

**Compilation of a Management Plan by Sai Lam Temple(西林寺)
No. 198, Sheung Wo Che, Shatin, NT
To Facilitate the Application of Columbarium (骨灰龕) Licence
Under the Private Columbaria Ordinance, Cap 630**

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Table of Contents

<u>Item</u>	<u>Description</u>	<u>Page No.</u>
1	Introduction	2
2	Background	2
3	Basic Information of the Columbarium	3
4	Site Information and Building Arrangement	4
5	The Holding Capacity of Visitors and Admission Control	4
6	Calculation of Visitors' Attendance at Sai Lam Temple and Holding Capacity of the Proposed Holding Areas	9
7	Public Transport Arrangement	11
8	Proposed Pedestrian Routing	11
9	Police Presence	12
10	Crowd Management Plan Execution	13
11	Supply and Distribution of Manpower of Sai Lam Temple Staff/Security Personnel for Both Traffic and Crowd Management	17
12	Specific Duties of Sai Lam Temple Staff/Security Personnel for Both Traffic and Crowd Management	17
13	Security Management	18
14	Inclement Weather	18
15	Command Post (CP)	18
16	Location Map of Sai Lam Temple and Route Map	18
17	Picture of Sai Lam Temple, its Columbarium Halls, One-way Gyrotory System and Emergency Evacuation Route	18
18	Manpower Deployment	18
19	Contingency Plan for Fire or Other Emergency Situations to Be Executed by Sai Lam Temple in Compliance with Section 97(f) of the Private Columbaria Ordinance Cap 630	21
20	Measures to Ensure Compliance with Licensing Condition, Guidelines and Code of Practice Stipulated or Issued by the PCLB	29
21	Handling of Complaints	31
22	Financial Plan	32
23	Person responsible for the Implementation and Approval of the Management Plan	32

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Under the Private Columbaria Ordinance, Cap 630
Location: Lot Nos. 63 and 296 (Part) in DD 185, Shatin, NT

1. Introduction

This paper, which comprises the traffic and crowd management plans and a fire and emergency contingency plan is prepared by the aforesaid Traffic Management Consultant on behalf of the Applicant - Sai Lam (Salvation) Foundation Limited of Sai Lam Temple (西林寺), which is located at No. 198, Sheung Wo Che, Shatin, NT, for facilitating the application of licence under the Private Columbaria Ordinance (PC Ord), Cap 630.

2. Background

- 2.1 Sai Lam Temple (hereafter refer to as the Temple) occupies an application site area of about 1,482m² at Sheung Wo Che, Shatin. It is a historical Buddhist/Taoism Temple in Hong Kong, which is built along the hillside terrace. Its total gross floor area (GFA) is about 1,608.761m². It has been used for religious and institutional use for over 80 years. The Temple consists of an Admin Block, which is built in the middle of the site with a big open courtyard built in front of it and four columbarium blocks, built in a pavilion type two-storey structure located behind the Admin Block. Location plan is at **Annex 'D'**. CCTV cameras are installed at vantage locations inside the Temple and CCTV monitor is installed in the Admin Office for monitoring the worshipping activities. The area is scenic and the Temple is environmentally quiet, beautiful and clean. The Temple's columbarium began to operate by the Applicant in 2009 and houses a total of **10,960 sold** niche spaces (8,905 are single niches and 2,055 are double-urn niches), and **unsold niches are 0 (zero)**. The breakdown of the Temple's niche information is appended in the below table, viz :-

Niche Breakdown of Sai Lam Temple

<u>Classification</u>	<u>Single-Urn Niche</u>	<u>Double-Urn Niche</u>	<u>Total</u>
No. of Sold & Occupied Niches	2,500	1,118	3,618*
No. of Sold but not Yet Occupied Niches	6,405	937	7,342*
Total Sold Niches	8,905	2,055	10,960

*** September 2021 version**

- 2.2 Currently during Festive periods, about a thousand odd worshippers access the Temple for worship during the Festival Day of either Ching

Ming Festival or Chung Yeung Festival every year. Strategic traffic and crowd management measures are considered necessary to be implemented inside the Temple and on the approach roads/footpaths leading to it to ensure the safe arrival and departure of worshippers as well as to ensure a safe worship activity inside the Temple. As far as Transport services are concerned, the Temple is easily accessible by public transport, namely by MTR services to the MTR Shatin Station or by Bus/GMB to Shatin Public Transport Interchange (PTI) and followed by a 10 minutes' walk along Pai Tau Street, Shatin Rural Committee Road and an unnamed footpath behind the Grand Central Plaza to reach the Temple. Transport information can be found on its web-site www.sailamtemple.com.

- 2.3 A site reconnaissance (Recce) was conducted on 2018-11-22 and several site inspections were carried out on different days thereafter at the Temple and its vicinity by the author. The Temple is about 500m from the MTR Shatin Station and the walking distance is about 10 minutes at normal pace.
- 2.4 The Temple has 11 columbarium halls with 2 located on the G/F, 6 located on 1/F and 3 located on 2/F of the 2-storey built columbarium structure and they are observed in good serviceable condition. Incense burners are located outside the columbarium halls for worshippers to burn incense materials and the Temple has bought environmental furnace for future use. As far as escape route is concerned, there are adequate entrance/exits and staircases for people to enter the columbarium halls at different levels and leave vice versa. The layout of the columbarium premises provide adequate escape/dispersal routes for worshippers to disperse in the event of fire or emergency situations. Fire extinguishers were seen placing at prominent locations outside the columbarium halls. **The Temple has 3 managers and 7 management staff for its daily operation.**

3. Basic Information of the Columbarium

The basic information of the columbarium concerned is as follows :-

Name of the columbarium : Sai Lam Temple (西林寺).

Address of the columbarium : No. 198, Sheung Wo Che, Shatin, NT

Year of commencement of operation : 2009

Name of operator : Sai Lam (Salvation) Foundation Limited

Status of operator : Current tenant of the premises

Religion of the columbarium : Buddhism/Taoism

4. Site Information and Building Arrangement

This columbarium is composed of :

- Four columbarium blocks (a total of 11 columbarium halls)(about 311.19 sqm)
- Two joss paper burners (environmental furnaces are placed on the courtyard opposite to the Admin Block)
- No refuse storage room(s) – rubbish will be taken to nearby refuse collection point for disposal near the Temple by staff on a daily basis
- Other buildings which are facilities necessary for or ancillary to the operation of the columbarium (the following facilities are not part of the licensing application area)
 - (a) Female Toilet (5 toilets shared by males and females)
 - (b) Male Toilet (same as above)
Disabled Toilet (No provision of disable toilet)
 - (c) Office (one office)
- Other facilities necessary for or ancillary to the operation of the columbarium (e.g. parking facilities, loading and unloading facilities) (please specify nature, area and number) N/A

5. The holding Capacity of Visitors and Admission Control

The Applicant provides the following information :

- Current, the opening hours daily (including Saturdays, Sundays & public holidays) are between 0900 – 1800 hours (9 hrs/day).
- After the Columbarium Licence is approved by the Private Columbaria Licensing Board (PCLB), the opening hours will be as follows:-
 - (a) the opening hours daily (including Saturdays, Sundays & public holidays) will be between 0900 – 1800 hours (9 hrs/day).
 - (b) during Ching Ming/ Chung Yeung Festival Periods (i.e. 2 consecutive weekends/Public Holiday(s) before & after Ching Ming/Chung Yeung Festival Days (including Saturdays, Sundays & Public Holidays) will be between 0800 – 1800 hours (10 hrs/day), but closed on Ching Ming/Chung Yeung Festival Days.
- For visitors holding capacity of the columbarium (Application site), according to the Temple's application layout plan, the site has an area of about 1,482m² where the cluster of 11 columbarium halls are located, and only covers the main existing columbarium operational area (i.e. excluding area outside the retaining wall, temporary structure to the right and the landscaping area right of the staircase). By adopting the Building Department (BD)'s 'Code of Practice for Fire

Safety in Buildings' (CoP), i.e. the calculation of columbarium factor of 2m² per person, the application site can hold up a maximum of $1,482 \text{ m}^2 \div 2 \text{ m}^2 = \underline{\underline{741 \text{ visitors}}}$ at any one time.

- Measures to be adopted to ensure that the number of visitors inside the columbarium will not exceed the holding capacity for visitors: when the Columbarium Licence is approved by the PCLB, in due course the Applicant undertakes to implement the following stringent administrative and operational measures in all future Festive operations to ensure that only a controllable number of worshippers (definition: **Controllable number of worshippers means that only a limited number of visitors be allowed to access the Temple's columbarium halls for worship at any one time by appointment and under the close supervision of the Temple's staff and employed professional security personnel in such a condition that at any one time the number of visitors will not exceed the holding capacity of the columbarium halls concerned**) be allowed to access the Temple for worship per day and per hour during the Ching Ming Festival Periods and Chung Yeung Festival Periods (i.e. 2 consecutive weekends/Public Holiday(s) before & after Ching Ming/Chung Yeung Festival Days (including Saturdays, Sundays & Public Holidays), **but closed on Ching Ming/Chung Yeung Festival Days**) so that the holding capacity of the columbarium will not be exceeded at any one time. Visitors will be arranged to attend the Temple by way of **visit-by-appointment system** (i.e. by way of specific date and time slot arrangements arranged by the Temple with the respective niche purchasers) so as to ensure a safe situation is maintained and a smooth worship be conducted inside the Temple throughout the Festive Periods and that the least traffic disruption in the surrounding area is ensured. The stringent measures are specified as follows, viz :-

- (a) The introduction of **Member-Only Scheme** – the Temple will only allow joined members to enter the temple for worship during either Ching Ming Festival Periods or Chung Yeung Festival Periods. Membership cards will be issued to all sold niche purchasers by way of registered mails once the Columbarium Licence is approved by the PCLB. They will be informed that their personal data will be recorded and kept by the Temple for record purpose and for registration/verification during the Festive periods and for inspection by relevant Government department(s), if required. During Festive visits, the niche purchasers & their accompanies have to present their membership cards to staff and security personnel stationed at the registration counter set up near to the entrance of the Temple for registration and verification before they are allowed entering the Temple for worship. Niche purchasers will be informed during the advance booking that visitors who fail to present membership cards on spot for registration by staff of the Temple during their visits will be prohibited from entering the Temple for worship and they have to make another appointment(s) for visiting the Temple in the nearest due course during Festival Periods/Non-Festival periods;

- (b) The Applicant will implement the following time scale for Festive visits to the Temple for worship by members to ensure the least traffic/crowd disruption to the road condition of Pai Tau Street and its vicinity. The traffic and crowd management measures will cover either Ching Ming Festival Periods and Chung Yeung Festival Periods, viz :-

	<u>Peak Grave Sweeping Days</u>	<u>Operation Status</u>	<u>Operation Hours</u>
i)	2 nd Saturday before Ching Ming/ Chung Yeung Festival Day	Open	08:00 – 18:00
ii)	2 nd Sunday before Ching Ming/ Chung Yeung Festival Day	Open	08:00 – 18:00
iii)	1 st Saturday before Ching Ming/ Chung Yeung Festival Day	Open	08:00 – 18:00
iv)	1 st Sunday before Ching Ming/ Chung Yeung Festival Day	Open	08:00 – 18:00
v)	Ching Ming/ Chung Yeung Festival Day	Close	-
vi)	1 st Saturday after Ching Ming/ Chung Yeung Festival Day	Open	08:00 – 18:00
vii)	1 st Sunday after Ching Ming/ Chung Yeung Festival Day	Open	08:00 – 18:00
viii)	2 nd Saturday after Ching Ming/ Chung Yeung Festival Day	Open	08:00 – 18:00
ix)	2 nd Sunday after Ching Ming/ Chung Yeung Festival Day and/or	Open	08:00 – 18:00
x)	Weekdays within (i) and (ix)	Open	09:00 – 18:00

- (c) The activation of the **Visit-By-Appointment** booking system – **2 months** prior to Ching Ming Festival and Chung Yeung Festival, Temple staff will contact the niche purchasers via electronic means (i.e. by phone, email, SMS or WhatsApp) and to arrange appointments with them for individual visits to the Temple for worship during the Festival Day and its shadow periods on mutual choice and as arranged by the Temple on a first-come-first-serve basis. Simultaneously, the visitors will be reminded to bring along their membership cards for registration & verification for admission into the Temple for worship and they will also be reminded to attend the worship at the Temple using public transport. Visitors will be told that if they fail to adhere to the mandatory visit-by-appointment system arranged by the Temple, unless with reasonable/acceptable excuse(s), (e.g. late comers due to unexpected situation, for instances, MTR train delay/traffic accident/traffic congestion, etc) will not be allowed to enter the Temple for worship and will have to arrange another appointment(s) for next visits. If the visitors had already made an appointment prior to the Temple's action, the Temple will not contact them. Such visit-by-appointments for worship will be documented in detail by the Temple and to ensure the compliance of

such a mandatory “visit-by-appointment system” arrangement and to facilitate ad hoc checking by the Food and Environmental Hygiene Department (FEHD)’s staff on the spot, the Applicant will keep a register for the “visit-by-appointment system” for all the visitors and to record the information include (but not limited to) the following essential items, viz :-

- (i) The date and time of visit session;
 - (ii) Niche no. to be visited & the columbarium hall name;
 - (iii) The name & number of visitors;
 - (iv) The time of entering/leaving the columbarium;
 - (v) The date of booking and the means of booking; &
 - (vi) The membership card numbers of the niche purchasers
- (d) Arrangement of attendance by way of specific time slots – during the advance contact with the niche purchasers, a specific day and a specific time slot (**not more than 30 minutes for each batch of worshippers to conduct individual worship inside respective columbarium halls**) will be allocated to each batch of visitors to ensure an orderly and procedural worshipping activities inside the Temple and niche purchasers (including those sold niches purchasers) will be informed of the 30- minute time frame worship restriction to be conducted inside the Temple which all niches purchasers will have to comply with. (When columbarium licence is issued by the PCLB in the nearest due course, the Temple management will immediately send notice to all sold niches purchasers informing them about the aforesaid 30-min worship restriction for each batch of visitors). Such worship during each period of time will be closely monitor and supervise by staff of the Temple and employed professional security personnel [e.g. when the 30-minute worship period has expired for a batch of visitors conducting worship inside a particular columbarium hall, the security personnel deployed inside the hall will informed the visitors to leave the columbarium hall and then contact those staff/security personnel deployed at the entrance (or at the holding area(s), if set up) to release another batch of visitors into the respective columbarium hall for worship in such a continuous condition that the holding capacity/area of the columbarium hall will not be exceeded at any one time];
- (e) All other activities of the Temple will be suspended during the grave-sweeping periods;
- (f) Introduction of admission control : an admission control system may be adopted by the Temple by way of setting up holding areas outside the Temple in order to properly control the volume of in-flow and out-flow of visitors to & from the columbarium halls, ensuing the holding capacity/area of the columbarium halls will not be exceeded at any one time (this holding areas concept only serves as a **backup measure** to be used by the Temple in case there are ad hoc visitors such as late comers/unpunctual visitors,

who fail to comply with the visit-by-appointment system, etc). It is because under the visit-by-appointment system the maximum number of visitors inside the columbarium halls will be not more than **116** persons within each 30-minute time slot and that the holding capacity/area of the columbarium will not be exceeded at any one time which indicates that the aforesaid holding areas will not be used unless otherwise). The proposed holding area(s), if required to be set up, will be set up in areas as detailed in **Section 6** below. **In any event, priority will be given to those punctual visitors, who adhere firmly to the visit-by-appointments** to enter the Temple for worship. Those late comers will have to wait at the holding area(s) waiting for their turns to enter the Temple for registration and thereafter to conduct worship when there are available vacancies inside the respective columbarium halls;

(g) A maximum of 150 visitors will be accommodated per 30-minute session. This includes a maximum of 116 visitors inside the columbarium building for worship and the other 34 visitors waiting at holding areas outdoors. To ensure effective crowd management, the following measures will be implemented, admission cards will be issued to visitors, and only those with a valid card will be permitted to enter the columbarium buildings. Each hall has a designated number of cards corresponding to its capacity limit. The total number of cards for the entire indoor columbarium building is 116 which is the maximum indoor capacity. Visitors with advanced booking will be guided for registration at the entrance of the site, and they will receive a card specific to a designated hall upon registration. Visitors are required to return their cards to staff upon exiting the site, enabling the redistribution of cards to new visitors. Once all cards for a hall are distributed, no additional visitors will be allowed entry until cards are returned.

(h) The Applicant will employ professional traffic and crowd management agent to assist the Temple to conduct traffic and crowd management inside and outside the Temple in order to facilitate the smooth running of the worship activities throughout the whole Festival periods;

(i) If required, the Applicant is willing to submit an After-action Traffic and Crowd Review Report after each Festival to relevant authorities such as PCLB, TD & Police every year for scrutiny for improvement; &

(j) The Applicant also undertakes to conduct rehearsal(s) for traffic & crowd management prior to Festival(s) should situation dictates.

- **Sale agreement and house rule concerning admission control:** All niches of Sai Lam Temple have already been sold in this case. There is a clause in the original sales agreement that mentions house rules could be subject to changes according to the future development and management of the Temple. However,

if further niches are proposed in future subject to approval by the PCLB, specific clause(s) will be written on all future sales agreement between SLT and the potential niche buyers. In any case the Applicant will design and prepare a **detailed notice** for future use, which will consist of the aforesaid detailed measures in this Management Plan including the traffic and crowd management measures that will be implemented by the Temple all house rules concerned including the 30-minute time frame worship restriction; and will send to each niche purchaser a copy of the aforesaid detailed notice two month prior to each Festival by mail, email, SMS or WhatsApp any other possible notification means, if applicable for their information and compliance.

6. Calculation of Visitors' Attendance at Sai Lam Temple and the holding capacity of the Proposed Holding Areas

6.1 During the Ching Ming/ Chung Yeung Festival Periods, visitors will be allowed to enter the columbarium by sessions. As shown in the table below, each hour will be divided into two 30-minutes sessions. The crowd will be controlled and limited to 150 visitors entering the columbarium in each session. Therefore, through entrance control, the number of visitors would be 300 persons per hour (i.e. two 30-minutes sessions with 150 persons per session).

Session	Time Period (30 Minutes Session)	Number of Visitors	
		In	Out
1	0800-0830	150	150
2	0830-0900	150	150
3	0900-0930	150	150
4	0930-1000	150	150
5	1000-1030	150	150
6	1030-1100	150	150
7	1100-1130	150	150
8	1130-1200	150	150
9	1200-1230	150	150
10	1230-1300	150	150
11	1300-1330	150	150
12	1330-1400	150	150
13	1400-1430	150	150
14	1430-1500	150	150
15	1500-1530	150	150
16	1530-1600	150	150
17	1600-1630	150	150
18	1630-1700	150	150
19	1700-1730	150	150
20	1730-1800	150	150
	Daily Total	3000	3000

- 6.2 The table above indicates that a daily total amount of 3,000 visitors would be allowed to access the columbarium during the Ching Ming/ Chung Yeung Festival Periods. With such 8 days' service, at most 24,000 visitors can be served.
- 6.3 Further to the limitations on the number of persons allowed in some of the halls imposed by BD, the other hall's holding capacity will be assessed based on the maximum indoor usable floor area in view of fire safety according to the CoP. The following table shows the names of Sai Lam Temple's columbarium halls (in Chinese), their internal areas and holding capacity of each hall, viz :-

Name of Sai Lam Temple's columbarium halls (Hall name in Chinese)	Usable Floor Area of each columbarium hall	Holding capacity of each hall at any one time
崇仁堂 (H2)	-	7 (upon BD's requirement)
崇明堂 (H3)	20.54	10
崇光堂 (H3)	-	6 (upon BD's requirement)
崇孝堂 (H4)	12.92	6
崇禮堂 (H4)	13.35	7
崇義堂 (H4)	12.92	7
崇新堂 (H4)	-	29 (upon BD's requirement)
崇高堂 (H5)	13.86	7
崇敬堂 (H5)	18.76	9
崇德堂 (H5)	-	5 (upon BD's requirement)
崇福堂 (H5)	-	23 (upon BD's requirement)
	92.35	116 = 92.35/2 + 70 (upon BD's requirement)

- 6.4 The columbarium will be restricted to accommodate not more than 116 visitors staying in the building at any one time. In case of number of visitors exceeding 116 inside the columbarium building, holding area will be provided. The total area is about 137m² where can hold about 228 visitors with service level of C.

