Key points of setting up the National Taiwan Normal University campus disaster prevention and rescue committee

On September 30, 2014, the first meeting of administrative directors in 2014 passed the report
On March 23, 2015, the 5th meeting of administrative directors in 2010 was amended and approved

National Taiwan Normal University（NTNU）for disaster prevention police,promote relevant measures, According to the regulations of the Ministry of Education(MOE), establishment of NTNU disaster prevention and rescue committee（committee）.

Tasks of this committee：

1. Hold a Campus Disaster Prevention and Rescue Conference.
2. Planning and promoting disaster prevention education courses.
3. Formulate the campus disaster prevention and rescue work plan.
4. Editing the campus disaster prevention plan.
5. Implement campus environment safety maintenance measures.

The committee consists of fourteen to seventeen members，The chairman of the committee is the principal, The vice-chairman is served by the vice-principal, The rest of the committee members are held by the first-level supervisors of administrative units or teachers with relevant expertise in the school, The term of office of the members is two years, upon expiry of the term they can be reappointed.

The committee responds to related disaster prevention and rescue work, Set up three groups: "Financial Administration Group", "Disaster Reduction Planning Group" and "Promotion and Implementation Group", The head of the promotion executive team is held by the chief of General affairs.

The committee team composition：

Financial Administration Group

1. Fund review and annual budget preparation.
2. Accounting treatment for plan execution operations.

Disaster Reduction Planning Group

1. Set up management work items.
2. Convene a disaster prevention committee or emergency meeting.
3. Planning disaster drills and awareness campaigns.
4. Develop a self-assessment mechanism.

Promotion and Implementation Group

1. Execute disaster related work.
2. Procurement of disaster prevention items.
3. Disaster prevention drills, building reinforcement, disaster prevention publicity.

The committee establishes a campus disaster prevention and rescue response team in the event of a disaster. Commander is the principal, and each group consists of 3-5 members, Appointed by each group leader.

The duty of each group is as follows：

Group of security：

1. Reserve supplies.
2. Resource distribution.
3. Disaster relief supplies management.
4. Shelter maintenance.
5. Operation of disaster relief equipment.

Group of briefing：

1. Disaster notification.
2. Hazards, resources and status Report.
3. Receiving and notification of external information.

Group of evacuation guidance：

1. Evacuation and people counting.
2. Set up a service station and provide consultation.
3. Assistance staff required.

Group of rescue：

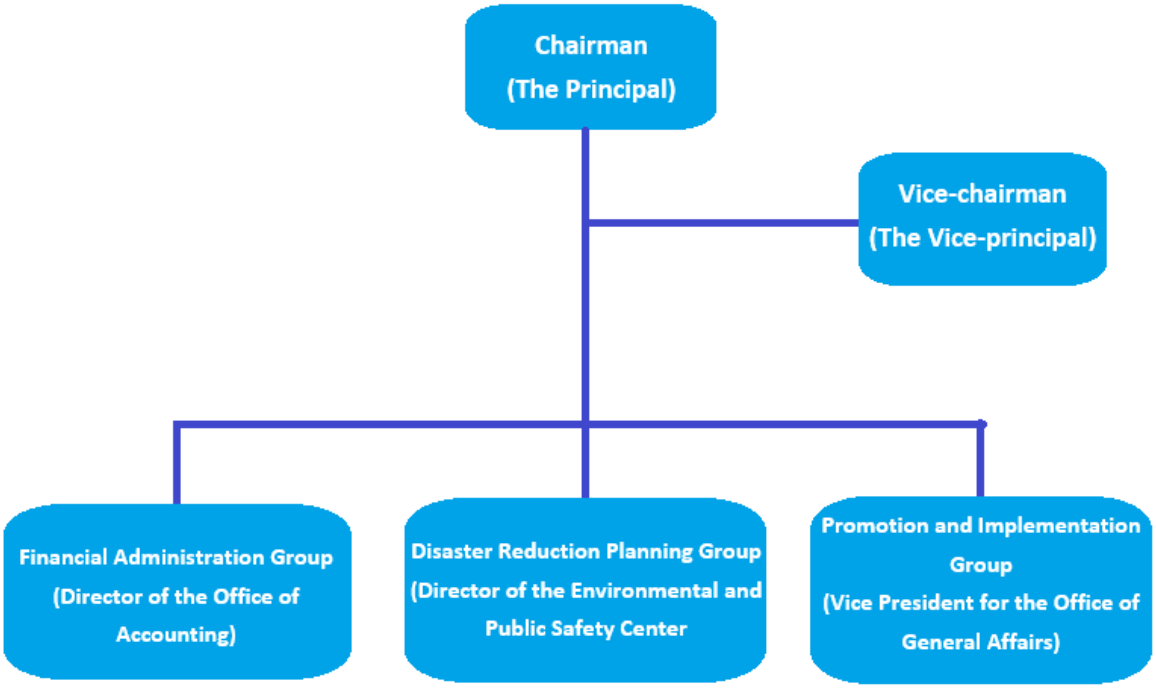
1. Disaster rescue.
2. Remove obstacles.
3. Evacuation.
4. Set up a service station and provide first aid.
5. Counseling.
6. First aid common sense publicity.

Each administrative and academic units should be set up an emergency contact person, Coordinated disaster reporting.

Committee meets once a semester, The meeting is chaired by the chairperson, In the event of disasters such as typhoons and floods, the committee must also be convened.

The duty of the committee is undertaken by the EPSC.

This key point was approved by the administrative director meeting and implemented after being approved by the principal. The revision will also be the same.



The structure and member role of the campus disaster prevention and rescue committee