

Regulations for the Establishment of Yuan Ze University Campus Safety and Disaster Prevention and Rescue Committee

Passed by the 104-16 Administrative Meeting on April 13, 2016
Amended at the 109-18 Administrative Meeting on April 28, 2021
Amended at the 111-7 Administrative Meeting on October 26, 2022

Article 1. Purpose

The purpose of these regulations, titled "Regulations for the Establishment of Yuan Ze University Campus Safety and Disaster Prevention and Rescue Committee" (hereinafter referred to as "these regulations"), is to strengthen the campus safety of our university, implement disaster management and reporting mechanisms for personal and property safety, disaster reduction, and disaster mitigation. These regulations aim to enhance emergency response and recovery capabilities, effectively minimize campus damages, and ensure the safety of lives and properties of faculty and students.

Article 2. Basis

1. In accordance with the Ministry of Education's "Campus Safety Handbook" and "Campus Disaster Management Handbook," we have formulated campus safety and disaster management practices for our university.
2. On July 22, 2020, the Ministry of Education issued the revised directive under the reference number 1090081127B, amending the "Disaster Prevention and Rescue Guidelines for Schools and Affiliated Institutions under the Supervision of the Ministry of Education."
3. On October 6, 2021, the Ministry of Education issued a letter under the reference number 1100128399, titled "Operational Regulations for the Ministry of Education's Campus Safety and Disaster Prevention and Rescue Notification and Processing Center."
4. On December 17, 2021, the Ministry of Education issued the revised directive under the reference number 1100159353A, amending the "Guidelines for Campus Safety and Disaster Incident Reporting Operations."

Article 3. Scope of Implementation

1. **Applicable Parties and Areas**
All staff, students (including long-term and short-term exchange foreign students and students from mainland, Hong Kong, and Macau), as well as various types of continuing education students from the Ministry of Lifelong Education, are involved in safety and disaster incidents in the buildings, classrooms, dormitories, special workplaces, laboratories, outdoor venues, roads, and areas near the school gate, or outside the campus.
2. **Types of Incidents to be Handled**
 - (a) According to the revised provisions of the Ministry of Education's "Guidelines for Campus Safety and Disaster Incident Reporting Operations," incidents should be reported to the Ministry of Education within the specified time limits (refer to Appendix 1 for incident categorization).
 - (b) The incidents mentioned in these regulations are categorized as follows
Natural Disasters: Events such as wind disasters, floods, earthquakes, landslides, and other non-human-induced incidents that cannot be prevented.
Man-made Disasters: Events resulting directly or indirectly from human factors or caused by others. Common types of man-made disasters include:

- (i) Accidents: Such as emergency medical situations, traffic accidents, shipwrecks, aviation accidents, mountain accidents, fires, drownings, collective or individual poisoning incidents, and other similar events.
- (ii) Violent Harassment: Such as fights, thefts, assaults, including situations where students are either suspects or victims.
- (iii) Self-harm or Harm to Others: Such as self-harm, suicide, inflicting harm on others, frequent accidents, violations, attacks, and similar behaviors.
- (iv) Sexual Assault or Harassment: Involving suspected sexual assault, sexual harassment, discrimination based on gender, or actions/events that violate gender equality.
- (v) Accidents in Special Work Areas or Laboratories: Such as accidents involving toxic chemicals, toxic gas leaks, explosions, electrical accidents, electric shocks, mechanical accidents, radiation accidents, fires, environmental safety and hygiene, and occupational accidents.
- (vi) Disease Incidents: Crisis events caused by diagnosed mental illnesses such as schizophrenia, bipolar disorder, or events related to legally defined communicable diseases, non-legally defined communicable diseases, acute severe illnesses, minor illnesses requiring medical treatment, as issued by the Ministry of Health and Welfare.
- (vii) Other Incidents: Other events that have a significant impact on campus safety or attract negative media attention.

Article 4. Composition of the Committee and Task Groups of Campus Safety Center

In order to ensure proper campus security maintenance and disaster prevention and rescue management, the Committee and Task Groups of the Campus Safety Center (organizational chart attached as Annex II) are established, along with the following meetings:

1. Composition of the Committee

The President serves as the convener, and the Vice President serves as the deputy convener. The Executive Director and the Spokesperson are both appointed by the Chief Secretary. Other members include the Deans of Academic Affairs, Student Affairs, General Affairs, Research and Development, Information, as well as the Directors of General Education, Lifelong Education, Personnel, Accounting, International Affairs, Environmental Protection and Occupational Health Center, and the Director of Military Training Office (also acting as the Executive Secretary).

2. Responsibilities of the Committee

The Committee is responsible for formulating, planning, promoting, and implementing daily preventive measures, including convening regular campus disaster prevention meetings, preparing campus disaster prevention and rescue plans, planning and implementing disaster prevention education courses and activities, and maintaining campus environmental safety measures. Based on the tasks of disaster prevention, the Committee is divided into three groups: "Disaster Reduction Planning Group," "Promotion and Implementation Group," and "Financial and Administrative Group" (group composition as in Annex III). The Committee members serve a fixed term, and the Committee meets once per semester, with the option of convening ad hoc meetings when necessary. The meeting requires the attendance of more than

half of the members, and resolutions are made with the consent of more than half of the attending members. The necessary funds for disaster prevention and rescue are allocated by relevant departments in the school's annual budget.

3. Task Groups of the Campus Safety Center

The President serves as the convener, and the following five groups are established: "Student Safety Maintenance Group," "Campus Building Safety and Environmental Hygiene Group," "Information Security Maintenance Group," "Media and News Spokesperson Group," and "Campus Safety Communication Group." These groups operate according to the mechanism of the "Emergency Event Management Subgroup Meeting" and oversee the implementation of tasks by each group (command and control structure as in Annex IV, division of responsibilities as in Annex V). To carry out the work in various stages of disaster reduction, preparedness, response, and recovery (specific actions in each stage as in Annex VI), each group should develop relevant plans.

4. Meetings at various levels (schedule and composition as in Annex VII)

(a) Campus Safety and Disaster Prevention Meeting (referred to as the Campus Safety Meeting):

The President serves as the convener, and the meeting is held once per semester to discuss the principles and policies of campus security maintenance and disaster prevention and rescue management.

(b) Emergency Event Management Subgroup Meeting:

The Chief Secretary serves as the convener. In the event of a disaster, an emergency response subgroup is established, and the authorized agents may convene meetings as necessary based on the responsibility distribution. They discuss the response and handling of the disaster event and direct and control the implementation of tasks by various groups of the Campus Safety Center.

(c) Student Safety Committee Meeting:

The Dean of Student Affairs serves as the convener, and the meeting is held once per semester to discuss matters related to student safety. The "Student Safety Maintenance Group" of the Campus Safety Center may convene meetings as needed based on emergency situations.

(d) Health Committee Meeting:

The Dean of Student Affairs serves as the convener, and the meeting is held once per semester to discuss health education, healthcare services, health promotion, and other related matters for faculty, staff, and students.