<u>Holding Areas</u>	<u>Area</u>
No. 1 - Open space between H5 and H1 building	about 29m ²
No. 2 - Open land area in front of the Admin Block	about 70m ²
No. 3 - In front of H1 building	about 20m ²
No. 4 - Open space in front of H5 at Ground Level	about 18m ²

- 6.5 With strict adherence to the visit-by-appointment system, the above calculation indicates that the number of visitors using the approach roads and footpaths leading to the Temple for worship during the Ching Ming/ Chung Yeung Festival Periods are well within handleable and

acceptable level. It again indicates that the holding capacity of the Temple's columbarium at any one time will not be exceeded using the mandatory visit-by- appointment system plus the implementation of stringent administrative and operational measures; and the employment of professional traffic and crowd management agent to assist the Temple in managing the events. It is adamant that if the Temple's Festive events are run in such a stringent and professional manner, the events will surely be conducted in an orderly and smooth fashion across the Festive Periods without causing any chaotic situation at the Temple and its vicinity.

7. Public Transport Arrangement

Sai Lam Temple is located along the hillside of Sheung Wo Che, Shatin, which is accessible via the MTR Shatin Station, Pai Tau Street and Shatin Rural Committee Road by the eastern side of Grand Central Plaza or by the rear section of Pai Tau Street. During festive days, visitors going to the Temple can use MTR/Bus/GMB services to reach Shatin MTR Station/ Shatin PTI where they can take a 10 minutes' walk via Pai Tau Street and Shatin Rural Committee Road or the rear section of Pai Tau Street to reach the Temple.

- 7.1 Bus Routes : 85K, 86K, 89X, 88X, 263, 170, 798, 798A & 798B
Green Mini-Bus Routes : 60K, 60P, 62K, 66K, 67A, 67K, 68K, 69K, 27, 27A, 809K & 809A

- 7.2 A copy of the bus routes and green mini-bus routes is at **Annex 'A'**.

8. Proposed Pedestrian Routing

- 8.1 Temple staff and security personnel will be deployed to the following locations to conduct traffic management and guide visitors the correct way to approach the Temple, viz :
- (i) Pai Tau Street/bottom of the connecting ramp of MTR Shatin Station,
 - (ii) Pai Tau Street pavement/unnamed alley immediately south of the Pai Tau Village Playground,
 - (iii) Pai Tau Street/Sheung Wo Che Road pavement,
 - (vi) Pai Tau Street/Shatin Rural Committee Road pavement and
 - (v) The unnamed footpath behind the Grand Central Plaza leading to the Temple

They will maintain vigilant of the situation in guiding the arrival/departure worshippers. To obtain Police permission to erect either banners/ directional signs at the aforesaid locations/routes to guide worshippers to reach/depart the Temple. In this respect, the Applicant is experienced as she has been working/co-operating with

local Police in this type of worshipping scenarios in the area for many years.

8.2 If a substantial number of crowd, e.g. unpunctual visitors, appears during the peak hours (definition of peak hours: same as stated in para. 6 above) on the Festival Day and that only a controllable number of worshippers (definition of controllable number of worshippers: same as stated in para. 5 bullet pt. 5 above) can be released to go inside Sai Lam Temple for worship and the following methods will be used by the Temple, namely :-

- (i) A **tidal flow system**, using ropes or tapes to control/release the worshippers to access the Temple.
- (ii) **Holding area(s)** may be set up on the open space of Sai Lam Temple Site as detailed in Section 6 above. Please see **Annex G (Figure 4-2)**.
- (iii) A registration counter will be set up at the entrance of the Temple to register/verify in-coming visitors before they are allowed to access the respective columbarium halls for worship under the supervision of Temple staff and security personnel.
- (iv) Temple staff and security personnel deployed at the aforesaid locations have to ensure that only a controllable number of worshippers (definition of controllable number of worshippers: same as stated in **Section 5** above) are allowed to enter the Temple for worship, in particular during the peak hours (definition of peak hours : same as stated at **Section 6** above), so that the holding capacity/area of the Temple will not be overflowed. This arrangement may need to be implemented at short notice, therefore close liaison with the Sai Lam Temple Command Post (CP) needs to be done swiftly.
- (v) Temple staff and security personnel will set up cones and tapes to delineate the holding areas and supervise and arrange visitors to line up in single file waiting to be released into the Temple for worship.

9. **Police Presence**

To implement and execute Special Traffic Arrangement during the Ching Ming/ Chung Yeung Festival Periods, Police deployment at Pai Tau Street, Sheung Wo Che Road and its vicinity is mandatory in order to implement Special Traffic Arrangement (STA) for regulating the in-flow and out-flow of visitors to and from a number of columbaria in the vicinity of the MTR Shatin Station. During these festive operation(s), the section of Pai Tau Street west of Sheung Wo Che Road will be temporarily closed

by Police according to the issued Transport Department (TD) Notice for Ching Ming Festival and Chung Yeung Festival and the section of Pai Tau Street pavement east of Pai Tau Village Playground will be reverted to one-way southbound in order to establish a one-way clockwise gyratory system to facilitate visitors' movement to and from MTR Shatin Station and columbaria in the area. To ensure proper and orderly traffic and crowd flows, the STA will usually be implemented by Police at Pai Tau Street and Sheung Wo Che Road between 0700 hrs and 1800 hrs to facilitate the worship activities in the surrounding areas, ensuring no traffic and crowd conflict. In this respect, the Sai Lam Temple columbarium component do not require TD/Police to implement additional special Traffic and Transport Management measures and the Sai Lam Temple's festive operations on site will be run by its own means and resources. In any case, should there be a need to liaise with Police, the Applicant will do so in advance/on the spot in order to ensure the smooth arrival and departure of worshippers to and from the Temple during the whole Festive periods. The Applicant will inform Shatin Police Division in advance prior to the Festive days the expected number of worshippers that will access the Temple for worship during the whole Festival periods so that Police can make suitable arrangements. Useful telephone contacts is at **Annex 'E'**.

10. Crowd Management Plan Execution

- 10.1 It is expected that a few thousand worshippers will come to Sai Lam Temple every year when the columbarium are fully occupied during either Ching Ming Festival Periods or Chung Yeung Festival Periods to conduct worship activities and a special crowd management plan is considered necessary to be implemented at the Temple throughout the whole Festive periods (i.e. a period of **16 days** for Sai Lam Temple). Although there might be a gradual decrease in the number of worshippers going to the Temple for worship during festive days after many years later, the introduction of the special crowd management plan in this Management Plan should not be neglected on each occasion.
- 10.2 In addition to the stringent administrative and operational measures that will be implemented by the Applicant as stipulated in this management plan and to ensure a safe and orderly visitors' movement, the Applicant will adopt the following crowd management measures, namely :-
- (i) To implement the **visit-by-appointment system** for the visits first so as to ensure that visitors will only come according to a pre-arranged time slot and that no overflow of worshippers will occur inside the Temple at any one time during the worship and that no particular disruption to traffic on Pai Tau Street and its vicinity will occur;
 - (ii) Secondly, a registration counter will be set up at the entrance of the Temple to register/verify visitors. The staff and security personnel

deployed at the entrance of the Temple and at each columbarium hall will maintain close radio contact in order to release visitors batch by batch to enter the columbarium halls for worship to ensure that the holding capacity/area of the columbarium halls will not be exceeded at any one time. Other manpower deployed at key locations within the columbarium blocks will supervise the visitors' departure through the other staircase location on the left-hand side of the Admin block. Working personnel deployed will be vigilant in the proper management of this system.

- (iii) In addition, during peak hours (definition of peak hours: same as stated in **Section 6** above) or when early/late comers, come to the Temple for worship causing an upsurge of visitors condition, the Applicant may consider implementing **holding area(s)** can be set up to **line up the worshippers in single file** thereat temporarily waiting to be released into the Temple for registration and thereafter for worship. In any case, priority will be given to those punctual visitors with advance booking whilst those unpunctual visitors will be arranged to wait at the holding areas waiting for their turns to access the Temple, depending on the available vacancies inside the respective columbarium halls;
- (iv) Additional manpower will be deployed to the aforesaid two locations for crowd management by the Temple, if necessary.
- (v) Directional signs will be placed at strategic locations inside the Temple to guide worshippers to follow the one-way gyratory system. The above mentioned arrangements, i.e. the adherence of visit-by-appointment system and the set-up of holding areas to further control the increased visitors during ad hoc situation can adequately ensure no overflow of visitors inside the Temple as well as to separate the arrival and departing worshippers so that a smooth running of the event can be exercised (see **Annex 'F'**).

10.3 The Applicant will be vigilant for this kind of situation to ensure a staggered implementation of the aforesaid crowd management measures. Staff and security personnel deployed at the **holding area(s), to be implemented when required**, will explain to the worshippers the reason for making such an arrangement in order to ensure a safe and orderly release of visitors into the Temple periodically, if necessary. In any case, two months prior to each Festival, the Applicant will send a detailed notice to each niche purchaser informing the latter about the special crowd management that will be implemented by the Temple during each Festive periods on top of other measures and house rules that will be implemented by the Temple at the same time for their compliance. **The Applicant again will ensure that worshippers be**

informed well in advance before the commencement of the festive days regarding the possibilities of executing tidal flow system outside the Temple for special crowd management during the Festival Day of either Ching Ming Festival or Chung Yeung Festival and also the Special Traffic Arrangement that will be implemented by Police on Pai Tau Street and its vicinity.

- 10.4 In addition, manpower will be evenly deployed at various key locations inside the Temple to supervise the ascending/descending movement at different columbarium floors and the in-flow and out-flow of worshippers to and from the columbarium halls in order to ensure a safe and orderly movement of visitors. Manpower deployed will be equipped with walkie talkies for internal communication.
- 10.6 Should emergency vehicles need to go near to Sheung Wo Che Road and Shatin Rural Committee Road/Pai Tau Street to deal with any emergency situation concerning worshippers, e.g. sick person case(s), security personnel deployed within the area will inform the CP and if necessary temporarily stopped the tidal flow system, if implemented and offer assistance to emergency services personnel. First aiders will be informed to scene to deal with the sick person before the arrival of the ambulance.
- 10.7 The Applicant will arrange clear directional signs be placed at suitable locations outside the columbarium halls to guide the arrival and departure worshippers for the locations (see **Annex 'F'**).
- 10.8 If situation dictates, the Applicant undertakes to implement a **CONTINGENCY PLAN** for traffic/crowd management on Pai Tau Street, and Shatin Rural Committee Road behind the Grand Central Plaza leading to Sai Lam Temple if there were an upsurge of visitors during the peak hours (definition of peak hours: same as stated in para. 6 above) of the Festive periods, especially during the Festival Day, which aggravated the traffic condition on Pai Tau Street or in a situation that a large batch of visitors fail to adhere to the visit-by-appointment system and appear on Pai Tau Street and Shatin Rural Committee Road in large groups, in particular during peak hours (definition of peak hours: same as stated in para. 6 above), heading for the Temple. When the aforesaid situations occur, the following contingency plan will immediately be implemented by the Temple to handle such ad hoc situations, viz :-
- (1) If there were an upsurge of traffic on Pai Tau Street or there were a massive out-flow of visitors emerge from Shatin MTR Station heading for Pai Tau Street and Shatin Rural Committee Road during peak hours, additional security personnel will be deployed to the following points to assist Police in guiding worshippers heading

towards the Temple along the correct routes, viz :-

- (a) the layby located at Sheung Wo Che Road immediately outside the Shatin Government Offices where additional security personnel will be deployed to assist Police in guiding/supervising the drop-off activities thereat and guide the worshippers to walk across Sheung Wo Che Road crossing for the northern pavements of Pai Tau Street and Shatin Rural Committee Road heading for Sai Lam Temple and to assist Police to ensure the circulation of traffic on Sheung Wo Che Road is not disrupted; and that there will not be any conflict between traffic and crowd movements;
 - (b) Pai Tau Street pavement/bottom of the connecting ramp leading down from Shatin MTR Station where additional security personnel deployed thereat will assist Police in guiding visitors to head north for Sheung Wo Che Road and Pai Tau Street; and to ensure no encroachment of crowd onto the Pai Tau Street carriageway thereat causing traffic and crowd conflict;
 - (c) The Taxi Stand outside the Shatin Grand Plaza where security personnel deployed will assist the drop-off activities and to guide visitors the correct way heading for Sai Lam Temple by walking along the pavement of Shatin Rural Committee Road;
 - (d) Pai Tau Street crossing outside the main entrance of Shatin Grand Central Plaza – to assist Police in guiding visitors to depart Pai Tau Street heading south for the MTR Shatin Station and to ensure no traffic and crowd conflict thereat.
- (2) If large group of visitors approach the Temple during a particular period of time which affect the holding capacity of the waiting areas set up outside the Temple then the following immediately measures will be taken by the Temple in order to ensure a proper crowd management both inside and outside the Temple, viz :-
- (a) The approaching visitors will be held up at the holding areas as mentioned in Section 10.2(iii) under the close supervision of staff of the Temple and security personnel; and the visitors will be arranged to line up in batches at the holding areas temporarily waiting to be released into the Temple for registration and then for worship. The holding area spaces are available to hold up a large batch of visitors. The staff deployed will use walkie talkies to contact those staff and security personnel deployed at respective columbarium halls and will

give order for the staggered release of visitors by batches into the Temple for worship if there are available vacancies inside the respective columbarium halls. He/she will also ensure that the in-flow and out-flow of visitors do not create any conflict. The Command Post will ensure that the one-way gyratory system implemented inside the Temple is run in a smooth and effectively manner.

- (b) Additional security personnel will be deployed at the aforesaid locations to supervise and manage the movement of crowd in order to ensure an orderly and staggered release of visitors into the Temple is implemented & that there is no conflict between the approaching/departure visitors;
 - (c) All security personnel deployed in the area concerned will be equipped with walkie talkies for internal communication. Those deployed at respective columbarium halls will liaise closely with those deployed at the holding areas outside the Temple for the staggered release of visitors by way of tidal flow system into the Temple for worship in manageable manner so as to ensure that no overflow of visitors' situation take place inside the Temple. This pattern of release will continue until the peak hours rush situation is over; &
 - (d) The Applicant will inform Police stationed at Pai Tau Street for crowd management duties about the aforesaid ad hoc crowd management arrangement to be implemented by the Temple and to take appropriate action upon Police advice, if dictates.
- (3) The overall in-charge of the traffic and security management agent will personally station himself in the area of Pai Tau Street to supervise, monitor and command the situation and maintains close contact with the Command Post of Sai Lam Temple in order that an efficient and effective crowd management measure is implemented. He will also liaise and co-operate well with Police deployed at scene for providing necessary traffic and crowd management assistance as and when directed by Police.

11. Supply and Distribution of Manpower of Sai Lam Temple Staff/Security Personnel for Both Traffic and Crowd Management

As per Annex 'B'.

12. Specific Duties of Sai Lam Temple Staff/Security Personnel for Both Traffic and Crowd Management

As per **Annex 'C'**.

13. Security Management

The Applicant undertakes to ensure that sufficient security measures are implemented for the Temple. In this respect, the Temple is installed with adequate CCTV cameras at vantage locations to monitor the activities within it and the CCTV monitor panel with 24 hours recording function is installed inside the Admin Office, G/F of the Admin Block which will be manned by the Temple staff during office hours, in particular during the Festival Day of Ching Ming Festival and Chung Yeung Festival. The Temple close for business at 1800 hours daily and the 24 hours CCTV with recording system will continue to be turned on to monitor/record activities inside the Temple. The rear perimeter of the Temple is fenced off by means of wire fence and two watchmen will perform 12-hour night shift duties inside the Temple to prevent trespassing and to ensure tight security. During peak grave sweeping days additional and sufficient professional security personnel will be employed through a professional security agent to provide sufficient traffic and crowd management services to the Temple.

14. Inclement Weather

In the event of inclement weather, such as heavy rain, during the course of the operation, the Applicant will ensure that those worshippers remain inside the Temple to avoid the rain are remained in safe locations and those queue up at the holding area(s) outside the Temple will find shelter in nearby buildings and the tidal flow system, if implemented, will cease.

15. Command Post (CP)(指揮中心)

The Applicant undertakes to operate a CP in the Admin Office, G/F of the Admin Block to cover the whole Festive operations. It will be commanded by the Applicant (Authorized Person) or the senior staff in her absence during either Ching Ming Festival Periods or Chung Yeung Festival Periods.

16. Location Map of Sai Lam Temple and Route Map

The location map of Sai Lam Temple and route map are at **Annex 'D'**.

17. Pictures of Sai Lam Temple, its Columbarium Halls, One-way Gyrotory System and Emergency Evacuation Routes

As per **Annex 'F'**.

18. Manpower Deployment

18.1 The Sai Lam Temple private columbarium employs 2 managers and a

total of **10** management staff/ security guards.

