National Taiwan Normal University

Campus Disaster Prevention and Reduction Plan

【Main text】

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June 2023

Revision history

Version	Date of revision	Approved by Disaster Prevention Case Officer	Approved by the President	Date of Disaster Prevention Meeting
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Note: 1. This Plan is reviewed every 2 years. The main text shall be updated with any modifications indicated in this form.

2. The President shall hold a Disaster Prevention Meeting to communicate all revisions in the main text of the Plan to all faculty and staff with the meeting date noted and excluding any unrelated routine disaster prevention meetings in this form.

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Chapter 1 Preface

1.1 Legal basis

1. 《Ministry of Education Directions on Disaster Prevention and Rescue for Schools of All Levels and Affiliated Institutions》
2. 《Directions on Campus Safety and Disaster Incident Notification》
3. 《Fire Services Act》
4. 《Enforcement Rules of Fire Services Act》
5. NTNU Regulations Governing the Establishment of the Campus Disaster Prevention and Relief Committee

1.2 Purpose

The NTNU Campus Disaster Prevention and Relief Plan (hereinafter referred to as “the Plan”) is established in accordance with the preceding laws, directions, and regulations. The Plan establishes a campus disaster prevention and relief system based on the 4 stages of disaster management (mitigation, preparation, response, restoration and reconstruction) while specifying duties (including required forms) and contact information of dedicated personnel/units for each stage. To achieve optimal application and flexible deployment of resources/support through a coordinated response framework, dedicated disaster management roles and responsibilities, and integrated professional collaboration, the objective is to ensure smooth operation of emergency response procedures, improve disaster prevention knowledge, skills, and attitudes of all faculty, staff, and students to protect their lives, as well as mitigate the impacts and losses.

1.3 Structure

This Plan is divided into 2 parts, the main text and appendix (Figure 1.1).

The main text contains basic information about NTNU and the fundamentals of each stage of disaster management, which are presented with brief illustrations, tables, and flowcharts to facilitate operations on-site. As a manual for disaster mitigation and preparedness for faculty and staff in the event of a disaster, it provides required information for a prompt response.

In addition to offering explanations of disaster responses, the appendix provides blank forms associated with the main text and emergency response applications which can be duplicated, employed, and replaced by NTNU or compiled along with relevant school records, scanned files, and other essential documents.

Campus Disaster Prevention and Relief Plan	
Main text	Appendix
Revision history and approval record Chapter-1 Preface Chapter-2 An Overview of NTNU Chapter-3 Disaster Mitigation and Preparedness Chapter-4 Response Chapter-5 Recovery and Restoration	Appendix-1 Blank forms Appendix-2 Content of disaster responses Appendix-3 Scanned files of checklists Appendix-4 Scanned files for the submission of the Campus Disaster Prevention and Relief Plan

Figure 1.1 Structure of Campus Disaster Prevention and Relief Plan

Chapter 2 Introduction of NTNU

2.1 Basic information of the campus

The basic information of NTNU (Figure 2.1) shall be regularly checked and updated to ensure all faculty and staff members can quickly access the information, accurately identify the contact of the personnel in charge of disaster prevention as well as promptly perform respective duties, emergency response, and decisions-making in the event of a disaster.

2.2 Campus surrounding environment and land use condition

The road map of the surrounding area (Figure 2.1) helps readers to better understand the peripheral environment, relative locations, and land use conditions as well as monitor surroundings while assessing the potential conditions of facilities that may endanger NTNU in disaster scenarios.

2.3 Campus layout

To facilitate the implementation of contingency measures, the campus layout plan (Figure 2.2) collects regular configuration information as a reference during disasters for assessing map data and relative positions based on entrances, exits, and neighboring roads.

Figure 2.1 Basic information of NTNU

<table>
<tr><td>Full name of the school (Campus/Branch)</td><td colspan="5">National Taiwan Normal University</td></tr>
<tr><td>Address</td><td colspan="5">162, Section 1, Heping E. Rd., Taipei City 106</td></tr>
<tr><td>Personnel information</td><td>Name</td><td>Position</td><td>Mobile No.</td><td colspan="2">Email</td></tr>
<tr><td>President</td><td>Cheng-Chih Wu</td><td>President</td><td>0277341014</td><td colspan="2">president@ntnu.edu.tw</td></tr>
<tr><td>Disaster prevention case officer 1</td><td></td><td></td><td></td><td colspan="2"></td></tr>
<tr><td>Disaster prevention case officer 2</td><td></td><td></td><td></td><td colspan="2"></td></tr>
<tr><td rowspan="2">Number of faculty, staff, and students</td><td>Regular positions</td><td>1060</td><td rowspan="2">Number of students</td><td>Regular students</td><td>15812</td></tr>
<tr><td>Non-regular positions</td><td>654</td><td>Students with disabilities</td><td>144</td></tr>
<tr><td rowspan="2">Number of school buses</td><td>School-owned buses</td><td>2</td><td>Number of volunteers</td><td colspan="2">0</td></tr>
<tr><td>Buses provided by contractors</td><td>2</td><td>Number of dormitory administrators</td><td colspan="2">21</td></tr>
</table>


麗水花園公寓大廈
金山南路二段215巷
麗水街
國立臺灣師範大學
國語教學中心
國立臺灣師範大學
圖書館NTNU Library
國立臺灣
師範大學
圖書館校區
科技大樓
Sugar Man Cafe
金山南路二段231巷
和平大苑
薰風堂筆墨有限公司
藝術品專賣店
薩莉亞 師範大學店
義大利料理・$
綜合大樓
金陽建設大廈
和平東路一段
福來早餐 古亭店
早餐
師範大學運動場停車場
和雲台北師大
和平停車場
和平東路一段
和平東路一段
國立臺灣師範
大學音樂系館
臺灣銀行 和平分行
行路 Walk Cafe
臺灣師範大學禮堂
音樂系館
禮堂
師大路
國立臺灣師範大學
National Taiwan...
11 分 自行開車・公司
美術系館
麗泉街
臺灣師大體育館
體育館
樂智樓
師大男一舍
inn cafe 師大店
台北師大郵局
維也納森林
普通大樓
貳樓餐廳Second
Floor Cafe 師大店
極簡咖啡館
國立臺灣師範
大學校本部
師大校本部游泳池
女一舍
樓大樓
男子漢早餐店(師大泰順
店)Realhomie Breakfast
早餐
國立臺灣師範
大學地理學系
國立臺灣師範
大學東亞學系
國立臺灣師範
大學文學院
音樂學院
銅樂時尚鍋物
涮涮鍋
燈籠滷味 創始總店
師大夜市
販售服飾與街頭小吃的景點
秘氏珈琲 Café Chamber
銀兔湯咖哩
日式咖哩・$$
印渡風情印度
餐廳師大店
印度料理・$$
泰順街38巷
渣打銀行 古亭分行
路燈咖啡 師大店
羅斯福路二段117巷
浦城街4巷
浦城街13巷
The Cinnamon Tree 肉桂捲
烘焙屋
泰順街40巷


潮州街
金山南路二段185巷
麗水街
永康街
珠寶盒法式點心
坊師大麗水店
手天品
青田街6巷
錦安公園
國立臺灣師範大學
進修推廣學院
麗水街33巷
鐵支涮火鍋
涮涮鍋・$$$
咖啡黑潮
總督府山林課宿舍群
國立臺灣師範大學
教育學院大樓
國立臺灣師範大學
國語教學中心
金山南路二段215巷
博愛大樓
師大博愛樓
Great! Pig Bar!
西班牙風味餐廳
國立臺灣師範
大學圖書館校區
11 分 自行開車・公司
科技大樓
和平東路一段141巷
國立臺灣師範大學
圖書館NTNU Library
銅像
好剪才- Superbcut
(青田金華店)
薩莉亞 師範大學店
義大利料理・$
綜合大樓
機械大樓
臺北市召會第三聚會所
谷墨商旅 Goo
和平東路派出所
和平東路一段
和平東路一段
和平東路一段
師大路
八方雲集 (台北師大店)
温州街蘿蔔絲餅達人



Figure 2.1 Road map of surrounding area
(Date of viewing: March 1, 2022)

國立臺灣師範大學 和平校區Ⅰ配置圖
National Taiwan Normal University Heping Campus I Map



國立臺灣師範大學 林口校區配置圖
National Taiwan Normal University Linkou Campus Map



國立臺灣師範大學 公館校區配置圖
National Taiwan Normal University Gongguan Campus Map

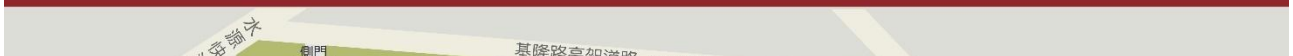


Figure 2.2 Campus layout

2.4 Campus Building Information

The 3 campuses are the Main, Gongguan, and Linkou Campuses. The Main Campus consists of 24 buildings, the Gongguan Campus of 13 buildings, and the Linkou Campus of 18 buildings. There are 180 laboratory rooms on all 3 campuses. Table 2.2 provides the building details for each campus.

Table 2.2 Building information and status

School Name	National Taiwan Normal University	**Survey Date**	March 1, 2022
Building Name	Administration Building I	**Number of Floors**	3
Year of Construction	1928	**Additional Construction**	□Yes ▓No
Type of Building	▓Conventional □Non-conventional	**Floor Plan**	▓Yes □No
Type of Construction	□Brick □Wood □Steel Concrete ▓Reinforced Concrete □Steel Reinforced Concrete		
Used as a Shelter	□Yes ▓No		
Building Appearance			

School Name	National Taiwan Normal University	**Survey Date**	March 1, 2022
Building Name	Administration Building II	**Number of Floors**	3
Year of Construction	1926	**Additional Construction**	□Yes ▓No
Type of Building	▓Conventional □Non-conventional	**Floor Plan**	▓Yes □No
Type of Construction	□Brick □Wood □Steel Concrete ▓Reinforced Concrete □Steel Reinforced Concrete		
Used as a Shelter	□Yes ▓No		

School Name	National Taiwan Normal University	**Survey Date**	March 1, 2022
Building Appearance			

School Name	National Taiwan Normal University	**Survey Date**	March 1, 2022
Building Name	Gymnasium	**Number of Floors**	7
Year of Construction	1992	**Additional Construction**	□Yes ▓No
Type of Building	▓Conventional □Non-conventional	**Floor Plan**	▓Yes □No
Type of Construction	□Brick □Wood □Steel Concrete ▓Reinforced Concrete □Steel Reinforced Concrete		
Used as a Shelter	▓Yes □No		
Building Appearance			

School Name	National Taiwan Normal University	**Survey Date**	March 1, 2022
Building Name	Aquatic Center	**Number of Floors**	4
Year of Construction	1994	**Additional Construction**	□Yes ▓No
Type of Building	▓Conventional □Non-conventional	**Floor Plan**	▓Yes □No
Type of Construction	□Brick □Wood □Steel Concrete ▓Reinforced Concrete □Steel Reinforced Concrete		

School Name	National Taiwan Normal University	Survey Date	March 1, 2022
Used as a Shelter	□Yes ▓No		
Building Appearance			

School Name	National Taiwan Normal University	Survey Date	March 1, 2022
Building Name	Auditorium	**Number of Floors**	2
Year of Construction	1929	**Additional Construction**	□Yes ▓No
Type of Building	▓Conventional □Non-conventional	**Floor Plan**	▓Yes □No
Type of Construction	□Brick □Wood □Steel Concrete ▓Reinforced Concrete □Steel Reinforced Concrete		
Used as a Shelter	□Yes ▓No		
Building Appearance			

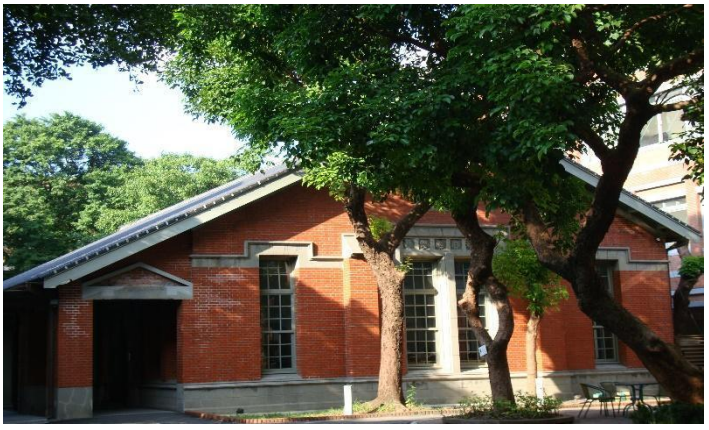
School Name	National Taiwan Normal University	Survey Date	March 1, 2022
Building Name	Music Building	**Number of Floors**	4
Year of Construction	1984	**Additional Construction**	▓Yes □No
Type of Building	▓Conventional	**Floor Plan**	▓Yes □No

School Name	National Taiwan Normal University	**Survey Date**	March 1, 2022
	□Non-conventional		
Type of Construction	□Brick □Wood □Steel Concrete ▓Reinforced Concrete □Steel Reinforced Concrete		
Used as a Shelter	□Yes ▓No		
Building Appearance			

School Name	National Taiwan Normal University	**Survey Date**	March 1, 2022
Building Name	Union Building II	**Number of Floors**	4
Year of Construction	1967	**Additional Construction**	□Yes ▓No
Type of Building	▓Conventional □Non-conventional	**Floor Plan**	▓Yes □No
Type of Construction	□Brick □Wood □Steel Concrete ▓Reinforced Concrete □Steel Reinforced Concrete		
Used as a Shelter	□Yes ▓No		
Building Appearance			

School Name	National Taiwan Normal University	**Survey Date**	March 1, 2022
Building Name	Health Center	**Number of Floors**	2
Year of Construction	1960	**Additional**	□Yes ▓No

School Name	National Taiwan Normal University	**Survey Date**	March 1, 2022
		Construction	
Type of Building	▓Conventional □Non-conventional	**Floor Plan**	▓Yes □No
Type of Construction	□Brick □Wood □Steel Concrete ▓Reinforced Concrete □Steel Reinforced Concrete		
Used as a Shelter	□Yes ▓No		
Building Appearance			

School Name	National Taiwan Normal University	**Survey Date**	March 1, 2022
Building Name	Wenhui Hall	**Number of Floors**	1
Year of Construction	1926	**Additional Construction**	□Yes ▓No
Type of Building	□Conventional ▓Non-conventional	**Floor Plan**	▓Yes □No
Type of Construction	▓Brick □Wood □Steel Concrete □Reinforced Concrete □Steel Reinforced Concrete		
Used as a Shelter	□Yes ▓No		
Building Appearance			

School Name	National Taiwan Normal University	**Survey Date**	March 1, 2022
Building Name	Liberal Arts Building	**Number of Floors**	11

School Name	National Taiwan Normal University	**Survey Date**	March 1, 2022
	II & I		
Year of Construction	1985	**Additional Construction**	▓Yes □No
Type of Building	▓Conventional □Non-conventional	**Floor Plan**	▓Yes □No
Type of Construction	□Brick □Wood □Steel Concrete ▓Reinforced Concrete □Steel Reinforced Concrete		
Used as a Shelter	□Yes ▓No		
Building Appearance			

School Name	National Taiwan Normal University	**Survey Date**	March 1, 2022
Building Name	Liberal Arts Building II & I	**Number of Floors**	11
Year of Construction	1989	**Additional Construction**	▓Yes □No
Type of Building	▓Conventional □Non-conventional	**Floor Plan**	▓Yes □No
Type of Construction	□Brick □Wood □Steel Concrete ▓Reinforced Concrete □Steel Reinforced Concrete		
Used as a Shelter	□Yes ▓No		
Building Appearance			

School Name	National Taiwan Normal University	**Survey Date**	March 1, 2022
Building Name	Fine Arts Building	**Number of Floors**	7
Year of Construction	1982	**Additional Construction**	□Yes ▓No
Type of Building	▓Conventional □Non-conventional	**Floor Plan**	▓Yes □No
Type of Construction	□Brick □Wood □Steel Concrete ▓Reinforced Concrete □Steel Reinforced Concrete		
Used as a Shelter	□Yes ▓No		
Building Appearance			

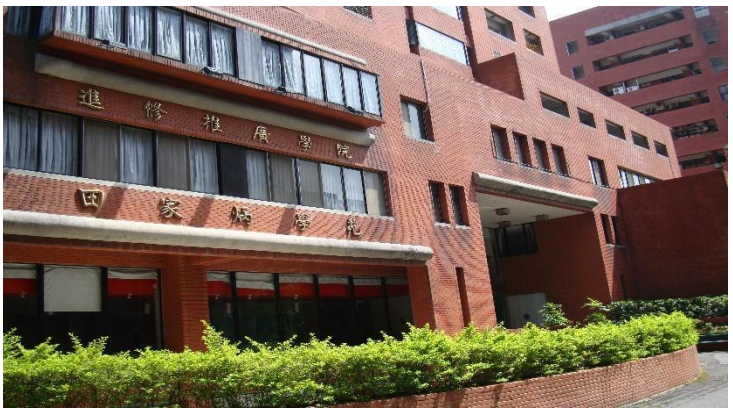
School Name	National Taiwan Normal University	**Survey Date**	March 1, 2022
Building Name	Residence Hall A	**Number of Floors**	6
Year of Construction	1974	**Additional Construction**	□Yes ▓No
Type of Building	▓Conventional □Non-conventional	**Floor Plan**	▓Yes □No
Type of Construction	□Brick □Wood □Steel Concrete ▓Reinforced Concrete □Steel Reinforced Concrete		
Used as a Shelter	□Yes ▓No		
Building Appearance			

School Name	National Taiwan Normal University	**Survey Date**	March 1, 2022
Building Name	Residence Hall B	**Number of Floors**	6
Year of Construction	1974	**Additional Construction**	□Yes ▓No
Type of Building	▓Conventional □Non-conventional	**Floor Plan**	▓Yes □No
Type of Construction	□Brick □Wood □Steel Concrete ▓Reinforced Concrete □Steel Reinforced Concrete		
Used as a Shelter	□Yes ▓No		
Building Appearance			

