

From : Secretary for Education and Manpower To : Heads of all schools
Ref. : ED(GR) SAD/30/33 (4)
Date : 27 June 2003

Summary

Details

2. While most schools may organize excursions, picnics and fieldwork of various kinds for their students from time to time, the safety of students outside the school premises is a matter of prime concern. To facilitate the Police to assist school authorities to ensure safety of their students in outing places in rural areas, including all Country Parks and Outlying Islands, Heads of schools are urged to follow closely the reporting procedures set out below.
3. For each outing in the rural area, school authorities should:
 - (a) remind teachers leading the outing to read and follow the “Guidelines on Outdoor Activities” issued by the Education and Manpower Bureau, which can be downloaded at http://www.emb.gov.hk/schact/E_outdoor.PDF. For the prevention of Dengue Fever, schools are reminded to pay particular attention to the preventive measures against mosquito bites recommended at paragraph 15 of Section II on Chapter 1 of the above Guidelines.
 - (b) **send a fax to the Divisional Commander of the Police Division in which the outing will take place**, with details of the outing at least 10 days in advance in accordance with the proforma at **Annex A** (*For enquiries on whether an outing needs to be reported to the police, a school can clarify the proposed outing with its usual contact of the Force such as the Police Community Relations Officer of its district or the Neighbourhood Police Coordinator*);
 - (c) notify the appropriate Divisional Commander by fax should any changes to the above details be made at a later date;
 - (d) advise participants to carry their **IDENTITY CARDS** or **JUNIOR IDENTITY CARDS**. Those under 11 years should carry some form of ID; and
 - (e) set up a monitoring system of their own, demanding a responsible person to report to the police when the outing leader has not been able to report completion of the outing to the school within the scheduled time.
4. In case of a mass outing, e.g. a school picnic to a country park involving 500 students or more, school authorities should also inform the Agriculture, Fisheries and Conservation Department of the destination so that advice could be given as to whether the venue is suitable for mass gathering on that particular day. Schools may inform the Director of Agriculture, Fisheries and Conservation *by letter* at 5/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon or *by fax* at 2317 0482.

5. It must be stressed that while knowledge of such trips by the Police is in itself an important safety precaution, the primary responsibility for the safety of students on field trips and outings must be with the schools themselves, in that they must provide competent leaders and properly brief the students involved. Schools should take all safety precautions in organizing outings. Students participating in the activities should be briefed of the rules of their participation and of the geographical area beyond which they are prohibited to go. Where the students are divided into separate groups in an outing, each group must be under the care of a supervising teacher who ensures, by periodic head count, that all are present.

6. In the event of any emergency which requires Police, Fire, Ambulance or other rescue services, the outing leader(s) or any participant should call 999 direct to report the emergency. This person should keep himself calm at all times. He should carefully note down all relevant particulars pertaining to the emergency. This person, in addition to providing personal details of self and organization, should be able to describe the nature of the emergency (e.g. fallen down and injured, suffering from heat stroke), the condition of the victim(s)/injured (e.g. broken bones, unconscious), the brief particulars of the victim(s)/injured (name, sex, age) and the exact location of the victim(s)/injured. This latter detail is particularly important if the location of victim(s)/injured is not accessible by road, in which case a grid reference (six figure KV reference) should be provided, if possible, together with a description of where the victim(s)/injured is/are located, e.g. on flat ground, on a hill slope. If a grid reference cannot be provided, then details of the nearest road, town, village and landmark should be given. A sample proforma for recording particulars of an emergency event is given at **Annex B** for reference.

7. Teachers leading an outing are advised to carry with them life-saving tools such as whistles, electric torches, first-aid kits, mobile phone and pager. In the event that teachers use personal mobile phones to facilitate communication while conducting outdoor activities for students, they may apply to the Education and Manpower Bureau through the head of the school for reimbursement of the mobile phone charges. For details of this arrangement, please refer to [Administration Circular No. 66/96](#) of 18 September 1996.

8. To assist teachers in informing the appropriate Divisional Commander of forthcoming outings in rural areas, a list of the telephone and fax numbers of police stations (report rooms) is attached at **Annex C**.