18.2 The Applicant (Authorized Person) is the overall in-charge of the Temple and she undertakes to provide sufficient manpower to meet the daily operational need of the Temple, which has 7 management staff for the daily management/running of the Temple on a rotation basis, including daily cleaning, overall administration for the Temple, provide customer service and guiding to visitors, employ professionals workers for repair and maintenance of the Temple's facilities and buildings. Provide fire safety and security measures for the Temple as well as providing crowd/traffic managements during normal days, it situations dictates. First-aid box is available at the Admin Office in case of need. Additional staffs will be deployed during Ching Ming / Chung Yeung Festival Periods. **Detailed manpower deployment and responsibilities of staff and employed security personnel for Ching Ming and Chung Yeung Festival Period are at Annex 'B' & Annex 'C'.**

18.3 The Applicant (Authorized Person) undertakes to provide the following information to the Licensing Board/relevant authorities, namely:-

- Organization chart of the Temple's working personnel, their number, ranking and job charters, area of responsibilities in relation to the columbarium and other ancillary facilities.
- The Applicant (Authorized Person) is the overall in-charge and she works for the Temple for over 15 years and is experience in funeral and columbarium business.
- To provide fire prevention measures training to staff of the Temple, to arrange staff to attend first-aid courses or to employ first aiders to station inside the Temple to provide medical services to worshippers during Ching Ming Festival Periods and Chung Yeung Festival Periods if necessary.
- Normally, no repair and maintenance work will be carried out during either Ching Ming Festival Periods or Chung Yeung Festival Periods, but the Applicant (Authorized Person) undertakes to ensure repair and maintenance workers to be standby and to undertake urgent repair and maintenance work during these grave sweeping days if there is such an impending need.
- The management mode of the Temple is that every staff is assigned with their work according to their job charters and they will be supervised by the Applicant (Authorized Person) and in her absence the most senior staff presence will take over her responsibilities. Staff will be briefed on a need-to-know basis regarding the daily running of the Temple, the supervision/running of all the facilities and services to be provided to members of the public. The Applicant (Authorized Person) will ensure all staff know their own roles and duties and ad hoc meetings will be convened to discuss and evaluate current issues regarding the quality running of the

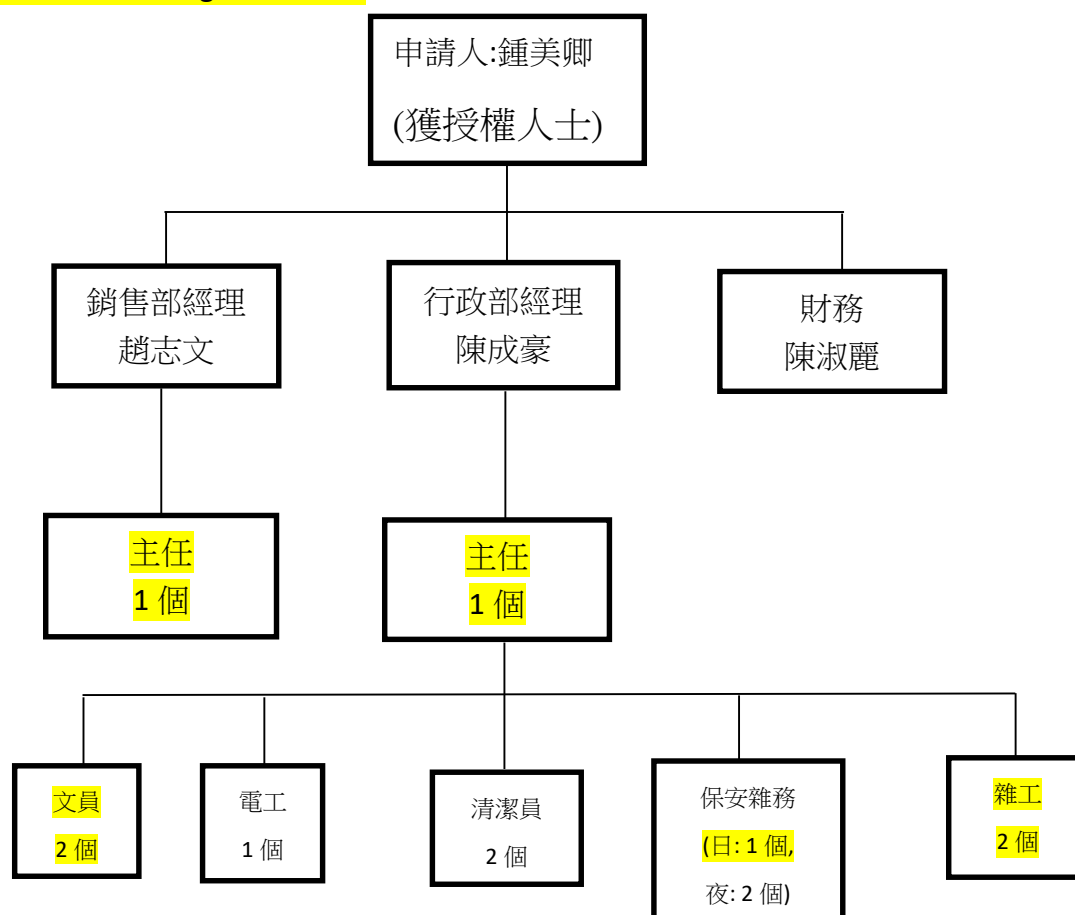
Temple. The staff will be briefed/updated regularly about the Management Plan, its contingency plan and fire contingency plan and any changes to the aforesaid plans; and any updated guidelines issued by the PCLB and relevant authorities.

- 18.4 The top-level management personnel of Sai Lam Temple and the Organisation Chart of the Temple are highlighted in the below Table and Chart (the Table & Organisation Chart are written in Chinese). The top-level management personnel are responsible for the formulation of the management strategic for the quality running of the Temple, scrutinize the yearly financial plan and to formulate the risk management strategic and administration tasks as well as to raise the management quality and the quality services of the Temple.

高層管理人員姓名	高層管理人員管理 骨灰龕場所的工作年資/經驗
申請人 鍾美卿女士 (獲授權人士)	15 年以上
行政部經理 陳成豪先生	10 年以上
銷售部經理 趙志文先生	10 年以上
財務總監 陳淑麗小姐	15 年以上

The Organization Chart of Sai Lam Temple is appended in the below Chart:

Remarks: Management Staff



19. Contingency Plan for Fire or Other Emergency Situations to Be Executed by Sai Lam Temple in Compliance with Section 97(f) of the Private Columbaria Ordinance Cap 630

19.1 In accordance with Section 97(2)(f) of the PC Ord, Cap 630, the Applicant of Sai Lam Temple, Sheung Wo Che, Shatin is required to submit a 'Contingency Plan in the event of fire or other emergency situations', in addition to other management plans, to the PCLB for scrutiny in relation to her application of Columbarium Licence for Sai Lam Temple. The fire contingency plan in this Management Plan is a procedural guidelines for the Applicant and staff of SLT to follow and will be reviewed in every six months. The Applicant will ensure the adoption of all fire prevention measures as per FSD requirement. The Applicant will also keep track of the FSD's fire prevention regulations periodically and if there are any changes/ amendments made to the existing FSD regulations by FSD, the Manager will also appraise themselves with the updated fire regulations and make amendments for the fire contingency plan and brief their staff accordingly. They will keep records for all the updates of the updated fire regulations for inspection by relevant authorities.

19.2 In relation to the Applicant's application to the PCLB for a Columbarium Licence, the following contingency plan is hence compiled in compliance with the PC Ord, Cap 630 in order to enhance the successfulness of the application, namely :-

(a) Fire Prevention Execution & Duties of SLT

The Applicant will ensure the adoption of all fire prevention measures as per FSD's requirement. The Applicant (Authorized Person) will also keep track the FSD's fire prevention regulations periodically and if there are any updates and changes/amendments made to the aforesaid regulations made by FSD, she will also appraise herself will the updated fire regulations and make amendments/updates for the fire contingency plan and brief her staff accordingly. She will keep records for all the updates of those updated fire regulations for inspection by relevant authorities, if required.

(b) Emergency Evacuation Plan & Duties of Staff of SLT

An emergency evacuation plan will be prepared by the Applicant for the Sai Lam Temple and its columbarium halls and all staff will be briefed to be conversant with the plan so that they can assist worshippers in evacuation in case of emergency. The following is the plan, namely:-

- On the discovery of a fire, alert others by shouting "Fire"
- Report the fire by dialling '999' and give the name & address of the Temple to FSD

- If it is safe to do so, remove combustibles away from fire
- If the magnitude of fire is small and it is safe to do so, use fire extinguishers or hose reels (if provided) to put out the fire
- If the fire is large or uncontrollable, evacuate all visitors out of the fire compartment/floor immediately
- After all personnel have been evacuated, close the door of fire compartment/floor and evacuate all visitors to the **designated assembly point**
- In the event of emergency during festive days staff and security personnel deployed at key locations including the columbarium halls will assist patrons in evacuation to a safe place outside the Temple
- In evacuation, worshippers will be guided/directed to leave the columbarium halls as quickly as possible, descend down staircases on both the right hand side and left hand side of the columbarium blocks respectively to the open courtyard facing the Admin Block and then leave via the main entrance of the Temple
- Leave the Temple via the unnamed footpath linking the main entrance of the Temple and walk onto the nearby open land area (government land) in front of the Temple
- The nearby open land area (government land) will be assigned as the **designated assembly point** for the worshippers/staff/security personnel
- Thereafter worshippers can be guided to leave the area via Shatin Rural Committee Road pavement or left turn onto the unnamed slip road towards the rear portion of Pai Tai Street to leave the area
- The Applicant will ensure the emergency evacuation route within the Temple is free of obstruction at all times
- The Applicant will liaise with Police/ FSD firemen deployed at scene for providing information and assistance.
- The Applicant's representative is the person in charge and her name is Sandy CHUNG, manager of SLT and her contact telephone is 98380879.

(c) **Fire Service Installations/Fire fighting Equipment/Storage of Joss Materials**

- The Applicant will ensure all fire service installations and equipment provided for the Temple and the columbarium will be maintained in efficient working order and all the support and resources are available in SLT at all time.
- Will employ a Registered Fire Service Installation (FSI) Contractor for all maintenance, alterations and additions for the Temple including the columbarium
- The Applicant will employ the Registered FSI Contractor to

prepare the **fire escape route plans** for the Temple including the columbarium halls

- Will ensure that the Registered FSI Contractor shall issue Certificate(s) of Fire Service Installations and Equipment (FS 251) to the Applicant with copies forwarded to the Director of Fire Services via the respective Regional Office of the Licensing and Certification Command within 14 days after completion of works
- The Applicant will also ensure that a Certificate of Compliance (FSI/314A or FSI/314B as appropriate) will be submitted by the responsible Registered FSI Contractor to the Director of Fire Services via the respective Regional Office of the Licensing and Certification Command for the alteration and addition works.
- Sufficient portable firefighting equipment such as fire extinguishers of the approved type will be provided by the Applicant for Sai Lam Temple.
- The Applicant will ensure the implementation of the following measures, namely:-
 - ◆ fire extinguishers are in good working condition, be kept clear from any obstruction, clearly indicated as regard to their locations and methods of operation and be inspected by Registered FSI Contractor at least once every twelve months
 - ◆ Emergency lighting shall be provided for the entire Temple including the columbarium halls
 - ◆ All exits will be suitably indicated by illuminated signs and if the exit are out of sight to any location within the Temple including the columbarium halls, suitable directional signs in the same dimensions as the exit signs shall be provided to assist patron to identify the exits in the event of an emergency
 - ◆ All combustible materials used as altars, false ceilings, partitions or wall furnishings inside the columbarium halls should conform with FSD required standard
 - ◆ All means of escape should be kept free from obstruction
 - ◆ Access route should be provided for FSD to reach the columbarium
 - ◆ A suitable store room or cabinet be provided for the storage of joss materials
 - ◆ Kerosene & lamp oil be kept in metal containers away from naked flame and confined to a suitable store room
 - ◆ The Applicant undertakes to conduct two fire prevention and safety and fire-aid rehearsals annually and will conduct after-action review regarding the

rehearsals in order to raise fire safety of the columbarium site. Records of such actions will be kept for the inspection of relevant Government departments.

- 19.3 To further adhere to the FSD fire prevention requirement, the Applicant (Authorized Person) undertakes to appoint herself as the **Fire Security Officer** (FSO) of Sai Lam Temple. All the columbarium halls situated within the Temple are equipped with fire extinguishers. The Applicant undertakes to conduct evaluation of fire precaution measures for the whole Temple including the columbarium halls in order to upgrade the fire prevention measures that need to be put in place in order to comply with the FSD fire regulations as well as to comply with the Application Guidelines regarding fire prevention.
- 19.4 As mentioned the Temple is installed with CCTV. There are adequate CCTV cameras installed at vantage locations within the Temple and the CCTV monitor panel is installed in the Admin Office on the G/F for staff to monitor the activities inside the Temple.
- 19.5 The Applicant undertakes to set up house rules and ensure that worshippers are well informed that no burning of incense materials are allowed inside the Temple's columbarium halls during the course of their worship. The burning of incense materials will only be allowed at the designated incense burners located outside the columbarium halls and at the designated environmental furnaces located at the open courtyard opposite to the Admin Block.
- 19.6 The Applicant will ensure that fire equipment such as fire extinguishers, in good working order, be placed at appropriate and easy-to-reach locations at all the columbarium halls and other suitable places within the Temple to serve as fire prevention measures.
- 19.7 The Applicant will be responsible for setting up a fire prevention team in dealing with the break-out of fire. The Applicant will liaise with the FSD Control Centre to provide fire safety training for staff of the Temple. Fire escape route floor plans concerning escape routes to be prepared by the registered fire contractor concerned will also be displayed at prominent locations within the Temple including the columbarium halls, serving as a clear guide for fire escape. The fire escape routes will be checked periodically to ensure no obstruction is caused to the routes, in particular prior to the commencement of the festive seasons.
- 19.8 The Applicant will ensure that, during the Ching Ming / Chung Yeung Festival Periods, staff of the Temple and security personnel on duty are equipped with beat radios for easy communication.

- 19.9 The Applicant will set up a command post (CP) at the Admin Office in order to monitor the worshipping operations.
- 19.10 First aiders will be employed to station inside the Temple to provide first-aid services to worshippers, if required. First-aid box is available inside the Admin Office. The Applicant will arrange first aiders to provide first-aid training to staff of the Temple.
- 19.11 The Applicant will arrange the staff of SLT to conduct fire drill twice every year and provide training to staff on “Contingency for Fire” and will arrange staff to have first aid training periodically and as and when necessary.

Fire Security Officer (FSO)

- 19.12 The Applicant (Authorized Person) of the Temple will be the FSO and she is responsible for the following responsibilities, viz :-

- Maintain up-to-date list of Fire Prevention Team (to be reviewed annually) and to liaise with Fire Protection Command of the FSD to arrange training in fire-fighting and fire prevention for the team e.g. the proper use of fire extinguishers
- To liaise with the registered fire contractor concerned to conduct periodical check regarding fire prevention measures adopted by the Temple
- Liaise with the registered fire contractor concerned to ensure fire escape route plans for the Temple are well prepared and to display them at appropriate locations within the Temple
- To action in the event of fire
- At the end of working period ensure all electrical appliances are switched off and/or unplugged as necessary
- Check that inflammable material is properly stored, if any
- Ensure fire prevention measures are well in place within the Temple
- To check fire preventing equipment in good working order regularly and escape routes are not obstructed, especially prior to the festive days
- Arrange fire drill to be carried twice every year and make record of it
- Brief staff/security personnel about fire prevention/fire-fighting and the locations of the fire extinguishers before the commencement of every worshipping season

Immediate Action on Discovery of Fire

- 19.13 The person who discovers the fire will :-

- Raise the Alarm by shouting “FIRE” “FOH CHUK (火燭)” .
 - Take all possible action to extinguish or contain the fire
- N.B. DO NOT USE WATER OR SODA ACID EXINGUISHERS

AGAINST ELECTRICAL FIRES UNTIL BEING TOLD THAT THE
ELECTRICAL CURRENT HAS BEEN SWITCHED OFF BY THE
PERSON WHO DID SO.

- Ensure that the FSO is immediately informed of the outbreak of fire. The responsibility to request for the assistance of FSD, through the '999' system, will rest with the FSO, except in her absence, the most senior staff present at the scene of fire takes over the responsibility.

Action by FSO

19.14 In the event of fire, the FSO will take the following actions, viz :-

- Ensure to dial "999" to call for Police and FSD assistance.
- To dispatch all available staff, fire prevention team and security personnel to the scene of fire to assist in fire-fighting operations.
- Instruct security personnel to arrange immediate and orderly evacuation of worshippers through the escape routes and leave the Temple through the main entrance and to leave quickly via the unnamed footpath leading out to the open land area (government land) in front of the unnamed footpath to assemble.
- Arrange the air-conditioning system of the buildings to be switched off, if necessary.

Action at the Scene of Fire

19.15 Under the command of FSO present at the scene of fire, the fire prevention team and security personnel are to :-

- Take all possible action to extinguish or contain the fire but safety be the priority.
- Check if any persons are trapped by the fire within the columbarium halls and nearby buildings and if necessary try to rescue/evacuate them.
- Remove all casualties from the scene of fire to safe place for immediate medical treatment to be provided by first aiders & ambulance be called immediately.
- Temple staff will try their best to close all windows and doors in the vicinity of the fire and switch off fan and/or room air-conditioning units.
- Remove all inflammable material, if any.
- FSO to delegate a security personnel to meet FSD personnel at the main entrance of the Temple.
- FSO to ensure security personnel are deployed to the outside of the Temple for crowd management.
- If the fire is of a serious nature and/or of more than one fire has broken out and that danger is imminent, all persons including worshippers, Temple staff and security personnel will be immediately evacuated from the scene of fire to the assemble area

at the open land area (Government land) outside the Temple.

- FSO is to liaise with Police deployed at the scene for crowd management and to arrange a quick evacuation and orderly dispersal of worshippers away from the Temple to the aforesaid assemble place and thereafter to leave the area via Shatin Rural Committee Road and Pai Tau Street.
- FSO to liaise with Police and the senior FSD officer attending the fire to ensure all aware of the prevailing danger.

Escape Routes

19.16 The escape routes for worshippers at the 11 Columbarium Halls are:-

- For the 3 columbarium halls located on the 2/F of the columbarium blocks, the worshippers will be guided by staff/security personnel to quickly descend down the staircase by the left hand side of the Admin Block to the open courtyard in front of the Admin Block and then leave via the main entrance, unnamed footpath and to the designated assembly point set at the open land area (Government land) in front of the unnamed footpath.
- For the 6 columbarium halls located on the 1/F of the columbarium blocks, the worshippers will be guided to descend down the staircases located on both the right hand side rear of the Admin Block and on the left hand side of the Admin Block and then leave via the main entrance to the assemble area.
- For the 2 columbarium halls located on the G/F by left hand side and rear of the Admin Block, worshippers will be guided to leave via the main entrance and to retreat to the designated assembly point.
- Staff working inside the Admin Office will leave quickly to the open courtyard and then leave via the main entrance.

Removal of Important Documents

19.17 When the severity of the fire is known, removal of important documents placed inside the Admin Office to a safe place such as to the designated assembly point at the open land area (Government land) in front of the unnamed footpath leading out from the Temple may be considered. The FSO will direct her staff to take such action, if possible and to take care of necessary items.

19.18 As far as personal data is concerned, the Applicant may consider to copy the personal data of the niche purchasers into an USB Drive in order to save their person details and details of purchases; and keep them by herself so that these information will not be damaged or destroyed in case of fire.

Fuse Boxes and Fire Fighting Equipment

19.19 It is imperative for the FSO to brief their staff to remember that the electric current must be switched off at the fuse box controlling electricity

supply to the area of the fire before any attempt is made to extinguish a serious fire or one involving electrical apparatus. The staff must be well aware of the locations of fuse boxes and fire-fighting equipment.

Action During Other Emergency Situations

Action in Person Collapsed, Sick Person and Person Accidental Injured Cases

19.20 Person collapsed or sick person cases:-

- FSO, relevant staff and/or security personnel to attend the scene immediate and assess the situation
- Directive be given to remove the person collapsed or sick person to a shaded & spacious area for a rest and call for ambulance
- If first-aid treatment is needed, those who know first-aid will attend to the sick person concerned and first aiders stationed inside the Temple will be called to the scene to attend to the sick person
- Inform CP to call for ambulance, if immediate need is necessary
- Ensure the person collapsed or sick person is escorted to hospital by family members/Police, if possible
- FSO is to ensure security personnel continue with their crowd management duties in order to ensure no panic from other worshippers

19.21 Person accidental injured cases:-

- Attend the scene immediate and assess the situation
- Depend on the seriousness of the injuries, do not move the injured
- Inform CP to call for ambulance, if necessary
- Cordon off and contain the scene to ensure no further incidents to occur
- Ensure the injured is escorted to hospital by family members/Police, if possible

Action in Landslide or Building Collapse Cases

19.22 Landslide or building collapse cases:-

- Attend the scene immediate and assess the situation
- Inform the CP and conduct rescue and attend to injured
- CP is to dial “999” to call for Police and FSD and ambulance to attend scene
- If the situation is serious, try as far as possible to remove the injured to a safe place near to the Temple waiting for the arrival of ambulance
- Conduct evacuation immediate and tell those uninjured to leave the Temple via the main entrance, unnamed footpath to the designated assembly point (open land area (Government land) in front of the unnamed footpath leading out from the Temple as quickly as possible

- Try to obtain information from the Police regarding relevant Government Department staff to attend scene to evaluate the damaged situation
- FSO to liaise with the senior FSD officer present at the scene of rescue in order to obtain relevant and fresh information
- Try to identify the death, if any and the injured and next action is to inform family members about the incident
- In this type of case, the Application is to ensure that any retaining walls, if any, built in close distance around the precinct of the Temple are well maintained in good condition

Nature & Handling of Emergency Situations

19.23 There are many types of emergency situations, which will occur suddenly during our daily life and those common situations are highlighted above that require prompt action by parties concerned. The Applicant and staff have to be vigilant and be alert at all times for these happening of these kinds of situations and be prepared to handle them swiftly, especially during the operations for the festive days. In any case, emergency situations are by no means exhaustive, the Applicant and Temple staff need to equip themselves with sufficient knowledge in dealing with sudden incidents; and to ensure that they comply with the Private Columbaria Ordinance/Application Guidelines.