(e) Campus Building Safety Meeting:

The Chief Secretary serves as the convener. The meeting is held once per semester

Article 5. Implementation Measures

1. In the event of a disaster or emergency incident involving students, the Dean of Student Affairs should be notified. For incidents involving faculty and staff, the Director of Personnel Office should be notified. Incidents related to campus buildings and environmental health and safety should be reported to the Director of General Affairs and the Director of the Environmental Protection and Occupational Health Center. Academic affairs incidents should be reported to the Dean of Academic Affairs, and media-related incidents should be reported

to the Chief Secretary. In addition, these incidents should also be reported to the "Campus Safety Communication Group" to coordinate the actions of various groups or administrative units for handling.

2. Incidents that require reporting to the Ministry of Education's Campus Safety Center include emergencies, incidents that require legal reporting, and general campus safety incidents. Emergency incidents require the approval of the Chief Secretary for reporting, incidents that require legal reporting require the approval of the Dean of Student Affairs with the Vice Chief Secretary's knowledge, and general campus safety incidents require the approval of the Director of the Military Training Office for reporting.
3. For incidents involving foreign students, Mainland Chinese students, and overseas Chinese students, the responsible administrative units should handle them accordingly. (Emergency contact network as in Annex VIII).
4. Each department should designate a person responsible for acting as the guardian in case of emergencies involving foreign students, Mainland Chinese students, and overseas Chinese students (supervisors for graduate students, advisors for undergraduate students). The department secretary should serve as the contact person responsible for related matters.

Article 6. Principles and Guidelines for Handling

1. Principles for handling:
 - (a) Principles for natural disaster handling are as follows:
 - (i) Immediate on-site protection: When the Meteorological Bureau issues an alert or warning for predictable crises, precautions should be taken in advance. If sudden natural disasters occur and preventive measures are insufficient, immediate on-site protection should be sought to ensure personal safety as the top priority and protection of property as the secondary priority.
 - (ii) Post-disaster mobilization: After a major disaster, relevant units of the school should immediately initiate assembly meetings, mobilize teams for first aid, fire fighting, transportation, and patrols to minimize the extent of the disaster and the number of casualties.
 - (iii) Post-disaster reconstruction and recovery: After a disaster, a comprehensive inspection of all school buildings and facilities should be conducted. In case of damage (such as building collapse or power outage), external assistance should be coordinated. If the school decides to undertake its own reconstruction and recovery, a project proposal for financial support should be submitted to the higher authorities.
 - (b) Principles for man-made disaster handling are as follows:
 - (i) 1. Saving lives as the top priority: In the event of accidents, immediate rescue and assistance should be provided to the injured. If the situation is critical, injured individuals should be promptly removed from the scene. If there is a risk to life, emergency medical measures should be taken and immediate medical assistance should be sought without delay.
 - (ii) 2. Preservation of the scene: After providing care or sending the injured for medical treatment, a designated person should collaborate with the police or credible third parties to handle the preservation of physical evidence, documents, personal belongings, etc., for

their subsequent return to the parties involved, their families, or for evidence purposes.

- (iii) 3. Witnesses and evidence: If there are witnesses or physical evidence at the scene, they should be preserved for subsequent investigation or for reference by medical personnel during inquiries.

2. Guidelines for handling common man-made disasters on campus: (Please refer to the appendix for the process of handling accidental incidents. Each unit should establish a handling process accordingly.)

(a) Guidelines for handling accidental incidents:

- (i) Reporting and emergency medical assistance: In the event of a major or sporadic accidental incident, the principle of prioritizing saving lives should be followed. Immediate contact should be made with medical or firefighting units to promptly transport the injured to medical facilities and provide emergency on-site assistance.
- (ii) Gathering information: Obtain a brief summary of the event, including details such as people involved, time, location, objects, circumstances, etc., and assess the severity of the incident. Report to the relevant management units or seek assistance from the police or security office for further handling.
- (iii) Notifying parents: Depending on the type and severity of the incident (such as severe illness, major traffic accidents, various disasters, etc.), parents should be informed as quickly as possible. If surgery is required for the injured, parental consent should be obtained.
- (iv) Safeguarding rights: Assist in handling urgent school assistance, student safety insurance, personal insurance, mediation and compensation, legal assistance, and other rights.

(b) Guidelines for Handling Violence and Harassment Incidents:

- (i) Protect the victim:
Saving lives is the top priority. First, the violence should be stopped or the aggressor dispersed to prevent further harm.
- (ii) Seek police assistance:
Violence constitutes a criminal act, and it should be reported to the police for effective intervention, investigation, and arrest of the perpetrator(s).
- (iii) Provide information:
To preserve evidence at the scene, provide the police with details such as the appearance, characteristics, identity, license plate number, weapons, and accomplices of the aggressor(s) for their reference in the investigation.
- (iv) Protect the victim's identity:
To avoid exposing the victim's identity and prevent retaliation, intimidation, or unwanted attention, the handling process should ensure the victim's anonymity.
- (v) Refer for counseling and support:
Conduct psychological assessments for individuals involved in the incident and provide counseling and other resources as needed.

(c) Guidelines for Handling Self-Harm Incidents:

- (i) Saving lives comes first:
Immediately provide assistance to the injured parties. Unless moving their bodies would

pose greater harm (such as neck or severe bleeding injuries), emergency medical measures should be taken promptly, and the injured should be swiftly sent for medical treatment without delay.

(ii) Establish a crisis team:

Convene a meeting to assess the crisis, discuss reporting targets, and determine handling principles. Consider the best interests of the students and comply with legal requirements while assisting in seeking legal procedures if necessary.

(iii) Refer for counseling and support:

Conduct psychological assessments for individuals involved in the incident and provide counseling and other resources as needed.

(d) Guidelines for Handling Accidents in Special Workplaces and Laboratories:

(i) Seize the rescue opportunity:

If the disaster is caused by machinery or equipment, promptly shut down the machinery or equipment to gain a chance to rescue the injured.

(ii) Prioritize rescuing the injured:

If it is necessary to move the injured, ensure that it does not cause further harm or endanger lives. Only emergency medical or healthcare personnel should handle such tasks.

(iii) Personnel evacuation and sheltering:

For locations prone to fire or explosions, pre-plan emergency evacuation routes and keep evacuation routes clear.

(iv) Emergency disaster rescue:

Make every effort to rescue the affected individuals, promptly contact nearby fire and rescue units to minimize the damage caused by the disaster.

(v) Prevent secondary injuries:

During casualty care and disaster rescue, assign teams to maintain vigilance to prevent recurring disasters.

(e) Guidelines for Handling Mental Health Incidents:

(i) Stabilize emotional state:

Visit the scene to assess the patient's condition, stabilize their emotions before reporting the incident. If necessary, notify the police or provide compulsory medical treatment with the assistance of academic counselors, security guards, or department counseling teachers.

(ii) Assessment and handling:

Evaluate the impact of mental illness on the individual's adaptation to life, consult with the resident psychiatric physician to understand clinical treatment methods, develop counseling strategies, and connect with family and department resources to establish a support system.

(f) Guidelines for Handling Sexual Harassment and Assault Incidents:

(i) Assist in medical treatment and evidence collection:

Academic counselors, mentors, or department counseling teachers should assist in stabilizing emotions and accompany the victim to seek medical treatment. If necessary, the academic counselor should assist in evidence collection.

(ii) Filing and handling complaints:

The Student Affairs Office should assist the victim in filling out the complaint form and forward it to the Secretariat to convene the Gender Equality Education Committee for handling within three working days.