School Name	National Taiwan Normal University	**Survey Date**	March 1, 2022
Building Name	Health Center	**Number of Floors**	4
Year of Construction	2015	**Additional Construction**	□Yes ▓No
Type of Building	▓Conventional □Non-conventional	**Floor Plan**	▓Yes □No
Type of Construction	□Brick □Wood □Steel Concrete ▓Reinforced Concrete □Steel Reinforced Concrete		
Used as a Shelter	□Yes ▓No		
Building Appearance			

School Name	National Taiwan Normal University	**Survey Date**	March 1, 2022
Building Name	Teacher Education Building	**Number of Floors**	6
Year of Construction	2020	**Additional Construction**	□Yes ▓No
Type of Building	▓Conventional □Non-conventional	**Floor Plan**	▓Yes □No
Type of Construction	□Brick □Wood □Steel Concrete □Reinforced Concrete ▓Steel Reinforced Concrete		
Used as a Shelter	□Yes ▓No		
Building Appearance			

School Name	National Taiwan Normal University	**Survey Date**	March 1, 2022
Building Name	Bo-Ai Building	**Number of Floors**	12
Year of Construction	1994	**Additional Construction**	□Yes ▓No
Type of Building	▓Conventional □Non-conventional	**Floor Plan**	▓Yes □No
Type of Construction	□Brick □Wood □Steel Concrete ▓Reinforced Concrete □Steel Reinforced Concrete		
Used as a Shelter	□Yes ▓No		
Building Appearance			

School Name	National Taiwan Normal University	**Survey Date**	March 1, 2022
Building Name	Continuing Education Building	**Number of Floors**	13
Year of Construction	1989	**Additional Construction**	□Yes ▓No
Type of Building	▓Conventional □Non-conventional	**Floor Plan**	▓Yes □No
Type of Construction	□Brick □Wood □Steel Concrete ▓Reinforced Concrete □Steel Reinforced Concrete		
Used as a Shelter	□Yes ▓No		
Building Appearance			

School Name	National Taiwan Normal University	**Survey Date**	March 1, 2022
Building Name	Main Library	**Number of Floors**	9
Year of Construction	1984	**Additional Construction**	□Yes ▓No
Type of Building	▓Conventional □Non-conventional	**Floor Plan**	▓Yes □No
Type of Construction	□Brick □Wood □Steel Concrete ▓Reinforced Concrete □Steel Reinforced Concrete		
Used as a Shelter	□Yes ▓No		
Building Appearance			

School Name	National Taiwan Normal University	**Survey Date**	March 1, 2022
Building Name	Mechanical Engineering Building	**Number of Floors**	6
Year of Construction	1981	**Additional Construction**	□Yes ■No
Type of Building	■Conventional □Non-conventional	**Floor Plan**	■Yes □No
Type of Construction	□Brick □Wood □Steel Concrete ■Reinforced Concrete □Steel Reinforced Concrete		
Used as a Shelter	□Yes ■No		
Building Appearance			

School Name	National Taiwan Normal University	**Survey Date**	March 1, 2022
Building Name	Technology and Engineering Building	**Number of Floors**	6
Year of Construction	1983	**Additional Construction**	□Yes ■No
Type of Building	■Conventional □Non-conventional	**Floor Plan**	■Yes □No
Type of Construction	□Brick □Wood □Steel Concrete ■Reinforced Concrete □Steel Reinforced Concrete		
Used as a Shelter	□Yes ■No		

School Name	National Taiwan Normal University	**Survey Date**	March 1, 2022
Building Appearance			

School Name	National Taiwan Normal University	**Survey Date**	March 1, 2022
Building Name	Union Building I	**Number of Floors**	11
Year of Construction	1978	**Additional Construction**	□Yes ▓No
Type of Building	▓Conventional □Non-conventional	**Floor Plan**	▓Yes □No
Type of Construction	□Brick □Wood □Steel Concrete ▓Reinforced Concrete □Steel Reinforced Concrete		
Used as a Shelter	□Yes ▓No		
Building Appearance			

School Name	National Taiwan Normal University	**Survey Date**	March 1, 2022
Building Name	Career Services Building	**Number of Floors**	5
Year of Construction	2015	**Additional Construction**	□Yes ▓No
Type of Building	▓Conventional □Non-conventional	**Floor Plan**	▓Yes □No
Type of	□Brick □Wood □Steel Concrete		

School Name	National Taiwan Normal University	Survey Date	March 1, 2022
Construction	▓Reinforced Concrete □Steel Reinforced Concrete		
Used as a Shelter	□Yes ▓No		
Building Appearance			

School Name	National Taiwan Normal University	Survey Date	March 1, 2022
Building Name	Art Museum	Number of Floors	10
Year of Construction	2019	Additional Construction	□Yes ▓No
Type of Building	▓Conventional □Non-conventional	Floor Plan	▓Yes □No
Type of Construction	□Brick □Wood □Steel Concrete □Reinforced Concrete ▓Steel Reinforced Concrete		
Used as a Shelter	□Yes ▓No		
Building Appearance			

School Name	National Taiwan Normal University	Survey Date	March 1, 2022
Building Name	Conference Center	Number of Floors	4
Year of Construction	1991	Additional Construction	□Yes ▓No
Type of Building	▓Conventional	Floor Plan	▓Yes □No

School Name	National Taiwan Normal University	**Survey Date**	March 1, 2022
	□Non-conventional		
Type of Construction	□Brick □Wood □Steel Concrete ▓Reinforced Concrete □Steel Reinforced Concrete		
Used as a Shelter	□Yes ▓No		
Building Appearance			

School Name	National Taiwan Normal University	**Survey Date**	March 1, 2022
Building Name	Administration Building	**Number of Floors**	5
Year of Construction	1970	**Additional Construction**	□Yes ▓No
Type of Building	▓Conventional □Non-conventional	**Floor Plan**	▓Yes □No
Type of Construction	□Brick □Wood □Steel Concrete ▓Reinforced Concrete □Steel Reinforced Concrete		
Used as a Shelter	□Yes ▓No		
Building Appearance			

School Name	National Taiwan Normal University	**Survey Date**	March 1, 2022
Building Name	Gymnasium	**Number of Floors**	4
Year of Construction	1980	**Additional Construction**	□Yes ▓No

School Name	National Taiwan Normal University	**Survey Date**	March 1, 2022
Type of Building	▓Conventional □Non-conventional	**Floor Plan**	▓Yes □No
Type of Construction	□Brick □Wood □Steel Concrete ▓Reinforced Concrete □Steel Reinforced Concrete		
Used as a Shelter	□Yes ▓No		
Building Appearance			

School Name	National Taiwan Normal University	**Survey Date**	March 1, 2022
Building Name	Assembly Hall	**Number of Floors**	3
Year of Construction	1974	**Additional Construction**	□Yes ▓No
Type of Building	▓Conventional □Non-conventional	**Floor Plan**	▓Yes □No
Type of Construction	□Brick □Wood □Steel Concrete ▓Reinforced Concrete □Steel Reinforced Concrete		
Used as a Shelter	□Yes ▓No		
Building Appearance			

School Name	National Taiwan Normal University	**Survey Date**	March 1, 2022
Building Name	Natural Science Building Complex	**Number of Floors**	5

School Name	National Taiwan Normal University	**Survey Date**	March 1, 2022
Year of Construction	1976	**Additional Construction**	□Yes ▓No
Type of Building	▓Conventional □Non-conventional	**Floor Plan**	▓Yes □No
Type of Construction	□Brick □Wood □Steel Concrete ▓Reinforced Concrete □Steel Reinforced Concrete		
Used as a Shelter	□Yes ▓No		
Building Appearance			

School Name	National Taiwan Normal University	**Survey Date**	March 1, 2022
Building Name	Residence Hall C	**Number of Floors**	6
Year of Construction	1980	**Additional Construction**	□Yes ▓No
Type of Building	▓Conventional □Non-conventional	**Floor Plan**	▓Yes □No
Type of Construction	□Brick □Wood □Steel Concrete ▓Reinforced Concrete □Steel Reinforced Concrete		
Used as a Shelter	□Yes ▓No		
Building Appearance			

School Name	National Taiwan Normal University	**Survey Date**	March 1, 2022
Building Name	Residence Hall E	**Number of Floors**	14
Year of Construction	1996	**Additional Construction**	□Yes ▓No
Type of Building	▓Conventional □Non-conventional	**Floor Plan**	▓Yes □No
Type of Construction	□Brick □Wood □Steel Concrete ▓Reinforced Concrete □Steel Reinforced Concrete		
Used as a Shelter	□Yes ▓No		
Building Appearance			

School Name	National Taiwan Normal University	**Survey Date**	March 1, 2022
Building Name	Residence Hall D	**Number of Floors**	7
Year of Construction	1985	**Additional Construction**	□Yes ▓No
Type of Building	▓Conventional □Non-conventional	**Floor Plan**	▓Yes □No
Type of Construction	□Brick □Wood □Steel Concrete ▓Reinforced Concrete □Steel Reinforced Concrete		
Used as a Shelter	□Yes ▓No		
Building Appearance			

School Name	National Taiwan Normal University	**Survey Date**	March 1, 2022
Building Name	Applied Science Building	**Number of Floors**	6
Year of Construction	1986	**Additional Construction**	□Yes ▓No
Type of Building	▓Conventional □Non-conventional	**Floor Plan**	▓Yes □No
Type of Construction	□Brick □Wood □Steel Concrete ▓Reinforced Concrete □Steel Reinforced Concrete		
Used as a Shelter	□Yes ▓No		
Building Appearance			

School Name	National Taiwan Normal University	**Survey Date**	March 1, 2022
Building Name	Library	**Number of Floors**	9
Year of Construction	1988	**Additional Construction**	□Yes ▓No
Type of Building	▓Conventional □Non-conventional	**Floor Plan**	▓Yes □No
Type of Construction	□Brick □Wood □Steel Concrete ▓Reinforced Concrete □Steel Reinforced Concrete		
Used as a Shelter	□Yes ▓No		
Building Appearance			

School Name	National Taiwan Normal University	**Survey Date**	March 1, 2022
Building Name	Mathematics Building	**Number of Floors**	5
Year of Construction	1970	**Additional Construction**	□Yes ▓No
Type of Building	▓Conventional □Non-conventional	**Floor Plan**	▓Yes □No
Type of Construction	□Brick □Wood □Steel Concrete ▓Reinforced Concrete □Steel Reinforced Concrete		
Used as a Shelter	□Yes ▓No		
Building Appearance			

School Name	National Taiwan Normal University	**Survey Date**	March 1, 2022
Building Name	Lecture Hall	**Number of Floors**	10
Year of Construction	2006	**Additional Construction**	□Yes ▓No
Type of Building	▓Conventional □Non-conventional	**Floor Plan**	▓Yes □No
Type of Construction	□Brick □Wood □Steel Concrete ▓Reinforced Concrete □Steel Reinforced Concrete		
Used as a Shelter	□Yes ▓No		
Building Appearance			

School Name	National Taiwan Normal University	**Survey Date**	March 1, 2022
Building Name	Animal Laboratory	**Number of Floors**	5
Year of Construction	1996	**Additional Construction**	□Yes ▓No
Type of Building	▓Conventional □Non-conventional	**Floor Plan**	▓Yes □No
Type of Construction	□Brick □Wood □Steel Concrete ▓Reinforced Concrete □Steel Reinforced Concrete		
Used as a Shelter	□Yes ▓No		
Building Appearance			

School Name	National Taiwan Normal University	**Survey Date**	March 1, 2022
Building Name	Faculty Apartments	**Number of Floors**	2
Year of Construction	1985	**Additional Construction**	□Yes ▓No
Type of Building	▓Conventional □Non-conventional	**Floor Plan**	▓Yes □No
Type of Construction	□Brick □Wood □Steel Concrete ▓Reinforced Concrete □Steel Reinforced Concrete		
Used as a Shelter	□Yes ▓No		
Building Appearance			

School Name	National Taiwan Normal University	**Survey Date**	March 1, 2022
Building Name	Auditorium	**Number of Floors**	3
Year of Construction	1994	**Additional Construction**	□Yes ▓No
Type of Building	▓Conventional □Non-conventional	**Floor Plan**	▓Yes □No
Type of Construction	□Brick □Wood □Steel Concrete ▓Reinforced Concrete □Steel Reinforced Concrete		
Used as a Shelter	□Yes ▓No		
Building Appearance			

School Name	National Taiwan Normal University	**Survey Date**	March 1, 2022
Building Name	Lecture Hall I	**Number of Floors**	3
Year of Construction	1985	**Additional Construction**	□Yes ▓No
Type of Building	▓Conventional □Non-conventional	**Floor Plan**	▓Yes □No
Type of Construction	□Brick □Wood □Steel Concrete ▓Reinforced Concrete □Steel Reinforced Concrete		
Used as a Shelter	□Yes ▓No		
Building Appearance			

School Name	National Taiwan Normal University	**Survey Date**	March 1, 2022
Building Name	Lecture Hall II	**Number of Floors**	3
Year of Construction	1985	**Additional Construction**	□Yes ■No
Type of Building	■Conventional □Non-conventional	**Floor Plan**	■Yes □No
Type of Construction	□Brick □Wood □Steel Concrete ■Reinforced Concrete □Steel Reinforced Concrete		
Used as a Shelter	□Yes ■No		
Building Appearance			

School Name	National Taiwan Normal University	**Survey Date**	March 1, 2022
Building Name	Gymnasium	**Number of Floors**	3
Year of Construction	1985	**Additional Construction**	□Yes ■No
Type of Building	■Conventional □Non-conventional	**Floor Plan**	■Yes □No
Type of Construction	□Brick □Wood □Steel Concrete ■Reinforced Concrete □Steel Reinforced Concrete		
Used as a Shelter	■Yes □No		
Building Appearance			

School Name	National Taiwan Normal University	**Survey Date**	March 1, 2022
Building Name	Teaching Resource Center	**Number of Floors**	2
Year of Construction	1985	**Additional Construction**	□Yes ▓No
Type of Building	▓Conventional □Non-conventional	**Floor Plan**	▓Yes □No
Type of Construction	□Brick □Wood □Steel Concrete ▓Reinforced Concrete □Steel Reinforced Concrete		
Used as a Shelter	□Yes ▓No		
Building Appearance			

School Name	National Taiwan Normal University	**Survey Date**	March 1, 2022
Building Name	Science Laboratory	**Number of Floors**	4
Year of Construction	1985	**Additional Construction**	□Yes ▓No
Type of Building	▓Conventional □Non-conventional	**Floor Plan**	▓Yes □No
Type of Construction	□Brick □Wood □Steel Concrete ▓Reinforced Concrete □Steel Reinforced Concrete		
Used as a Shelter	□Yes ▓No		
Building Appearance			

School Name	National Taiwan Normal University	**Survey Date**	March 1, 2022
Building Name	Union	**Number of Floors**	3
Year of Construction	1985	**Additional Construction**	□Yes ▓No
Type of Building	▓Conventional □Non-conventional	**Floor Plan**	▓Yes □No
Type of Construction	□Brick □Wood □Steel Concrete ▓Reinforced Concrete □Steel Reinforced Concrete		
Used as a Shelter	□Yes ▓No		
Building Appearance			

School Name	National Taiwan Normal University	**Survey Date**	March 1, 2022
Building Name	Library	**Number of Floors**	4
Year of Construction	1985	**Additional Construction**	□Yes ▓No
Type of Building	▓Conventional □Non-conventional	**Floor Plan**	▓Yes □No
Type of Construction	□Brick □Wood □Steel Concrete ▓Reinforced Concrete □Steel Reinforced Concrete		
Used as a Shelter	□Yes ▓No		
Building Appearance			

School Name	National Taiwan Normal University	**Survey Date**	March 1, 2022
Building Name	Residence Hall H	**Number of Floors**	4
Year of Construction	1985	**Additional Construction**	□Yes ▓No
Type of Building	▓Conventional □Non-conventional	**Floor Plan**	▓Yes □No
Type of Construction	□Brick □Wood □Steel Concrete ▓Reinforced Concrete □Steel Reinforced Concrete		
Used as a Shelter	□Yes ▓No		
Building Appearance			

School Name	National Taiwan Normal University	**Survey Date**	March 1, 2022
Building Name	Residence Hall I	**Number of Floors**	5
Year of Construction	1985	**Additional Construction**	□Yes ▓No
Type of Building	▓Conventional □Non-conventional	**Floor Plan**	▓Yes □No
Type of Construction	□Brick □Wood □Steel Concrete ▓Reinforced Concrete □Steel Reinforced Concrete		
Used as a Shelter	□Yes ▓No		
Building Appearance			

School Name	National Taiwan Normal University	**Survey Date**	March 1, 2022
Building Name	Residence Hall K	**Number of Floors**	4
Year of Construction	1985	**Additional Construction**	□Yes ▓No
Type of Building	▓Conventional □Non-conventional	**Floor Plan**	▓Yes □No
Type of Construction	□Brick □Wood □Steel Concrete ▓Reinforced Concrete □Steel Reinforced Concrete		
Used as a Shelter	□Yes ▓No		
Building Appearance			

School Name	National Taiwan Normal University	**Survey Date**	March 1, 2022
Building Name	Residence Hall J	**Number of Floors**	4
Year of Construction	1985	**Additional Construction**	□Yes ▓No
Type of Building	▓Conventional □Non-conventional	**Floor Plan**	▓Yes □No
Type of Construction	□Brick □Wood □Steel Concrete ▓Reinforced Concrete □Steel Reinforced Concrete		
Used as a Shelter	□Yes ▓No		
Building Appearance			

School Name	National Taiwan Normal University	**Survey Date**	March 1, 2022
Building Name	Health Center	**Number of Floors**	3
Year of Construction	1985	**Additional Construction**	□Yes ▓No
Type of Building	▓Conventional □Non-conventional	**Floor Plan**	▓Yes □No
Type of Construction	□Brick □Wood □Steel Concrete ▓Reinforced Concrete □Steel Reinforced Concrete		
Used as a Shelter	□Yes ▓No		
Building Appearance			

School Name	National Taiwan Normal University	**Survey Date**	March 1, 2022
Building Name	Swimming Pool	**Number of Floors**	1
Year of Construction	1985	**Additional Construction**	□Yes ▓No
Type of Building	▓Conventional □Non-conventional	**Floor Plan**	▓Yes □No
Type of Construction	□Brick □Wood □Steel Concrete ▓Reinforced Concrete □Steel Reinforced Concrete		
Used as a Shelter	□Yes ▓No		
Building Appearance			

School Name	National Taiwan Normal University	**Survey Date**	March 1, 2022
Building Name	Guest House	**Number of Floors**	2
Year of Construction	1985	**Additional Construction**	□Yes ▓No
Type of Building	▓Conventional □Non-conventional	**Floor Plan**	▓Yes □No
Type of Construction	□Brick □Wood □Steel Concrete ▓Reinforced Concrete □Steel Reinforced Concrete		
Used as a Shelter	□Yes ▓No		
Building Appearance			

School Name	National Taiwan Normal University	**Survey Date**	March 1, 2022
Building Name	Administration Building	**Number of Floors**	5
Year of Construction	1983	**Additional Construction**	□Yes ▓No
Type of Building	▓Conventional □Non-conventional	**Floor Plan**	▓Yes □No
Type of Construction	□Brick □Wood □Steel Concrete ▓Reinforced Concrete □Steel Reinforced Concrete		
Used as a Shelter	▓Yes □No		
Building Appearance			

School Name	National Taiwan Normal University	**Survey Date**	March 1, 2022
Building Name	Research Complex	**Number of Floors**	9
Year of Construction	2013	**Additional Construction**	□Yes ▓No
Type of Building	▓Conventional □Non-conventional	**Floor Plan**	▓Yes □No
Type of Construction	□Brick □Wood □Steel Concrete ▓Reinforced Concrete □Steel Reinforced Concrete		
Used as a Shelter	▓Yes □No		
Building Appearance			

Remark: The school may adjust the number of buildings and floors based on the current status and replicate forms for newly-added buildings or floors.