Useful Telephone Contacts of FSD

19.24 Useful telephone contacts of FSD is at **Annex 'E'**.

20. Measures to Ensure Compliance with Licensing Conditions, Guidelines and Code of Practice Stipulated or Issued by the PCLB

20.1 To enhance the successfulness of the application for the columbarium licence and in future when additional niches are permitted to be interred, the Applicant undertakes to implement adequate administrative measures in compliance of the PC Ord, Cap 630 and the application guidelines and code of practice stipulated or issued by PCLB and relevant authorities. To ensure easy control and safety of worshippers, a pre-booking system via email/SMS/WhatsApp/phone for booking the worshipping visits will be introduced. This admission control system by way of visit-by-appointment system is to effectively and evenly arrange a controllable number of worshippers to visit the Temple within a specific time slot thereby reduce traffic/crowd conflict and ensure systematic worship inside the Temple. The specific time slot visits' record will be kept in the Admin Office of the Temple for visitors' registration during Festive periods and for ad hoc checking, if necessary; and for the inspection by relevant authorities upon request. It will be updated regularly by staff of the Temple if there are any change of niche buyers' information and other relevant issues.

- 20.2 The Applicant will also provide information by way of **notice** to niche purchasers one month before each Festival about the details of the special traffic/crowd management measures that may be implemented by the Temple during the Ching Ming/Chung Yeung Festival Periods and the Special Traffic Arrangements that will be implemented by Police on Pai Tau Street and its vicinity for Ching Ming/Chung Yeung Festivals' operations; and any change that might be made to such an arrangement. The aforesaid information together with house rules of the Temple and other essential updated news will be sent to all niche buyers by way of letter, email, SMS and WhatsApp. Signage will also be displayed at the Temple to remind visitors to follow the house rules. Directional signs will also be placed at suitable locations inside the Temple, along the unnamed footpath, Shatin Rural Committee Road pavement and Pai Tau Street/Sheung Wo Che Road pavement, Pai Tau Street pavement/unnamed alley south of Pai Tau Village Playground to guide the incoming worshippers.
- 20.3 The Applicant undertakes to employ sufficient professional security personnel to assist the Temple staff to implement traffic/crowd management measures during Ching Ming and Chung Yeung Festivals.
- 20.4 Temple staff and security personnel deployed for the operation will be equipped with radio communication system for easy communication.
- 20.5 Set up a Command Post (CP) at the Admin Office of the Temple to monitor and cover the operation(s) during the Festival Periods.
- 20.6 To implement security measures to ensure the safety of worshippers as well as the columbarium halls and the Temple. CCTV cameras and monitor are installed inside the Temple to monitor the worshipping activities. In addition, adequate staff and security personnel will be deployed to cover the operation.
- 20.7 No burning of incense materials inside the respective columbarium halls. Burning of incense materials will only be allowed at the incense burners placed outside the columbarium halls or at the designated environmental furnace.
- 20.8 The Applicant will ensure the quick implementation of contingency plan in case of fire or other emergency situations.
- 20.9 To employ first aiders to station inside the Temple for the provision of medical service to worshippers during the festive days, if necessary.
- 20.10 The Applicant will also set up plastic barriers, cordon tapes and cones at the open courtyards of the Temple, to separate the in-flow and out-flow of worshippers and if necessary, same arrangement will be set up at

other holding area(s).

- 20.11 To inform niche purchasers that no parking facilities will be provided by the Temple and the worshippers are encouraged to use MTR/other public transport services to access the Temple during the festive days in order to minimize traffic impact to Pai Tau Street and its vicinity.
- 20.12 In addition to the above-mentioned measures, the Applicant will ensure that she is fully conversant with the Management Plan and its contingency plans and all licensing conditions, guidelines and code of practice issued by the PCLB; and that all the above-mentioned guidelines, etc. are fully adhere to in the proper management/efficient running of the Sai Lam Temple. She will ensure all her staff are fully briefed periodically about all the conditions, guidelines and code of practice and all relevant matters issued by PCLB and relevant authorities. She will also ensure that her staff are fully conversant with all the concerned issues and the content of the Management Plan and its contingency plans in assisting her in the efficient and effective management of the Sai Lam Temple and the Festive operations during Festive season. All the periodical briefing to staff and updates will be recorded on files or computer for record purpose and for inspection by relevant authorities upon request(s).

21. Handling of Complaints

In order to comply with the PC Ord, Cap 630 and the Application Guidelines, the Applicant undertakes to implement a complaint mechanism to handle all complaints in relation to the Temple, namely :-

- Set up a complaint mechanism to deal with all complaints regarding the management and service to be provided by the Temple. The Applicant, or in her absence, the most senior officer, will be the overall in-charge and decision maker for all the complaints received. A staff of the Temple will be appointed as complaint handler of all the complaints in relation to the Temple.
- All complaint(s) will be recorded in computer and will be divided into different categories for easy handlings and data processing.
- The complaint handler will be assigned to input information of the complaints in the computer for subsequent handling and investigation.
- The complaint handler will be assigned as investigator for handling complaints and he/she will be responsible for contacting the complainants for enquiries and investigation of the complaints.
- Channel for receiving complaints – staff of the Temple on receiving a complaint will report it to the complaint handler of Admin Office and details of the complaint will be recorded in the computer including the nature, date & time of the complaint, details of the complainant and the complaint for follow-up action and subsequent reply.
- A sign bearing the name, telephone number and email address of the complainant

handler and address of the site will be displayed at prominent location within the Temple to the notice of visitors.



- A performance pledge will be set up regarding period of investigation and the period of response to the complaint. Normally, reply to the complainant will be provided within one month, unless in urgent situation where the reply will be provided within 7 working days or as soon as possible.
- If there is a need to take remedial action, the complaint handler will report the case to the Applicant, who will then direct what kind of action, if appropriate, to be taken as soon as possible in order to maintain/upgrade the quality services provided by the Temple.

22. Financial Plan



The financial plan is enclosed in a separate envelop which has been marked “Annex to Management Plan Item (11)”.

23. Person Responsible for the Implementation and Approval of the Management Plan

The particulars of the person responsible for the implementation of and approving the management plan.

Name: CHUNG May-hing, Sandy
Position: Manager (Applicant Authorized Person)
Contact No.: 
Email Address: 

Submitted for and on behalf of the above-named columbarium

Name: CHUNG May-hing, Sandy
Position: Manager (Applicant Authorized Person)
Contact telephone no.: 
Email address: 
Signature: _____
Date: _____

List of Annexes

Annex A	Bus Routes and Green Mini Bus Routes to Sai Lam Temple
Annex B	Supply & Distribution of Manpower of Sai Lam Temple
Annex C	Specific Duties of Temple Staff/Security Personnel of Sai Lam Temple
Annex D	Location Map & route to Sai Lam Temple
Annex E	Useful telephone contacts of TD, Police and FSD
Annex F	Pictures of Sai Lam Temple, its columbarium halls, route leading to the Temple, holding areas and directional signs & emergency evacuation route
Annex G	Evacuation Route for each columbarium building

Annex 'A'

Bus Routes and Green Mini Bus Routes to Sai Lam Temple, Sheung Wo Che, Shatin

Route No.	Terminating Points		Remarks
Franchised Bus Services			
38B	Riviera Gardens	Shek Mun	Weekday services at 07:45
47A	Shui Chuen O	Kwai Fong (South)	Weekday services from 06:45 to 17:05 every 20-30 mins and Saturday services from 07:05 to 08:35 and 09:05 to 22:05 every 30mins and Sunday and Public Holiday services from 07:05 to 22:05 every 30mins
47X	Chun Shek	Kwai Shing (East)	Daily services every 5-20 mins
48X	Wo Che	Bayview Garden	Daily services every 5-20 mins
48P	Fo Tan Chun Yeung Estate	Tsing Lung Tau	Weekday services at 07:35, 08:05, 18:05 and 18:35
49X	Kwong Yuen	Tsing Yi Ferry	Daily services every 6-20 mins
49X*	Shek Mun	Tsing Yi Ferry	Monday to Saturday services at 07:50
49X*	Kwong Yuen	Tsing Yi Ferry	Monday to Saturday services at 07:20 and 07:40
49P	Shatin Central	Tsing Yi Ferry	Monday to Saturday services at 18:40 and 19:00
72	Tai Wo	Cheung Sha Wan	Daily services every 15-30 mins
80K	Sun Chui	Yu Chui Court	Daily services every 12-30 mins
80M	Sui Wo Court	Kowloon Tong Station	Weekday services at 07:05 and 07:30
81	Wo Che	Jordan (West Kowloon Station)	Daily services every 12-30 mins
81K	Sun Tin Wai	Sui Wo Court	Daily services every 9-25 mins
83K	Wong Nai Tau	Shatin Central (Circular)	Daily services every 12-30 mins
83K*	Shek Mun	Shatin Central	Weekday services at 07:15 and 07:25
83S	Wong Nai Tau	Shatin Central	Monday to Saturday services every 12-30 mins at AM and PM peaks
85	Fo Tan (Shan Mei St)	Kowloon City Ferry	Daily services every 20-30 mins
85K	Heng On	Shatin Station	Daily services every 12-25 mins
86	Wong Nai Tau	Mei Foo	Daily services every 15-25 mins
86K	Kam Ying Court	Shatin Station	Daily services every 9-25 mins
86S	Kam Ying Court	Shatin Station	Weekday services at 06:40, 07:00, 07:10, 07:20, 07:30, 07:45 and Saturday services at 07:45
86S*	Ma On Shan Town Centre	Shatin Station	Weekday services at 07:12 and 07:22
88	Sau Mau Ping (Central)	Tai Wai Station	Daily services every 8-30 mins
88K	Hin Keng	Royal Ascot	Daily services every 15-30 mins
88X	Sui Wo Court	Ping Tin	Weekday services from 13:00 to 22:40 every 20-30 mins and Holiday services from 12:40 to 22:40 every 30mins
88X*	Sui Wo Court	Ping Tin	Weekday services from 05:40 to

Route No.	Terminating Points		Remarks
			12:30 every 25-30 mins and Holiday services from 05:40 to 12:10 every 30 mins
89	Lek Yuen	Kwun Tong (Tsui Ping North Estate)	Daily services every 12-30 mins
89X	Shatin Station	Kwun Tong (Tsui Ping Road)	Daily services every 10-25 mins
170	Shatin Station	Wah Fu (Central)	Daily services every 18-30 mins
170*	Shatin Station	Wah Fu (Central)	Sunday and Public Holiday services every 20-30 mins
170	Wah Fu (Central)	Shatin Station	Daily services every 15-30 mins
170*	Wah Fu (Central)	Shatin Station	Sunday services every 15-25 mins
249X	Pok Hong	Tsing Yi Station	Daily services every 15-30 mins
263	Tuen Mun Station	Shatin Station	Daily services every 5-25 mins
269D	Tin Fu	Lek Yuen	Daily services every 6-25 mins
269D*	Tin Fu	Lek Yuen	Weekday services at 07:30
269D*	Tin Shui Wai Station	Lek Yuen	Weekday services at 07:20
280X	Sui Wo Court	Tsim Sha Tsui East (Mody Road)	Daily services every 15-30 mins
280X*	Royal Ascot	Tsim Sha Tsui East (Mody Road)	Weekday services at 07:50
282	Shatin Central	San Tin Wai (Circular)	Daily services every 10-20 mins
283	Shatin Central	Mei Chung Court (Circular)	Daily services every 10-20 mins
284	Shatin Central	Ravana Garden (Circular)	Daily services every 10-20 mins
285	Fo Tan Chun Yeung Estate	Sha Tin Central (Circular)	Daily services every 15-30 mins
289R*	Wong Shek Pier	Shatin Central	Holiday services from 13:15 to 18:45 every 30 mins
299X	Shatin Central	Sai Kung	Daily services every 12-20 mins
798	Tiu Keng Leng Station	Fo Tan (Chun Yeung Estate)	Daily services every 10-20 mins
798A	Tseung Kwan O (Hong Sing Garden)	Sha Tin Station	Weekday services at 07:05
798B	LOHAS Park	Sha Tin Station	Weekday services at 07:05
798X	Tseung Kwan O Industrial Estate	Fo Tan (Chun Yeung Estate)	Weekday service at 7:55
798X	Fo Tan (Chun Yeung Estate)	Tseung Kwan O Industrial Estate	Weekday service at 7:00
798P	Tseung Kwan O Industrial Estate	Tai Wai Station	Weekday service at 8:15
798P	Tai Wai Station	Tseung Kwan O Industrial Estate	Weekday service at 6:40
A41	Shek Mun Estate	Airport (Ground Transportation Centre)	Daily services every 25-35 mins
A41*	Sha Tin (Shek Mun)	Airport (Trial Via CAD HQ)	Weekday services at 06:55
A46	Fo Tan (Royal Ascot)	Airport (Ground Transportation Centre)	Daily service every 30-60 min
E42	Pok Hong	Airport (Ground Transportation Centre)	Daily services every 8-20 mins
E42C	Pok Hong	Aircraft Maintenance Area	Weekday services at 06:05 and 06:25
E42C	Aircraft Maintenance Area	Pok Hong	Weekday services at 18:08 and 20:08

Route No.	Terminating Points		Remarks
E42P	Tung Chung (Yat Tung)	Sha Tin (Pok Hong)	Monday to Saturday services at 06:45, 07:30 and 07:50 and Weekday additional services at 07:05
W3	Sheung Shui	Jordan (West Kowloon Station)	Weekday services from 05:15 to 17:00 every 30-45 mins and Saturday services from 06:45 to 17:00 every 30-45 mins
Green minibus Services			
27	Hong Kong Science Park	Sha Tin Station	Daily services every 3-15 mins
27	Sha Tin (Pai Tau Street)	Hong Kong Science Park	Daily services every 3-15 mins
27*	Hong Kong Science Park (Phase 3)	Sha Tin (Pai Tau Street)	Weekday services at 18:00 and 18:30
27*	Sha Tin (Pai Tau Street)	Hong Kong Science Park (Phase 3)	Weekday services from 8:00 to 9:00 every 30 mins
27A	Pak Shek Kok (Providence Bay)	Sha Tin Station (Pai Tau Street)	Weekday services from 9:00 to 20:00 every 20 mins and Holiday Services from 7:00 to 20:00 every 20 mins
27A	Pak Shek Kok (Providence Bay)	Sha Tin (Pai Tau Street)	Weekday services from 09:00 to 20:00 every 20 mins and Holiday Services from 7:00 to 20:00 every 20 mins
27A*	Pak Shek Kok (The Horizon)	Sha Tin (Pai Tau Street)	Weekday services from 07:00 to 09:00 every 20 mins
27A*	Sha Tin (Pai Tau Street)	Pak Shek Kok (Providence Bay)	Weekday services from 07:00 to 09:00 every 12-20 mins
27B	Pak Shek Kok (Providence Bay)	Sha Tin (Pai Tau Street)	Daily services from 06:45 to 19:05 every 15-30 mins
60K	Sha Tin Station	Fo Tan Cottage Area	Daily services every 4-6 mins
60K*	Sha Tin Station	Wong Chuk Yeung Village	Daily services at 10:30, 16:30 and 19:30
60K*	Wong Chuk Yeung Village	Sha Tin Station	Daily services at 7:05, 10:50, 16:50 and 19:50
60P	Fo Tan Chun Yeung Estate Public Transport Lay-Bys	Sha Tin Station	Weekday services from 07:45 to 18:45 every 2-3 mins and Saturday services from 07:45 to 13:45 every 2-3 mins
60R	Sha Tin Station	Penfold Park	Sunday and Public Holiday services from 10:45 to 17:40 every 20 mins
62K	Sha Tin Station	Shatin Lodge	Daily services every 7-15 mins
65A	Wong Nai Tau	Sha Tin Station	Daily services every 5 mins
65A*	Kwong Lam Court	Sha Tin Central	Weekday services from 07:30 to 08:30 every 15 mins
65A*	Wong Nai Tau	Sha Tin Station	Weekday services from 07:00 to 09:00 every 15 mins
66K	Kau To (Circular)	Sha Tin Station	Daily services every 10-15 mins
66K*	Kau To (Circular)	Sha Tin Station	Daily services at 06:25
67A	Shek Mun Estate	Sha Tin Station	Daily services every 10-15 mins
67K	A Kung Kok	Sha Tin Station	Daily services every 10-20 mins

Route No.	Terminating Points		Remarks
68K	Sha Tin Station (Pai Tau Street)	Julimount Garden	Daily services every 7-9 mins
68K	Julimount Garden	Tai Wai Station Public Transport Interchange	Daily services every 7-9 mins
69K	Sha Tin Station (Pai Tau Street)	Ville De Jardin / Greenwood Terrace	Daily services every 4-10 mins
69K	Ville De Jardin / Greenwood Terrace	Sha Tin Station (Pai Tau Street)	Daily services every 4-10 mins
809K	Sha Tin Station (Pai Tau Street)	Shui Chuen Au Street (Circular)	Daily services every 30 mins

*Note: * Special services*

Information updated as of date 2nd August, 2024.