(iii) Refer for counseling and support:

To prevent secondary harm to the victim, handle the case anonymously and conduct psychological assessments for individuals involved in the incident. Provide counseling and other resources as needed.

(iv) Review residence safety:

Conduct inspections of the victim ◦

Article 7. Each division of the Campus Security Center shall establish detailed regulations, implementation plans, and handling procedures in accordance with these regulations.

Article 8. These regulations shall be implemented upon approval by the Administrative Council, and any amendments shall follow the same procedure.

	<p>between students intimate relationship violence)</p> <p>◎Disability incidents</p> <ul style="list-style-type: none"> · Aware of Abandonment of People with Disabilities · Awareness of the disability <p>heart abuse</p> <ul style="list-style-type: none"> · Know that the disabled <p>restrict its freedom</p> <ul style="list-style-type: none"> · Aware of retention without self-care disabled persons with disabilities prone to danger or injury environment <ul style="list-style-type: none"> · Aware of the use of people with disabilities begging or visiting · Knowledge of coercion or deception <p>handicapped marriage</p> <ul style="list-style-type: none"> · Learn about other people with disabilities disabled for crime or wrongdoing for <ul style="list-style-type: none"> · Those who know about domestic violence <p>◎Suspected children and juvenile sex Prevention of Exploitation Regulations Chapter 4 condemned</p> <ul style="list-style-type: none"> · Suspected child and juvenile sex 		<p>suspected incident</p> <p>◎Teachers' improper discipline leads to learning incidents of physical and mental minor violations</p> <ul style="list-style-type: none"> · Teachers' corporal punishment causes physical and mental minor assault · Teachers punish students for breaking the law <p>Incidents of Minor Physical and Mental Violence</p>	<p>intimate relationship violence)</p> <p>◎Children and adolescents who are sexually exploited or suspected of being sexually exploited pieces</p> <ul style="list-style-type: none"> -sexual intercourse or indecent acts involving a child or juvenile -Using children or juveniles for sexual intercourse, indecent acts, for viewing -Filming, making children or juveniles for sexual intercourse or indecent acts drawings, photographs, videos, video tapes, CDs, electronic signals or other item sin a drinking or sexual relationship -Sitting a child or young person Tour, accompanying singing, accompanying dancer and other waiter work <p>◎Other child protection events</p> <ul style="list-style-type: none"> · Knowing that the child was abandoned · Knowing that the child was physically and mentally abused · Knowing that children are being used to engage in harmful sex activities that are harmful to health cheating or cheating · Aware of the use of ginseng for children with physical and mental disabilities or special body view · Knowing how to use children to beg · Knowing that children are deprived of or hindered from receiving national education opportunity · Aware of the forced marriage of children · Knowing that children have been abducted, kidnapped, traded, and pledged · Forcing, enticing, harboring or mediating children and juveniles into indecent sexual intercourse · Knowing the supply 			
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		<p>Prevention of Exploitation Regulations Chapter 4 condemned</p>			<p>of children with knives, guns, ammunition or other dangerous</p> <ul style="list-style-type: none"> · Knowing that children have been used to film or record violence, gore, Pornography, obscenity or other material harmful to the physical and mental health of children works, drawings, videotapes, films, CDs, floppy disks, electronic signals, game software, Internet content or other items · Forcing or inducing children to put themselves in situations where they are vulnerable to life and · An environment where there is immediate danger or injury know that leading or inducing children to enter the place of · know of other crimes committed against or exploited by children or right conduct · Knowing that children act as restaurants, special coffee tea rooms, adult supplies retail stores, restricted video game arcades and other related gambling, pornography, violence, etc. have been determined by the competent authority to be sufficient <p>Serving in places that endanger their physical and mental health</p> <p>-Know that for children under six years of age or those in need of special care</p> <p>Young children, leave them alone or in the care of inappropriate people</p> <p>-Knowing that it belongs to the Fifth Law of the Child and Adolescent Welfare and Rights Protection Law</p> <p>Article 16 Item 1 shall be given immediate protection and</p>			
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					<p>resettlement</p> <p>or otherwise disposed of, whose life, body or liberty</p> <p>imminent danger or imminent danger</p> <ul style="list-style-type: none">· Knowing that the parents, guardians or other persons who actually take care of the children <p>Humans leave children alone in situations where they are prone to danger or harm</p> <ul style="list-style-type: none">· Knowing the experience of children and young people's families during the execution of business <p>financial, upbringing, marriage, medical and other issues, to children and Juvenile at risk of inadequate care</p>			
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<p>Norma Ischool install thing pieces</p>	<ul style="list-style-type: none"> ⊙Traffic accident <ul style="list-style-type: none"> · School Traffic Accidents · Off-campus teaching traffic accident event · Off-campus traffic accidents ⊙Poisoning incident <ul style="list-style-type: none"> · Laboratory Toxic Chemicals Quality poisoning · other chemical poisoning ⊙Drowning incident <ul style="list-style-type: none"> · drowning incident ⊙Sports and leisure events <ul style="list-style-type: none"> · sports, game injuries · Falling incident (not suicide) Mountain disaster ⊙Experiment, practice and environment facility incident <ul style="list-style-type: none"> · Experiment, Internship Injury · Injury incidents at construction sites · building collapse injury pieces <ul style="list-style-type: none"> · Work-study (teaching) workplace injury 	<ul style="list-style-type: none"> ⊙Fire <ul style="list-style-type: none"> · school fire · off-campus fire ⊙Man-made sabotage incidents <ul style="list-style-type: none"> · School facilities (equipment) were damaged · explosive hazard ⊙Campus Theft Incident <ul style="list-style-type: none"> · School property and equipment stolen · other property stolen ⊙Disputes <ul style="list-style-type: none"> · Housing disputes · transaction dispute · Internet dispute ⊙School personnel were violated incidents <ul style="list-style-type: none"> · was killed · robbed by robbers · blackmailed · kidnapped for ransom · other victims of violence · Outsiders invade and harass teachers and students pieces <ul style="list-style-type: none"> · Information Security <ul style="list-style-type: none"> · Invaded by outsiders, destroying all Level School and Kindergarten Information system ⊙Fraud incident <ul style="list-style-type: none"> · Fraud · School staff hacked by computer network Fraud ⊙Other campus security maintenance 	<ul style="list-style-type: none"> ⊙Violent deviant behavior <ul style="list-style-type: none"> · homicide incident · gang fight · General brawl · drag racing incident ⊙Suspected violations <ul style="list-style-type: none"> · suspected homicide · Suspected robbery · Suspected of intimidation and extortion · Suspected kidnapper · suspected theft · Suspected gambling incident · Suspected guns, ammunition, knives regulatory event · Suspected of obstructing order and public affairs · suspected family nuisance · Suspected arson and vandalism incidents · computer network fraud pieces · Other illegal incidents ⊙Drug abuse incidents <ul style="list-style-type: none"> · Suspected drug violation Prevention Regulations ⊙Interfering with campus security and affairs <ul style="list-style-type: none"> · Students harass schools of all levels and Kindergarten Ceremony Event · Student Harassment Teaching Incident · Invasion 	<ul style="list-style-type: none"> ⊙Other teachers improperly manage teaching Incidents (non-corporal or illegal) penalty) <ul style="list-style-type: none"> · Other teachers improperly discipline students Incidents (non-corporal or illegal) penalty) <ul style="list-style-type: none"> · Pro-teacher-student conflict incident · Conflicts between teachers and parents · Conflicts between teachers and students ⊙School administrative discipline conflicts pieces <ul style="list-style-type: none"> · Conflict between administrators and parents event · Conflict between administrators and students event ⊙Other matters related to discipline conflicts pieces <ul style="list-style-type: none"> · Other incidents related to discipline conflicts 		<ul style="list-style-type: none"> ⊙Environmental disasters <ul style="list-style-type: none"> · fire ants · fall armyworm · dust incident · general air pollution 	<ul style="list-style-type: none"> ⊙General infectious diseases <ul style="list-style-type: none"> · Red-eye syndrome · Enterovirus (non-complicated severe disease, such as hand foot and mouth disease or herpetic angina) · Viral gastroenteritis (eg, rotavirus, norovirus Rhodes virus and adenovirus, with diarrhea shape) · chicken pox 	
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	Harmful · Due to school facilities (equipment), equipment injury ◎Other accidental injuries pieces · Other incidents of accidental injury	matters pieces · Other campus security maintenance matters pieces · Attacked by dogs	and sabotage of schools at all levels and Kindergarten Information System · student group cheating · ran away from home and did not go to school ◎Other campus violence or deviation Behavior · Other school violence or deviance Behavior · gangs on campus.					
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The event reported in the preceding paragraph shall be classified as an emergency if one of the following circumstances occurs:

1. When teachers and students of schools or institutions are in danger of death or death, or two or more people are seriously injured, poisoned, missing, physically assaulted, or in accordance with other laws and regulations, the competent education administrative authority must be notified in a timely manner or cooperate immediately.
2. Disasters or force majeure factors lead to an urgent situation, and the competent education administrative agency must be notified in a timely manner or schools at all levels will announce the suspension of classes on their own.
3. Exceeding the processing capacity and scope of schools and institutions, and urgently need the cooperation of the competent education administrative agencies.
4. Negative events that the media pays attention to.

The "◎" in the above table is the subcategory, and the "." is the event name. Notification of incidents in accordance with laws and regulations: School safety notification incidents of all competent education administrative agencies shall be

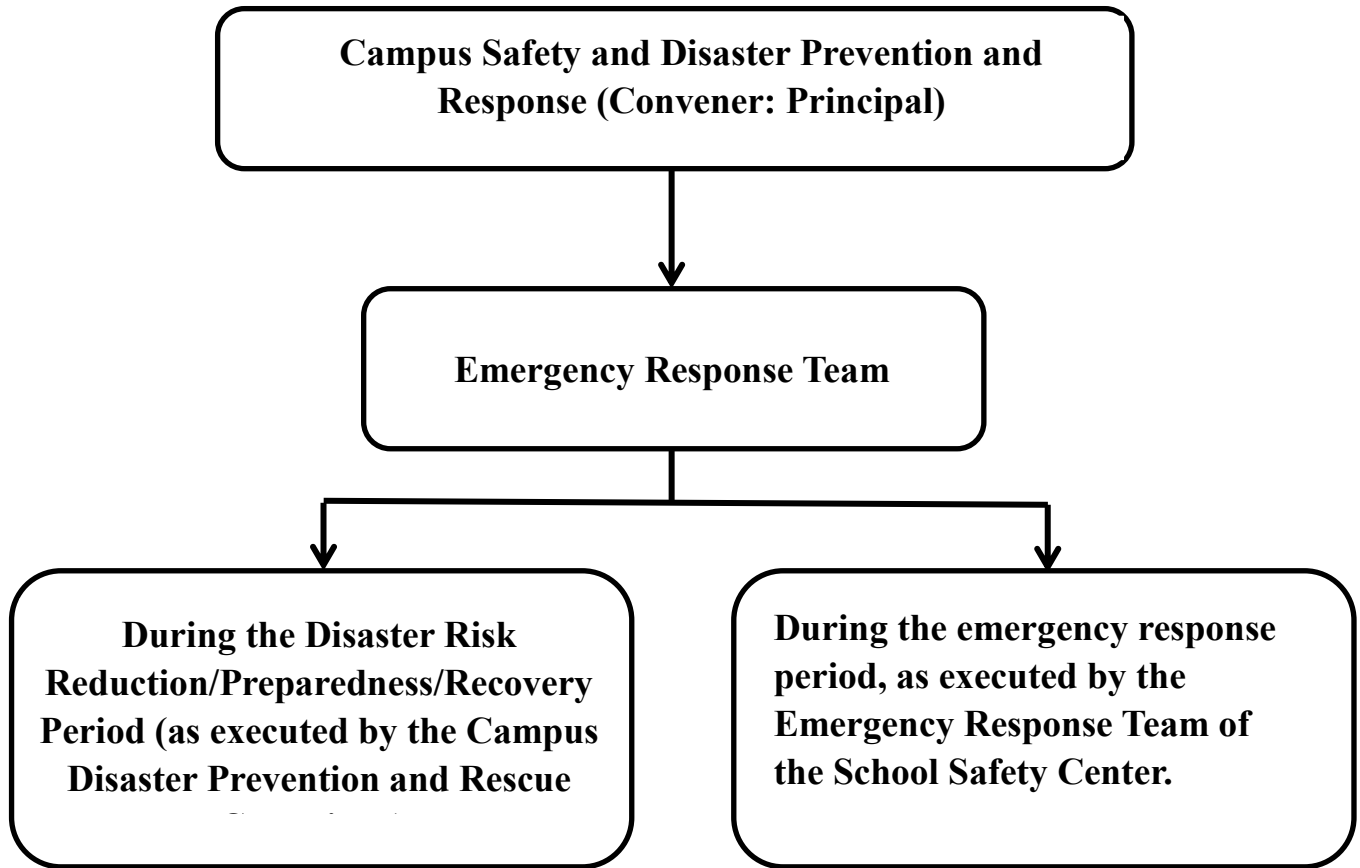
notified in accordance with laws and regulations. General school safety incidents: In addition to the preceding paragraph, school safety notification incidents that affect the physical and mental safety or development of students should be

reported to the competent education administrative agencies.

Relevant laws and regulations:1.Child and Adolescent Welfare and Rights Protection Law (24-hour notification)2.Gender Equality Education Act (24-hour notification)3.Sexual Assault Crime Prevention Law (24-hour notification)4.Child and Adolescent Sexual Exploitation Prevention Act5.

Early Childhood Education and Care Act6.Domestic Violence Prevention Law (24-hour notification)7.Basic Education Law8.Law on the Protection of the Rights and Interests of Persons with Disabilities (24-hour notification)9.Law on the Prevention and Control of Infectious Diseases (24-hour notification)10.Disaster Prevention Act11.Food Safety and Sanitation Management Law.12.Occupational Safety and Health Act13.suicide prevention laws14.Regulations on the implementation of non-school experimental education at the education stage below senior high school.