2.5Assessment and analysis of potential campus hazards

When establishing the campus disaster response team, potential disaster zones must be considered along with a second disaster response site in an outdoor location safe from major disasters. The commander issues directives to the response team, who then instructs relevant groups to carry out operations.

1. Establishment of the emergency response team

Created to investigate school buildings, the emergency response team shall establish an emergency response center accordingly. Supervised by the commander (President), the deputy commander (Executive Vice President), and the leaders of each group, the emergency response center shall be equipped with telephones, fax machines, internet access, and disaster relief supplies. The commander issues disaster relief instructions, while group leaders direct members to execute disaster relief operations as instructed. To facilitate the establishment of the earthquake response team, a second assembly location may be designated in an outdoor area.

2. Operations of the emergency response team

For NTNU to promptly carry out emergency response measures including evacuation,

sheltering, and rescue in the event of an earthquake, the timing of activation and tasks performed by each group must be clearly defined with personnel rotation enforced. The emergency response plan must be activated as soon as possible for members to assemble at suitable time and location, conduct disaster assessments, evacuations, and rescue operations, as well as prevent delays in rescue caused by manpower allocation.

The commander, deputy commander, and group leaders must immediately join the response team following the occurrence of a disaster to issue and deliver relief instructions. However, personnel must first inspect and confirm the location safety of the disaster response center. If there is a safety concern, a second outdoor site must be designated immediately to accommodate the response team. The commander instructs each group to execute disaster relief operations based on emergency response procedures designed for various types of disaster.

In the event of a disaster, emergency response organizations must be activated depending on the severity of the incident. Circumstances for activation include the following:

1. The local government has established an emergency response center.

2. The superior command has issued an activation order.

3. The school is in the disaster zone and has sustained damage.

4. The President has activated response organizations according to the severity of the disaster.

5. The Central Weather Bureau, Ministry of Transportation has issued a typhoon or torrential rain warning.

6. The seismic intensity exceeds Level 4.

2.5.1 Notification guidelines and procedures

Notification is conducted in accordance with NTNU *Directives Governing Campus Safety and Disaster Incident Notification* to effectively help address safety incidents and mitigate resulting damage. Figure 2.3 illustrates various notification procedures.

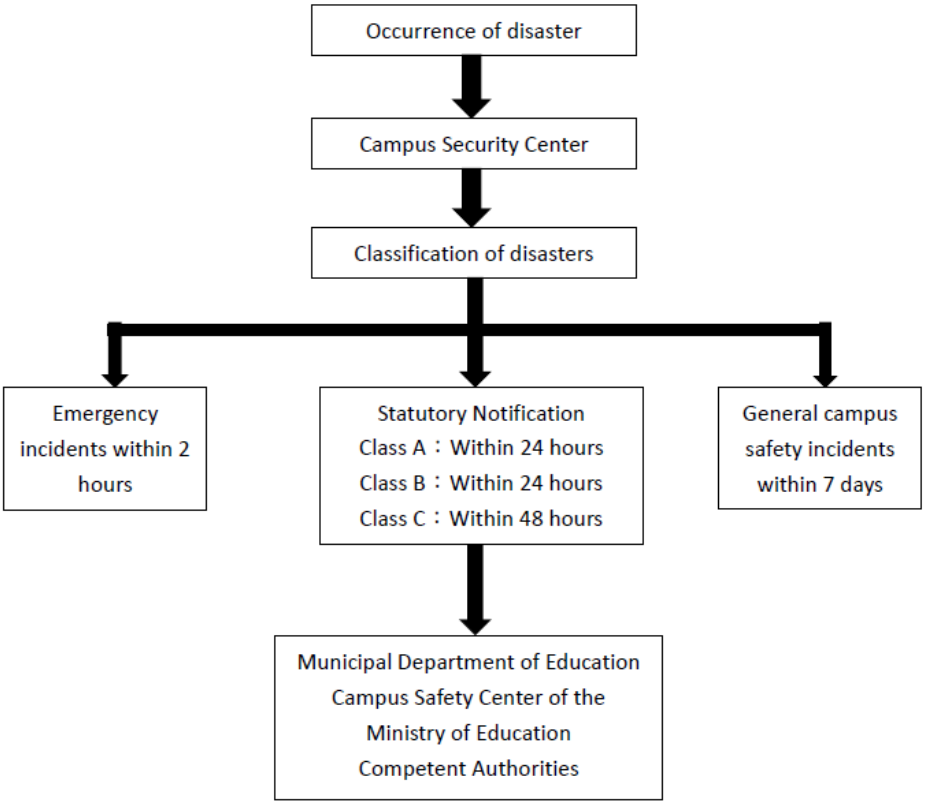


Figure 2.3 Campus disaster notification procedures

2.5.2 Timing of Reporting

To expedite disaster response, the timing of notification is determined by the severity of incidents.

1. Emergency incidents

Within the first 2 hours of occurrence, all emergency incidents shall be managed and reported immediately to the municipal Department of Education and the Ministry of Education via telephone, fax, Internet, or other technological means, then submitted to the Campus Security Report Center. A paper report shall be faxed to the Ministry of Education during network interruption with necessary notification completed once restored.

2. Statutory notification

The incident shall be reported through the Campus Security Report Center as soon as it becomes known. Class A and Class B incidents must be reported within 24 hours, Class C incidents must be reported within 72 hours, while statutory notification deadlines must comply with applicable provisions. A paper report shall be faxed to the Ministry of Education during

network interruption with necessary notification completed once restored.

3. General campus safety incidents

The incidents shall be reported through the Campus Safety Report Center within 7 days after they become known.

2.5.3 Statistics of past campus incidents

NTNU shall compile campus disaster incidents from the past 5 years (Figure 2.3) and invite experts, technical specialists, or professional technical advisors for on-site inspections as necessary to prevent and mitigate human casualties and property losses. Records may be incorporated into faculty and staff training for disaster prevention and relief education with topics covered in scenario-based exercises and verification items for disaster prevention drills. In the event of a disaster, it is important to pay special attention to all possible scenarios.

Table 2.3 Records of campus disaster incidents over the last 5 year

No.	Date	Type	Location	Scale and brief description	Human casualties	Financial/ equipment loss	Disaster response
1	August 6, 2015	Typhoon	All 3 campuses	Heavy rains caused the collapse of trees and damage to window panes.	None	14 trees were completely down, 150 were partially down or had broken branches, and 19 window panes were shattered.	Remove fallen trees and replace broken window glass promptly during the disaster.
2	July 31, 2017	Typhoon	All 3 campuses	Typhoon caused the collapse of road trees, broken glass, and falling street lamps.	None	4 trees were partially down or had broken branches, 4 window panes were shattered, and 2 street lamps were damaged.	Remove fallen trees, replace broken window glass, and repair street lamps promptly during the disaster.

No.	Date	Type	Location	Scale and brief description	Human casualties	Financial/ equipment loss	Disaster response
3	July 24, 2021	Typhoon	All 3 campuses	Typhoon caused the collapse of road trees.	None	4 trees were down or uprooted.	Remove fallen trees immediately after the disaster.

Remark: The form is subject to additions, deletions, and modifications.

2.5.4 Investigation and analysis of disaster potential

Addresses (Figure 2.4-2.21) as well as disaster prevention and relief reference information from concerned organizations (Table 2.4) produce the disaster potential map of all 3 campuses (via Ministry of Education Disaster Reduction Education network →Campus Disaster Prevention→ GIS Map Platform).

Table 2.4 Disaster prevention and relief information

Organization	Platform	URL	Description
Ministry of Education	Disaster Risk Reduction Education	https://disaster.moe.edu.tw	The platform promotes electronic records with “Latest Updates”, “Project Introduction”, “Educational Resources”, “Annual Events”, “Climate Change”, and “Digital Newsletter”. Users can log in to search for disaster potential and develop prevention and relief plans.
National Fire Agency, Ministry of Interior	**Student Safety Report System**		An APP that helps the school to get a handle of the students’ safety conditions within the campus while the students can also respond with instant messages or report when in need of any assistance.
Atomic Energy Council, Executive Yuan	Atomic Energy Council, Executive Yuan	https://www.aec.gov.tw	The website educates users on radiation protection and emergency response with “Administration & Regulations,” “Nuclear Reactor Safety,” “Radiation Protection”, “Emergency Preparedness and Response,” and “COVID-19.”
Environmental Protection Administration, Executive Yuan	Taiwan Air Quality Monitoring Network	https://airtw.epa.gov.tw	The website raises awareness on air quality with “Air Quality Monitoring,” “Air Quality Forecast,” “Target Monitoring,” “Code of Practice,” and “Air Quality Popular Science.”
	Toxic and Chemical Substances Bureau	https://www.tcsb.gov.tw	The website informs of regulated, qualified, and legal substances with statistics, “Management of the Source of Food Safety,” “Education and Promotion,” “Laws and Regulations,” “Open Government Information,” and “Thematic Zone.”
Soil and Water Conservation Bureau, Council of Agriculture, Executive Yuan	Debris Flow and Large-Scale Landslide Disaster Prevention Information	https://246.swcb.gov.tw	The website contains real-time information on “Disaster Monitoring,” “Debris Flow,” “Large-scale Landslide,” “Disaster Prevention Applications,” and “Downloadable Resources.”
Water Resources Agency, Ministry of Economic Affairs	Water Resources Agency MOEA Disaster Prevention Information	https://fhy.wra.gov.tw	The website provides real-time “Disaster Prevention Alerts,” “Warning Information,” “Monitoring Information,” “Flood Prevention Preparedness,” “National Disaster Prevention,” and “Flood Prevention Partners.”
Central Geological Survey, Ministry of Economic Affairs	Central Geological Survey, MOEA	https://www.moeacgs.gov.tw	The website popularizes active faults, soil liquefaction, geological resources, and landslide disasters with “Service,” “Policies,” “Activities and Programs,” “News” “Regulations,” and “FAQ.”

Organization	Platform	URL	Description
Taiwan Centers for Disease Control, Ministry of Health and Welfare	Taiwan Centers for Disease Control, Ministry of Health and Welfare	https://www.cdc.gov.tw	The website is based on relevant statistical data of “Infectious Diseases and Epidemic Prevention,” “Vaccination,” “International Travel and Health,” “Application,” and “Information.”
National Science and Technology Center for Disaster Reduction	National Science and Technology Center for Disaster Reduction	https://www.ncdr.nat.gov.tw	The platform integrates data on “Scientific Research,” “Application and Promotion,” “International Collaboration,” “Information Service,” and “Related Websites.”
	Disaster Information Network	https://eocdss.ncdr.nat.gov.tw	Users may access “Today’s Situation (in real time),” “People’s Livelihood Information,” “Typhoon Information,” “Heavy Rain Information,” “Earthquake Information,” and “Disaster Potential Map” by counties, cities, towns, and districts.
	EASY TO DO	https://easy2do.ncdr.nat.gov.tw	The website offers disaster preventive measures, experiences, and documents with established procedures and examples while helping persons with special needs construct an institution with disaster reduction and prevention capacities.
	Global Disaster Events	https://den.ncdr.nat.gov.tw	The website compiles historical data dating from 1958 to the present classified under “event (disaster type)” or “region (country)” for education and loss reduction.
	Disaster Potential Map	https://dmap.ncdr.nat.gov.tw	Users may enter an address or coordinates and apply overlay to identify “Flooding Potential,” “Debris Flow and Large-Scale Landslide,” “Faults and Soil Liquefaction,” and “Tsunami Flooding and Coastal Disasters.”
	Climate Change Disasters and Risk Adaptation	https://dra.ncdr.nat.gov.tw	The website advises with “Latest News,” “Disasters and Climate,” “Future Disaster Risk,” “Disaster Adaptation,” “Risk Map Display,” and “Education and Promotion.”
	Information Platform for Public Alerts	https://alerts.ncdr.nat.gov.tw	The website provides real-time “Search Alerts,” “Downloadable materials,” “Development,” and “Alert Application.”
	Taiwan Climate Change Projection Information and	https://tccip.ncdr.nat.gov.tw	The platform assesses risks and impacts of climate change based on scientific “Data Service”, “Knowledge”, “Publications”, and “Technical Support.”

Organization	Platform	URL	Description
	Adaptation Knowledge Platform		
	Weather Analysis and Taiwan Climate Hybrid Monitor System	https://watch.ncdr.nat.gov.tw	Informs of “Monitoring,” “Typhoon, Flood, and Storm,” “Climate Monitoring”, “Disaster Warning,” and “Types of Disaster.”
	Disaster Prevention Community	https://www.google.com/url?q=https://easy2do.ncdr.nat.gov.tw/community/&sa=D&source=docs&ust=1686903455931098&usg=AOvVaw2gP1x7Opib-fl4dhLYNQ2U	Highlights achievements on “the Disaster Prevention Community,” with “Promotion Tips,” “Community Stories,” “Promotion Achievements,” and “Audio-Visual Publications.”
	Disaster Prevention and Reduction Datahub	https://datahub.ncdr.nat.gov.tw	The website enhances the understanding of relevant location or observation with “Compound Query,” “File and Data Application,” “Popular Data Set,” “Network Service application, and “Data Standard and Specification.”

