



**Civil Engineering and Development Department
Technical Circular No. 05/2020**

**Crisis Management and Upward Reporting of
Major Emergency Incidents from CEDD to DEVB**

Introduction

This technical circular (TC) sets out the procedure to be followed for upward reporting of major emergency incidents from this Department to the Works Branch (WB) of the Development Bureau (DEVB) as stipulated in ETWB Technical Circular (Works) No. 20/2005.

2. All professional staff shall read this TC.

Effective Date

3. This TC takes immediate effect.

Effect on Existing Circulars

4. This TC supersedes Civil Engineering and Development Department TC No. 04/2014 which is hereby cancelled. The revision is to align the term, i.e. the Division Head at D1 level or above, with other CEDD TCs/General Circulars for the sake of consistency.

Background

5. In accordance with ETWB General Circular No. 2/2005, a formal crisis management structure for handling crises has been set up in the DEVB. Under this crisis management structure, Departmental Radars of the departments under the DEVB operate at the departmental level with the primary role of identifying issues and/or incidents at the departmental level that may develop into crises and alerting the DEVB as soon as possible. The Departmental Radar's function is performed by a senior officer at the Deputy Director level in each department under the DEVB. The duties of the Departmental Radar are listed at **Appendix A**.

6. The early warnings reported by the Departmental Radars will be relayed to and

assessed by the Incident Screening Committee (Works Branch) set up in the DEVB and chaired by the Deputy Secretary (Works)1 (DS(W)1).

Implementation

7. The Deputy Director of Civil Engineering and Development (DDCED) has been appointed as the Departmental Radar for this Department.

8. In order that the Departmental Radar can perform the required duties, Office Heads/Assistant Directors of the Headquarters should draw the attention of the Departmental Radar to any potential crisis. A crisis usually has one or more of the following characteristics or consequential implications:

- (a) widespread media interest;
- (b) overwhelming public concern and political sensitivity;
- (c) significant traffic impact;
- (d) serious effect on members of the public or public facilities including the need to evacuate a large number of building occupants; and/or
- (e) fatality.

9. To determine whether an emergency incident is a crisis when it occurs or will likely develop into a crisis, a dual assessment approach should be adopted. The Coordinating Officer (i.e. the Division Head at D1 level or above) should conduct a technical assessment on the issue/incident. He should also consult the departmental Public Relations (PR) Unit as to whether it is necessary to conduct a PR impact assessment. For issues/incidents relating to projects or subjects under the jurisdiction of a specific Office, the relevant Office Head, after considering the outcome of the technical and PR assessments of the Coordinating Officer, is responsible for reporting to the Departmental Radar. For general administrative matters or subjects under the jurisdiction of the Headquarters, the Assistant Director of the Headquarters as appropriate is responsible for the said reporting.

10. Depending on the category of the issue/incident, the Office Head/Assistant Director of the Headquarters is required to follow the appropriate procedure outlined in ETWB TC(W) No. 20/2005 and report the matter to the Departmental Radar by phone and subsequently submit a written report using the standard Emergency Incident Report Form. This should be supplemented by the Supplementary PR Impact Assessment Report Form or other reports/separate sheets as necessary. The sample reports are at **Appendix B** and **Appendix C**. The Report Forms are to be updated by the Technical Secretary/Headquarters from time to time and obtainable from the Department's Bulletin Board. Officers are recommended to download the latest Report Forms each time when they wish to report to the Departmental Radar. The completed Report Form should be forwarded to the Departmental Radar by fax or e-mail. The Office Head/Assistant Director of the Headquarters has the responsibility to ensure that the report has been received by the Departmental Radar.

11. Upon receipt of the verbal report from the subject Office Head/Assistant Director of the Headquarters, the Departmental Radar is required to immediately make an assessment

of the case and, if appropriate, report by phone to the DS(W)1 of the DEVB, after seeking endorsement from the Director of Civil Engineering and Development (DCED). Upon receipt of the Emergency Incident Report Form, the Departmental Radar should immediately review the report and forward it to the DS(W)1 by fax or e-mail, keeping the DCED informed. The Departmental Radar has the responsibility to ensure that the report has been received by the DS(W)1.

12. For emergency issues/incidents related to landslides, the Head of GEO (H(GEO)) shall follow the established procedure as stipulated in the GEO Emergency Manual for reporting to the DEVB and other Government organizations concerned. The H(GEO) should keep the DDCED as the Departmental Radar informed in parallel.