Supply & Distribution of Manpower of Sai Lam Temple Staff/Security Personnel
For
Traffic & Crowd Management

Supply of Manpower by Sai Lam Temple Management

<u>Manpower</u>	<u>Manager</u>	<u>Sai Lam Temple Staff</u>	<u>Security Personnel</u>
No.	1*	7	3

Distribution of Manpower by Sai Lam Temple Management

<u>Location</u>	<u>Manager</u>	<u>Sai Lam Temple Staff</u>	<u>Security Personnel</u>
Command Post	1*		
At Sai Lam Temple Entrance Gate		1	
At Holding Area of Sai Lam Temple near Entrance Gate		2	
Within Sai Lam Temple area – Patrolling Duties		4	
Outside Sai Lam Temple a) Along the pedestrian route at Pai Tau Street near connecting ramp of MTR station b) Along the pedestrian route at rear portion of Pai Tau Street near Leisure and Cultural Services Headquarters c) Along the pedestrian route			3

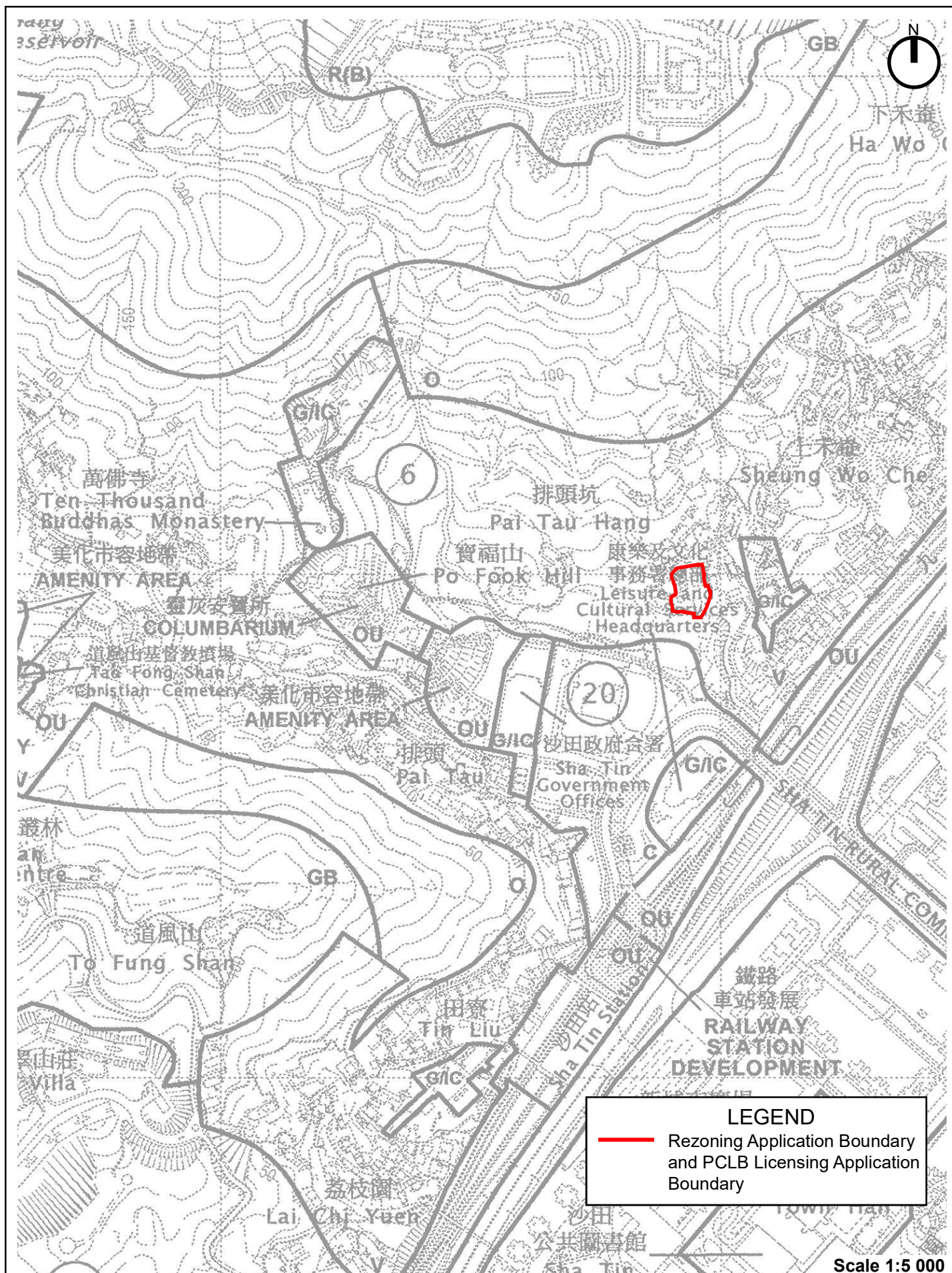
at unnamed concrete footpath leading to the entrance of Sai Lam Temple			
Total	1* (exclude from manpower deployment count)	7	3

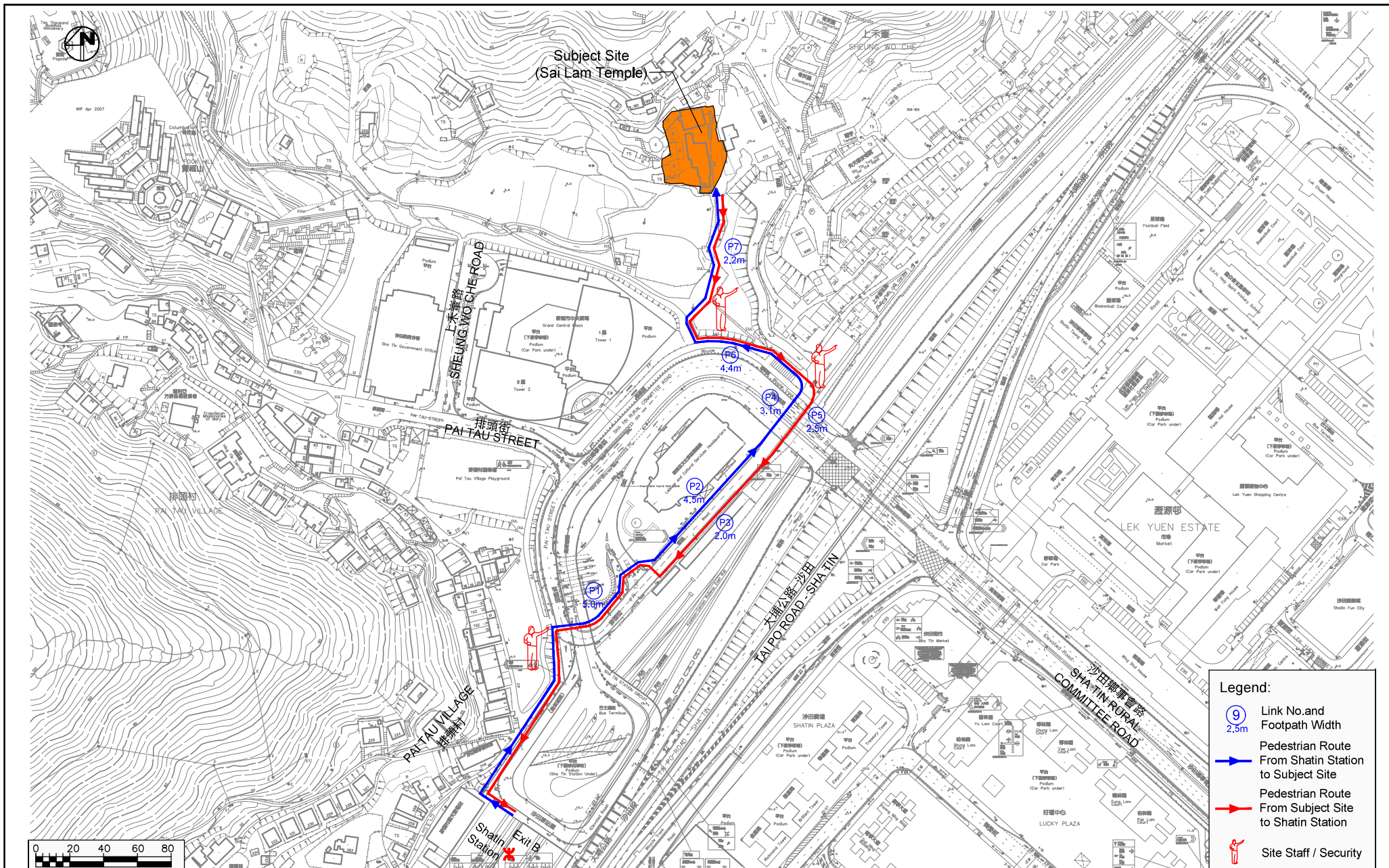
**Specific Duties of Sai Lam Temple Staff/Security Personnel for
Traffic and Crowd Management**

<u>Location</u>	<u>Rank</u>	<u>Duties</u>
Sai Lam Temple (西林寺) Area/Command Post	Manager 1	<ul style="list-style-type: none">● Overall control of Sai Lam Temple site & security personnel for traffic/crowd management● Oversee the implementation of the Special Traffic & Crowd Management arrangement for Sai Lam Temple● Ensure the implementation of the one-way clockwise gyratory worshippers' movement system inside the Temple to facilitate the arrival & departure of worshippers● Act as a point of liaison with Police/FSD, if necessary● Deal with emergency situations● Deal with evacuation situation, if required● Oversee the operation of the CP● Conduct detailed briefing for Temple staff/security personnel regarding traffic/crowd management before the operation● Coach staff/security personnel on traffic/crowd management to be adopted, if necessary inside the Temple, at the main entrance, the set up/supervision of the holding area(s).● Brief staff/security personnel regarding the handling of emergency situation/evacuation● Ensure staff vigilance & diligence thro' visits to static locations both inside/outside the Temple● Deal with complaints & trespassers● Deal with reported/ad hoc incidents● Conduct 'After Action Review' for the

		<p>operation for future improvement, if required</p> <ul style="list-style-type: none"> ● Arrange meal break for Temple staff/security personnel
At Sai Lam Temple Entrance	1 Staff	<ul style="list-style-type: none"> ● Welcome and guide visitors to the registry for registration and take admission cards
At Holding Area of Sai Lam Temple near Entrance Gate	2 Staffs	<ul style="list-style-type: none"> ● Register and implement the admission control ● Distribute admission cards to visitors with advanced booking on a first-come-first-serve basis ● Direct and give guidance for visitors to designated holding area for waiting or enter the columbarium building batch by batch
Within Sai Lam Temple area – patrolling duties	4 Staffs	<ul style="list-style-type: none"> ● Monitor the arrival of visitors to walk up to staircase thereat to the columbarium buildings ● Supervise the movement of visitors inside the Temple ensuring no conflict bet ● Arrange visitors to queue up at the holding area, and to release them for columbarium halls when available ● Check the nearby columbarium halls frequently to ensure smooth and orderly worship activities inside the respective hall ● Regulate and control the number of visitors within the maximum holding capacity
Outside Sai Lam Temple a) Along the pedestrian route at Pai Tau Street near connecting ramp of MTR station	3 Security Staffs	<ul style="list-style-type: none"> ● Set up directional sign along the major pedestrian route ● Stationed at the designated locations to provide guidance to visitors heading to the site during peak period ● Conduct crowd control to maintain a

<p>b) Along the pedestrian route at rear portion of Pai Tau Street near Leisure and Cultural Services Headquarters</p> <p>c) Along the pedestrian route at unnamed concrete footpath leading to the entrance of Sai Lam Temple</p>		<p>smooth and orderly pedestrians' movement</p> <ul style="list-style-type: none"> ● Monitor the in-flow/out-flow of visitors to and from the Temple to maintain a smooth and orderly pedestrians' movement ● Liaise closely with staff deployed at the entrance of the Temple for proper release of visitors onto the footpath
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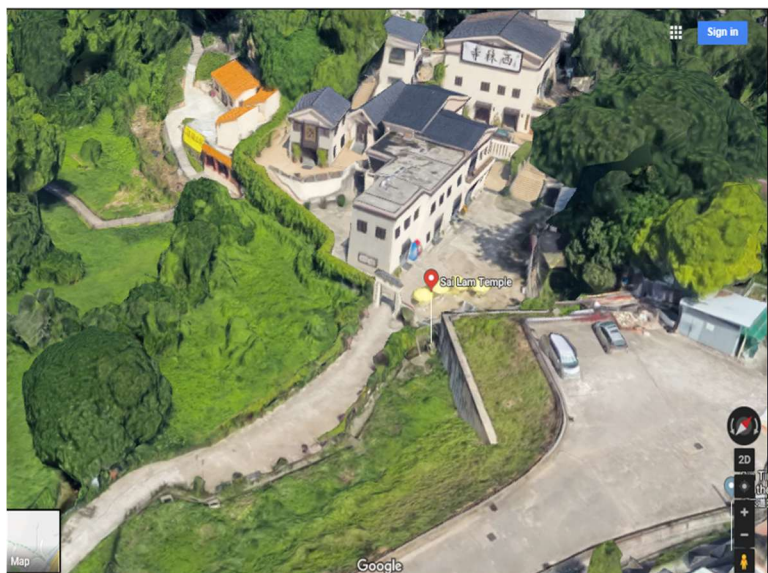
Useful Telephone Contacts of TD & Police

<u>Dept</u>	<u>Rank</u>	<u>Tel</u>	<u>Email Address</u>
TD	Sr Transp Officer Shatin	23992180	
TD	Transp Officer Shatin	23992443	
HKPF	ADVC OPS STDIV	36612502	advc-ops-stdiv@police.gov.hk
HKPF	OSSUC STDIV	36612504	ossuc-stdiv@police.gov.hk
HKPF	CIP E&CDIV T NTS	36611363	cip-e-c-nts@police.gov.hk
HKPF	IP OPS E&CDIV T NTS	36611384	ip-sip-ossu-1-e-c-nts@police.gov.hk

Useful Telephone Contacts of FSD

<u>Unit</u>	<u>Email</u>	<u>Telephone</u>	<u>Fax</u>
FSD Control Centre	hkfsdenq@hkfsd.gov.hk	27232233	23110066

Pictures of Sai Lam Temple & Its Columbarium and Routes



Sai Lam Temple is located by the hill side of Sheung Wo Che, Shatin



Photo 1:

Exit MTR Shatin Stn Exit 'B' & turn left to the connecting ramp to Pai Tau Street pavement, Shatin Rural Committee Road pavement which lead to Sai Lam Temple



Photo 2:

This photo was taken during the Festival Day of Ching Ming Festival in 2019 which showed that the connecting ramp linking the MTR Shatin Stn with Pai Tau Street was divided into the ascending and descending mode by the erection of Police cordon tapes and Police cones by Police for visitors to walk up/walk down the ramp to/from Pai Tau Street and the MTR Shatin Station.



Photo 3:

This photo was taken during the Festival Day of Ching Ming Festival in 2019 which showed visitors approach the unnamed alley immediately south of Pai Tau Village Playground from the large open land area immediately north of MTR Shatin Stn and then walk through the Pai Tau Village Playground to Pai Tau Street/Sheung Wo Che Road junction where visitors can walk across the road crossing thereat heading for Shatin Rural Committee Road for Sai Lam Temple.



Photo 4:

The photo was also taken on the Festival Day of Ching Ming Festival which showed that the section of Pai Tau Street east of Pai Tau Village Playground is temporarily closed by Police to create the one-way gyratory pedestrian flow system from MTR Shatin Stn to Pai Tau Street & Sheung Wo Che Road via the Unnamed footpath immediately by the south of Pai Tau Village Playground.



Photo 5:

Police officers were deployed at Pai Tau Street junction of Sheung Wo Che Road to conduct traffic and crowd management using traffic cones and cordon tapes to stop traffic and allow worshippers to cross Sheung Wo Che Road to approach columbaria in the vicinity during Ching Ming Festival Day.



Photo 6:

Police officers were deployed at the layby o/s Shatin Government Offices, Sheung Wo Che Road to monitor/supervise the unloading of visitors from cars, which would be directed to leave the layby immediately after the unloading of visitors' activities



Photo 7:

Walk along Shatin Rural Committee Road northward from Pai Tau Street towards Sai Lam Temple



Photo 8:

Open land area (govt. land) in front of the unnamed footpath leading to Sai Lam Temple



Photo 9:

Unnamed concrete footpath leading to the entrance of Sai Lam Temple



Photo 10:

Sai Lam Temple main entrance



Photo 11:

The Admin Block of Sai Lam Temple & the open courtyard in front of it



Photo 12:

Staircase on the G/F on the right hand side rear of the Admin Blk which leads up to the columbarium blocks (1/F & 2/F)

During the main day of festive days Sai Lam Temple will implement the one-way clockwise gyratory system where worshippers can access from this staircase to different columbarium halls located on 1/F & 2/F.



Photo 13:

Staircase located on 1/F of the columbarium which leads up to the 2/F of the columbarium blks



Photo 14:

The clear view of the staircase, which links the 1/F and 2/F of the columbarium blks



Photo 15:

One of the columbarium halls located on the 2/F of the columbarium blks



Photo 16:

The internal area of one of the columbarium halls.
The hall is tidy and clean



Photo 17:

Fire extinguisher is mounted on the outer wall of the columbarium hall



Photo 18:

Staircase located on the left hand side of the Admin Blk which leads from the 2/F of the columbarium blks to the G/F & the open courtyard

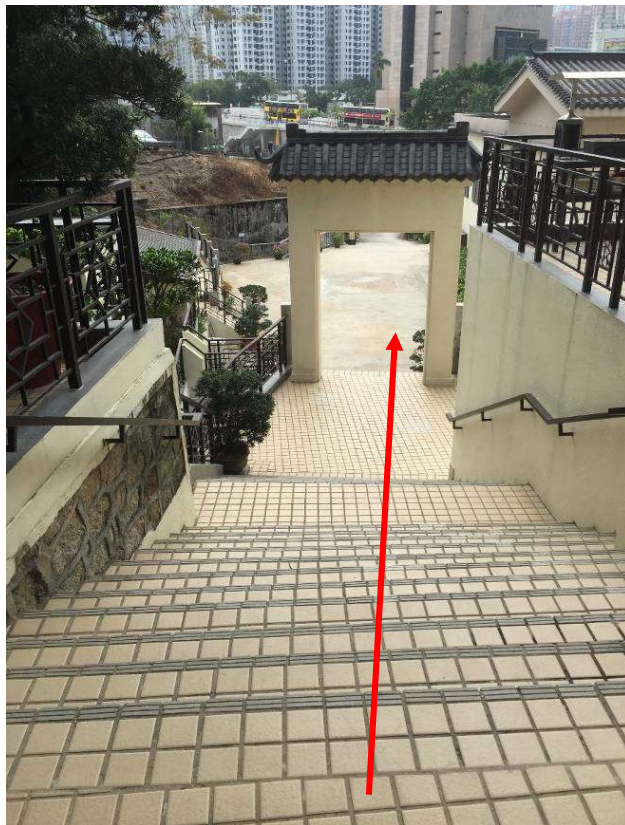


Photo 19:

Open view of the staircase located on the left hand side of the Admin Blk. It leads down to the open courtyard in front of the Admin Blk & serves as the departure route of the one-way pedestrian gyratory system

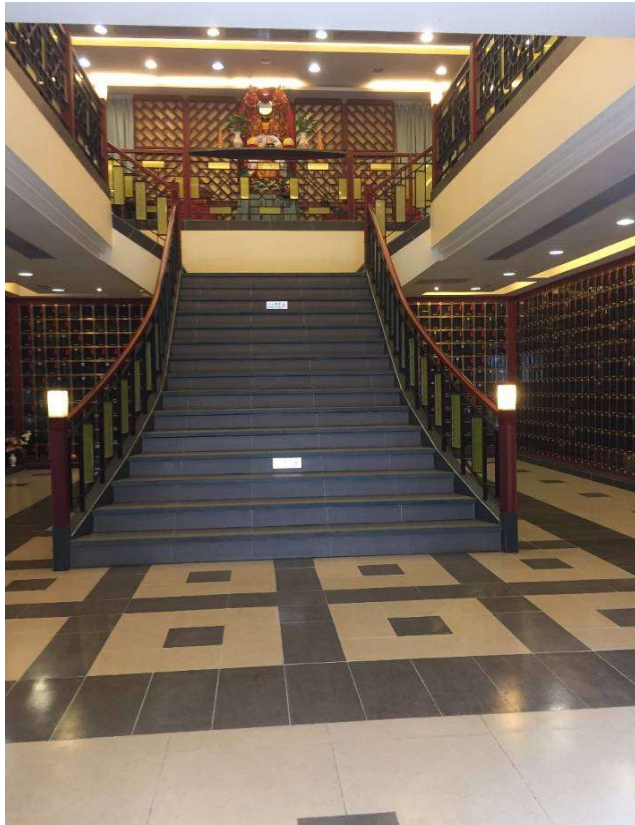


Photo 20:

The beautiful internal layout view of one of the columbarium halls



Photo 21:

The joss stick burners are located outside the columbarium halls



Photo 22:

The eco-furnaces for burning incense materials are located at the rear of the management office blk on the G/F



Photo 23:

CCTV monitor is installed in the Admin Office where it will be monitored by staff.