(Date of viewing: March 1, 2022)

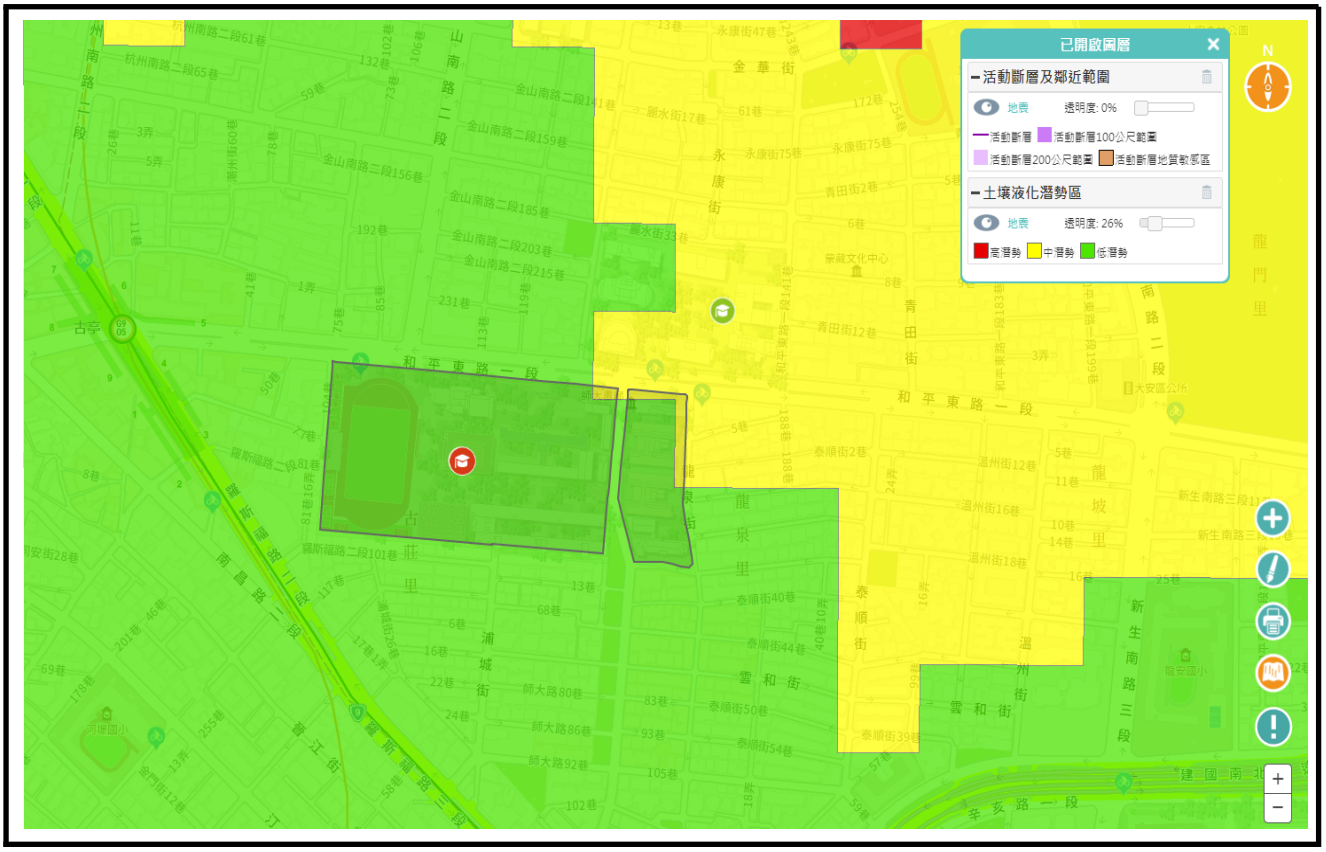


Figure 02.4 Earthquake disaster potential of Main Campus
(Date of viewing: March 1, 2022)



Figure 2.5 Flooding disaster potential of Main Campus
(Date of viewing: March 1, 2022)

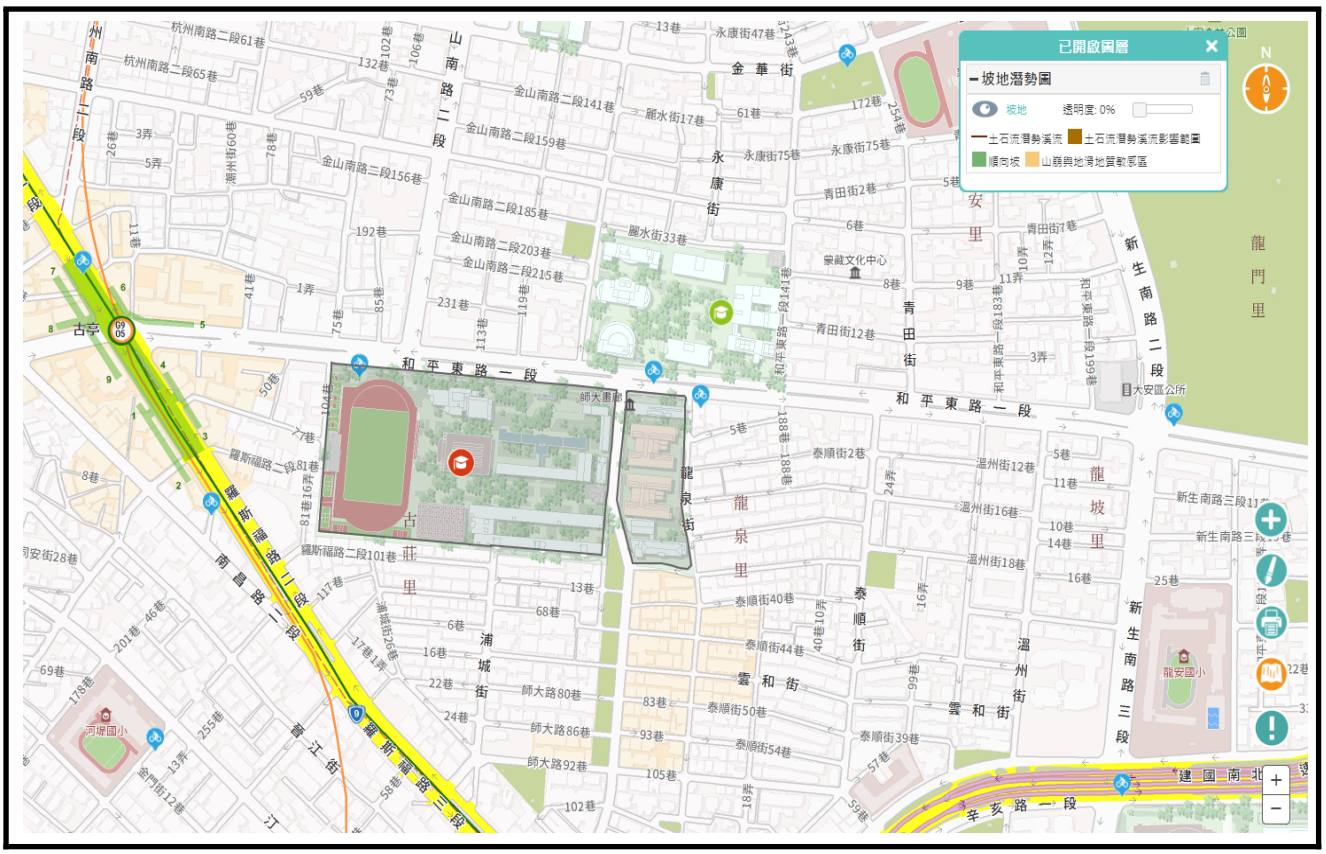


Figure 2.6　Slope land disaster potential of Main Campus

(Date of viewing: March 1, 2022)

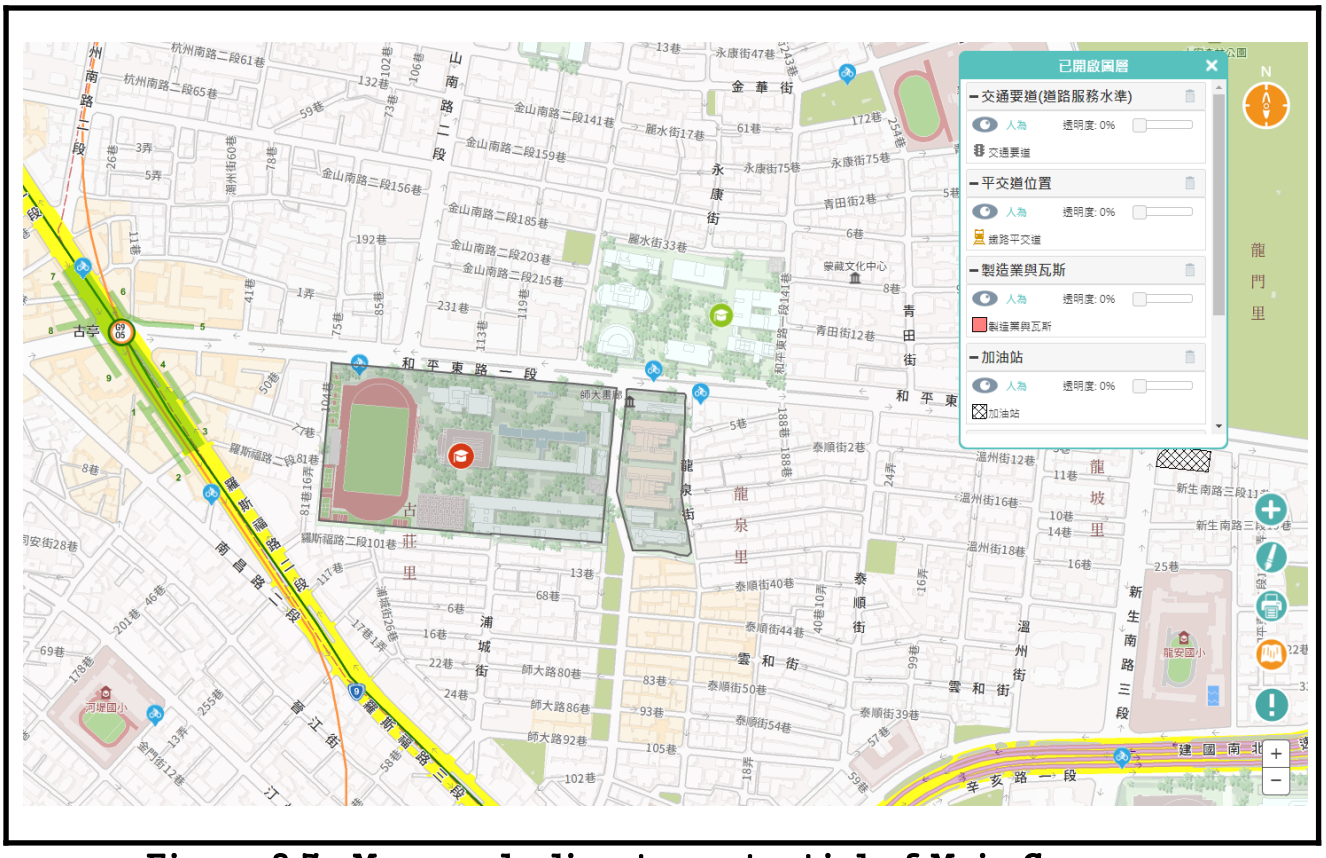


Figure 2.7　Man-made disaster potential of Main Campus

(Date of viewing: March 1, 2022)



Figure 2.8 Radiation disaster potential of Main Campus
(Date of viewing: March 1, 2022)



Figure 2.9 Tsunami disaster potential of Main Campus
(Date of viewing: March 1, 2022)

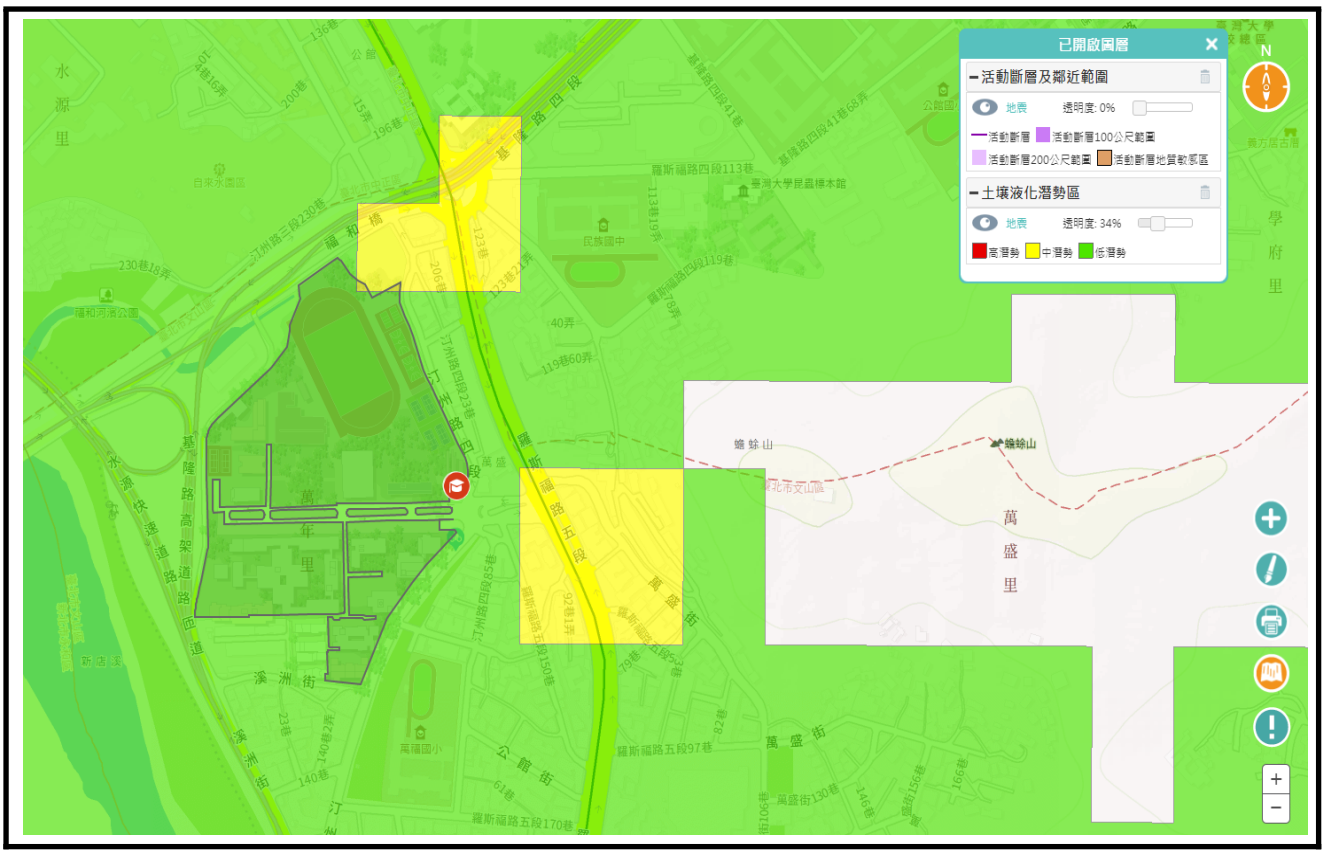


Figure 2.10 Earthquake disaster potential of Gongguan Campus
(Date of viewing: March 1, 2022)

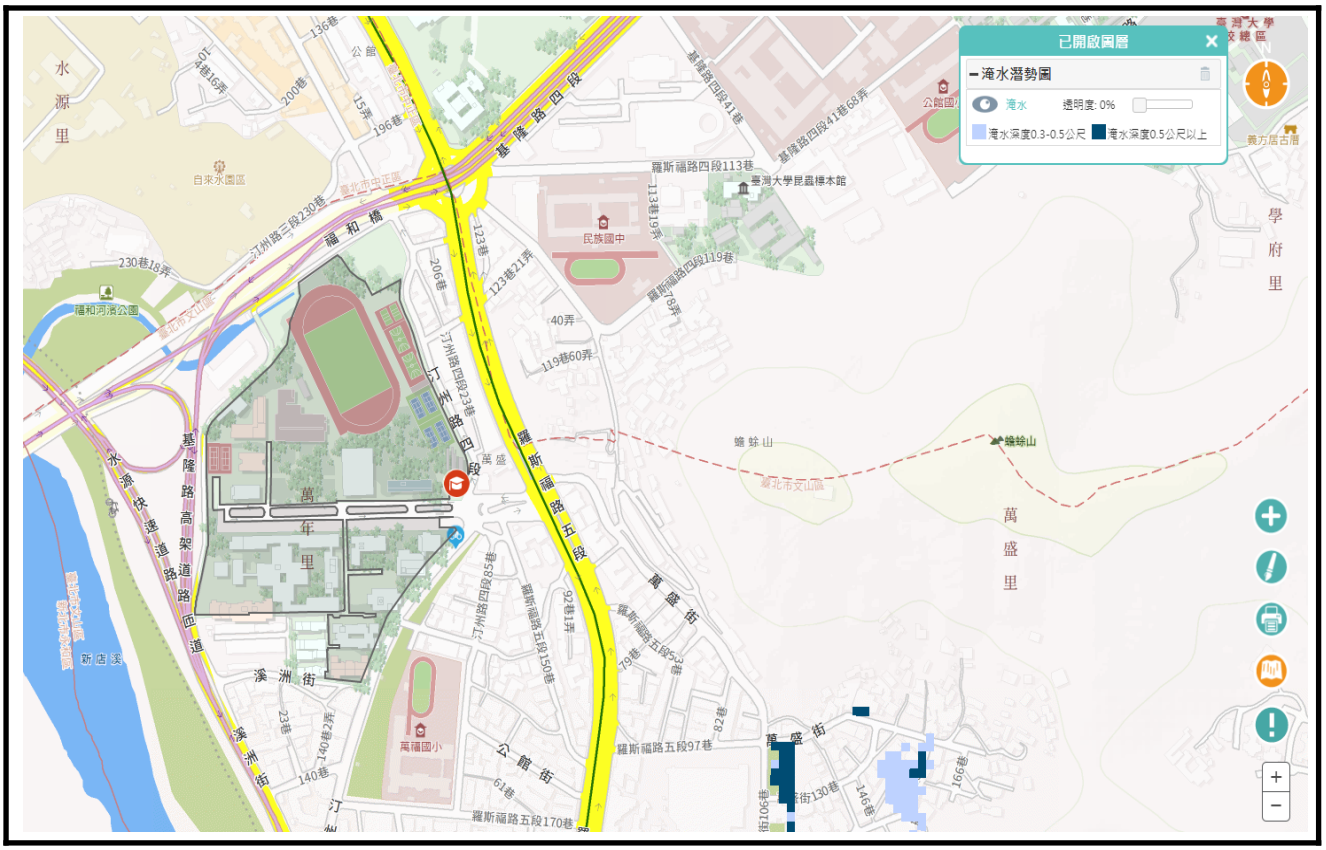


Figure 2.11 Flooding disaster potential of Gongguan Campus
(Date of viewing: March 1, 2022)

