

**Emergency Situations**  
**Telephone Numbers for Use Outside Office Hours**

Staff of the Buildings Department (BD) are on 24-hour call and stand by even outside office hours to attend to emergencies sometimes involving sites where building work is in progress.

2. Often the remedy may be a relatively simple matter if the authorized person (AP) and/or registered structural engineer (RSE) responsible for the development can be contacted in time. This would avoid much inconvenience and delay, e.g. clearance of major thoroughfares due to collapsed scaffolding or hoarding, and obviate the need to use the Government Contractor at the expense of the owner of the building.
3. APs and RSEs have a duty to ensure that no danger is caused to the public by the building work for which they are responsible. You are therefore requested to inform BD of your telephone number, fax number and mobile telephone number, if any, for use in emergencies. Please also keep BD informed of any change in these numbers by using the attached letter.
4. All telephone numbers supplied will be used by BD staff only for emergency purpose as outlined in this Practice Note.



(Helen C P Lai YU)  
Building Authority

Ref. : BD GR/EMO/1

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**For Use by Authorized Persons  
and Registered Structural Engineers**

To : Director of Buildings  
Buildings Department  
12/F Pioneer Centre  
750 Nathan Road, Mongkok  
Kowloon  
(Fax. No. 2625 0437)

**Emergency Situations  
Telephone Numbers for Use Outside Office Hours**

Re. PNAP No. 34, I hereby notify that my telephone number(s) is (are) as follows :

Tel. no(s) : \_\_\_\_\_  
Mobile tel. no(s) : \_\_\_\_\_  
Fax no(s) : \_\_\_\_\_

These number(s) should be used only for emergencies outside office hours concerning building sites for which I am the AP/RSE. If there is any change, I will advise you as soon as possible.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

**Buildings Department's Statement on Personal Information Collection**

*Any personal data provided in this form will only be used for the purposes of contacting you in case of emergencies outside office hours concerning building sites for which you are the AP/RSE. The provision of personal data by means of this form is voluntary. You have rights of access and correction to your personal data. If you wish to exercise these rights with respect to your personal data held by us, please contact Technical Secretary/Building of this department at tel. no. 2626 1218.*