CCTV cameras do cover different vantage points of the Temple



Photo 24:

Grand Central Plaza carpark, which has more than 300 hourly parking service and worshippers who drive p/cs can park cars at this carpark and then walk a short distance to Sai Lam Temple via Shatin Rural Committee Road pavement

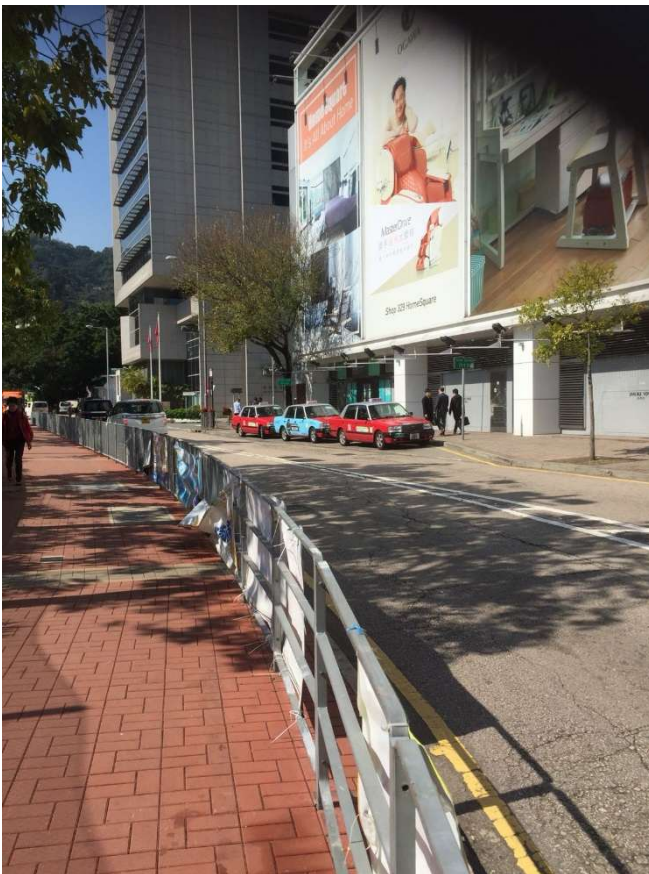
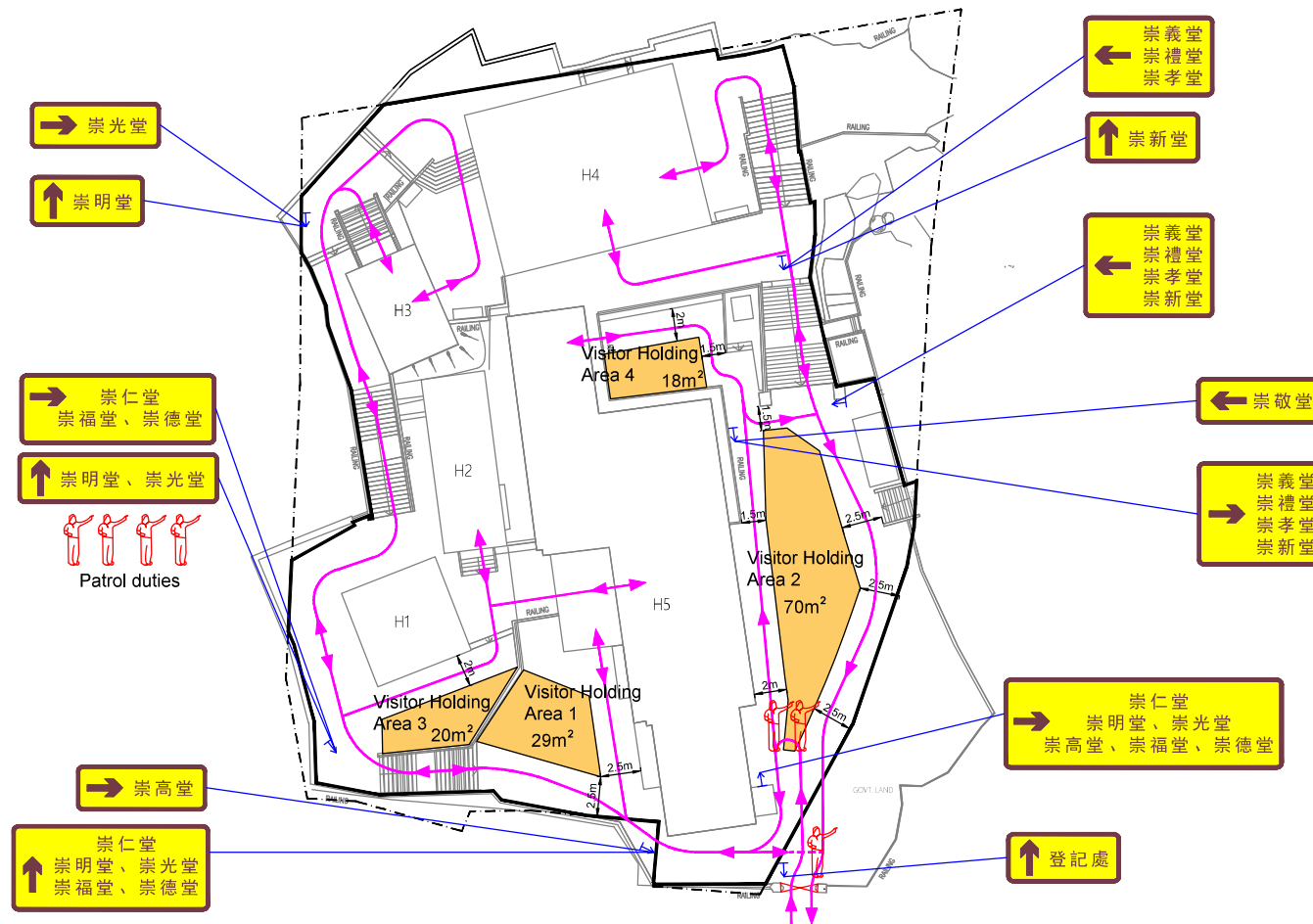
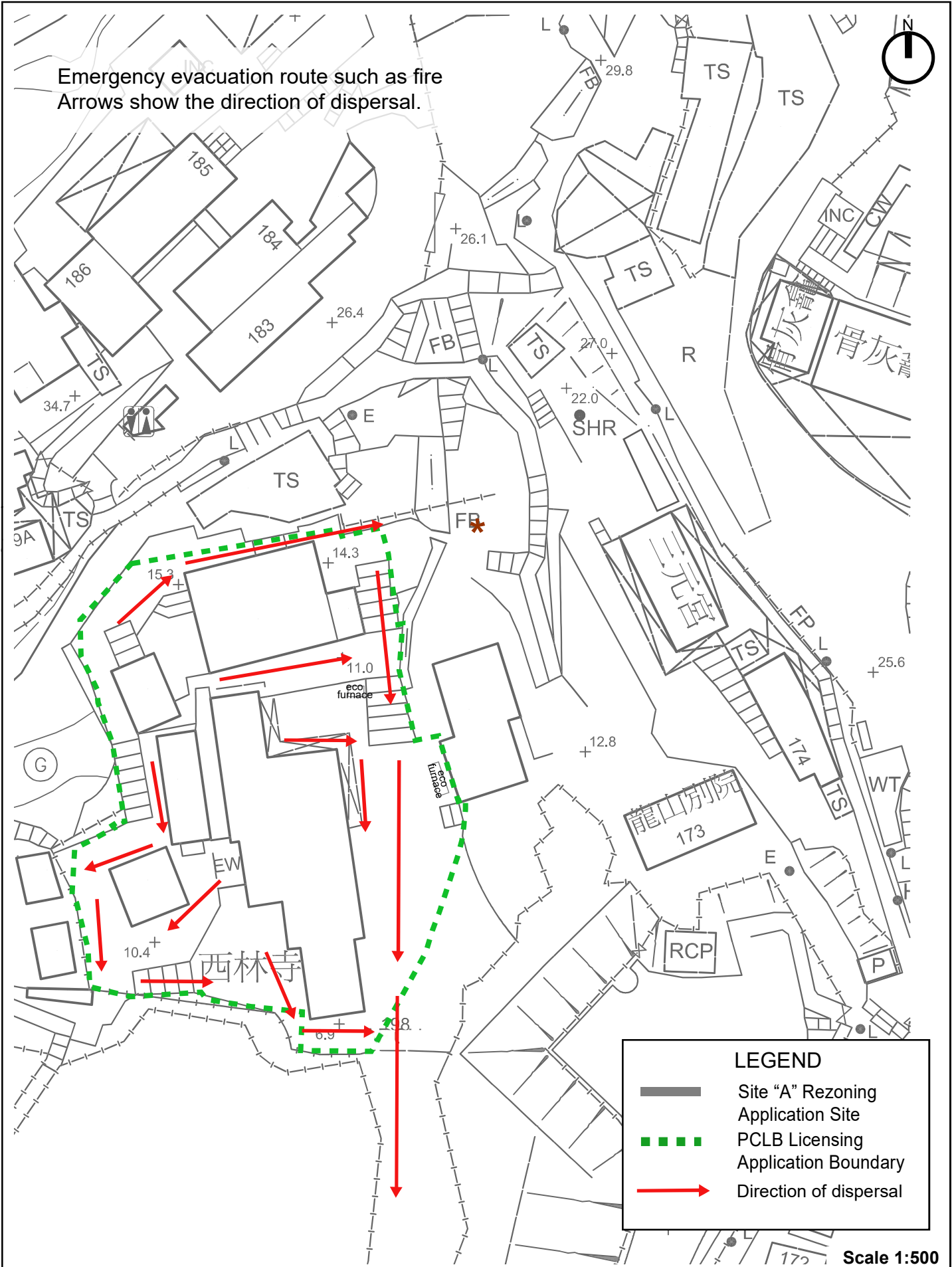
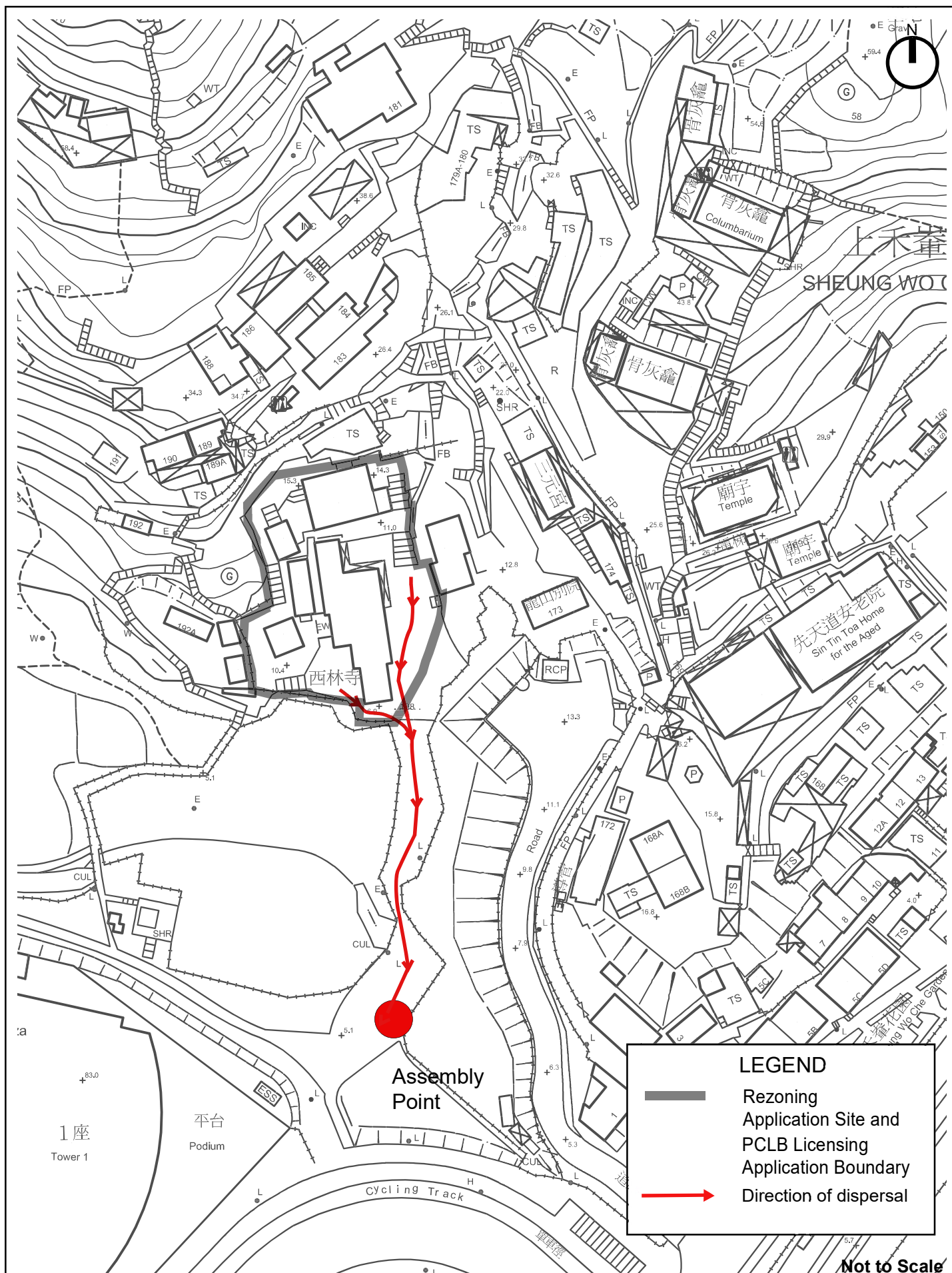


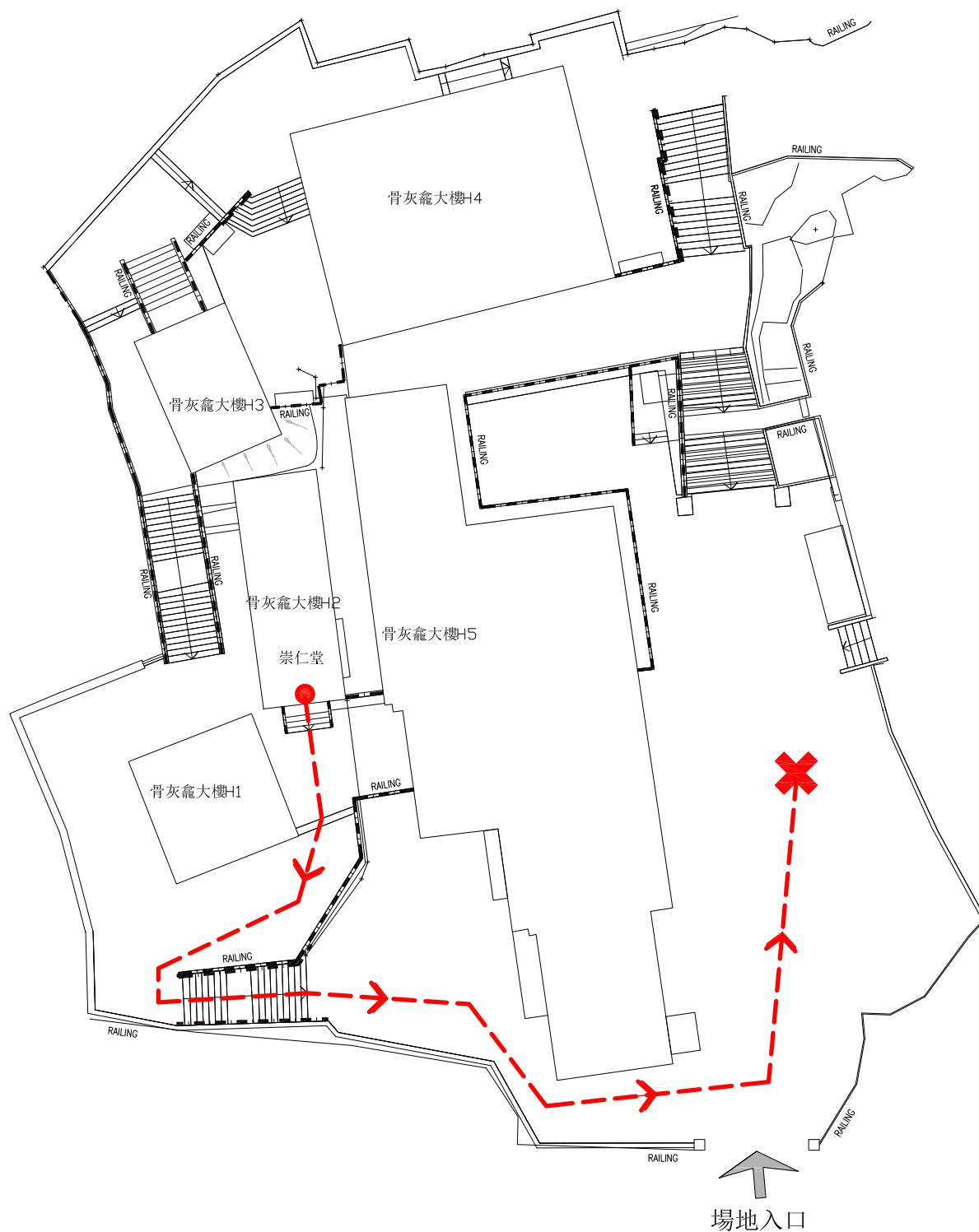
Photo 25:

Taxi Stand is available at Pai Tau Street o/s the Grand Central Plaza where worshippers can resort to the use of taxis