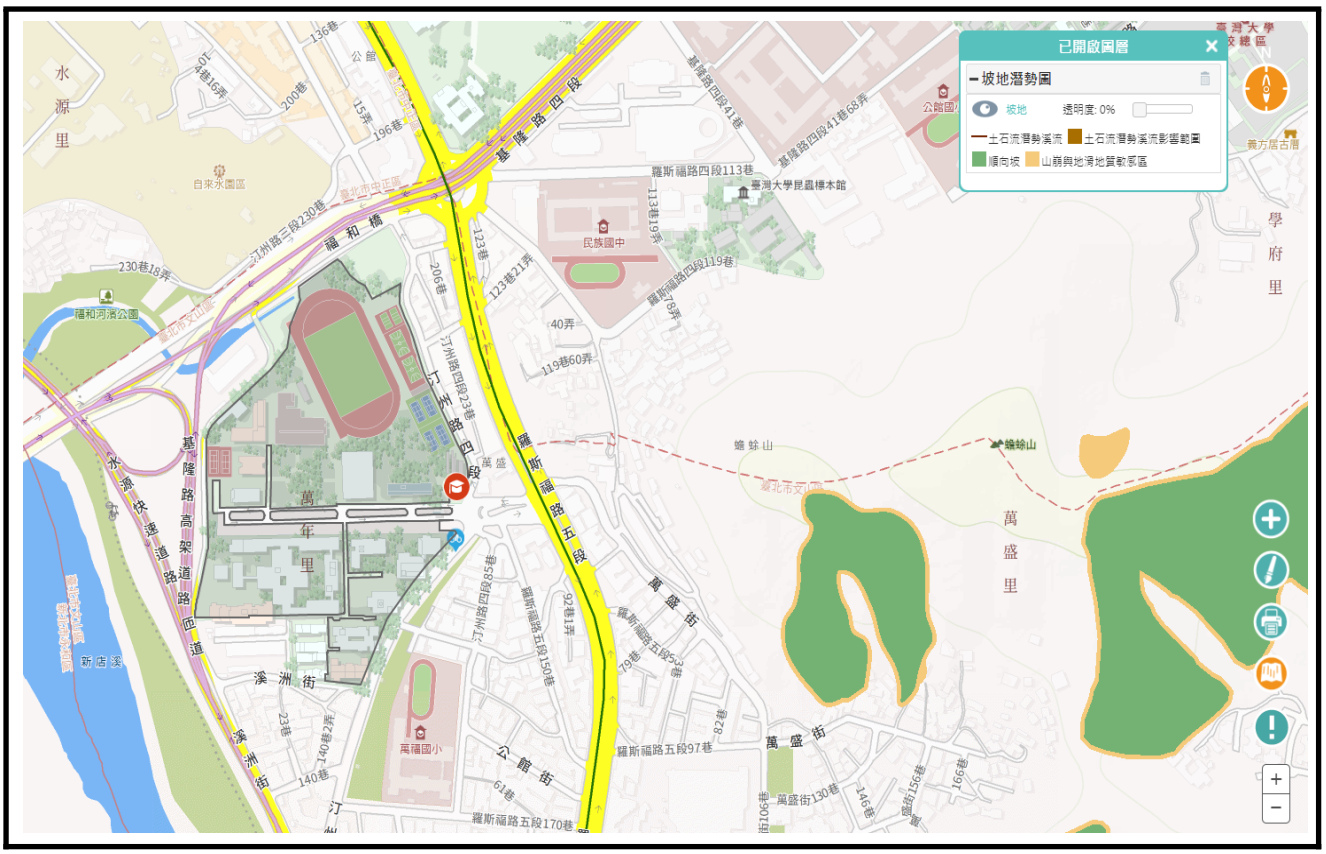


Figure 2.12 Slope land disaster potential of Gongguan Campus

(Date of viewing: March 1, 2022)

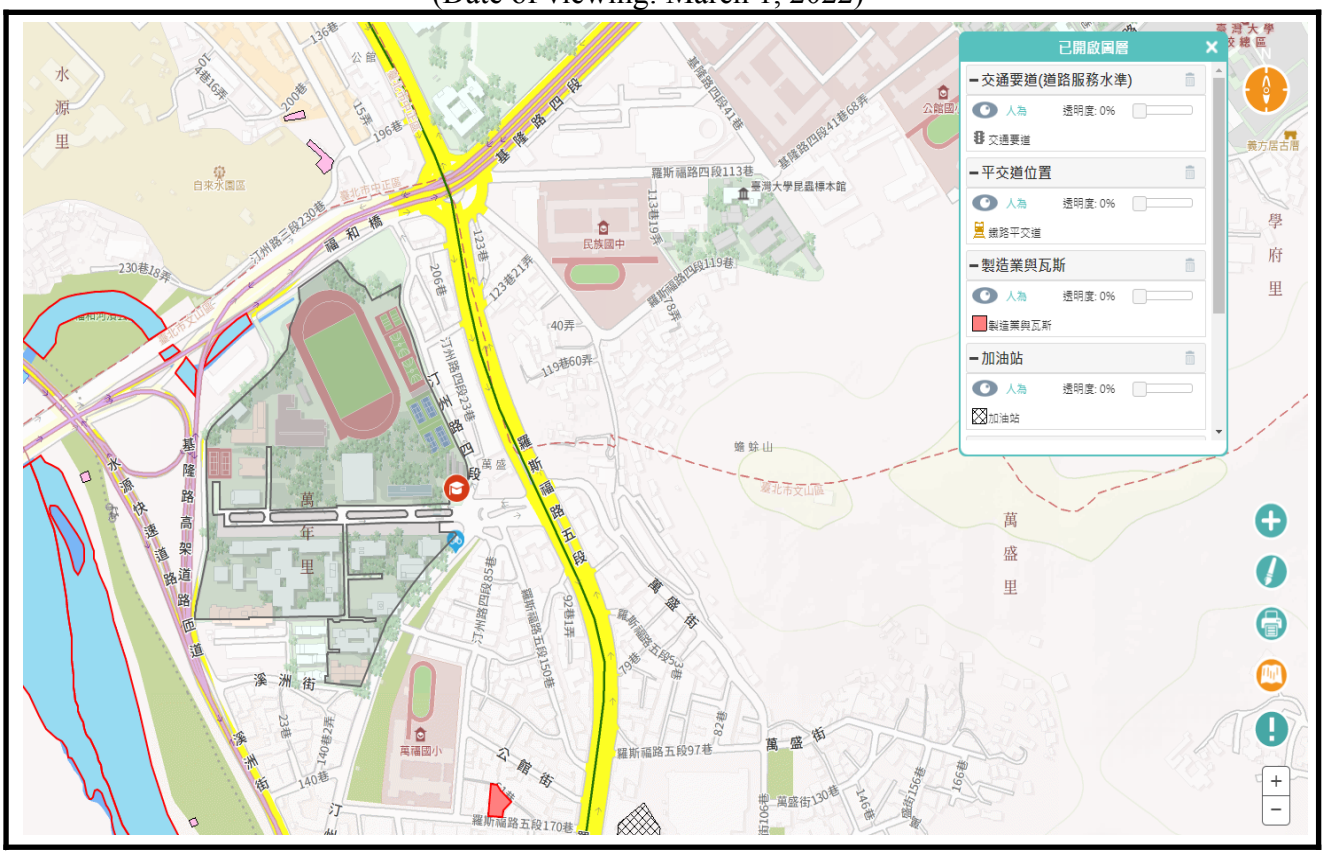


Figure 2.13 Man-made disaster potential of Gongguan Campus

(Date of viewing: March 1, 2022)

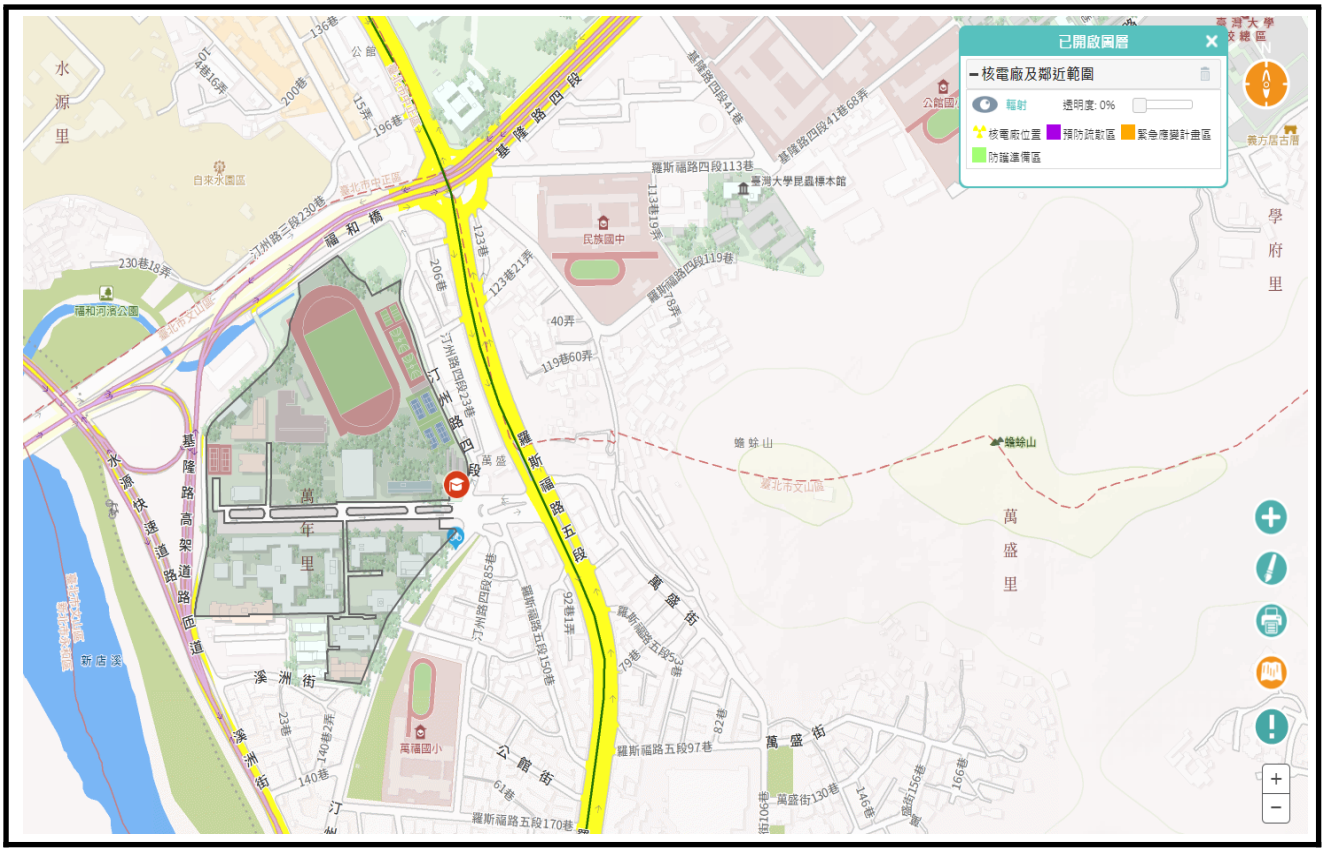


Figure 2.14 Radiation disaster potential of Gongguan Campus (Date of viewing: March 1, 2022)

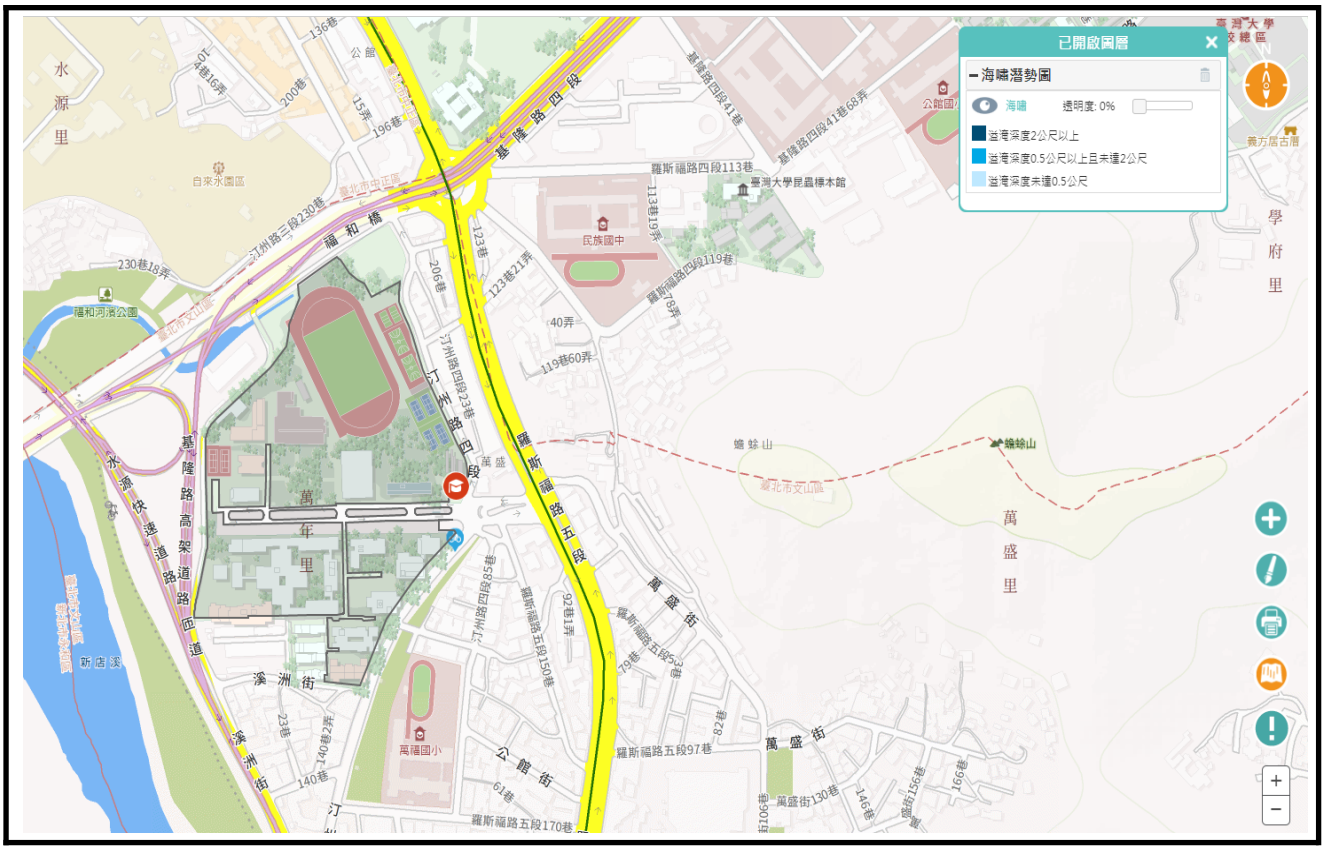


Figure 2.15 Tsunami disaster potential of Gongguan Campus (Date of viewing: March 1, 2022)

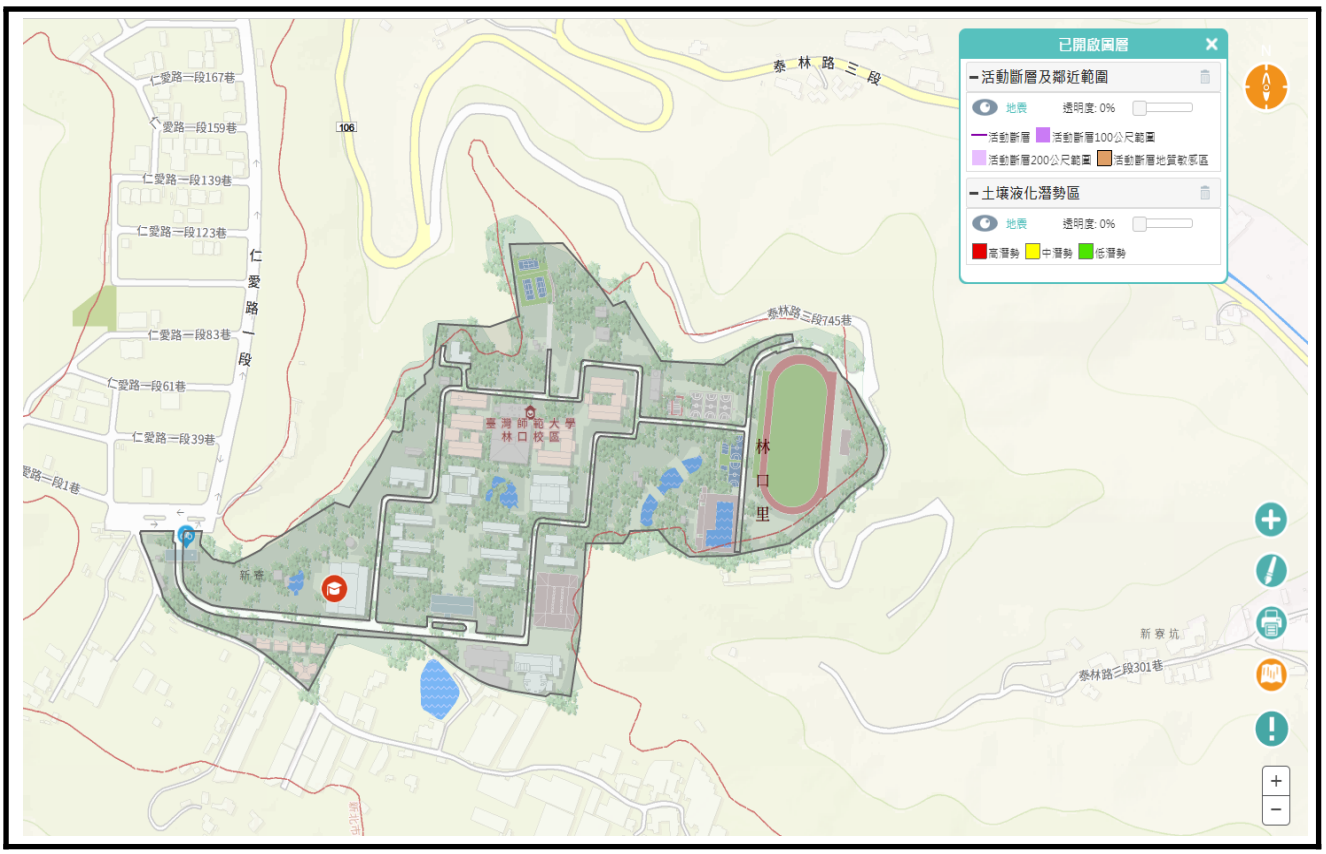


Figure 2.16　Earthquake disaster potential of Linkou Campus

(Date of viewing: March 1, 2022)