13. The reporting procedure stipulated in this circular should be followed even if the incident has been reported to the DEVB under other mechanisms, e.g. procedure laid down in CEDD TC No. 06/2020 etc., in the event that the incident might develop into a crisis.

Enquiries

14. Enquiries about this circular should be addressed to the Technical Secretary/Headquarters, CEDD Headquarters.

References

- (a) ETWB General Circular No. 2/2005 - Crisis Management
- (b) ETWB Technical Circular (Works) No. 20/2005 - Upward Reporting of Major Emergency Incidents Reports from Works Departments
- (c) CEDD Technical Circular No. 06/2020 - Reporting of Incidents on CEDD Works Sites

(Signed)

(Ricky C K LAU)

Director of Civil Engineering and Development

Duties of Departmental Radar

1. To identify issues at the departmental level that may become crisis.
2. To analyse the assessments on the issues and decide on the classification of the category of the issue/incident.
3. To report the potential crisis to the Works Branch of the Development Bureau as soon as possible.

Development Bureau (Works Branch)
Category 1/2* Emergency Incident Report
Water Supply/Flooding/Landslide/Road Incidents

(Sample report)

From:	/	To:	DS(W)1, DEVB
	(Name) (Designation)		
Tel:	/ /	Fax No. or	2536 9732;
	(Office) (Mobile) (Home)	Email	dsw1@devb.gov.hk
		Address:	
Date:		Time:	

(A) Technical Assessment

1. **The Incident (Crisis/ Potential crisis*) (Date, Time, Location with district, cause)**

2. **Nature and Magnitude of Incident (Crisis/ Potential crisis*)**

3. **Characteristics or Consequential Implications including the following**

- (i) media interest,
- (ii) public concern & political sensitivity,
- (iii) traffic impact,
- (iv) effect on members of the public/public facilities, and
- (v) fatality

4. **Actions Being Taken, including**

- (i) whether Emergency Transport Coordination Centre (ETCC) has been consulted before commencement of works; and
- (ii) those actions by ETCC, as appropriate

5. **Expected Completion Time, including the time for resumption of traffic flow**

6. **Remarks**

(B) PR Impact Assessment

7. Is there Media interest/ Public concern/ Political sensitivity?

Yes/No/To be assessed*

8. Remarks:

A supplementary assessment is attached (using Appendix B/separate sheets)/
will be submitted separately/will be included in the next report/is not necessary*.

Other relevant information: _____

(C) Subject Officer of this incident:**

Name:

Title:

Contact No.: (Office)

(Mobile)

(Home)

(
Deputy Director of
Civil Engineering and Development

c.c.

Fax No.

PS(W)	2877 1266
DS(W)2	2536 9299
AA/SDEV	2147 3691
PAS(W)1	2810 8502
Press Secretary (DEV)	2147 3691
SPO(DEV)	2537 1877
AS(WP)4	2524 9308

Internal

DCED

H(CEO)/H(GEO)/PM

AD/

CE/

SE/MC

ECC in charge

Fax - Please note and post on BBS.

* Please delete as appropriate.

** Please provide relevant information if different from sender of the report.

Development Bureau (Works Branch)
Category 1/2* Emergency Incident Report
Supplementary PR Impact Assessment Report Form***

(Sample report)

From:	/	To:	DS(W)1, PAS(W)1, and SPO(DEV), DEVB
	(Name) (Designation)		
Tel:	/ /	Fax No. or Email Address:	2536 9732, 2810 8502 & 2537 1877
	(Office) (Mobile) (Home)		
Date:	Time:	Priority:	Very High/High/Medium*
		Sensitivity:	Very High/High/Medium*

(I) Incident summary

(II) Reasons of sensitivity^(Note 1)

(III) Initial assessment/proposed immediate actions (if required)^(Note 2)

(IV) Suggested immediate Line-to-take (if required)^(Note 2)

(V) Subject Officer of this incident**

Name:

Title:

Contact No.: (Office)
(Mobile)
(Home)

()
Deputy Director of
Civil Engineering and Development

* Please delete as appropriate.

** Please provide relevant information if different from sender of the report.

*** Please consider putting this part of the report under confidential cover where appropriate

(Note 1) These may include but not limited to the followings:
(i) media interest, (ii) public concern & political sensitivity, (iii) traffic impact,
(iv) effect on members of the public/public facilities, and (v) fatality.

(Note 2) Please use separate sheets as necessary.