



Safety guideline on Scout activities: How to handle in case of community emergency situation

In planning and conducting Scout activities including Scout Group meetings, activities and training, committee meetings, etc., it is of paramount importance that the in-charge of Scout activity (hereinafter referred to as “In-charge”) shall accord top priority to ensuring safety of activity participants and, as appropriate, effect suitable mitigation arrangements for the activity. The In-charge, no matter under what circumstances, should make sure that the activity venue and its vicinity are safe and free from risks. In view of the prevailing social situation, the In-charge shall observe the following:

Before the activity

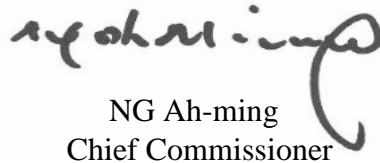
1. The In-charge should obtain telephone numbers of the activity participants, and set up an appropriate communication means (e.g. WhatsApp group with consent of participants concerned) for dissemination of activity information. The In-charge should in this regard draw the attention of participants that the activity arrangement may be adjusted pursuant to changes in social situation and they therefore have to watch out for the latest announcement. For participants under 18 years old, the In-charge should also obtain telephone numbers of their parents/ guardians as emergency contacts.
2. The In-charge should in a timely manner evaluate the safety level of the community the venue located (including the key routes to/ from the venue) through government press release and news from public media and thus determine if the activity will go ahead or not. If there are any risks, the In-charge should consider cancelling or postponing the activity.
3. If it is decided to cancel or postpone the activity, the In-charge should immediately announce the decision and inform participants accordingly.
4. If it is decided to hold the activity as scheduled, the In-charge should ensure that the activity is carried out under a safe situation and try the best to protect participants from safety risks during the course of activity including their transit to and from the venue.
5. The In-charge should inform the Group Scout Leader/ Scouter-in-charge concerned or the responsible Commissioner of Scout Unit concerned in a timely manner on the activity arrangement updates and the measures taken.

During the course of activity, emergency situation occurs in the community where the venue situates

1. The In-charge should ensure all participants take shelter in a safe place and inform parents/ guardians of participants under 18 years old of the arrangements made.
2. The In-charge should only release participants, after confirming that the community concerned is safe and with written records on the destination each participant is heading. The In-charge should inform parents/ guardians of participants under 18 years old of the release arrangement, and require all participants, after arriving home or their assumed destination, to notify the leader(s) concerned.
3. The In-charge should inform the Group Scout Leader/ Scouter-in-charge concerned or the responsible Commissioner of Scout Unit concerned in a timely manner on the activity arrangement updates and the measures taken.

Points to note

1. The In-charge must cancel or postpone the activity under the following circumstances:
 - (a) The Government of HKSAR makes an emergency/ special announcement (e.g. advice for staying at home or not staying in street).
 - (b) Community where the activity venue situates has or may have violent acts, assemblies or occupation/ blocking of roads.
 - (c) The Hong Kong Police Force appeals to the public for not going to the community where the activity venue situates.
 - (d) The Education Bureau announces class suspension of schools.
 - (e) The activity venue is temporarily closed.
2. When the Association makes an instruction to cancel or postpone the activity, the In-charge must strictly observe.
3. When any facilities of the Association, including Hong Kong Scout Centre, Hong Kong Scout Centennial Building, Region/ District Headquarters, Campsites or Activity Centres, are temporarily closed due to emergency or special situation of the community concerned, announcement will be posted on the Association website and Facebook page in a timely manner.
4. For support, please contact the responsible Commissioner of your District, Region or Scout Unit.



NG Ah-ming
Chief Commissioner