Annex II Yuan Ze University Campus Safety and Disaster Prevention and Rescue Organization Chart



Annex III Yuan Ze University "Campus Disaster Prevention and Rescue Committee" Task Formation

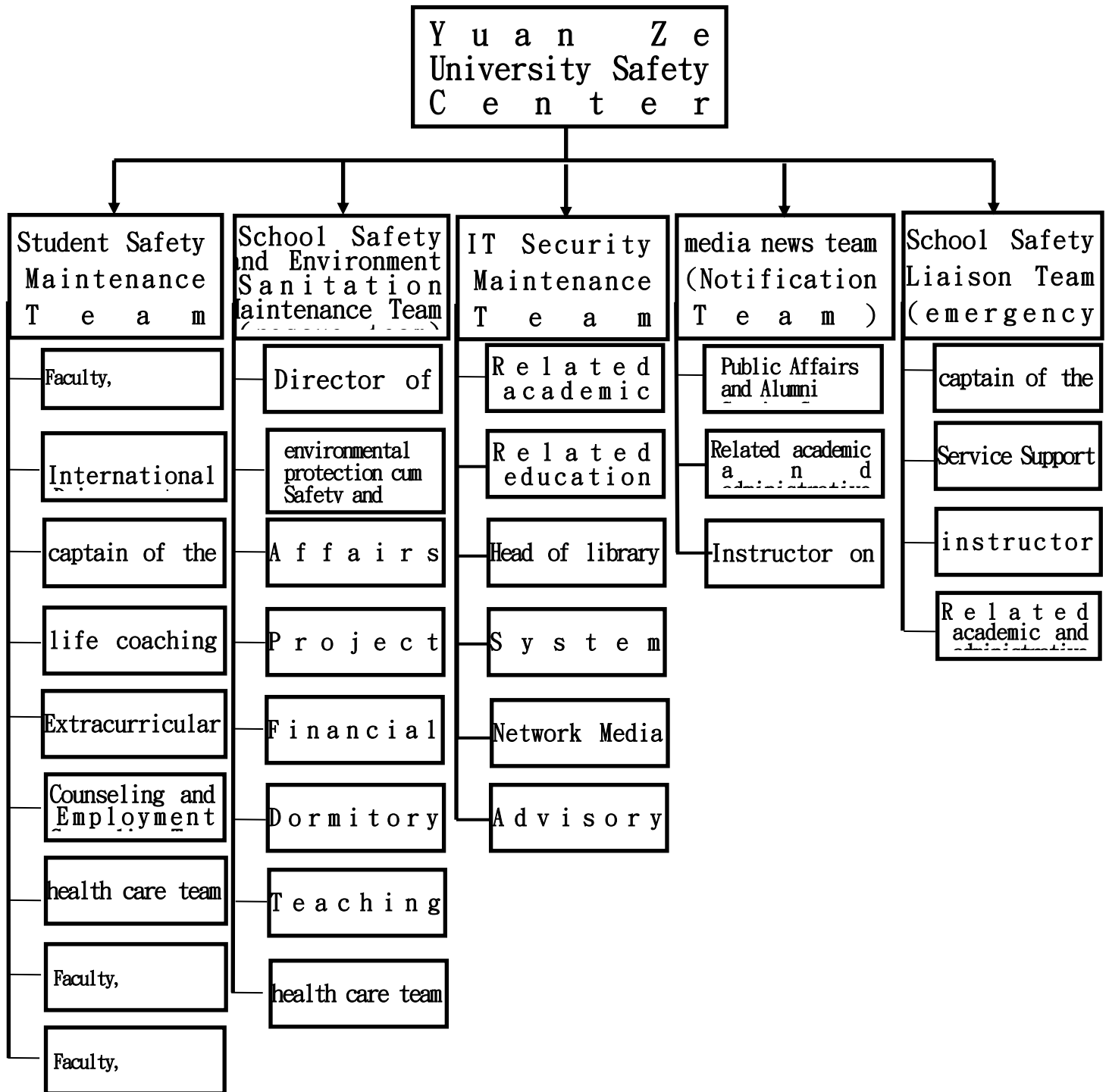
marshalling	person in charge	work content	exam preparation
convener	headmaster	Guide the development and promotion of campus disaster prevention and protection plans.	
deputy convener	Vice-Chancellor (Acting Provost)	Assist the convener in coordinating, planning, and implementing the development and promotion of campus disaster prevention and protection plans.	
CEO	chief secretary	Assist the convener in the implementation of campus disaster prevention and protection plan coordination, planning, assessment, research and promotion of all matters.	
spokesman	chief secretary	Serve as the unified external spokesperson for campus disaster prevention and rescue work.	
Disaster Mitigation Planning Group	Bursar (part-time team leader)	1. Grasp the characteristics of school disasters to assess the potential of school disasters, compile and revise the school disaster prevention and protection plan, draw up the school's disaster prevention and protection plan in response to earthquakes and typhoons,	
	environmental protection cum Safety and Health Center Director of the Centre (concurrently serving as deputy		

	team leader)	and make school disaster prevention and protection maps, such as campus evacuation and evacuation road maps, Surrounding flood potential maps or active fault maps, etc., and conduct disaster prevention drills,	
	Director of Military Training Room (also Executive Secretary)	<p>building improvement and reinforcement, clearly stipulate the work items of each disaster management cycle, and implement manpower.</p> <p>2. Plan the schedule of major annual work items such as disaster prevention drills and series of disaster prevention publicity activities.</p> <p>3. Plan the school' s disaster prevention education courses and methods to improve the disaster prevention literacy of the school' s teaching staff.</p> <p>4. Establish a self-assessment mechanism to conduct management examinations for various disaster prevention and protection businesses to understand the effectiveness of the implementation.</p> <p>5. According to the item-by-item inspection of the disaster prevention drills in the school, the</p>	

		correctness, advantages and disadvantages of the drills are analyzed.	
Promote executive group	Dean of Studies (part-time team leader)	<p>1. According to the division of rights and responsibilities in the content of the disaster prevention and protection plan of the school, it is handed over to various departments, colleges and departments for implementation.</p> <p>2. Regularly hold committee meetings, and hold additional meetings during the flood season or when business execution requires.</p> <p>Invite relevant committee members to participate in work planning, coordination and division of labor, grasp the implementation and progress of various tasks, and synthesize and review work results. If there is a risk of a disaster or if a disaster occurs, an ad hoc meeting (only relevant committee members or personnel are invited to attend) must be held before and after the disaster to ensure that various contingency actions are properly deployed, and reviews and improvements will be conducted after the disaster.</p>	
	provost		
	R & D chief		
	chief information officer		
	Deans of each college		
	Director of General Education Department		
	Director of Lifelong Education Department		
	Personnel Director		
	International Director		

		<p>3. According to the content of the school's disaster prevention and rescue plan, the series of disaster prevention publicity activities and other major work matters.</p> <p>4. Promote the opening of relevant courses according to the content of the school disaster prevention education curriculum planning.</p>	
<p>Financial Administrati on Group</p>	<p>Director of Accounting Office (part-time team leader)</p>	<p>1. The review and arrangement of the funds for various activities related to the school's disaster prevention and protection plan shall be incorporated into the school's annual budget.</p> <p>2. Handle other administrative affairs such as accounting, general affairs and procurement required for the implementation of various projects and team operations.</p>	

