

Key Points for Setting up the “Campus Safety and Disaster Response Committee” of National Yang Ming  
Chiao Tung University

Amended and passed by the 5th administrative meeting (2020) held on June 2, 2021

- I. In accordance with the *Disaster Prevention and Protection Act* issued by the Ministry of the Interior and the *Disaster Prevention and Operation for Schools at all Levels and Affiliation* issued by the Ministry of Education and in response to the actual needs of the University, the key points for setting up the “Campus Safety and Disaster Response Committee” (hereinafter referred to as “the Committee”) are formulated, so as to maintain the safety of the campus and personnel, make a sound disaster prevention and protection system, and strengthen the efficiency of emergency response.
- II. The purposes of setting up the Committee are to facilitate the implementation of the work concerning campus safety, disaster prevention and response by the units of the University and to boost the efficiency of campus safety management and disaster prevention and rescue.
- III. Members of the Committee:
  - (1) Chairman: The Committee shall be chaired by the president of the University.
  - (2) Vice-chairman: The vice-president (or chancellor) of the University shall serve as the vice-chairman.
  - (3) Members: Dean of Academic Affairs, Dean of Student Affairs, Dean of General Affairs, Dean of Research and Development, Dean of International Affairs, Secretary to the Chairman, Director of the Library, Director of the Information Technology Service Center, Director of the Center for Environmental Protection and Safety and Health, Director of the Personnel Office, Director of the Accounting and Statistics Office, Director of Mental Health and Counselling Center, Director of Physical Education Office, Director of Military Training Office, Director of Tainan Campus, Deans of various colleges, and 4 student representatives. The secretary to the chairman concurrently serves as the spokesperson.
  - (4) Non-voting attendees: According to the actual needs of the meeting content, professionals from inside and outside the University or heads of relevant units of the University may be invited to attend the meeting.
- IV. Tasks of the Committee:
  - (1) Formulate and revise the University’s “Campus Disaster Prevention and Rescue Plans”.
  - (2) Deliberate on the strategies and goals of the University’s campus safety management and disaster prevention and rescue.
  - (3) Examine and revise the University’s annual publicity implementation plans for campus safety management and disaster prevention and rescue.
  - (4) Examine and revise the University’s annual prevention measures against campus major disasters and emergency response drill plans.
  - (5) Deliberate on the proposals made by the Ministry of Education or the members of the Committee concerning campus safety management and disaster prevention and rescue.
  - (6) Where a major disaster or a special disaster event that requires class suspension on the campus occurs, an emergency response team may be established under the instruction or authorization of the chairman

(principal) to undertake various response and contact tasks during the disaster until their end.

V. The convening of committee meeting:

- (1) A regular meeting is held once a year. Should a committee member be unable to attend the meeting for some reason, the member shall appoint a deputy in charge of the relevant work to attend the meeting. If necessary, an interim meeting will be held, which is subject to the instruction or approval of the chairman.
- (2) Reporting units: Sections 1 and 2 of General Affairs Office, Custody Section, Operating and Maintenance Sections 1 and 2, Security Guard Unit; Guidance and Counseling Section of Student Affairs Office, Housing Service Section, Health Section, Physical Education Office, Military Training Office, Mental Health and Counselling Center, Center of Environmental Protection and Safety, Information Technology Service Center, Gender Equity Education Committee, and other units designated by the meeting to report.
- (3) The secretariat of the Committee is the Military Training Office, and the director of the Office shall serve as the executive secretary concurrently and be responsible for all administrative preparation work of the meeting.

VI. The secretariat of the Committee shall set up a "Notification Processing Center for Campus Safety and Disaster Prevention and Rescue" (referred to as the "Notification Processing Center"). In addition, necessary devices and facilities, including but not limited to fax and telephone network, shall be installed, and standby personnel accessible 24 hours a day shall be designated.

VII. The tasks concerning the University's campus safety management and disaster prevention and rescue shall be undertaken by the units specified in the responsibility sheet or designated by the Committee in accordance with their functions and responsibilities.

VIII. Members of the Emergency Response Team:

- (1) The Emergency Response Team, of which the establishment is subject to the instruction and approval of the chairman of the Committee (president of the University), shall be headed by the vice-president (or chancellor), and the secretary shall act as the spokesperson. In accordance with disaster types, a deputy head may be appointed by the head or served by a deputy head group consisting of the Director of the Military Training Office, the Dean of Student Affairs, the Dean of General Affairs, and the Director of the Center for Environmental Protection and Safety and Health. All the level-1 administrative and academic units of the University shall assign their representatives to join the team so that various response and contact work during the disaster is carried out.
- (2) The key work focuses of the Team shall be formulated separately by the Committee.
- (3) In the event of performing emergency response or rescuing major disasters during non-working hours, a team member may enjoy overtime remunerations, which are subject to the application of the supervisor of the unit, where the member works, to the personnel office.

