

# Key Points of Campus Safety Management at National Taiwan

## Normal University

- Article 1 In order to ensure and maintain the overall safety of the school, and formulate the main points of this work .
- Article 2 The campus safety monitoring room shall be established under the Environmental Safety and Sanitation Center as a dedicated unit, which is usually responsible for school-wide surveillance, access control and emergency rescue equipment, repairs, regular maintenance, etc. and management operations. In the event of an emergency, it shall be handled in accordance with the relevant laws and regulations and the school's standard operating procedures for emergency notification (such as Annex 1) to reduce the loss of personnel and property, eliminate the dangerous situation, protect the teachers and students of the school and maintain the safety of the campus.
- Article 3 The video surveillance system referred to in this key point refers to the video and audio equipment built and maintained by the school in public places or public access places based on campus security needs.
- Article 4 To apply for viewing video images, you should state the reasons for the viewing, fill in the application form for viewing images of the surveillance system (such as Annex 2), and complete the relevant reporting (recording) records before submitting the application in accordance with the regulations. If the reading is approved after the approval, the campus security monitoring room should send staff to accompany the reading throughout the process, and copying and shooting are not allowed. If it is found that it can be used as evidence, the evidence preservation should be handled in accordance with the relevant regulations.
- Article 5 Campus temporary access card and access permission application work:
1. New research assistants, working students, temporary staff and part-time teachers in each unit of the school should attach relevant documents, temporary campus access card and access authority application form (such as Annex 3), and send them to environmental safety and health after approval by the unit supervisor The center handles the card issuance operation, and the same applies to the renewal of employment.
  2. The construction manufacturer should ask the contractor to attach the application for the temporary access control card to the campus and issue the card only after it has been approved and signed.
  3. All issued cards must be the access control cards approved by the school and cannot be

replaced by other cards. The issued cards must be kept properly. If you lose or leave your job, you should immediately apply to the campus security monitoring room for permission to delete them or return the temporary campus access control card. If you fail to apply for deletion permission or fail to return the temporary campus access card, the legal issues arising from fraudulent use shall be borne by the parties themselves.

4. Cards recognized by the school: student ID card, service card issued by the personnel office, reading card issued by the library, temporary campus access card provided by the campus security monitoring room, and the rest are invalid cards.
5. For access security considerations, apply for the use of temporary campus access cards in the name of the unit, and each card will be charged a deposit of NT\$200.
6. Those who have lost or damaged the temporary campus access card will be charged NT\$200 for the cost of making a new card.

**Article 6** The access control authority setting part is set according to personal identity. If there is any change or you need to enter and exit across the building, please submit an official document application in advance, and fill in the campus temporary access control card and access control authority application form, which will be sent to the environment after approval by the unit supervisor. Before the center handles the change operation, it has to open the access permission.

**Article 7** The access control opening hours of each building are usually open according to the commute time. In principle, it is not open on regular holidays. However, if you need to handle an event, please submit a written application three days before (excluding the day), and after approval, flexible management will be carried out according to the event time.

**Article 8** The women's toilets and some public spaces in each building are equipped with an emergency rescue system. In case of a dangerous situation, you can directly press the emergency rescue button, and use the nearby emergency walkie-talkie to contact the on-duty staff in the campus security monitoring room. Automated external defibrillators (AEDs) are placed on each campus for emergency use. After use, please contact the health center and notify the school safety center, so that it can be reported to the relevant units at any time, and will be reported to the Ministry of Health and Welfare for reference after use according to relevant procedures.

**Article 9** In the event of an emergency, report it according to the standard operating procedure for emergency notification of the school (as in Annex 1).

**Article 10** If you are on campus, you can directly dial the emergency contact number of the campus security monitoring room, on-campus extension 1119. Directly dial the campus security

monitoring room (02) 7749-1119 outside the campus or the dedicated tutor room of the school headquarters (02) 7749-3123, the dedicated tutor room of the Gongguan campus (02) 7749-6528, and the dedicated tutor room of the Linkou campus (02) 7749- 8294, to assist in emergency situations.

Article 11 These points will be implemented after being reported and approved by the school's administrative director, and the same applies to revisions.