

- Morning session (9 am – 1 pm)
- Afternoon session (1 pm – 5 pm)
- Night session (5 pm – 9 pm)
- Users should clean and tidy up the workplace at the end of each session.

Under the situations listed below:

1.

1. Tropical Cyclone Warning Signal No. 8 (or above) is hoisted, or
2. Tropical Cyclone Warning Signal No. 8 will be issued within two hours as announced by the Hong Kong Observatory; or
3. “Extreme conditions” after super typhoons are in force (announced by the Government before the Hong Kong Observatory replaces Tropical Cyclone Warning Signal No. 8 with Tropical Cyclone Warning Signal No. 3); or Black Rainstorm Signal is in force,

the following arrangements will apply:

- For sessions not yet started
  - If any of the warnings or announcements is hoisted or in force at or after **6:00 a.m.** – Innovation Wing will be closed in the morning session (9 am-1 pm).
  - If any of the warnings or announcements is hoisted or in force at or after **11:00 a.m.** – Innovation Wing will be closed in the afternoon session (1 pm – 5 pm).
  - If any of the warnings or announcements is hoisted or in force at or after **3:00 p.m.** – Innovation Wing will be closed in the night session (5 pm – 9 pm).
- For sessions already started
  - When Tropical Cyclone Warning Signal No. 8 or above is hoisted or the No. 8 Signal will be issued within two hours as announced by the Hong Kong Observatory, or “extreme conditions” are in force – Innovation Wing will continue to open until the end of that session.
  - When Black Rainstorm Signal is hoisted – Innovation Wing will continue to open until the end of that session.

When Tropical Cyclone Warning Signal No. 3 or below or Red or Amber Rainstorm Signal is in force, it should be assumed that Innovation Wing will be open as scheduled unless an announcement to the contrary has been made by the University.

- Please refer to the following link for the University’s arrangement during bad weather: <http://www.handbook.hku.hk/ug/full-time-2019-20/arrangements-during-bad-weather>
- Innovation Wing Office reserves the right to close the Innovation Wing at any time without prior notice in/before the event of adverse weather or other emergencies.

#### 4. Follow instructions of technicians and tutors of Innovation Wing

- Users should follow instructions of technicians and tutors of Innovation Wing
- The on-duty technicians and tutors will wear the following badges.
- Users should take note of the location and the use of the safety station in Innovation Wing, which provides personal protective equipment, first aid boxes, and fire extinguishers.
- Users should read and follow the safety arrangements of the Tam Wing Fan Innovation Wing: