



## Contingency Measures in Cases of Inclement Weather and Air Pollution

*Pursuant to the circular re-categorization with effect from 1 January 2018, this Circular substitutes Administration Circular No. 02/2014 issued on 15 February 2014 with contents unchanged.*

### 1. Principles

Safety is the primary concern when leaders plan and conduct activities for youth members. When dealing with matters involving inclement weather and air pollution, 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.

- 1.1 Leader-in-charge should devise a contingency plan for inclement weather and inform participants the arrangements beforehand. The contingency plan should take into consideration nature of the activity, rules and regulations of the venue, age group of participants, and their experience in such activity, etc. The leader-in-charge should maintain a contact list of participants with their respective emergency contact persons and provide his/her contact particulars to the participants for emergency use.
- 1.2 It is necessary to pay attention to weather forecasts and weather changes at the activity venue, particularly during seasons when rapid weather changes may occur. The leader-in-charge and participants may obtain the latest weather information and warning from the Hong Kong Observatory ([www.weather.gov.hk](http://www.weather.gov.hk)), or check the latest weather by phone (1878200 or 18501). For air pollution conditions, the latest information on the Air Quality Health Index (AQHI) can be accessed at the Environmental Protection Department (EPD) website ([www.aqhi.gov.hk](http://www.aqhi.gov.hk)) or by phone (2827 8541).
- 1.3 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 means such as telephone, e-mail, website, SMS, etc.
- 1.4 If the leader-in-charge is unable to contact all participants when the activity cannot be carried on as planned, he/she should proceed to the assembly place if weather conditions 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 them to go home safely. If the participants cannot go home due to adverse weather, the leader-in-charge should arrange a safe place for them, contact their parents or guardians, and wait until the warning signals are lowered.
- 1.5 Even if no warning signals of inclement weather or air pollution are issued, the leader-in-charge still has to evaluate the nature of the activity, venue, age group of the participants according to the actual situation. The leader-in-charge may postpone or cancel the activity if he/she considers it an appropriate and safe decision.

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

- 2.1 Based on the above principles, 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.

2.2 For activities that only involve adult members, 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**

| <p>Nature of Event</p> <p>Warning Signals of Inclement Weather or Air Pollution</p> | <p><b>Indoor Activities</b><br/>(see Note 1)</p>   | <p><b>Outdoor Activities</b><br/>(not including Sea Activities)</p>   | <p><b>Sea Activities</b><br/>(see Note 2)</p>  |
|---|--|---|--|
| <p><b>Rainstorm Warning Signal</b></p>  |  |   |  |
| <p>Amber Rainstorm Signal</p>   | <p>Proceed as usual.</p>   | <p>The leader-in-charge should arrange participants to stay indoors.</p>  | <p>Postponed or Cancelled. The leader-in-charge should ensure that participants are staying in a safe place until the warning signal is lowered.</p> |
| <p>Red Rainstorm Signal</p>   | <p>Proceed as usual. The leader-in-charge should ensure that participants are staying in a safe place until the warning signal is lowered.</p>       | <p>Postponed or Cancelled. The leader-in-charge should ensure that participants are staying in a safe place until the warning signal is lowered.</p>  |  |
| <p>Black Rainstorm Signal</p>   | <p>Postponed or Cancelled. The leader-in-charge should ensure that participants are staying in a safe place until the warning signal is lowered.</p> |   |  |
| <p><b>Strong Monsoon / Tropical Cyclone Warning Signal</b></p>                      |  |   |  |
| <p>Strong Monsoon Signal</p>  | <p>Proceed as usual.</p>   | <p>Proceed as usual. The leader-in-charge should be cautious about weather changes, and should arrange participants to stay indoors if necessary.</p> | <p>Postponed or Cancelled.</p>   |
| <p>No. 1 Signal</p>   | <p>Proceed as usual.</p>   | <p>Proceed as usual. The leader-in-charge should be cautious about weather changes, and should arrange participants to stay indoors if necessary.</p> | <p>Postponed or Cancelled.</p>   |
| <p>No.3 Signal</p>  | <p>Proceed as usual.</p>   | <p>Postponed or Cancelled.</p>  |  |
| <p>No. 8 Signal or higher</p>   | <p>Postponed or Cancelled.</p>   |   |  |

**Table 1 (con't)**

| Nature of Event                                       |            | Indoor Activities<br>(see Note 1)  | Outdoor Activities<br>(not including Sea Activities)  | Sea Activities<br>(see Note 2) |
|---|------------|--|---|--------------------------------|
| Warning Signals of Inclement Weather or Air Pollution |            |  |   |                                |
| <b>Other Warning Signals</b>                          |            |  |   |                                |
| Thunderstorm Warning                                  |            | Proceed as usual.  | Postponed or Cancelled. The leader-in-charge should ensure that 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 activity venue. If necessary, participants should stay indoors or leave.  |                                |
| Frost Warning, Cold Weather Warning                   |            | Proceed as usual.  | The leader-in-charge should ensure 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.  |                                |
| <b>Air Quality Health Index (AQHI)</b>                |            |  |   |                                |
| Health Risk   | AQHI Scale |  |   |                                |
| High  | 7          | Proceed as usual.  | It is advised to reduce outdoor activities and those 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.            |                                |
| Very High   | 8-10       | Proceed as usual.  | It is advised to reduce to minimum outdoor activities and those 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. |                                |
| Serious   | 10+        | Activities held at polluted districts should be stopped, postponed or cancelled. |   |                                |

Note 1: “Indoor Activities” refer to activities and training held indoors. The leader-in-charge should ensure that the programmes and training are carried out in accordance with the rules and regulations, especially inclement weather arrangement, of the venue concerned. Inclement Weather Arrangement of Scout campsites can be obtained from “Camp Sites & Activity Centres” of the Association website (<http://www.scout.org.hk>).

Note 2: “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)”.