National Taiwan Normal University Campus Accident Emergency Response Plan

Approved by the Environmental Protection, Safety and Health Committee meeting on December 9, 2018

Purpose：

In order to identify possible accidents or emergencies, respond to, prevent, or reduce the possible personal injury, property damage, and working environment impact caused by the incident, the "National Taiwan Normal University Emergency Response Plan" has been formulated.

Responsibilities：

1.Environmental Safety and Sanitation Center: Formulate an emergency response plan, promote and supervise its operation and implementation.

2.Departments and institutes with experimental (study) places: Cooperate with the implementation of the emergency response plan.

Disaster pattern

Chemical disasters: including chemical disasters caused by burns caused by corrosive acids and alkalis, improper storage, handling or exposure of organic solvents and toxic chemicals, such as fires, gas spills, explosions, etc.

Physical disasters: including noise, high temperature, low temperature, radiation, high voltage electricity, mechanical disasters, etc.

Biological disasters: including the infection of disease-causing organisms, or the media of diseases.

Others: such as disasters caused by the dumping of gas cylinders caused by earthquakes.

Management organization

Set up an emergency response team

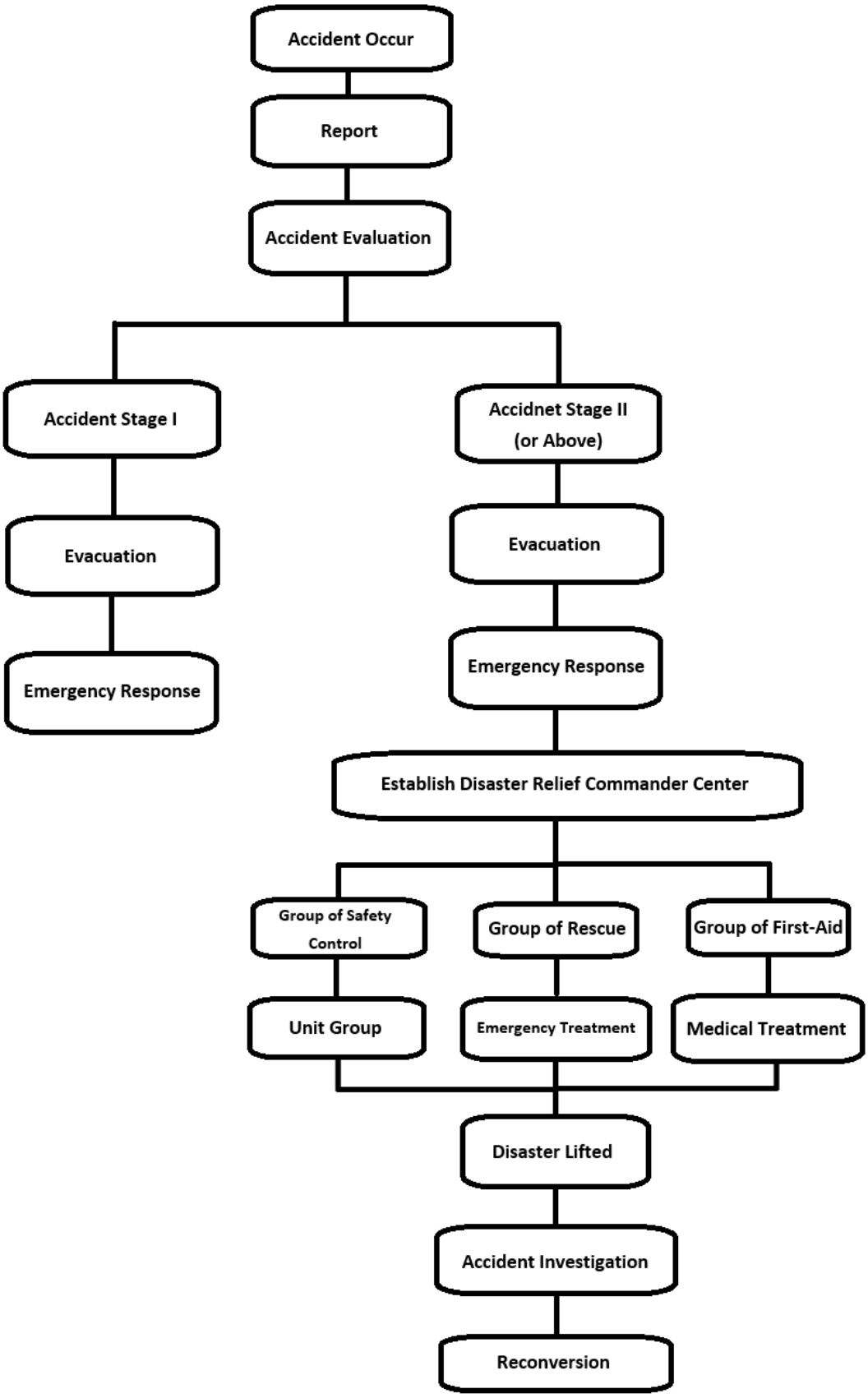
Emergency response team	Duty
President (Convener and commander in chief)	1.Convene the Emergency Response Team, establish 7/24 Disaster Relief Command Center. 2.Master the situation of disaster relief operations. 3.Deciding on emergency response measures.
Vice-President （deputy convener and Executive Supervision）	1.Supervise the operations of the emergency response team. 2.Coordinate and supervise the emergency response team to promote implementation. 3.On-site investigation and disaster relief technical guidance.
Office of General Affairs	Support for disaster rescue administrative affairs.
Office of Student Affairs	Coordination of campus safety and disaster prevention.
Environmental and public safety center	1.Early warning information and disaster information collection. 2.Disaster prevention and rescue assistance.
Secretary	Integration and release of external information.
Student Adviser Office / Campus Security Staff	Contact and rescue assistance.
Office of human Resources	Administrative support for personnel related to disaster.
Office of Accounting	Administrative support for accounting related to disaster.