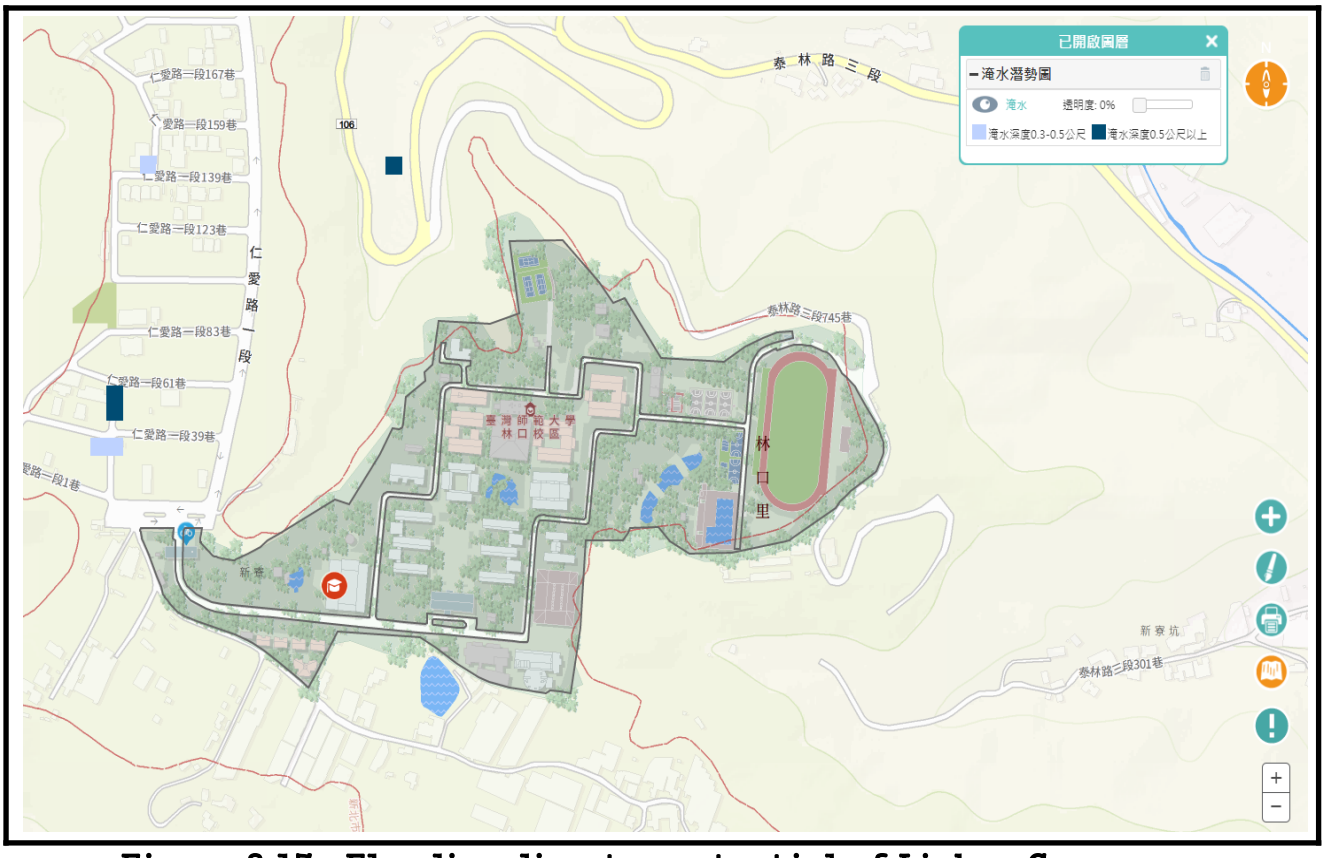


Figure 2.17　Flooding disaster potential of Linkou Campus

(Date of viewing: March 1, 2022)

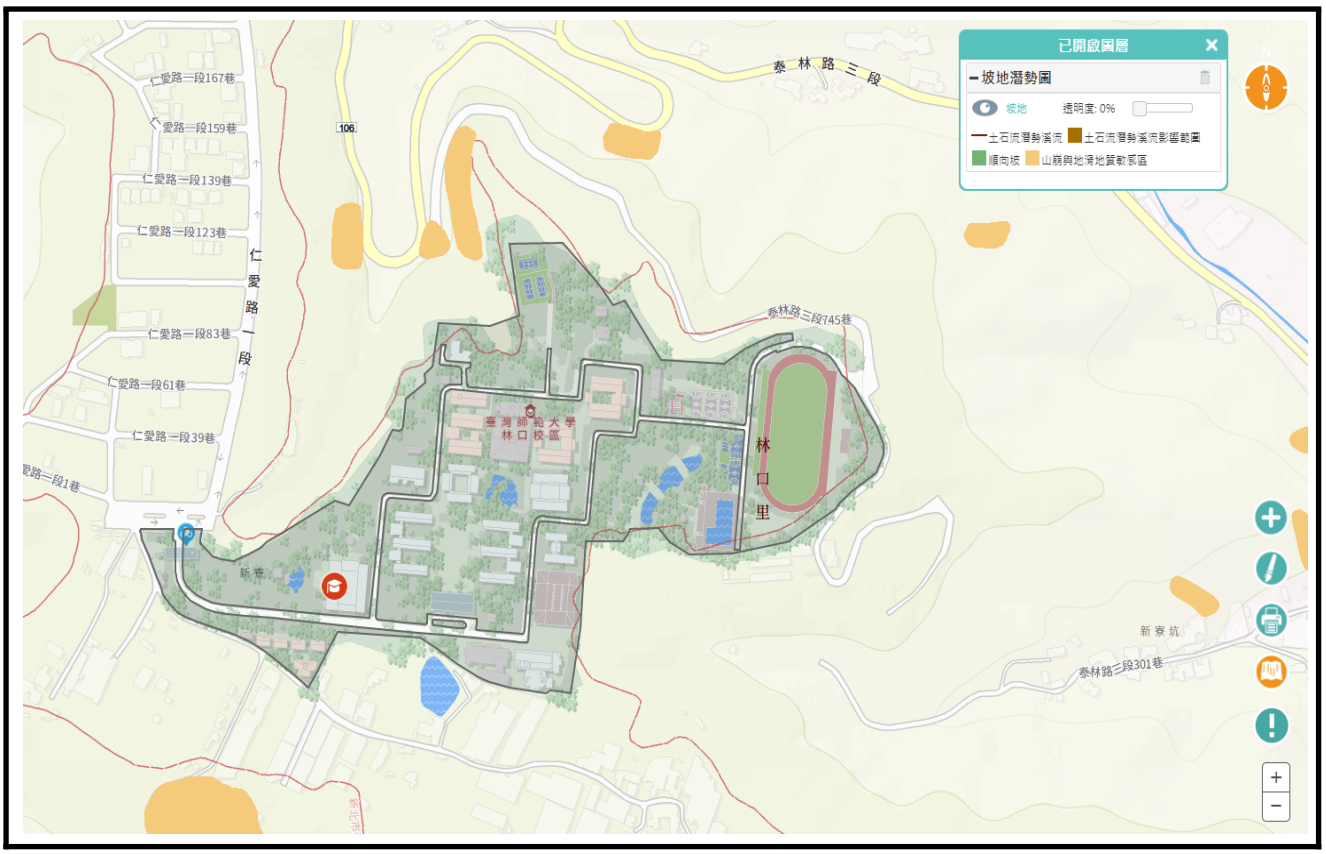


Figure 2.18 Slope land disaster potential of Linkou Campus

(Date of viewing: March 1, 2022)



Figure 2.19 Man-made disaster potential of Linkou Campus

(Date of viewing: March 1, 2022)

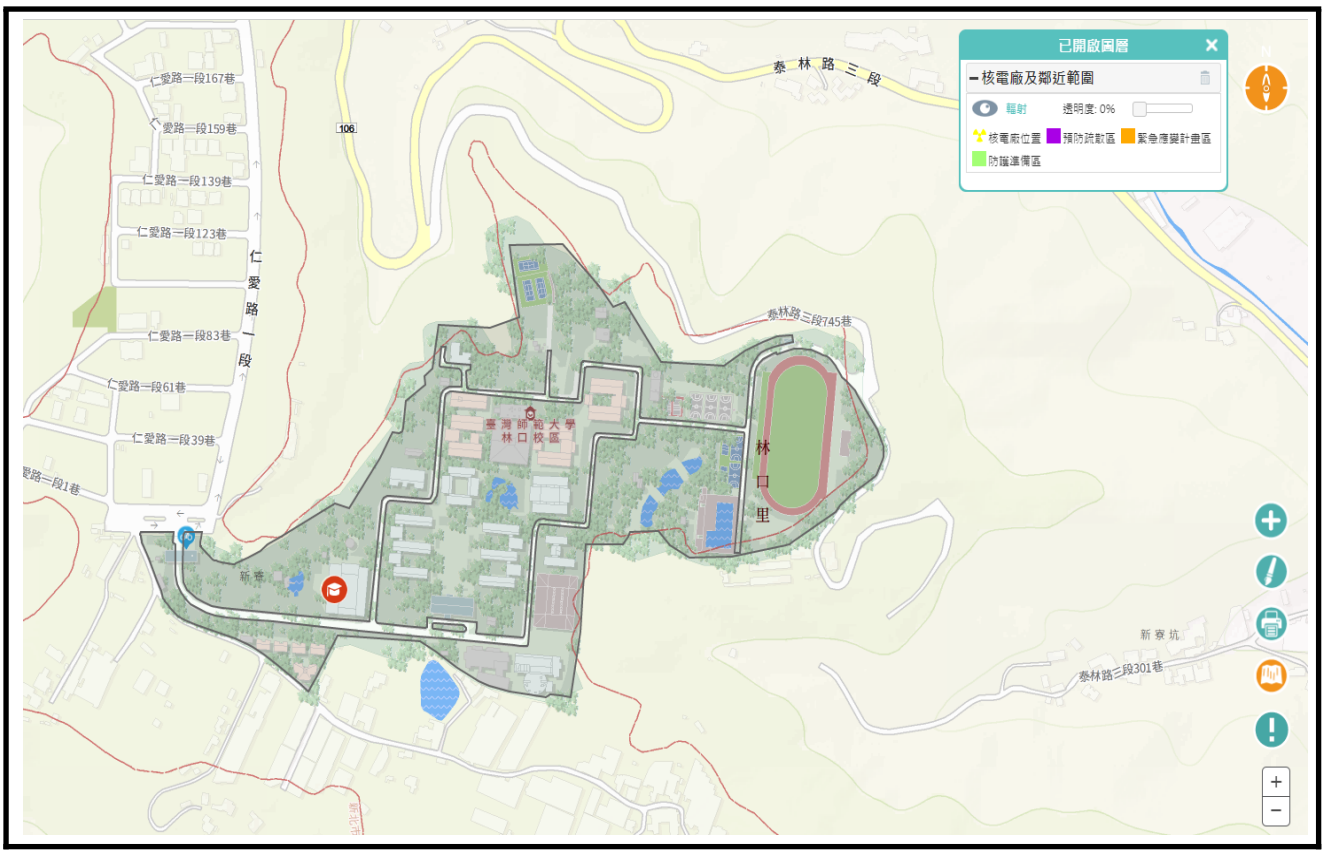


Figure 2.20 Radiation disaster potential of Linkou Campus

(Date of viewing: March 1, 2022)

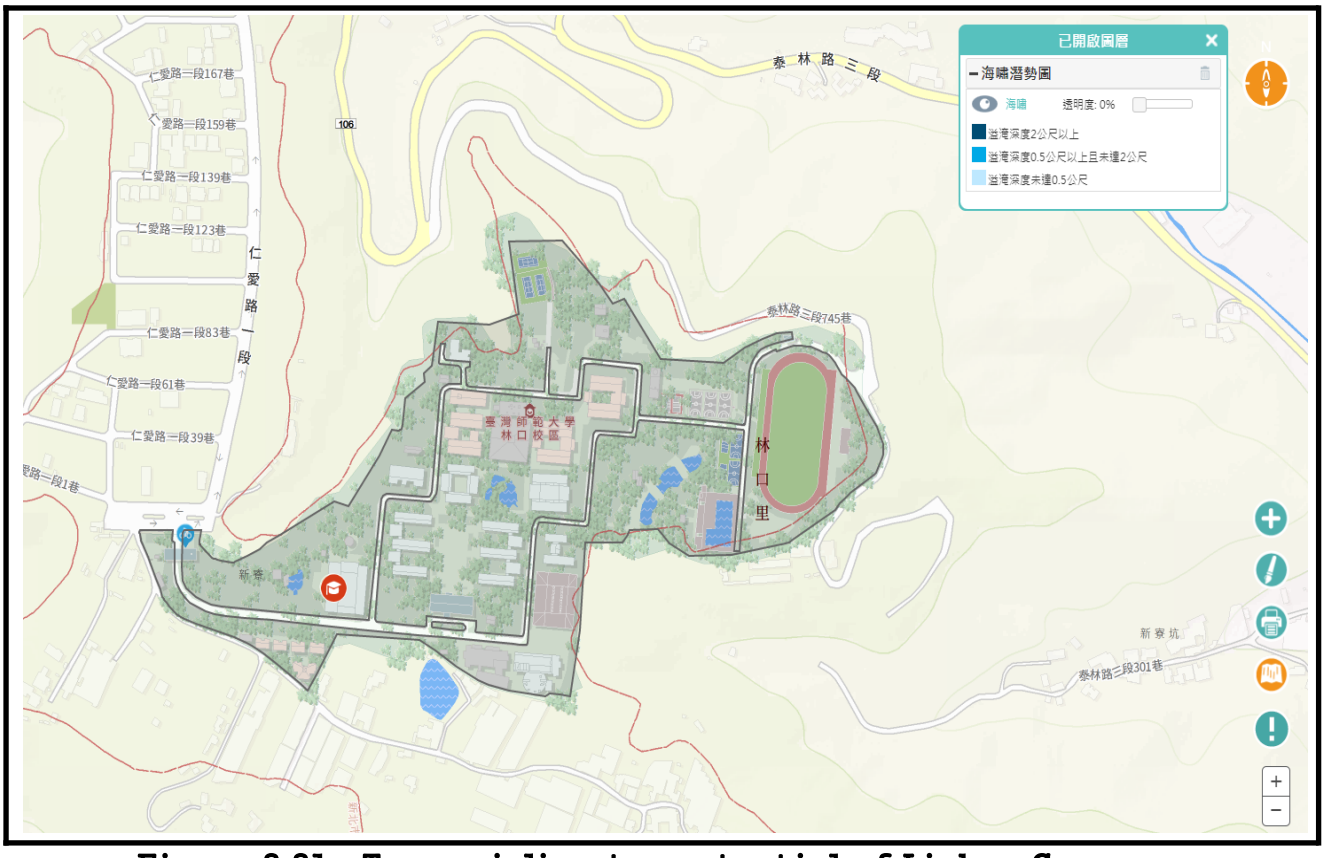


Figure 2.21 Tsunami disaster potential of Linkou Campus

2.6 Campus Disaster Prevention and Reduction Organizations

Commander (President)				
Deputy Commander (Executive Vice President)				
Rescue Team (Vice President for General Affairs)	Notification Team (Director of Environmental and Public Safety Center)	Evacuation Team (Vice President for Academic Affairs)	Safety Protection Team (Vice President for Student Affairs)	Emergency Medical Team (Director of Health Center)

To enable faculty and staff collaboration in disaster prevention and rescue, planning, as well as prevention and relief implementation through mitigation and preparedness, response, and recovery, NTNU has established campus disaster prevention and relief organizations (Table 2.22), the structure of the Emergency Response Center (Table 2.23), and division of responsibilities among members and concerned organizations (Table 2.5)

Table 2.22 Campus Disaster Prevention and Reduction Organizations

Readiness phase: incorporating NTNU's regular operation mechanisms	**Mission**	**Responsible department**
	Facility inspection	Office of General Affairs
	Disaster education and promotion	Office of Student Affairs
	Disaster prevention drills and preparedness	Environmental and Public Safety Center
	Budget integration	Office of Accounting
	Psychological counseling	Student Counseling Center and Community Counseling Center
Conversion of missions		
Emergency response phase: Emergency response teams		**Responsible department**
	Rescue team	Office of General Affairs
	Notification team	Environmental and Public Safety Center
	Evacuation team	Office of Academic Affairs
	Safety protection team	Office of Student Affairs
	Emergency medical team	Health Center

Table 2.23 Organizational Structure of Emergency Response Center

Table 2.5 Responsibilities of Campus Disaster Prevention, Relief, and Response Organizations

Team	Position	Recommended person-in-charge	Contact number	Responsibilities
Commander		President	02-7749-1014	1. Command, supervision, and coordination. 2. Activate inter-team support based on the circumstances.