Enquiry

9. For general enquiries about this circular memorandum, please contact the respective Senior School Development Officers.

Mrs Betty IP
for Secretary for Education and Manpower

c.c. Heads of Sections - for information

Notification Form for School Outing in Rural Area
在郊區舉行的戶外活動通知書

To : 受文者 :	_____ (District)(區域) (Police Station Divisional Commander) (警署分區指揮官)
From : 發文者 :	_____ (School Name) (學校名稱)

Details of school outing are as follows :

本校將舉行的戶外活動詳情如下：

Nature of outing 活動性質			
Date 日期			
Time 時間	From 由	To 至	(Scheduled time of return) (預計回程時間)
Locality 地點			
Route ♦ 路線	From 由	To 至	
Number of participants 參加人數			
Age range of participants 參加者的年齡範圍			
Name and mobile telephone number (if any) of the leader(s) of the outing 領隊姓名及流動電話號碼(如有)			
Name and telephone number of the responsible person * who is not participating 並非參與活動的負責人*姓名及電話號碼：			

(_____)
Head of School 校長

- Note : ♦ A map detailing the route is attached.
註： 隨本通知書夾附有關上述活動的詳細路線圖一份。
- * A responsible person should have ready access to details of next of kin of the participants, e.g. telephone number/address.
負責人須備存學生近親的資料，例如電話號碼 / 地址。

Sample Proforma for Recording Emergency 緊急事件紀錄樣本

Name of School:

學校名稱

1.	Date 日期	
2.	Time 時間	
3.	Nature of Emergency 緊急事件的性質	
4.	Condition of victim(s)/Injured (if any) 受害者/傷者(如有)的情況	
5.	Brief Particulars of victim(s)/Injured 受害者/傷者的簡單資料 (a) Name(s) 姓名 (b) Sex 性別 (c) Age 年齡 (d) Next-of-kin Phone No.: 近親的聯絡電話	(a) (b) (c) (d)
6.	Location of victim(s)/Injured 受害者/傷者所在位置 e.g.如： Flat Ground 平地 Hill Slope 山坡 Grid Reference 地圖座標 Road 道路 Landmark 地界標誌	
7.	Other Particulars 其他資料	

Name of Recorder :

記錄者姓名

Post in School :

職位

Signature :

簽署

Date :

日期

**List of Telephone and Facsimile Numbers of
Police Stations (Divisions and Sub-Divisions) by Region**
以總區劃分的警署及分區警署
電話及傳真號碼一覽表

Hong Kong Island Region 港島總區

<u>Eastern Police District 東區</u>	<u>Tel. No. 電話號碼</u>	<u>Fax No. 傳真號碼</u>
Chai Wan Police Division 柴灣分區	2595 2200	2898 3032
North Point Police Division 北角分區	2880 4200	2805 5925
 <u>Wanchai Police District 灣仔區</u>		
Wanchai Police Division 灣仔分區	2828 7400	2511 8731
Happy Valley Police Division 跑馬地分區	2835 5200	2574 2027
 <u>Central Police District 中區</u>		
Central Police Division 中區分區	2841 6311	2869 1150
Water Front Police Division 海傍分區	2859 9200	2559 9139
Peak Police Sub-Division 山頂警署	2849 0200	2849 4156
 <u>Western Police District 西區</u>		
Western Police Division 西區分區	2859 4200	2858 9065
Aberdeen Police Division 香港仔分區	2870 7200	2555 3076
Stanley Police Sub-Division 赤柱警署	2813 3500	2813 0289

Kowloon East Region 九龍東總區

Wong Tai Sin Police District 黃大仙區

	<u>Tel. No. 電話號碼</u>	<u>Fax No. 傳真號碼</u>
Wong Tai Sin Police Division 黃大仙分區	2352 9400	2329 8402
Tsz Wan Shan Police Division 慈雲山分區	2726 6200	2351 9064
Sai Kung Police Division 西貢分區	2792 8600	2791 5129