Task grouping and work content

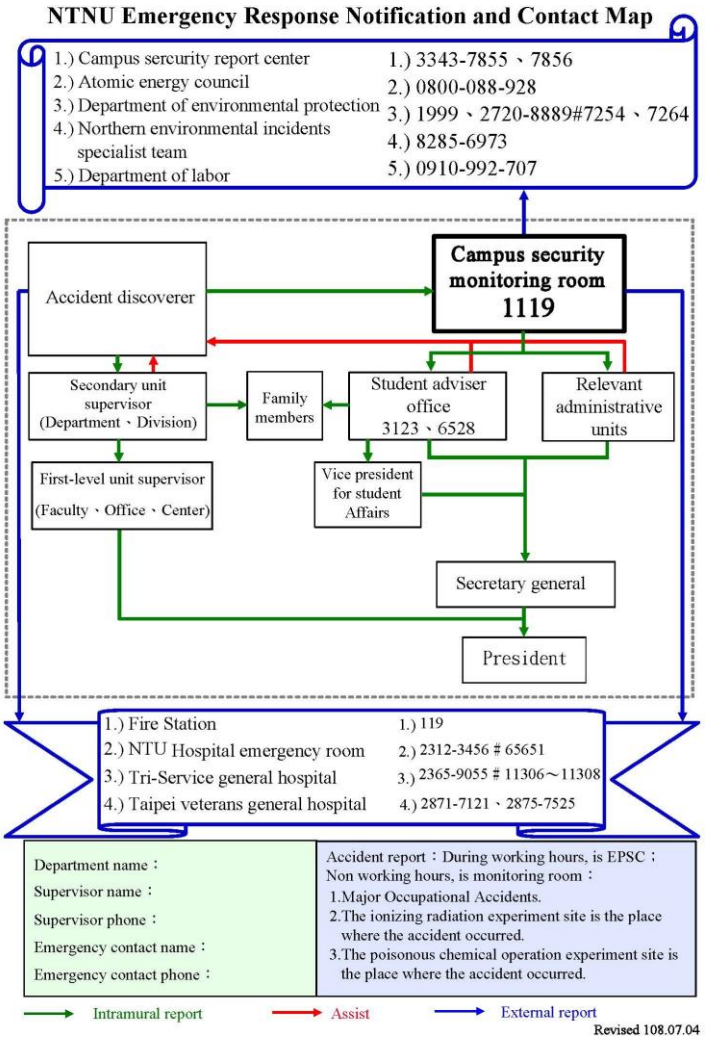
Task grouping	Work content
Commander （Department Chief)	1.disaster relief and command deployment. 2.Provide support needs. 3.support and motorize.
Group of Notification (Relevant units, EPHC, Campus Security Staff)	1.Issue an alert and inform on-site status. 2.Contact the Field Command Center and Assist in execution. 3.Ask for assistance from relevant units.
Group of Rescue (Relevant units, Office of General Affairs, EPHC)	1.Disaster analysis and provide SDS and protective disaster relief equipment. 2.Provide professional technical support. 3.On-site control, disaster handling, leakage rescue.
Group of Evacuation protection (Relevant units,Student Adviser Office Office of General Affairs, EPHC)	Guidance and control of personnel evacuation.
Group of first aid （Health center, Relevant unit first aid staff)	First aid and medical assistance for the injured.
Group of administrative support (Office of human resource, Office of accounting)	Support for personal and accounting related to disaster.