IX. Classification of campus disasters:

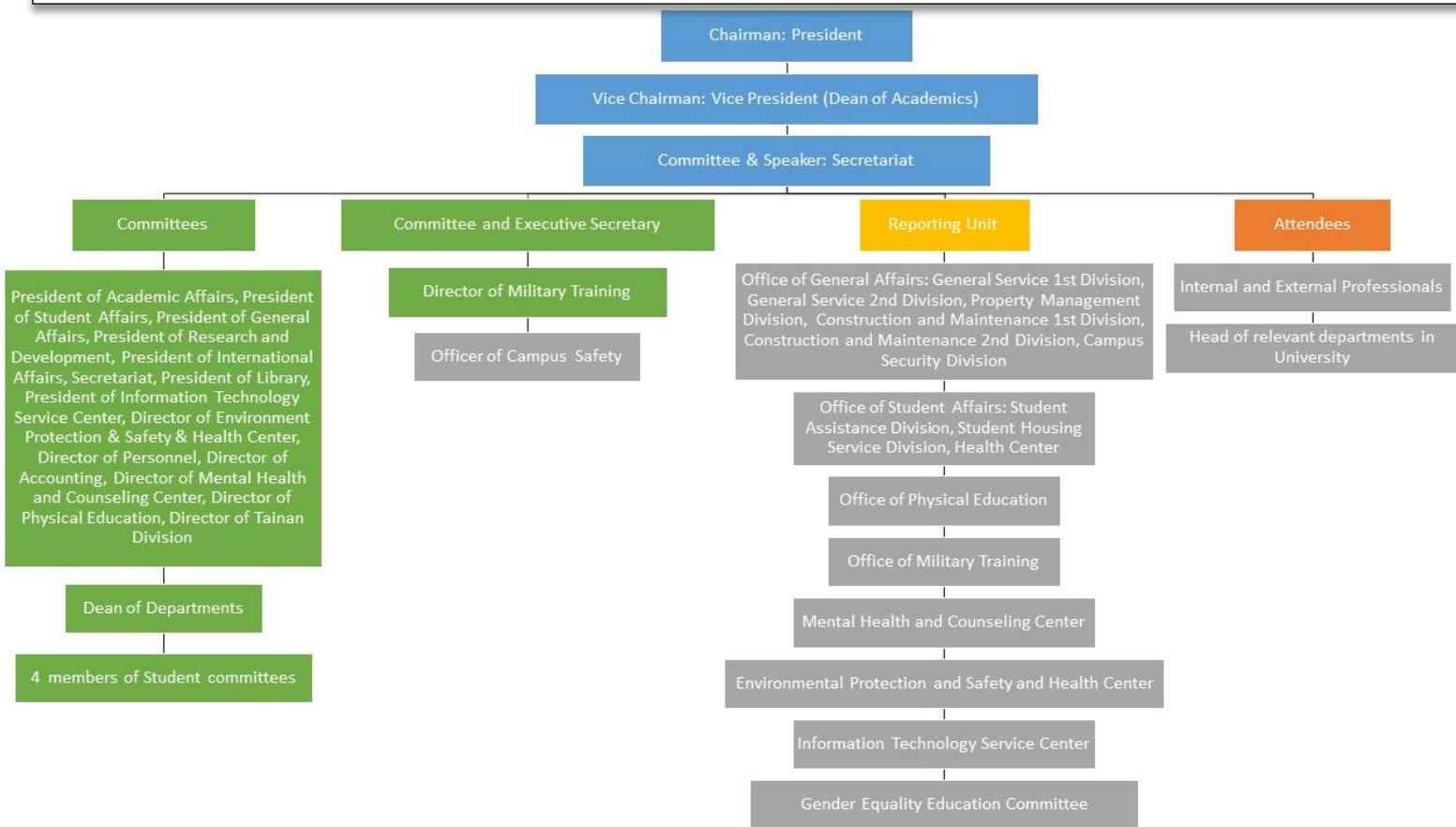
- (1) Natural disasters: including but not limited to, wind disasters, floods, earthquakes and landslides.
- (2) Man-made disasters: including but not limited to, fires, laboratory (radiation, biological and toxic chemical substances) disasters, infectious diseases specified in the law, and other human factors that can cause injuries or damage.
- (3) Other special disaster events that make work and class suspension necessary.

X. A meeting can take place only when more than one-half of all committee members are present and resolutions shall be considered passed when approved by more than two-thirds of the committee members present.

XI. These key points, as well as their amendments, shall be promulgated and become effective upon approval by the Administrative Meeting.

# Appendix 1: National Yang Ming Chiao Tung University Campus Safety and Disaster Prevention and Relief Committee Organization Chart

National Yang Ming Chiao Tung University Campus Safety and Disaster Prevention and Relief Committee Organization Chart



# Appendix 2: National Yang Ming Chiao Tung University Incident Management Team Organization Chart

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