usual	Postponed or Cancelled, the leader-in-charge should ensure that the participants are staying in a safe place until the warning signal is lowered.	
Landslip Warning	Proceed as usual	The leader-in-charge should be cautious about safety at the event venue. If necessary, participants should stay indoors or leave.	
Frost Warning, Cold Weather Warning	Proceed as usual	The leader-in-charge should ensure the participants to wear sufficient clothing. If necessary, activities should be conducted indoors.	
Very Hot Weather Warning	Proceed as usual	The leader-in-charge should advise participants to drink more water and prevent themselves from sunburn. If necessary, activities should be conducted indoors.	
Air Pollution Index			
Between 101 and 200	Proceed as usual	It is advised to reduce outdoor activities and with physical demand. Participants who are susceptible to effects of air quality (e.g. those with heart or respiratory illnesses) are advised not to attend the activity.	
201 or above	Activities located at polluted districts should be stopped, postponed or cancelled.		

Note 1: “Sea Activities” refer to activities conducted by boat or vessels at sea, or activities involving swimming or diving. If an activity involves lectures on seamanship or handling of boat or vessels to be conducted on land only, this activity will be categorized as “Outdoor Activities (not including Sea Activities)”.