

NATIONAL TAIWAN UNIVERSITY

Directives for Executing Emergency Response Drills

January 14, 2009 Amended and passed by the Environmental Protection and Occupational Safety and Health (EHS) Committee
February 17, 2009 Passed by the 2,562nd Administrative Meeting
June 10, 2014 Passed by the 2,815th Administrative Meeting

- Article 1 The National Taiwan University (NTU or “the University”) *Directives for the Implementation of Emergency Response Drills* (“the Directives”) are formulated to strengthen emergency response at all buildings at the University, minimize losses due to disasters, and delineate the responsibilities of each competent unit.
- Article 2 Small-scale emergency response drills shall be conducted at each building at least once every three years to analyze common safety hazards, risks, and emergency response needs.
- Article 3 The head of each department, graduate institute, college, or top-level unit shall serve as emergency response and fire safety officer of the buildings that the unit uses. The actual management duties shall be performed by faculty and staff members who use the space, or in the case of a laboratory, by the laboratory representative. If a building is used by two or more units, the involved units shall co-appoint the head of either of the two units as safety officer.
- Article 4 Each building shall establish an emergency response team, which shall consist of a reporting division, rescue division, emergency evacuation division, safety protection division, and first-aid division.
- Article 5 Each building shall formulate an emergency response plan before carrying out drills. The contents of emergency response plans shall include the following:
1. The organizational structure of the emergency response team
 2. The objectives of the drill and the scenario(s) to be simulated
 3. The reporting procedures
 4. The emergency evacuation routes (including locations of emergency equipment)
 5. An evacuation plan and assembly point for all personnel in the building
- Article 6 Each building shall report their implementation status to the Environmental Protection and Occupational Safety and Health (EHS) Center, which will compile the reports for presentation at the EHS Committee Meeting in the following year.
- Article 7 The Directives shall be passed by the EHS Committee Meeting and the Administrative Meeting, and then implemented on the date of promulgation.