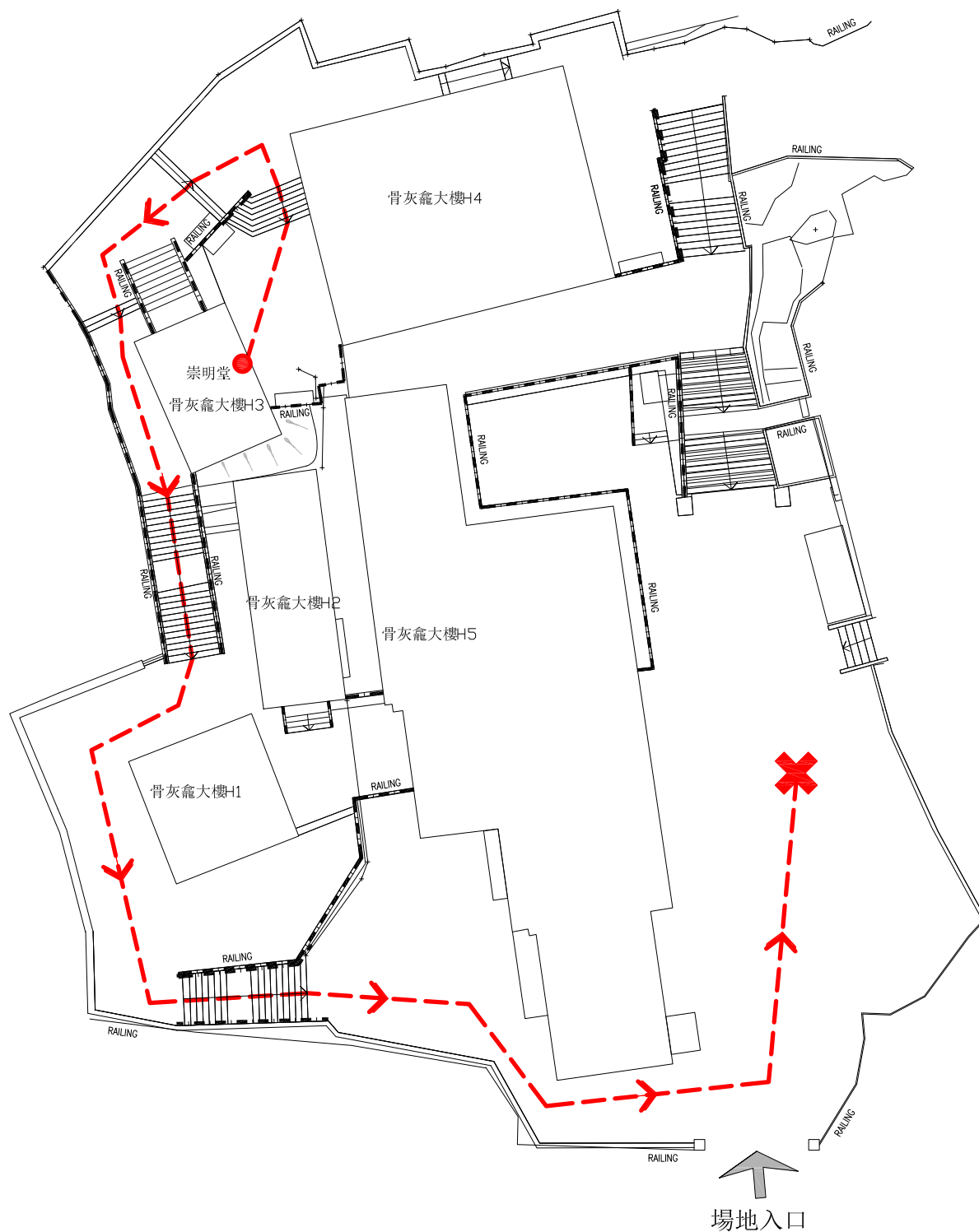
西林寺崇仁堂消防逃生路線圖
 SAI LAM TEMPLE 崇仁堂
 FIRE ESCAPE ROUTE PLAN