Team	Position	Recommended person-in-charge	Contact number	Responsibilities
Deputy Commander (spokesperson)		Executive Vice President	02-7749-1018	1. Report current disaster situation and management status. 2. Assist commander in supervising operations of the emergency response team. 3. Responsible for external communication.
Rescue Team	Chief	Vice President for General Affairs	02-7749-1915	1. Rescue victims. 2. Remove obstructions to evacuation. 3. Personnel evacuation.
	Team member	Division Head of General Services	02-7749-1918	
		Chien-Hua Li, Deputy Leader of Campus Security	02-7749-8531	
		Jhih-Jian Jhao, Deputy Leader of Campus Security	02-7749-3146	
		Jheng-Jyun Huang, Deputy Leader of Campus Security	02-7749-6915	
		Yu-Sheng Liang, Officer of Campus Security	02-7749-3164	
Notification Team	Chief	Director of Environmental and Public Safety Center	02-7749-6506	1. Notification. 2. Managing information, resources, and progress. 3. Responsible for external communication.
	Team member	Min-Hua Wang, Division Head	02-7749-6508	
		Fang-Hsiu Hsu, Technical Specialist	02-7749-6507	
		Hsuan-Jen Chen, Administrative Assistant	02-7749-6501	
Evacuation Team	Chief	Vice President for Academic Affairs	02-7749-1089	1. Help evacuate and record the identities and numbers of evacuees. 2. Establish information stations with assistance and consultation services. 3. Attend urgent needs.
	Team member	Cheng-Shan Yang, Division Head of Strategic Planning	02-7749-1177	
		Yu-Hsun Chen, Administrative Assistant of Registrar's Office	02-7749-1100	
		Ching-Hsuan Huang, Senior Administrator of Graduate Studies	02-7749-1087	
		Ming-Yen Chou, Associate Administrative	02-7749-1180	

Team	Position	Recommended person-in-charge	Contact number	Responsibilities
		Secretary of Curriculum Office		
		Yu-Chih Chiu, Administrative Assistant of General Education	02-7749-1118	
		Ching-Lin Shih, Administrative Assistant of Teaching and Learning Development	02-7749-1887	
Safety Protection Team	Chief	Vice President for Student Affairs	02-7749-1054	1. Store supplies. 2. Distribute supplies. 3. Manage rescue supplies. 4. Maintain shelter security. 5. Operate prevention and rescue equipment.
	Team member	Chi-Hung Chien, Senior Administrative Secretary of Office of Student Affairs	02-7749-1052	
		Chung-Wei Li, Administrative Assistant of Student Services	02-7749-1064	
		Hui Peng, Counselor of Extracurricular Activities	02-7749-1068	
		Mei-Yu Yeh, Administrative Assistant, Student Housing	02-7749-3319	
		Jen-Feng Yu, Student Adviser, Student Adviser Office	02-7749-3125	
Emergency Medical Team	Chief	Chie-Chien Tseng, Director of Health Center	02-7749-1699	1. Establish medical stations to treat injuries. 2. Manage and provide consultations for psychological trauma 3. Promote knowledge of emergency medical care.
	Team member	Shu-Mei Chen, Psychologist of Student Counseling Center	02-7749-5374	
		Ya-Ling Huang, Registered Nurse of Health Center	02-7749-6448	
		Ling-Huih Yang of Registered Nurse, Health Center	02-7749-3109	

Chapter-3 Disaster Mitigation and Preparedness

As the delivery of disaster relief resources is often time-consuming, rescue operations are crucial to search for trapped faculty and students, administer emergency medical care for the injured, and help evacuate victims swiftly prior to the arrival of said resources.

To increase the effectiveness of disaster response, the Office of General Affairs must prepare disaster response equipment based on the needs (Table 3.1), conduct monthly inspections, replace those that are broken or expired, and store them in a predetermined location for proper management. Main disaster response equipment includes personal protection gears and tools for repair and rescue, first aid, safety control, and communication. Personal protective equipment for rescuers and disaster relief personnel include maintenance and rescue tools, first aid toolkits for bandaging (prevent excessively bleeding before traffic clears for a hospital ride), safety control tool (set up perimeter of damaged buildings and maintain traffic control), communication equipment for search and rescue personnel (request for external assistance).

Table 3.1 List of rescue equipment and emergency medical kits

Equipment	Amount	Unit	Campus	Storage location
Sandbag	50	Bag	Heping Campus	Basement of Liberal Arts Building Ⅱ, Heping Campus Ⅰ
	30		National Taiwan Normal University (Gongguan Campus)	Basement of Lecture Hall, Gongguan Campus
Passenger bus (less than 20 seats)	1	Vehicle	National Taiwan Normal University (Heping Campus)	Heping Campus Ⅱ
Nozzle	452	Set	National Taiwan Normal University (Heping Campus)	All buildings
	270		National Taiwan Normal University (Gongguan Campus)	
	188		National Taiwan Normal University (Linkou Campus)	
Suspension Ladder	1	Set	National Taiwan Normal University (Heping Campus)	Water Square, Heping Campus Ⅰ
Emergency stretcher	2	Set	National Taiwan Normal University (Heping Campus)	Health Center, Heping Campus Ⅰ
	2		National Taiwan Normal University (Gongguan Campus)	Health Center, Gongguan Campus
	2		National Taiwan Normal University (Linkou Campus)	Health Center, Linkou Campus
Portable flashlight	2	Set	National Taiwan Normal University (Heping Campus)	Security Office, Heping Campus Ⅰ and Ⅱ
	1		National Taiwan Normal University (Gongguan Campus)	Security Office, Gongguan Campus
Portable 2-way radio	8	Set	National Taiwan Normal University (Heping Campus)	Security Office, Heping Campus Ⅰ and Ⅱ
	2		National Taiwan Normal University (Gongguan Campus)	Security Office, Gongguan Campus
Emergency communication station	2	Set	National Taiwan Normal University (Heping Campus)	Security Office, Heping Campus Ⅰ and Ⅱ
	1		National Taiwan Normal University (Gongguan Campus)	Security Office, Gongguan Campus
	1		National Taiwan Normal University (Linkou Campus)	Security Office, Linkou Campus
Emergency communication transmitter	2	Set	National Taiwan Normal University (Heping Campus)	Security Office and Monitoring Room, Heping Campus Ⅰ
	1		National Taiwan Normal University (Gongguan Campus)	Security Office, Gongguan Campus
	1		National Taiwan Normal University (Linkou Campus)	Security Office, Linkou Campus
	7		National Taiwan Normal University (Heping Campus)	B1 of Liberal Arts Building Ⅱ and Security Office, Heping Campus Ⅰ 4F of Mechanical Engineering Building and Security Office, Heping Campus Ⅱ
Gas mask		Set		

	27		National Taiwan Normal University (Gongguan Campus)	Natural Science Building Complex (room number: A410, B314, C406, D205, D301A, D305B, D309B, D403, D407, D413A), 4F of Applied Science Building, Waste Storage Facility, 4F of Administration Building and Security Office, Gongguan Campus
	4		National Taiwan Normal University (Linkou Campus)	1F of Science Laboratory and Security Office, Linkou Campus

Radiation detector	1	Set	National Taiwan Normal University (Gongguan Campus)	Room D311A of Natural Science Building Complex, Gongguan Campus
Gas detector	3	Set	National Taiwan Normal University (Heping Campus)	4F of Mechanical Engineering Building, Heping Campus Ⅱ
pH meter	1	Set	National Taiwan Normal University (Heping Campus)	4F of Mechanical Engineering Building, Heping Campus Ⅱ
Class-C protective clothing	8	Set	National Taiwan Normal University (Heping Campus)	B1 of Liberal Arts Building Ⅱ, Health Center and Security Office, Heping Campus Ⅰ 4F of Mechanical Engineering Building and Security Office, Heping Campus Ⅱ
	34		National Taiwan Normal University (Gongguan Campus)	Natural Science Building Complex (room number: A410, B314, C406, D205, D301A, D305B, D309B, D403, D407, D413A), Health Center, 4F of Applied Science Building, Waste Storage Facility, 4F of Administration Building and Security Office, Gongguan Campus
	3		National Taiwan Normal University (Linkou Campus)	1F of Science Laboratory, Health Center and Security Office, Linkou Campus
Multi Gas/Vapor Cartridge	6	Set	National Taiwan Normal University (Heping Campus)	B1 of Liberal Arts Building Ⅱ and Security Office Heping Campus Ⅰ 4F of Mechanical Engineering Building and Security Office, Heping Campus Ⅱ
	29		National Taiwan Normal University (Gongguan Campus)	Natural Science Building Complex (room number: A410, B314, C406, D205, D301A, D305B, D309B, D403, D407, D413A), 4F of Applied Science Building, Waste Storage Facility, 4F of Administration Building and Security Office, Gongguan Campus
	2		National Taiwan Normal University (Linkou Campus)	1F of Science Laboratory and Security Office, Linkou Campus

Safety Goggles	10	Set	National Taiwan Normal University (Heping Campus)	B1 of Liberal Arts Building Ⅱ and Security Office Heping Campus Ⅰ 4F of Mechanical Engineering Building and Security Office, Heping Campus Ⅱ
	28		National Taiwan Normal University (Gongguan Campus)	Natural Science Building Complex (room number: A410, B314, C406, D205, D301A, D305B, D309B, D403, D407, D413A), 4F of Applied Science Building, Waste Storage Facility, 4F of Administration Building and Security Office, Gongguan Campus
	13		National Taiwan Normal University (Linkou Campus)	1F of Science Laboratory and Security Office, Linkou Campus
Chemical resistant gloves	7	Pair	National Taiwan Normal University (Heping Campus)	B1 of Liberal Arts Building Ⅱ and Security Office Heping Campus Ⅰ 4F of Mechanical Engineering Building and Security Office, Heping Campus Ⅱ
	26		National Taiwan Normal University (Gongguan Campus)	Natural Science Building Complex (room number: A410, B314, C406, D205, D301A, D305B, D309B, D403, D407, D413A), 4F of Applied Science Building, Waste Storage Facility, 4F of Administration Building and Security Office, Gongguan Campus
	7		National Taiwan Normal University (Linkou Campus)	1F of Science Laboratory and Security Office, Linkou Campus
Chemical resistant shoe cover	1	Pair	National Taiwan Normal University (Heping Campus)	B1 of Liberal Arts Building Ⅱ, Heping Campus Ⅰ
Heat resistant gloves	1	Pair	National Taiwan Normal University (Heping Campus)	4F of Mechanical Engineering Building, Heping Campus Ⅱ
Danger Barrier Tapes/Hazard Warning Tapes	3	Piece	National Taiwan Normal University (Heping Campus)	B1 of Liberal Arts Building Ⅱ and Security Office Heping Campus Ⅰ 4F of Mechanical Engineering Building and Security Office, Heping Campus Ⅱ
	13		National Taiwan Normal University (Gongguan Campus)	Natural Science Building Complex (room number: A410, B314, C406, D205, D301A, D305B, D309B, D403, D407, D413A), 4F of Applied Science Building, Waste Storage Facility, 4F of Administration Building and Security Office, Gongguan Campus
	1		National Taiwan Normal University (Linkou Campus)	1F of Science Laboratory and Security Office, Linkou Campus
Chemical Spill Kit In Wheelie Bin	1	Set	National Taiwan Normal University (Linkou Campus)	1F of Science Laboratory and Security Office, Linkou Campus
Eyewash kit	1	Set	National Taiwan Normal University (Heping Campus)	Health Center, Heping Campus
	1		National Taiwan Normal University (Gongguan Campus)	Health Center, Gongguan Campus

	1		National Taiwan Normal University (Linkou Campus)	1F of Science Laboratory and Security Office, Linkou Campus
Chemical Sorbent Pad / Chemical Sorbent Mini boom	3	Set	National Taiwan Normal University (Heping Campus)	B1 of Liberal Arts Building Ⅱ and Security Office Heping Campus Ⅰ 4F of Mechanical Engineering Building and Security Office, Heping Campus Ⅱ
	22		National Taiwan Normal University (Gongguan Campus)	Natural Science Building Complex (room number: A410, B314, C406, D205, D301A, D305B, D309B, D403, D407, D413A), 4F of Applied Science Building, Waste Storage Facility, 4F of Administration Building and Security Office, Gongguan Campus
	1		National Taiwan Normal University (Linkou Campus)	Chemical Sorbent Pad / Chemical Sorbent Mini boom
Small and medium size water pump (pipe diameter under 7 inches)	1	Set	National Taiwan Normal University (Heping Campus)	Basement Warehouse of Liberal Arts Building, Heping Campus Ⅰ
AED	9	Set	National Taiwan Normal University (Heping Campus)	All campuses
	4		National Taiwan Normal University (Gongguan Campus)	
	3		National Taiwan Normal University (Linkou Campus)	

3.1 Allocation of Campus Disaster Prevention and Reduction Funds

The Office of Accounting shall prepare annual funds for enhancing capacity for disaster prevention to maintain facilities, reduce disaster factors, prepare prevention equipment, and improve the faculty, staff, and students' understanding with no other purposes. Funded items include handbooks and educational pamphlets, supply reserves, seminars, prevention/rescue training, response exercises, relief equipment, etc.

Table 3.2 List of Past Disaster Prevention and Reduction Funding

Year	Amount (thousand)	Focus of implementation	List of implemented tasks	Source of funding
106	3.73	□Disaster promotion pamphlets and educational materials □ Supply reserve ■ Seminars on disaster prevention education	1. Workshops for Civil Defense Corps 2. Conducted training and practical exercises for Civil Defense Corps	■Self-funded (100%) □MOE subsidy (%) □County(city) government subsidy (%) □Others (%)

		■ Disaster prevention/rescue training ■ Disaster response exercises □ Disaster relief equipment □ Others	3. Conducted disaster response drills in the administrative buildings	
107	24.6	□Disaster promotion pamphlets and educational materials ■Supply reserve ■Seminars on disaster prevention education ■Disaster prevention/rescue training ■Disaster response exercises ■Disaster relief equipment □Others	1. Toxic chemical disaster drill: divided into 3 stages, toxic chemical disaster prevention and rescue drill, earthquake evacuation drill, and supply distribution drill. 2. Linkou Campus drill: divided into 2 stages, earthquake evacuation drill and supply distribution drill. 3. Administrative building drill: divided into 4 stages, earthquake evacuation drill, fire-fighting equipment drill, rescue and care for the injured, and supply distribution drill. 4. Dormitory drill: divided into 2 parts which consist of drills on earthquake, fire evacuation, and supply distribution and disaster prevention education	■Self-funded (100%) □MOE subsidy (%) □County(city) government subsidy (%) □Others (%)
108	90	□Disaster promotion pamphlets and educational materials ■Supply reserve ■Seminars on disaster prevention education ■Disaster	1. Toxic chemical disaster drill: divided into 3 stages, the treatment and notification of the leakage	■Self-funded (100%) □MOE subsidy (%) □County(city) government subsidy (%) □Others (%)

		prevention/rescue training ■Disaster response exercises ■Disaster relief equipment □Others	of toxic chemical substance “potassium chromate” and the treatment and notification of the leakage of toxic chemical substance “chloroform;” earthquake evacuation, rescue, and care for the injured; firefighting drills with equipment operation. 2. Linkou Campus drill: divided into 2 stages, earthquake evacuation drill and supply distribution drill. 3. Administration building drill: earthquake evacuation drill. 4. Dormitory drill: 2 consists of disaster prevention education and drills on earthquake and fire evacuation.	
109	90	□Disaster promotion pamphlets and educational materials ■Supply reserve ■Seminars on disaster prevention education ■Disaster prevention/rescue training ■Disaster response exercises ■Disaster relief equipment □Others	1. Toxic chemical disaster drill: divided into 3 stages, the treatment and reporting of the leakage of toxic chemical substance “potassium chromate” and the treatment and reporting of the leakage of toxic chemical substance “chloroform;” earthquake evacuation, rescue, and care for the injured;	■Self-funded (100%) □MOE subsidy (%) □County(city) government subsidy (%) □Others (%)

			firefighting drills with equipment operation . 2. Linkou Campus drill: divided into 2 stages, earthquake evacuation drill and supply distribution drill. 3. Administration building drill: earthquake evacuation drill. 4. Dormitory drill: consists of prevention education and drills on earthquake and fire evacuation.	
110	90	□Disaster promotion pamphlets and educational materials ■Supply reserve ■Seminars on disaster prevention education ■Disaster prevention/rescue training ■Disaster response exercises ■Disaster relief equipment □Others	1. Toxic chemical disaster drill (divided into 6 stages) Stage 1: Earthquake evacuation Stage 2: Rescue and care for the injured Stage 3-1: The treatment and notification of large-scale leakage of toxic chemical substance “chloroform” Stage 3-2: Members of the toxic chemical joint defense team provide emergency response equipment Stage 4: Joint disaster relief and environmental detection with external support units Stage 5: Environmental	■Self-funded (100%) □MOE subsidy (%) □County(city) government subsidy (%) □Others (%)

			recovery inspection and lifting of disaster status Stage 6: Disaster recovery, fire safety equipment drills for faculty and staff members and students, and supply distribution 2. Dormitory drill: consists of 2 disaster prevention education and drills on earthquake and fire evacuation.	

3.2 Campus Safety Preparedness

To enhance students and faculty members' understanding of disaster prevention and relief, NTNU, the Academic Affairs Office, the General Affairs Office, and the Environmental Safety and Public Health Center regularly invite scholars or fire department personnel to lecture on disaster prevention or various evacuation equipment and methods every year. To raise awareness on different disasters, NTNU regularly holds on events and campaigns (posting disaster-related flyers on the school bulletin board, holding calligraphy and logo competitions with themes related to disaster prevention, etc.) which highlight the causes and dangers of natural and man-made disasters.

3.2.1 Independent investigation, identification, and improvement of campus safety

Before the start of each semester, maintenance and safety assessments of campus environment are performed with safety checklist to inspect primary building structures and facilities to determine safety levels. If any safety concerns are identified, a brief recommendation will be provided with technical specialists or consulting teams to help improve the safety of faculty, staff, and students.

Every school year, a basic, independent survey of buildings and facilities shall be performed. Faculty, staff, or parents with relevant experience or knowledge in civil engineering, construction, and repairing are hired to conduct inspections. Any concerns regarding earthquake-resistance shall be documented, and a professional team shall be appointed for evaluation and reinforcement.

3.2.2 Campus disaster prevention map

The campus safety route (Figure 3.1) focuses primarily on earthquakes, while evacuation response strategies are highlighted for other disasters. The campus safety route is developed to accommodate plans for potential disasters; it develops emergency measures, prepares personnel and equipment with periodical reviews and updates. Faculty, staff, and students shall familiarize themselves with the disaster prevention map as a reference for evacuation routes and an important guide in the event of a disaster.



Figure 3.1 Campus safety route

3.2.3 Campus Safety Report System

In order to get control over the students' safety condition in response to any urgent natural disasters or incidents, the Office of Student Affairs has introduced the "Student Safety Report " system APP in 2019 (Figure 3.2). The university(NTNU) can partially or specifically transmit instant messages to students via email, SMS and push notifications while students can also report their current safety condition and seek for assistance. The Office of Student Affairs will conduct safety report drills on the National Disaster Prevention Day annually to ensure the effective operation of the system.