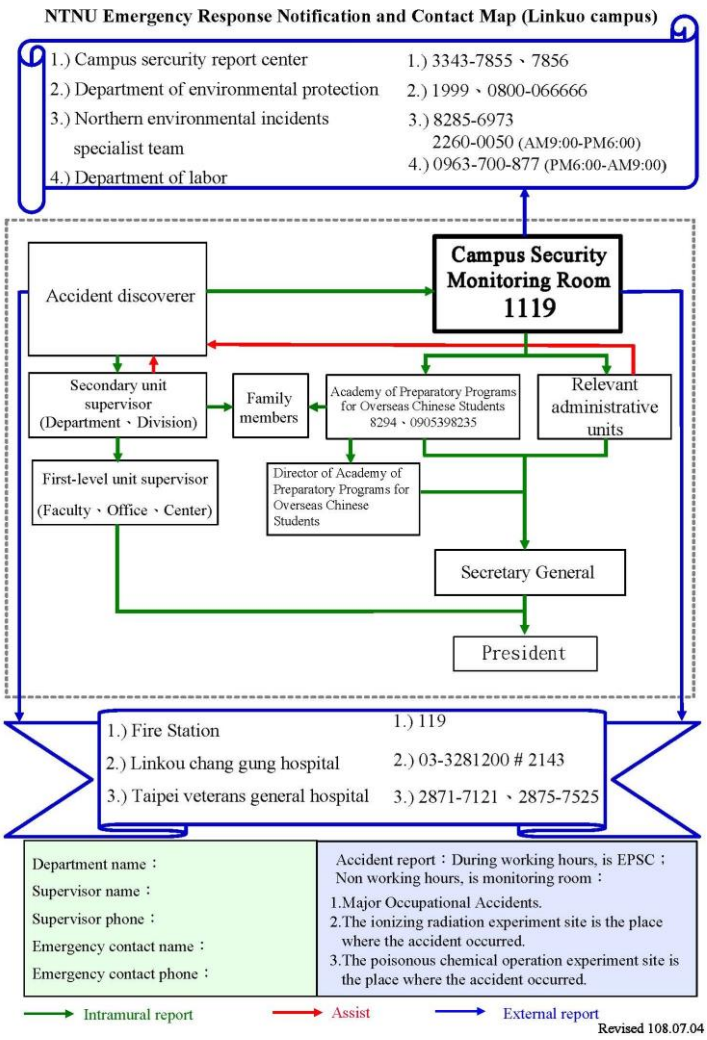
Emergency procedures :

Emergency Action Procedure



Emergency Response Notification and Contact Map





Emergency Response and First Aid

On-site response process:

In the event of a material leakage accident in the laboratory：

1. All ongoing experiments are to be stopped and personnel evacuated.
2. When entering the contaminated area, protective equipment must be worn, keep space ventilated and remove all heat and fire sources.
3. In the contaminated area, use neutralizer or absorbent cotton to neutralize and absorb or control to avoid leakage and further expansion.
4. Avoid handling rescue by one person.

Severe spill response procedures：

1. Seal off the contaminated area and close the entrance, Non-essential personnel are prohibited from entering.
2. Remove combustible substances as far as possible under safe conditions.
3. Rescue personnel should be given priority, wear protective equipment, and move the injured to a safe place.

Personnel injury ambulance (Look up SDS)：

1. Eye splash: Immediately flush eyes with plenty of water and seek medical attention as soon as possible.
2. Contact with skin: Take off the contaminated clothing immediately, wash the contaminated part with water and send to the hospital as soon as possible.
3. Gas poisoning: Move the victim to fresh air quickly and seek medical attention as soon as possible.

Accident notification content：

1. Informer's name
2. Notification time.
3. Accidental disaster location.
4. Description of the situation.
5. Number of casualties.
6. Situations that have been dealt with.
7. Assistance that may be required.

Subsequent waste disposal and post-disaster recovery.

Record and Track：

when the accident happened, follow-up the treatment of NTNU：Occupational Accident Investigation and Handling Measures to investigation**.**

Emergency Response Drill：

Carry out emergency response drills and non-warning tests every year.

Implementation and Amendment：

This plan will be implemented after being reviewed and approved by the "Environmental Protection, Safety and Health Committee" of NTNU, and it will also be revised at the same time.