● 現在位置
 YOU ARE HERE

← 消防逃生路線
 FIRE ESCAPE ROUTE

Annex G

✕ 集合位置
 ASSEMBLY POINT



西林寺崇明堂消防逃生路線圖

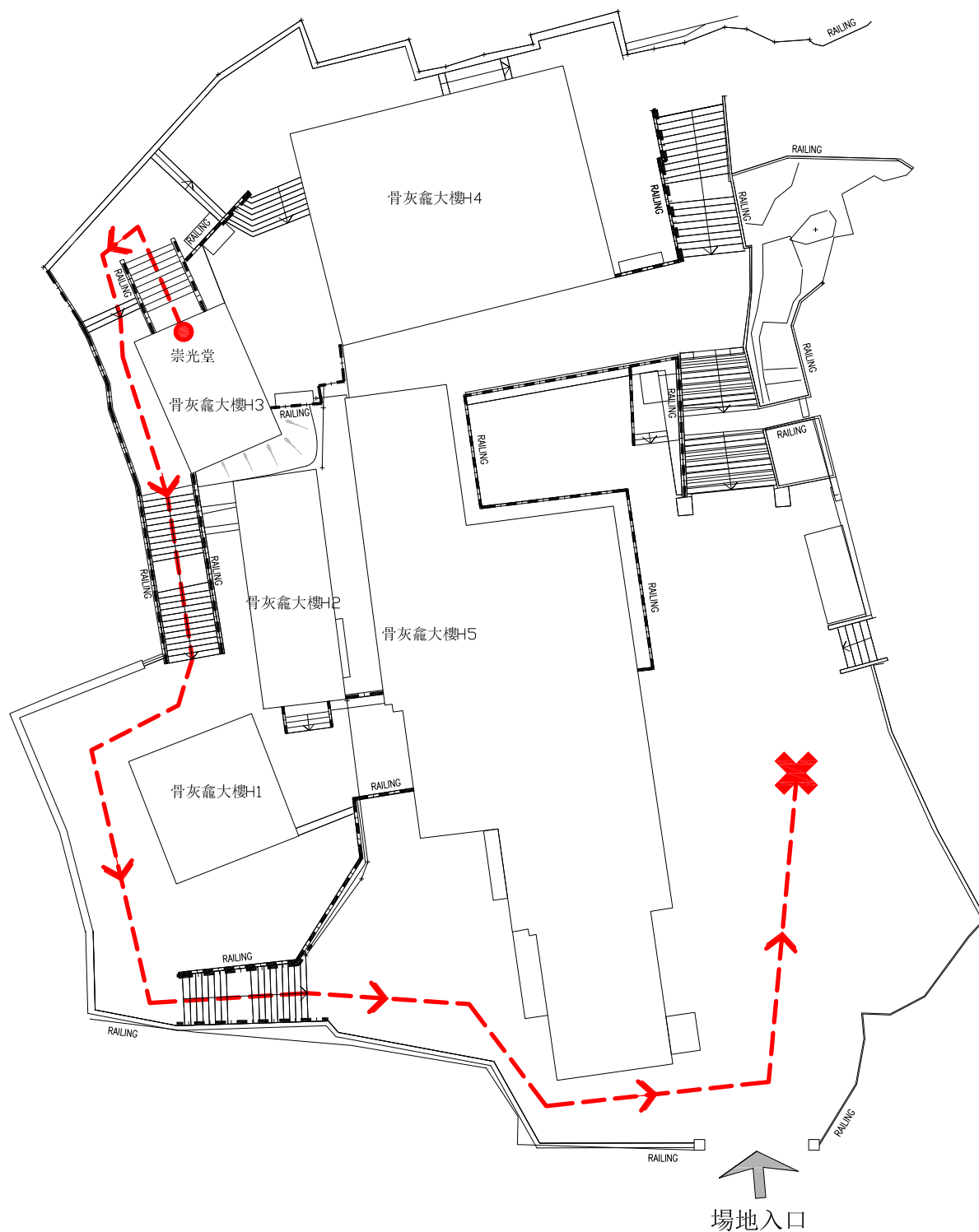
SAI LAM TEMPLE崇明堂

FIRE ESCAPE ROUTE PLAN

● 現在位置
YOU ARE HERE

← 消防逃生路線
FIRE ESCAPE ROUTE

✕ 集合位置
ASSEMBLY POINT

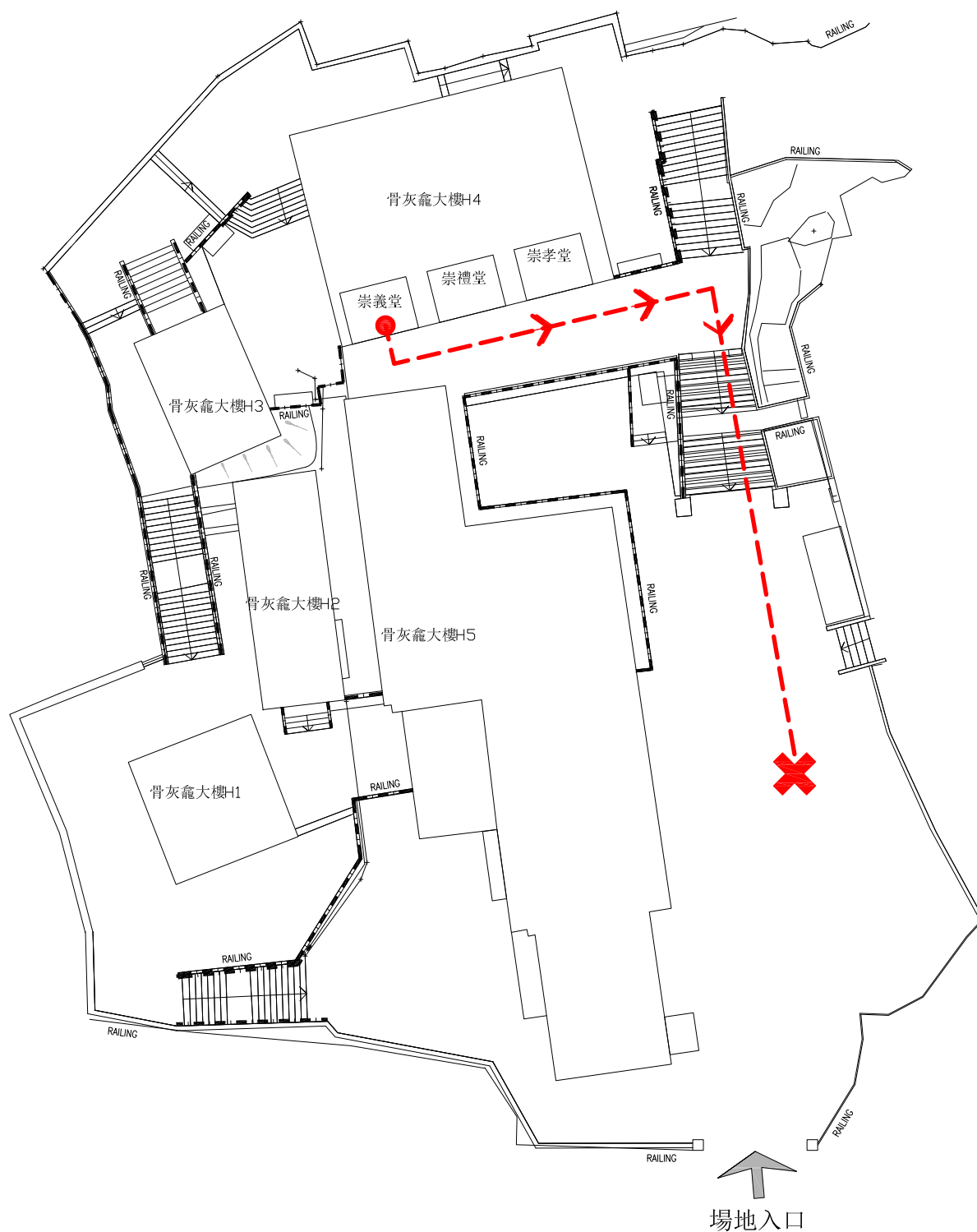


西林寺崇光堂消防逃生路線圖
 SAI LAM TEMPLE崇光堂
 FIRE ESCAPE ROUTE PLAN

● 現在位置
 YOU ARE HERE

← 消防逃生路線
 FIRE ESCAPE ROUTE

✕ 集合位置
 ASSEMBLY POINT



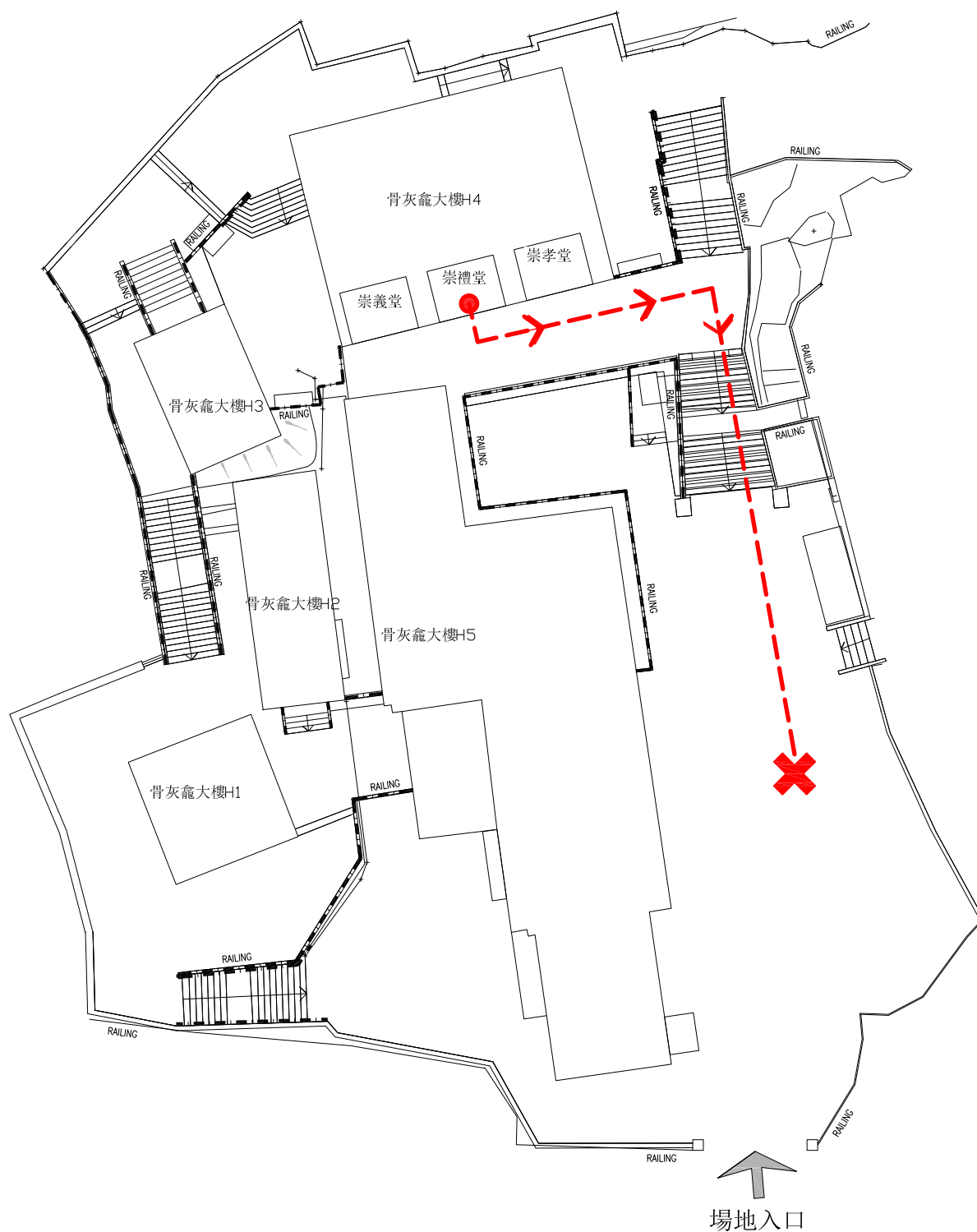
西林寺崇義堂消防逃生路線圖

SAI LAM TEMPLE崇義堂 FIRE ESCAPE ROUTE PLAN

● 現在位置
YOU ARE HERE

← 消防逃生路線
FIRE ESCAPE ROUTE

✕ 集合位置
ASSEMBLY POINT



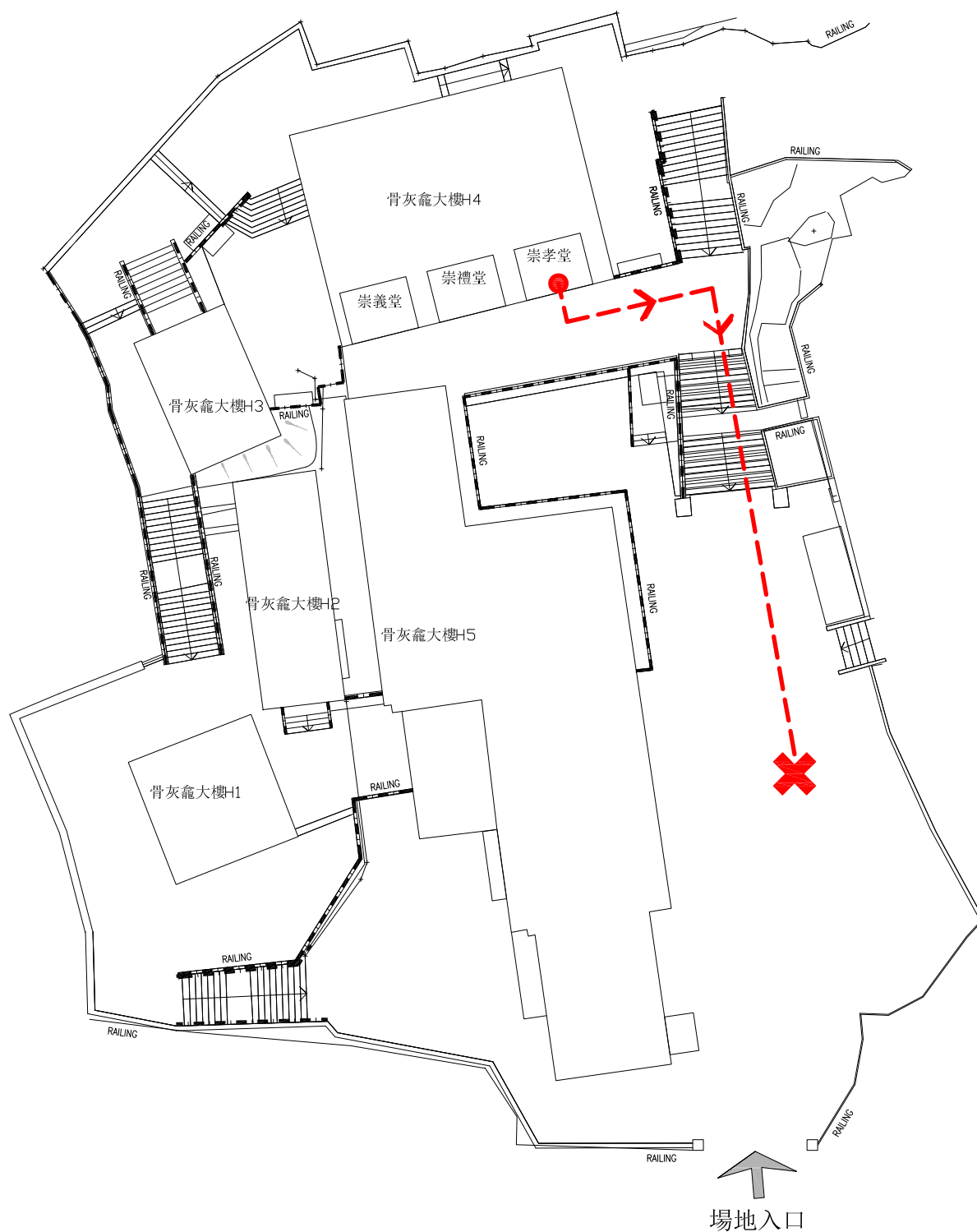
西林寺崇禮堂消防逃生路線圖

SAI LAM TEMPLE崇禮堂
FIRE ESCAPE ROUTE PLAN

● 現在位置
YOU ARE HERE

← 消防逃生路線
FIRE ESCAPE ROUTE

✕ 集合位置
ASSEMBLY POINT



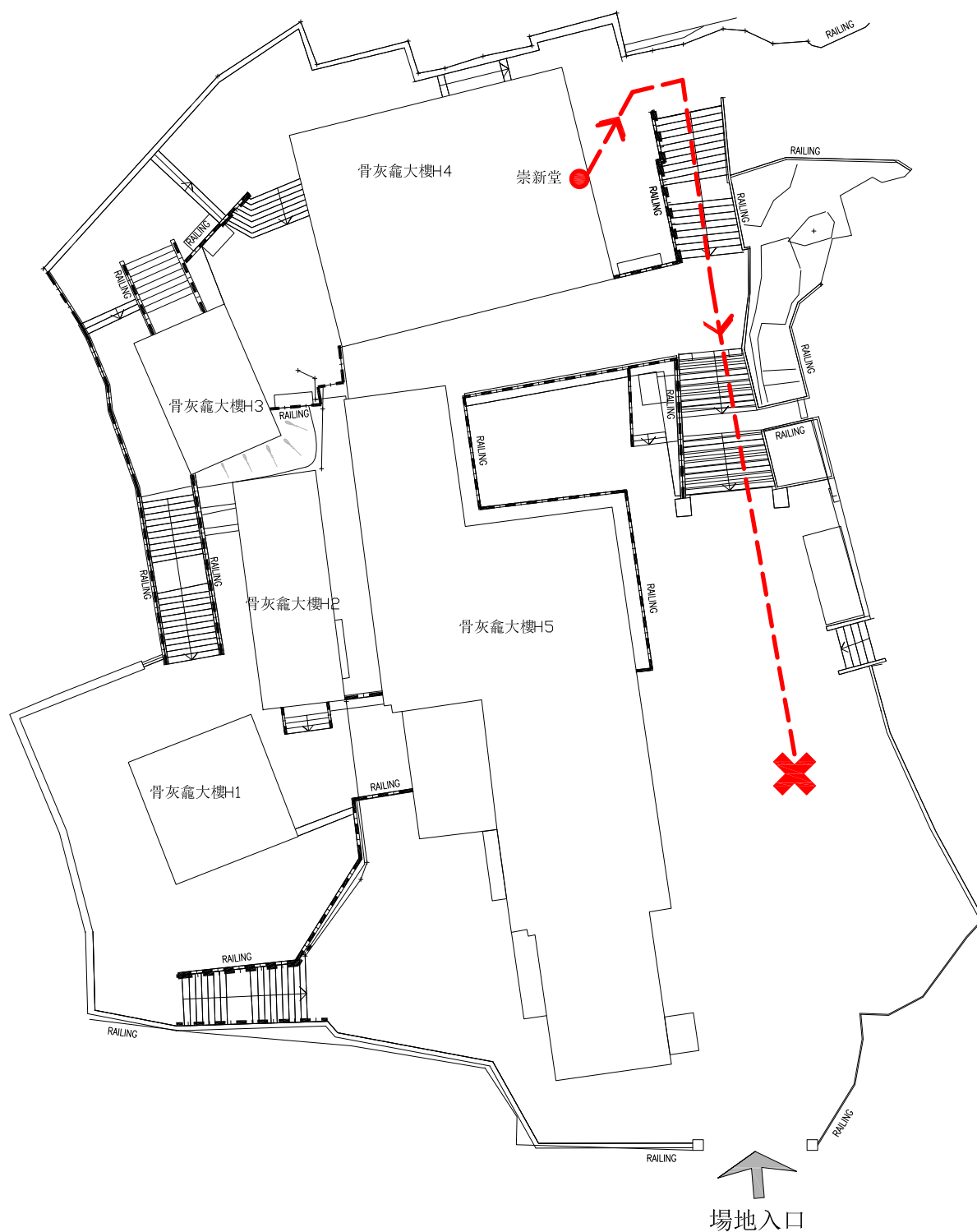
西林寺崇孝堂消防逃生路線圖

SAI LAM TEMPLE崇孝堂 FIRE ESCAPE ROUTE PLAN

● 現在位置
YOU ARE HERE

← 消防逃生路線
FIRE ESCAPE ROUTE

✕ 集合位置
ASSEMBLY POINT



西林寺崇新堂消防逃生路線圖
 SAI LAM TEMPLE崇新堂
 FIRE ESCAPE ROUTE PLAN



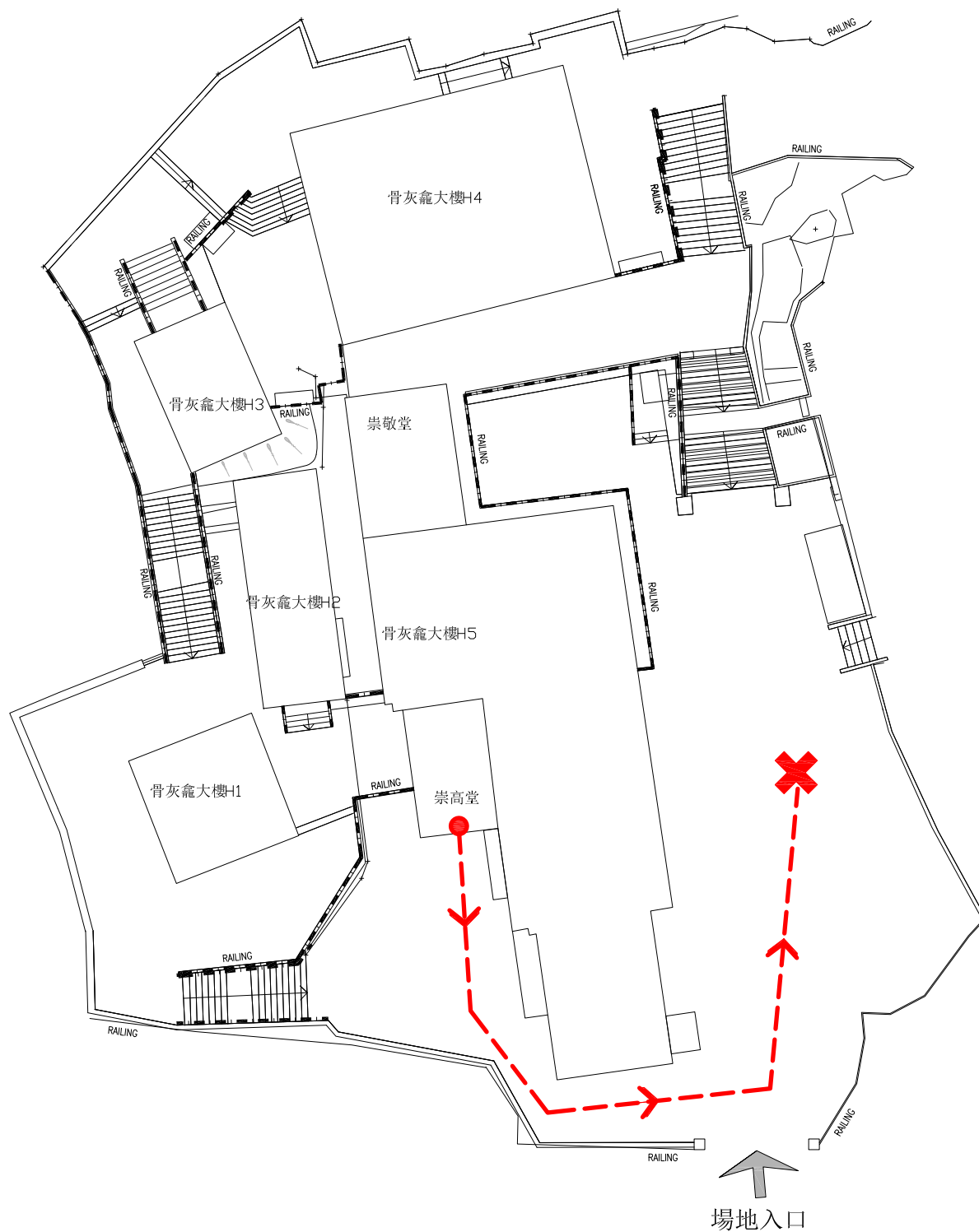
現在位置
 YOU ARE HERE



消防逃生路線
 FIRE ESCAPE ROUTE



集合位置
 ASSEMBLY POINT



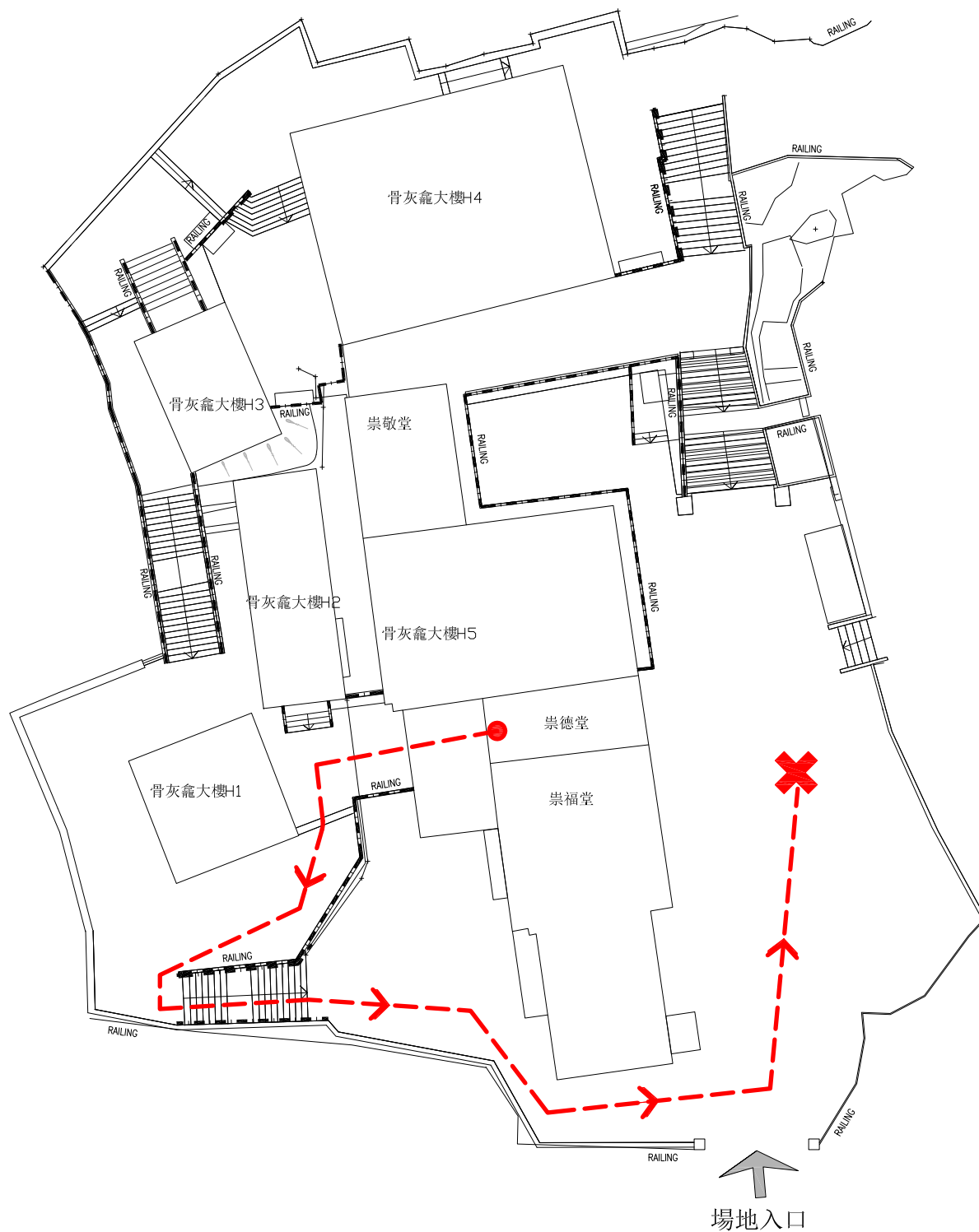
西林寺崇高堂消防逃生路線圖

SAI LAM TEMPLE崇高堂 FIRE ESCAPE ROUTE PLAN

● 現在位置
YOU ARE HERE

← 消防逃生路線
FIRE ESCAPE ROUTE

✕ 集合位置
ASSEMBLY POINT



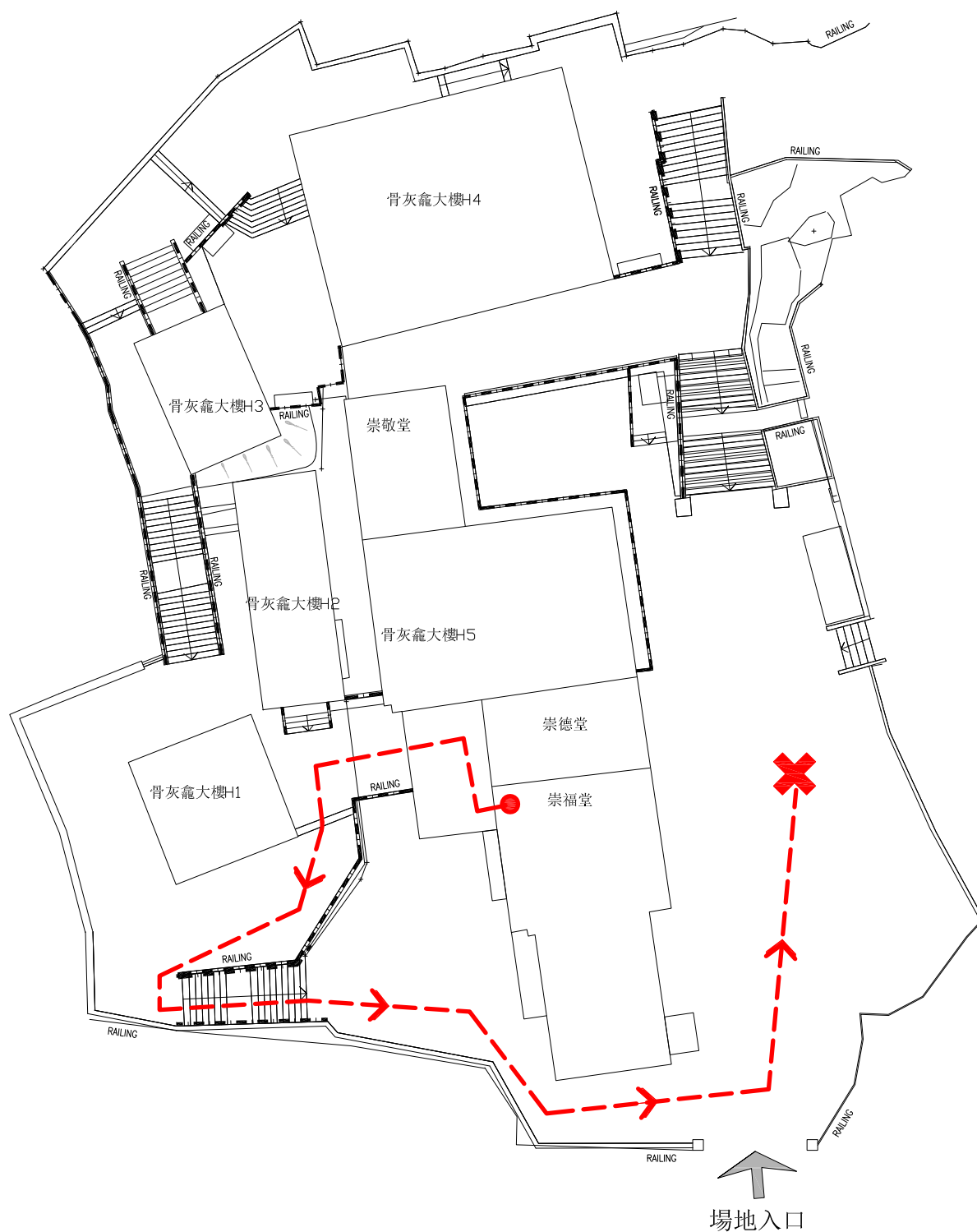
西林寺崇德堂消防逃生路線圖

SAI LAM TEMPLE崇德堂 FIRE ESCAPE ROUTE PLAN

● 現在位置
YOU ARE HERE

← 消防逃生路線
FIRE ESCAPE ROUTE

✕ 集合位置
ASSEMBLY POINT

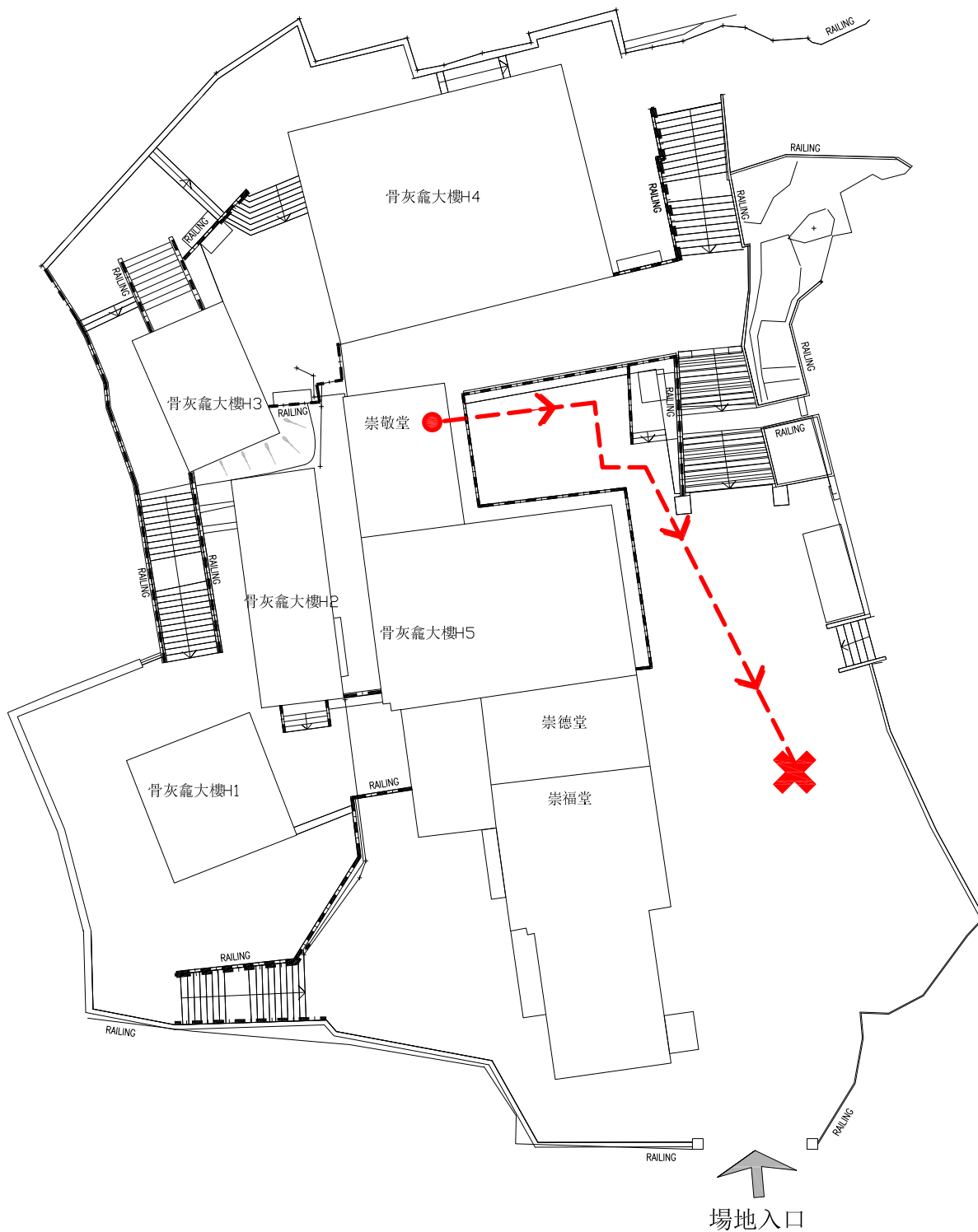


西林寺崇福堂消防逃生路線圖
 SAI LAM TEMPLE崇福堂
 FIRE ESCAPE ROUTE PLAN

● 現在位置
 YOU ARE HERE

← 消防逃生路線
 FIRE ESCAPE ROUTE

✕ 集合位置
 ASSEMBLY POINT



西林寺崇敬堂消防逃生路線圖

SAI LAM TEMPLE崇敬堂 FIRE ESCAPE ROUTE PLAN

● 現在位置
YOU ARE HERE

← 消防逃生路線
FIRE ESCAPE ROUTE

✕ 集合位置
ASSEMBLY POINT