

NATIONAL TAIWAN UNIVERSITY

Directives Governing Emergency Response Team Operations in the Event of a Major Disaster

November 22, 1994 Passed by the 1,893rd Administrative Meeting
September 02, 2014 Amended and passed by the 2,824th Administrative Meeting

Article 1 Basis

1. Official letter Tai Hsun Tzu No. 045611 issued by the Ministry of Education on August 19, 1994
2. Official letter Tai Hsun Tzu No. 055083 issued by the Ministry of Education on October 12, 1994
3. Official order Tai Chun (2) Tzu No. 0990050406C issued by the Ministry of Education on April 19, 2010

Article 2 Objectives:

Establish a disaster reduction system for agile response to incidental or unexpected major disasters; prevent the actual occurrence of a potential disaster; coordinate administrative support in disaster reduction and handling to minimize losses and complete recovery work as quickly as possible.

Article 3 Scope:

Reduction and response to major natural or manmade disasters. The term “disaster” refers to typhoons, floods, earthquakes, landslides, major fires and explosions, major accidents, major traffic accidents, and other disasters designated by the central supervisory authority. The disaster reduction involving infectious diseases and toxic chemical substances shall be handled in accordance with the applicable plans.

Article 4 Duties:

Respond quickly and appropriately to each disaster to minimize losses and environmental impacts incurred from the disaster.

Article 5 Organization:

1. The President and Vice President for General Affairs of National Taiwan University (NTU or “the University”) shall serve as convener and deputy convener respectively to establish an emergency response team by convening relevant administrative units of the University. The top-level units and affiliated units of the University (excluding the College of Medicine, College of Public Health, NTU Hospital, NTU Highland Experimental Farm, and NTU Experimental Forest) shall be the competent units for disaster reduction.
2. For timely reduction and handling of a major disaster, the College of Medicine (including the College of Public Health), NTU Hospital, NTU Highland Experimental Farm, and NTU Experimental Forest shall establish an emergency response team in accordance with the provisions stipulated herein.

Article 6 Division of work: In addition to the convener, deputy convener, and spokesperson, the emergency response team shall be composed of a rescue division, reporting division, emergency evacuation division, safety protection division, and first-aid division.

1. Convener: The NTU President or their designated agent
 - 1) Depending on the scale of the disaster, establishing a 24/7 disaster command center or emergency response team.

- 2) Staying updated on disaster response status and coordinating.
- 3) Determining, issuing, and implementing emergency response measures.
2. Deputy convener: Vice President for General Affairs or their designated agent
 - 1) Assisting the convener in overseeing and coordinating tasks performed by the emergency response team.
 - 2) Accompanying external representatives during on-site visits and overseeing disaster rescue operations as per the convener's assignments.
3. Spokesperson: Secretary-General or their designated agent
 - 1) Being the official voice for external communication
 - 2) Overseeing the collection, evaluation, dissemination, and use of information related to the disaster, the latest developments, and the status of related resources
4. Environmental Protection and Occupational Safety and Health Center
 - 1) Assisting in the handling of disaster reduction.
 - 2) Assisting the convener in overseeing and evaluating each division's performance in the disaster reduction and rescue efforts.
5. Rescue division: Office of General Affairs, Office of Student Affairs, and Personnel Office
 - 1) Assisting in search and rescue efforts for victims who are faculty, staff, and students of the University (Office of General Affairs/Personnel Office)
 - 2) Operating disaster reduction and rescue facilities (Office of General Affairs/Office of Student Affairs)
 - 3) Depending on the circumstances, offering support to the safety protection division and first-aid division (Personnel Office)
6. Reporting division: Office of Student Affairs and Office of General Affairs
 - 1) Reporting the incident to the Ministry of Education's Campus Security Reporting Center, including information on the number of persons evacuated, where they have been sheltered, conditions of the disaster, and status reports on the evacuation of faculty, staff, and students (Office of Student Affairs)
 - 2) Taking charge of the collection, evaluation, dissemination, and use of information about the disaster, the latest developments, and the status of related resources (Office of Student Affairs/Office of General Affairs)
 - 3) Reporting to the Taipei City Government's Emergency Operations Center and relevant agencies for assistance, including those responsible for disaster rescue, public security, and healthcare. (Office of General Affairs)
7. Emergency evacuation division: Personnel Office, Office of Academic Affairs, Office of Research and Development, Office of General Affairs, and Office of Student Affairs
 - 1) Selecting appropriate places as temporary shelters (Office of Academic Affairs/Office of General Affairs)
 - 2) Assigning duty areas for assisting in the evacuation of faculty, staff, and students to the designated shelters (Office of Academic Affairs)
 - 3) Assisting in registering the identities and number of faculty, staff, and students (Personnel Office/Office of Research and Development/Office of Academic Affairs/Office of Student Affairs)
 - 4) Setting up service stations to assist and provide information for disaster victims regardless of their affiliation with the University (Office of Academic Affairs/Office of General Affairs)

8. Safety protection division: Office of General Affairs
 - 1) Establishing the disaster command center and handling communications among those on duty.
 - 2) Registration, inventory, custody, and distribution of disaster relief supplies.
 - 3) Assisting in setting up warning signs and managing traffic.
 - 4) Maintaining public security at the disaster site and designated shelters
9. First-aid division: Office of Student Affairs Health Center and Student Counseling Center
 - 1) Setting up first-aid stations for basic emergency care, triage, and medical escorts for victims with serious injuries (Health Center)
 - 2) Providing emotional support and counseling services (Student Counseling Center)

Article 7 Operating procedures:

Depending on the actual needs of disaster reduction, the convener may establish an emergency response team composed of the relevant administrative units of the University and set up a 24/7 disaster command center.

The disaster command center will collect the relevant information about the disaster (who, why, when, where, what) through the administrative communication network or other sources of information.

It shall take charge of the coordination of and communication for the emergency response and disaster reduction and provide the necessary support to responsible units.

It shall stay updated on the status of the disaster, oversee the disaster reduction efforts, and report the latest progress and status of disaster reduction to the convener.

It shall assess the workforce and resources needed for recovery and restoration, plan follow-up measures and steps for support, and coordinate to secure necessary funding sources.

It shall produce a disaster reduction review report and send it to each responsible unit as a reference for future improvements.

The unit head of the College of Medicine (including the College of Public Health), NTU Hospital, NTU Highland Experimental Farm, and NTU Experimental Forest shall preemptively establish an emergency response team depending on the actual needs of disaster reduction. They shall also provide the University-level emergency response team with updates on the latest progress and status of disaster reduction.

Article 8 Others:

These directives shall be passed by the Environmental Protection and Occupational Safety and Health Committee and the Administrative Meeting and then implemented on the date of promulgation.