Annex IV School Security Center Command and Control System Diagram



Annex five School Safety Center Marshalling

Responsibilities and Division of Labor

Group Don't	job title	Marshalling staff	The division of responsibilities
Student Safety Maintenance Team (Evacuation Guidance Team)	team leader	Dean of Studies	<p>1.The convener of the student safety committee meeting and the health committee meeting.</p> <p>2.Overall planning of campus safety and disaster management mechanisms.</p> <p>3.Coordinate and plan student safety maintenance and health care related affairs.</p>
	team member	Faculty, Department(class relevant supervisor)	Supervisory Institute, Department(class)Teachers and students' safety affairs, assisting in dealing with disaster incidents.
	team member	International Director	Responsible for the negotiation and coordination of foreign students' international affairs.
	team member	captain of the guard	Assist in the safety maintenance and reporting of students in the campus.
	executive Secretary	life counseling group team leader	To formulate student safety education matters such as rental housing safety, rule of law education, moral education, and prevention of student drug abuse.
	team member	extracurricular activities group team leader	Responsible for safety maintenance, disaster prevention and other matters such as student associations, campus and other activities.
	team member	Counseling and Employment Counseling Team Leader	Develop counseling programs for mental illness, behavioral deviation, self-injury, sexual harassment, etc.
	team member	health care group team leader	<p>1.Responsible for emergency medical care, coordinating evacuation, and prevention and control of infectious diseases.</p> <p>2.Formulate work plans for health care, health education, and health promotion.</p>

	team member	Faculty, Department(class) counseling teacher	Responsible for counseling individual cases of mental illness, behavioral deviation, self-injury, sexual harassment, etc.
	team member	Faculty, Department(class) Instructor	1. Assist the students of the auxiliary department in handling safety publicity matters on campus and off-campus activities. 2. Cooperate with relevant units for disaster prevention and rescue guidance and referral of students for counseling.
School Building Safety and Environmental Hygiene Maintenance Team (Rescue Team)	team leader	Bursar	1. Convenor of school building safety meeting. 2. Coordinate the administrative support for the safety of various school facilities and disaster management. 3. Coordinate the maintenance of school building hardware facilities, access control, and security patrols.
	team member	Director of Accounting Office	Review the preparation and write-off of campus safety maintenance budgets in all units of the school.
	executive Secretary	environmental protection cum Safety and Health Center Director of the Centre	1. Executive Secretary of the Environmental Sanitation Committee. 1. Plan the organizational structure for disaster prevention and security. 2. Plan various disaster prevention education and drills for environmental sanitation.
	team member	environmental protection cum Safety and Health Center staff	1. Formulate the implementation plan of environmental health disaster management. 2. Make plans for the facilities, equipment, and laboratory safety inspections of various libraries in the school.
	team member	Affairs Management Group team leader	Responsible for alarm bells, street lights, fences, railings, and escape and refuge indicators.
	team member	Engineering Management Group team leader	Responsible for fire safety, elevators, water, electricity maintenance and other rescue work.
	team member	Financial Management Group team leader	Responsible for budget formulation and write-off of various campus safety facilities maintenance.

	team member	Dormitory Service Team leader	Responsible for the maintenance and repair planning of the hardware facilities of the student dormitory.
	team member	Teaching Service Group team leader	Responsible for the inspection and repair of various teaching equipment and teaching facilities and the planning of repairs.
	team member	health care group team leader	1. Supervise food hygiene inspections on campus and implement health and nutrition education and publicity. 2. Implement disease health education publicity and safety education and training.
Information Security Maintenance Team (Security Protection Team)	team leader	chief information officer	1. The convener of the Information Security Committee meeting. 2. Supervise information security mechanism, information security audit, protection of intellectual property rights, etc. 3. Assist in the safety protection of campuses and shelters.
	team member	Related academic research section supervisor	Responsible for the use of books, information, and media intellectual property promotion by academic research units.
	team member	Related education administration section supervisor	Responsible for the use of books, information, and media intellectual property promotion by educational administrative units.
	executive Secretary	online media group team leader	Formulate plans for information security mechanisms, network control, and media intellectual property rights promotion.
	team member	Consulting Promotion Group team leader	Responsible for diversified book information consulting services, Electronic Resource Management System Planning.
	team member	Library Management Team team leader	Responsible for the promotion and audit of library books, information, and media intellectual property rights.
	team member	System Development Team team leader	Responsible for the informatization of the school security system, the development and promotion of the information security system.
	Media News Speech	team leader	chief secretary
executive		Secretary room secretary	Assist media communication, contact and clarification of school security incidents.

	Secretary		
	team member	Related academic and administrative unit secretary	Assist the media in contacting, interviewing, communicating, and writing press releases.
	team member	Instructor on duty	<ol style="list-style-type: none"> 1. Responsible School Safety Center twenty-four hourly standby duty and reporting operations. 2. Cooperate with relevant units in disaster prevention and rescue and refer students to counseling work. 3. Collect important information and notifications from the school security center every day and contact the operation window.
	team leader	Director of Military Training Room	<ol style="list-style-type: none"> 1. Plan the operation mechanism of the school safety center. 2. Coordinate campus safety and disaster management and emergency ambulance liaison.
School Safety Liaison Team (Emergency Ambulance Team)	team member	captain of the guard	<ol style="list-style-type: none"> 1. Planning access control management, traffic safety, campus patrol and other matters. 2. When a disaster occurs, an alarm is issued and the relevant units are notified to assist in handling it.
	executive Secretary	Service Support Team leader	<ol style="list-style-type: none"> 1. Dispose according to the emergency contact network of the school safety center. 2. Control the content of various reported cases and follow up on follow-up reports and coordination matters.
	team member	instructor	<ol style="list-style-type: none"> 1. Cooperate with relevant units for disaster rescue and referral of students for counseling.

			2. Collect important information and notifications from the school security center every day and contact the operation window.
	team member	Related academic and administrative unit secretary	Cooperate with the emergency rescue notification of the relevant students, faculty and staff of each unit and natural disasters.

Appendix 6: Specific Actions for Each Phase of Campus Safety and Disaster Management

(According to the Ministry of Education's Order No. 1090081127B, dated July 22, 2020, for disaster reduction, preparedness, response, and recovery)

Disaster Risk Reduction

1. Environmental assessment, analysis, and evaluation of disaster potential.
2. Development, budget allocation, implementation, and review of disaster prevention and response plans.
3. Disaster risk education, training, and awareness promotion.
4. Inspection and reinforcement of aging buildings, critical public structures, and disaster prevention and response facilities and equipment.
5. Establishment of a disaster prevention and response information network.
6. Creation of a disaster prevention and response support network.
7. Other matters related to disaster risk reduction.

Preparedness

1. Organization and preparation of disaster prevention and response teams.
2. Conducting simulations and drills of contingency plans.
3. Stockpiling and inspection of disaster prevention and response supplies and equipment.
4. Regularly conducting fire, disaster, earthquake, evacuation route, and protection drills to prevent additional harm.
5. Establishing, maintaining, and strengthening communication facilities for collecting and reporting disaster information and for the operation of campus safety centers.
6. Other matters related to emergency preparedness.

Emergency Response

1. Convening emergency response team meetings and implementing emergency response actions.
2. Collecting information on the disaster situation and reporting losses.
3. Providing care for affected individuals.
4. Acquiring and utilizing rescue supplies.
5. Assisting in the establishment of evacuation and shelter facilities as required by relevant agencies.
6. Preparing for recovery efforts.
7. Maintaining complete records of the disaster response process.
8. Implementing other necessary measures for disaster response and control of the situation.