In addition, there is also a student emergency contact number (77493123), which is free for all the students and parents. We will have certain personnel answering the calls 24 hours a day.



Figure 3.2 Student Safety Report System

3.3 Response Equipment and Support Units

3.3.1 Preparation of disaster response equipment

Equipment for disaster response must be prepared in advance to facilitate rescue efforts or emergency medical care preceding the arrival of external disaster relief resources. Shelters shall also be provided when necessary to ensure personnel safety. Disaster prevention case officers and relevant units/personnel shall prepare response equipment as required (Table 3.3), place them in a predetermined location for proper management, and inspect and replace damaged or expired equipment every semester.

Table 3.3 National Taiwan Normal University Annual Inspection List of Emergency Response Equipment

Responsible unit: /Year：

Month of inspection Item	January	February	March	April	May	June	July	August	September	October	November	December	Remark
Chemical Sorbent Pad 50 sets													
Chemical Sorbent Mini boom 2 sets													
Hazardous Disposal Bag 2 sets													
Half Facepiece Respirator 2 sets													
Multi gas/vapor cartridge 2 sets (expiration date: year/month/day)													
Chemical Resistant Gloves 2 pairs													
Safety goggles 2 pieces													
Class-C Protective Clothing 2 pieces													
Class-C Protective Clothing shoe cover 2 pairs													

Hazard Warning Tapes 1 roll													
Signature of inspector													
Date of inspection													

Remark: 1. Please record the status of response equipment, detectors, and alarms based on the actual situation of each unit.
2. The functions of response equipment, detectors, and alarms must be maintained, and monthly inspection, repair, and maintenance must be performed.
3. For reference purposes, the records are maintained for one year and presented on-site.

3.3.2 Contact list of support units

NTNU has compiled a contact list of support units (Table 3.4), which details the tools and technologies of support units to expedite requests for support and assistance in the event of a disaster. All relevant units shall be included in disaster prevention and protection planning.

Table 3.4 Contact List of External Support Units

Name of organization	Contact No.	Remark
Fire departments and hospitals		
Taipei City Fire Department	(02)2729-7668	
Fire Department, New Taipei City Government	(02)8951-9119	
National Taiwan University Hospital	(02)2312-3456	
Tri-Service General Hospital	(02)2365-9055	
Wanfang Hospital	(02)2930-7930	
Cardinal Tien Hospital	(02)2219-3391	
Taipei City Hospital, Fuyou Branch	(02)2391-6470	
Linkou Changgung Memorial Hospital.	(03)328-1200	
Police departments		
Taipei City Police Department	(02)2331-3561	
Daan Precinct, Taipei City Police Department	(02)2325-9850	
Wenshan First Precinct, Taipei City Police Department	(02)2939-5734	
Wenshan Second Precinct, Taipei City Police Department	(02)8931-0155	
Xinzhuang Precinct Linkou Station, Police Department, New Taipei City Government	(02)2601-1630	
Public utility companies		
Taipower	(02)2365-1234	
Shin Shin Natural Gas Company	(02)2921-7811	
Taiwan Water Corporation	(04)2224-4191	
County/city authorities		
Taipei City Government	(02)2720-8889	
New Taipei City Government	(02)2960-3456	
Other support units		
Campus Security Report Center	(02)3343-7855/6	

3.4 Campus Disaster Prevention Education and Training

Campus disaster prevention education and training (disaster prevention courses and instruction) provides faculty, staff, and students with the necessary knowledge and skills. Case officers and relevant units/personnel organize seminars, events, campaigns, training to incorporate pertinent topics into the curriculum. To raise awareness on various disasters, records of events and courses hosted (posters on bulletin boards, interactive games, dance competitions) are compiled to illustrate the causes and dangers of natural and man-made disasters.

To enhance disaster resilience, all faculty are required to attend winter and summer lectures

delivered by disaster relief scholars and experts. At the start, middle, and end of each semester, instructors educate students on evacuation procedures and outdoor field exercises with neighboring classes as necessary. Each semester, 2 weekly conferences are devoted to pertinent topics including earthquakes, hurricanes, fires, and traffic incidents. Each topic lasts 20 to 30 minutes to highlight causes, evacuation procedures, and the importance of self-assistance and cooperation.

3.5 Campus Disaster Prevention Drills

Regular drills are held to review emergency response and notification procedures, evacuation routes, care for the injured, and external support to ensure a smooth activation and operation as well as to familiarize faculty, staff, and students with disaster response measures.

Topics of drills are determined by disaster prevention case officers and relevant units/personnel, which include “Toxic Chemical Substance Disaster Prevention and Rescue Drill,” “National Disaster Prevention Day Drill,” “Joint Civil Defense Corps Training Seminar,” and “Dormitory Earthquake Evacuation Drill,” all uploaded to the Ministry of Education’s Disaster Risk Reduction website → Campus Disaster Prevention → Campus Electronic History.

The purpose of drills is to familiarize personnel with scenarios and enhance their response abilities. Due to limited manpower and resources, drills can be conducted annually by buildings or by districts to gradually achieve school-wide drills. Alternatively, an annual medium-to-large scale or school-wide disaster drill may be conducted after a series of small-scale floor or building drills. To enhance the overall disaster response capability, deficiencies identified must be rectified within the next year or before the next drill.

At least one emergency drill shall be conducted per year (along with others in addition to fire protection plans) with focus on scenarios. Drills can be conducted by classes and floors (in buildings). Practical maneuvers, including 2-way radio communication exercises, evacuation drills, alarm tests, and broadcasts shall be designed with requirements based on the type and scale of potential disasters. The formulation of relevant plans must align with the following principles:

- Planning of drills must suffice “scenario assumptions” and focus on the real issues.
- Specific procedures include emergency evacuation, medical care, shelter, and consolation.
- Clearly define authorities, responsibilities, and interface of execution procedures.
- Secure necessary resources and personnel for required response.

- Meticulous and chronological record of operations for verification, reconstruction, and review.

Chapter 4 Disaster Response

4.1 Campus Disaster Response Procedures

The campus disaster response procedures are established as a uniformed process applied to respond to various disasters accurately and promptly. When an incident occurs, measures must be taken according to the campus disaster response procedures (Figure 4.1).

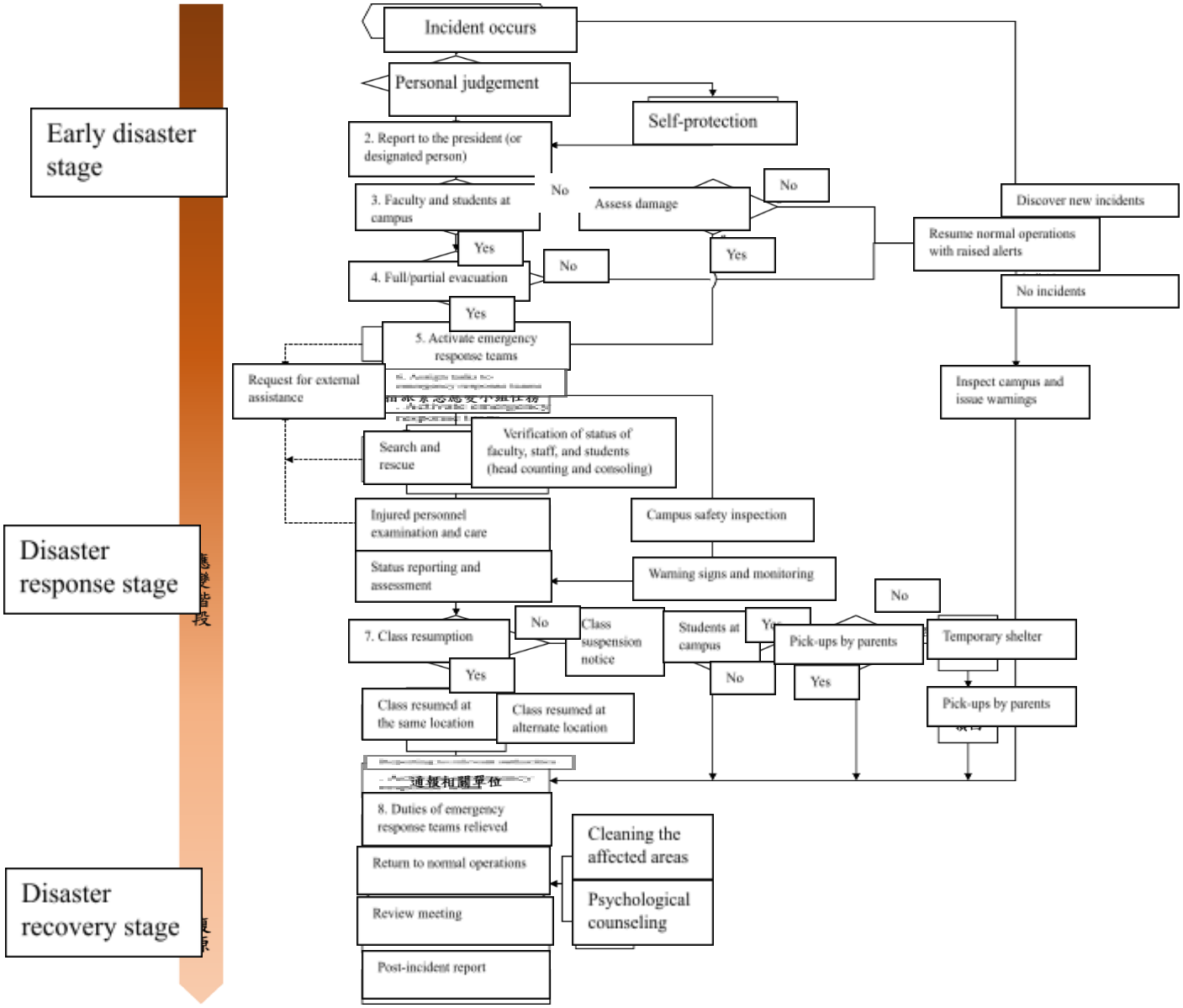
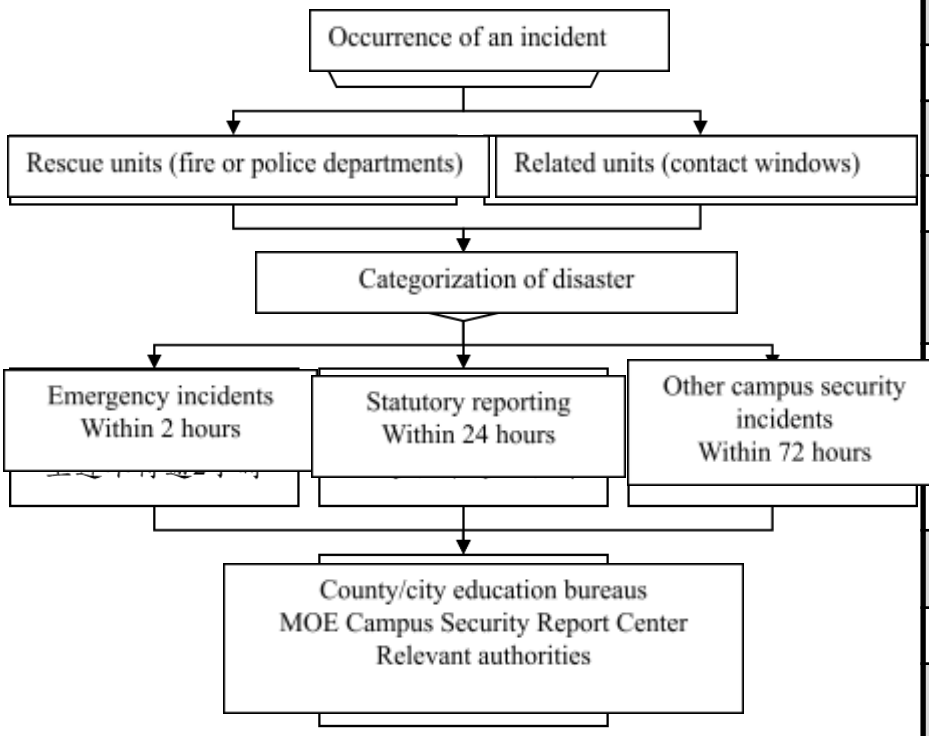


Figure 4.1 Campus disaster response procedures

4.2 Disaster Notification

Through a 24-hour operating mechanism, relevant information can be effectively disseminated to facilitate rescue efforts. Notification procedures (Figure 4.2) and requirements for maintaining records (Table 4.1) must comply with the Directions on Campus Safety and Disaster Incident Notification.



MOE Campus Security Report Center
02-3343-7855、7856
County/City education authorities
02-2720-8889
County/City disaster response center
02-8786-3119
County/township/city/district disaster response center
02-6632-9119
Daan Precinct, Taipei City Police Department
02-2325-9850
Heping E. Road Police Station
02-2321-8073
Jinhua Battalion, Fire Deaprtment
02-2391-7653
Taipei City Hostipal
02-2709-3600

Figure 4.2 Disaster notification procedures

Table 4.1 Disaster Notification Record

Number	Time of notification	Reporter	Contact unit	Contact person	Highlights of the report(who, what, when, where, what)
1	_____ (YYYY/MM/DD HH:mm)				
2	_____ (YYYY/MM/DD HH:mm)				
3	_____ (YYYY/MM/DD HH:mm)				
4	_____ (YYYY/MM/DD HH:mm)				
5	_____ (YYYY/MM/DD HH:mm)				

Remark: The form is subject to additions, deletions, and modifications.

Chapter 5 Recovery and Restoration

5.1 Psychological Counseling for Disaster-Affected Teachers and Students

Guideline to psychological counseling:

1. Individual psychological consultations: Department instructors provide initial counseling to help students express sentiments. Those who require additional sessions are referred to the Student Counseling Center for evaluations to rehabilitate post-disaster experiences and alleviate trauma.
2. Group counseling for stress relief: Students can release emotions, share experiences with peers, discover commonalities, and receive emotional support.
3. Group counseling and consultations: Verbal expression or artistic media encourage students to discuss experiences and emotional journey as well as obtain support through activities.
4. Mental health education: Posters on pertinent topics are utilized to help students understand potential physical and mental stress, learn how to manage stress, identify stress-induced burdens, and seek assistance from external resources as needed.
5. Promotion of professional counseling: Posters, handbooks, websites, and dedicated books are utilized in counseling services.
6. Case management and meetings: Department instructors and therapists continue to monitor and care for students. The department may convene case meetings to assemble all relevant personnel and available manpower for follow-up discussion and interventions.
7. Referral to community resources: If students need to be referred to social or medical resources, prompt assistance requests to educational authorities or private organizations may be necessary.

5.2 Maintenance and Restoration of Campus Environmental Hygiene Facilities

1. Regarding post-disaster cleaning and sanitation, NTNU shall enhance the cleaning of flooded or landslide areas, set up temporary lavatories, and take necessary measures for disposal of excrement and garbage to maintain a clean and orderly campus.
2. Performs post-disaster maintenance and repairs on facilities and equipment as necessary.
3. Strengthen epidemic prevention and food safety management.
4. Establish disposal methods for waste, refuse, debris, etc., set up a temporary storage area, and implement procedures for the collection, classification, transportation, and disposal of items to clean up the campus and prevent contamination.
5. Apply disinfection and other measures to maintain the health of faculty, staff, and students.
6. Relevant units/personnel shall select an unaffected open area with access to waste removal and transportation based on floor plans.
7. Establish waste removal and treatment procedures, which may be evaluated by relevant units/personnel and outsourced if the circumstance allows. If outsourcing is not a viable option, relevant units may be contacted for assistance.
8. To maintain the health of faculty, staff, and students, regular disinfection is performed every 3 days, weekly, and monthly, based on the assessment of pertinent units/personnel. Duration may be shortened according to the actual circumstances.
9. Relevant units/personnel shall regularly maintain a clean and orderly campus.

5.3 Plans for Class Resumption and Make-up Classes

1. Implement plans to resume and schedule make-up classes based on campus status campus.
2. Contact the Ministry of Education or municipal department for help with the construction of temporary classrooms to resume classes at the original site.
3. When the safety of the original site is a concern, the municipal Department of Education shall help relocate students to neighboring schools or other suitable locations.
4. The plan for make-up classes is executed based on the curriculum set by the Ministry of Education. However, proper adjustments may be adopted based on local circumstances to facilitate the continuation of education.
5. Faculty and staff shall keep track of students' whereabouts, specific damages or losses

(textbooks, supplies, uniforms, tuition reductions, scholarship grants, and subsidies for affected families), and their mental wellbeing with a communication channel for parents.

6. Recovery of radiation and tsunamis must be handled as per government regulations and procedures.

5.4 Emergency Management of Water Supply, Power Supply, Etc.

1. In terms of disaster-related damage to facilities, equipment, and life-support pipelines, the drinking water system shall be prioritized.
2. Rescue team shall assign personnel to perform a preliminary post-disaster inspection of water facilities and pipelines.
3. Before resuming the water and power supply, check the condition of the water and electricity wall conduits.
4. Check for damages to water pools, towers, dispensers, and other equipment to improve drinking water facilities. Compliance with the statutory standards is a high priority.
5. If water must be supplied on a rotation basis or requires water truck support, 3 to 5 supply stations shall be installed in each zone.
6. Before water and electricity supply can be gradually resumed, damaged conduits must be repaired to reduce the risk of leakage.
7. To prevent secondary disasters and protect the livelihood of faculty, staff, and students, concerned operators (water and power companies) must be contacted immediately for the dispatch of technical specialists to inspect, assess damages, and implement emergency repair and supply measures for facilities, equipment, and life-support pipelines under jurisdiction.
8. Investigate damages, submit a budget for emergency repairs, and monitor the progress of implementation.