Kwun Tong Police District 觀塘區

Kwun Tong Police Division 觀塘分區	2709 8212	2348 0700
Tseung Kwan O Police Division 將軍澳分區	2703 2213	2706 1332

Sau Mau Ping Police District 秀茂坪區

Sau Mau Ping Police Division 秀茂坪分區	2341 8696	2790 7017
Ngau Tau Kok Police Division 牛頭角分區	2798 3312	2750 0642

Kowloon West Region 九龍西總區

Sham Shui Po Police District 深水埗區

	<u>Tel. No. 電話號碼</u>	<u>Fax No. 傳真號碼</u>
Sham Shui Po Police Division 深水埗分區	2360 7200	2958 1430
Cheung Sha Wan Police Division 長沙灣分區	2746 3300	2742 7046
Shek Kip Mei Police Division 石硤尾分區	2788 5200	2788 3830

Yau Tsim Police District 油尖區

Yau Ma Tei Police Division 油麻地分區	2359 8200	2332 8500
Tsim Sha Tsui Police Division 尖沙咀分區	2721 0137	2369 0793

Kowloon City Police District 九龍城區

Kowloon City Police Division 九龍城分區	2711 6955	2762 9789
Hung Hom Police Division 紅磡分區	2761 8200	2624 5367

Mong Kok Police District 旺角區

Operations Division 行動科	2398 6200	2789 2123
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New Territories North Region 新界北總區

Tuen Mun Police District 屯門區

	<u>Tel. No. 電話號碼</u>	<u>Fax No. 傳真號碼</u>
Tuen Mun Police Division 屯門分區	2456 5200	2464 8205
Castle Peak Police Division 青山分區	2404 3500	2441 9244

Tai Po Police District 大埔區

Tai Po Police Division 大埔分區	2660 3200	2665 0117
Sheung Shui Police Division 上水分區	2675 3300	2677 0119

Yuen Long Police District 元朗區

Yuen Long Police Division 元朗分區	2473 8200	2443 0590
Tin Shui Wai Police Division 天水圍分區	2448 5200	2446 6547
Pat Heung Police Division 八鄉分區	2483 8200	2488 0328

Border Police District 邊境區

Sha Tau Kok Police Division 沙頭角分區	2674 8600	2659 2339
Lok Ma Chau Police Division 落馬洲分區	2482 8200	2482 4808
Ta Kwu Ling Police Division 打鼓嶺分區	2674 8300	2659 8501

New Territories South Region 新界南總區

Tsuen Wan Police District 荃灣區

	<u>Tel. No. 電話號碼</u>	<u>Fax No. 傳真號碼</u>
Tsuen Wan Police Division 荃灣分區	2417 5200	2415 2839
Lei Muk Shue Police Division 梨木樹分區	2480 9200	2421 5003

Kwai Tsing Police District 葵青區

Kwai Chung Police Division 葵涌分區	2410 2200	2410 0013
Tsing Yi Police Division 青衣分區	2431 3600	2495 7435

Sha Tin Police District 沙田區

Sha Tin Police Division 沙田分區	2694 6211	2602 3944
Tin Sum Police Division 田心分區	2694 3313	2602 5153
Ma On Shan Police Division 馬鞍山分區	2640 5213	2643 6601

Lantau District 大嶼山區

Lantau North Police Division 大嶼北分區	2988 2368	2988 1822
Lantau South Police Division 大嶼南分區	2984 6200	2984 1408

Marine Region水警總區

Marine Outer Waters District 水警港外警區

Tel. No. 電話號碼

Fax No. 傳真號碼

Marine East Division 水警東分區

2791 1050

2194 4542

Marine North Division 水警北分區

2603 4077

2602 7353

Marine West Division 水警西分區

2452 9261

2452 2759

Marine Port District 水警海港警區

Marine Harbour Division 水警港口分區

2886 8740

2884 9242

2886 8739

2886 8738

Marine South Division 水警南分區

2555 4400

2553 7165

Cheung Chau Police Division 長洲分區

2986 0200

2986 9057

2981 1217