Recovery

1. Assessing and appraising the extent of the disaster.
2. Providing accommodations for affected individuals.
3. Distributing and managing donated supplies, funds, and providing financial assistance.
4. Offering psychological counseling and support to relevant personnel.
5. Providing assistance and guidance for students' educational support, resumption of studies, and rescheduling of classes.
6. Raising funds for recovery efforts.
7. Rehabilitating and reconstructing physical infrastructure.
8. Convening review meetings of the emergency response team and preparing post-incident reports.
9. Addressing other matters related to post-disaster recovery and reconstruction.

Attachment 7 Campus Safety Reports (Meetings) at All Levels Committee Formation and Timing Schedule

	distinguish	School Safety Report and Emergency Incident Handling group meeting	student safety committee meeting	health committee meeting	School Building Safety Meeting	Environmental Protection and Occupational Safety and Health Committee discussions	Information Security committee meeting
convener	headmaster	Dean of Studies	Dean of Studies	Bursar	headmaster	chief information officer	
executive Secretary	chief secretary	Assistant Team Leader	Security team leader	Head of Affairs Management	environmental protection cum Safety and Health Center Director of the Centre	Network Media Team Leader	
Timing	every term held once	every term held once	every term held once	every term held once	every three months held once	every term held once	
member	Vice-Chancellor	V					
	chief secretary	V		V			
	provost	V					V
	Dean of Studies	V	V	V			V
	Bursar	V		V	V	V	V
	R & D chief	V					V
	chief information officer	V					V
	Deans of each college	V					V (represents)
	Personnel Director	V		V			
	Director of Accounting Office	V		V			
	International Director	V					
	Environmental Protection and Safety and Health Center Director of the Centre	V		V		V	
	Sports Room Director			V			
Director of Military Training Room	V	V	V			V	

International Language and Culture Director of the Centre	V					
Director of Lifelong Education Department	V					V
Director of General Education Department	V					V
life coaching group leader	Invite attendees when necessary	V				
health care team leader	ditto	Invite attendees when necessary	V		V	
Counseling and employment counseling team leader	ditto	ditto				
Extracurricular activities team leader	ditto	ditto				
Dormitory Service Team team leader	ditto	ditto			V	
Project Management Team Leader	ditto	ditto		V	V	
Affairs Management Team Leader	ditto	ditto		V		
captain of the guard	ditto	ditto		V		
System Development Team Leader	ditto					Invite attendees when necessary
Network Media Team Leader	ditto					ditto
Advisory Promotion Team Leader	ditto					ditto
Head of library management group	ditto					ditto
Related office tutor		ditto				
Auxiliary Instructor		ditto				
Faculty representatives of each college					V	V
Relevant student representatives		V	V		V	V

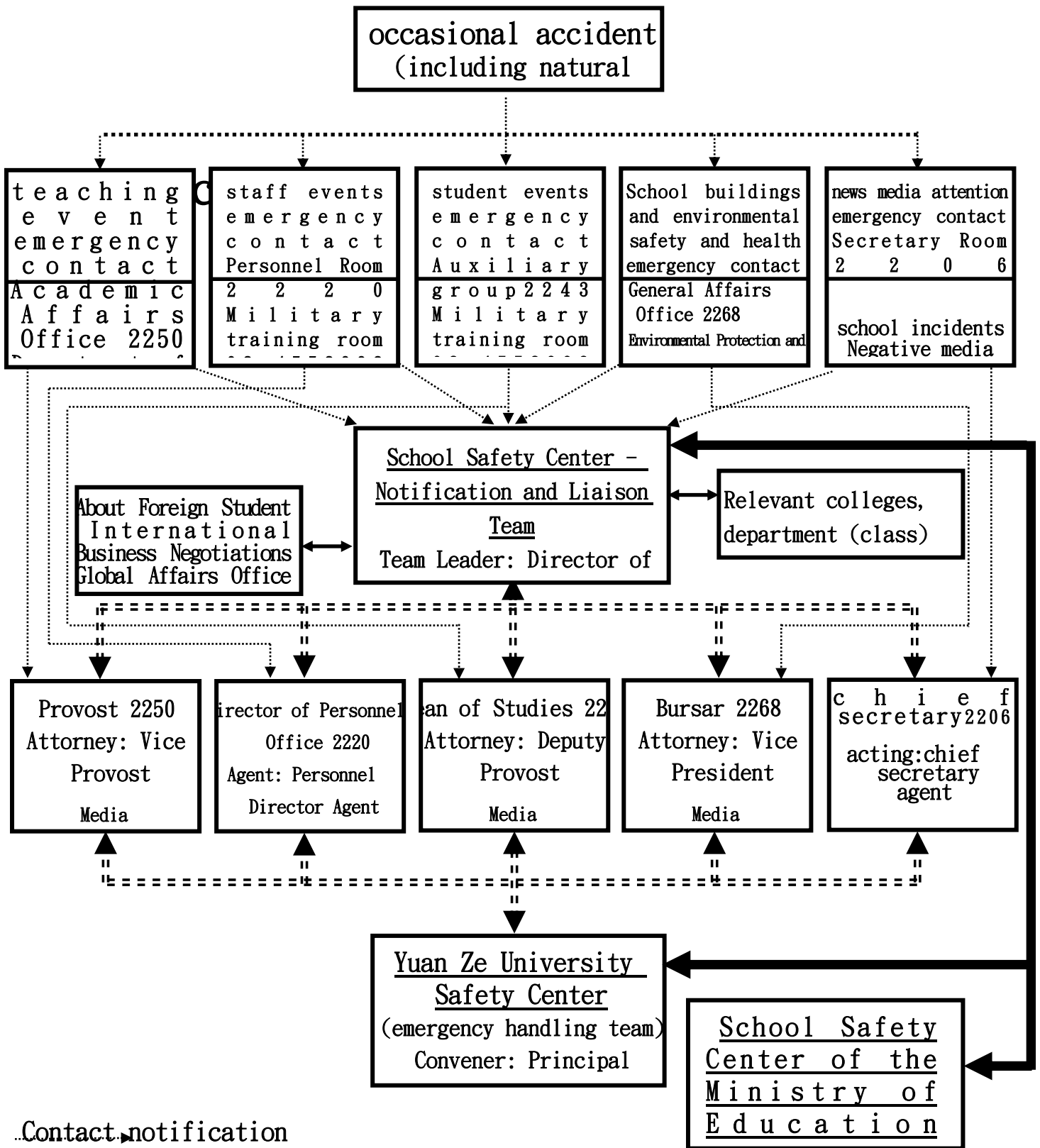
Head of relevant units	ditto	V	V			V
other				civil engineer		

Note: According to Ministry of Education 110.10.06 Revise the "Campus Safety and Disaster Prevention and Rescue Notification Processing Center Operational Regulations - Classification Table of School Safety Status":

1. When it is a "major national disaster situation", an "emergency handling group meeting" should be held immediately.

2. In the case of a "collective major disaster situation", an "emergency handling team meeting" will be held depending on the circumstances.

Annex VIII Yuan Ze University Emergency Network



...Contact, notification

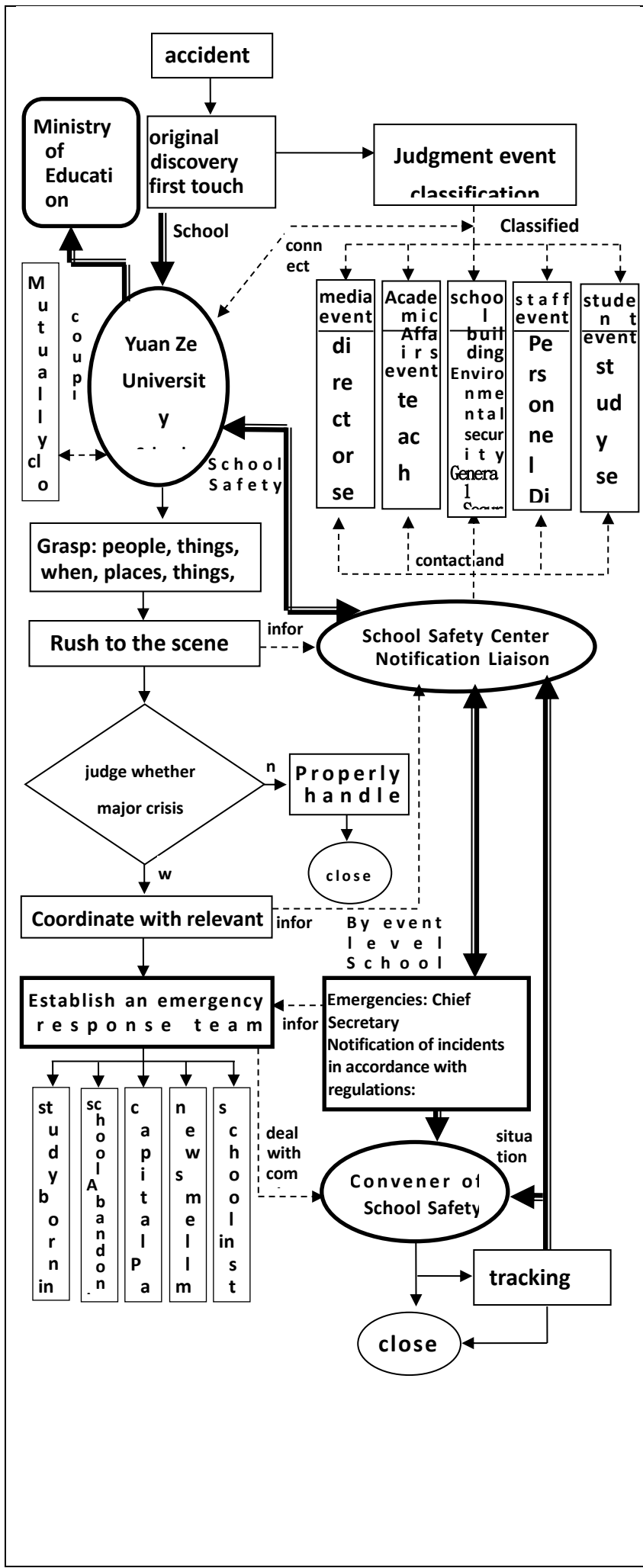
◄=====► two-way connection

◄=====► School safety notification from the Ministry of Education (emergency according to school safety incidents, incidents notified according to laws and regulations, and general school security incidents):

Emergencies: Must be reviewed and approved by the chief secretary.

Appendix School's Major and Occasional Accident Handling Process

Handling process responsible unit/task notes



- Office of Academic Affairs

 1. Overall planning of campus safety, disaster management mechanism, student safety maintenance, health care related affairs.
 2. Formulate various implementation plans for campus safety and disaster management, student safety education, and disaster prevention drills.
 3. Responsible for emergency medical care, evacuation, prevention and treatment of infectious diseases, etc.
 4. Formulate work plans for health care, health education, and health promotion.
- Personnel Office

 1. Grasp major and occasional accidents of teaching staff, coordinate with various business management units, and obtain correct response and disposal.
 2. The liaison team of the school security center should be notified to complete the school security report.
- General Affairs Office

 1. Convene the school building safety and environmental sanitation committee meeting and coordinate the school building safety and disaster management administrative support.
 2. Coordinate the maintenance of school building hardware facilities, access control, and security patrols.
 3. Responsible for alarm bells, street lights, fences, railings, and escape and refuge indicators.
 4. Responsible for fire safety, elevators, water, electricity maintenance and other work.
- Environmental Protection and Safety and Health Center

 1. Plan various disaster prevention education and drills for school building safety and environmental sanitation.
 2. Formulate disaster management implementation plans for school building

- Reference materials

According to the Ministry of Education's 110.12.17 Taijiao (5) Zi No. 1100159353A Order, the "Campus Safety and Disaster Incident Notification Operation Key Points" was revised.
- Matters needing attention

 1. Protection of Victims: The principle is to save people first, and the violent person's harmful behavior should be stopped first or the perpetrator should be dispersed to stop the harmful behavior.
 2. Assistance from the alarm party: Violence constitutes a violation of the law and should be dealt with by the police so as to effectively grasp clues and search and arrest the perpetrator.
 3. Provide clues: To keep the evidence left at the scene, the perpetrator's face, characteristics, identity, license

	<p>safety and environmental sanitation.</p> <ol style="list-style-type: none"> 3. Make plans for the facilities, equipment, and laboratory safety inspections of various libraries in the school. 4. To formulate the safety inspection and evaluation general inspection of various buildings in the school building. <p>■ Academic Affairs Office</p> <ol style="list-style-type: none"> 1. Disposal of incidents related to teaching and course affairs 2. Discussion and Announcement of School Suspension due to Natural Disasters <p>■ Secretary room</p> <ol style="list-style-type: none"> 1. Serve as the spokesperson for school security incidents. 2. Coordinating media matters related to school security incidents 3. School security incident media communication contact clarification <p>■ Military training room</p> <ol style="list-style-type: none"> 1. Campus Safety and Disaster Management Reporting Company 2. Coordination Office for follow-up and reporting of various notification cases 3. Responsible for school security center twenty-four hourly standby duty and reporting operations. 4. The school security center notifies and contacts the operation window <p>■ Task execution:</p> <ol style="list-style-type: none"> 1. Call ambulance: Upon receiving notification of a major accidental accident, the principle of saving lives is the first, immediately contact the ambulance and send to the hospital. 2. Master status: Study and judge the severity level of the incident, notify the industry management unit or ask the police and guard room to cooperate with the follow-up processing. 3. Notify parents: According to the type and severity of the incident, notify the parents as soon as possible. If the injury or illness is sent to the hospital, a surgical 	<p>plate number, murder weapon and accomplices should be provided for reference by the police in handling the case.</p> <ol style="list-style-type: none"> 4. Anonymous processing: To avoid exposure of the identity of the victim and secondary harm, to prevent the perpetrator from revenge, intimidation, or attracting the attention of others, the victim should be anonymously protected during the process. 5. Referral to Counseling A psychological assessment should be conducted for those involved in the incident, and counseling or other resources should be provided as needed.
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consent form must be signed, and the parents should be contacted for consent.

4. Protection of rights and interests:

Emergency assistance, student safety insurance, mediation claims, legal assistance and other rights and interests.