

Rules of Operation of Campus Security Report Center of I-Shou University

I. Legal Basis:

1. Ministry of Education's Letter No. Tai (90) Jun-Tzu 90160962 dated November 15, 2001
2. Letter No. (90) Zhong-Jun-Tzu 0162 issued by the 14th Supervisory Office of Department of Military Training Education, Ministry of Education dated December 18, 2001

II. Purpose:

The establishment of the Campus Security Report Center (hereinafter referred to as the "Center") aims to take the initiative in dealing with campus emergencies immediately and safeguarding the campus by a 24-hour shift schedule and a variety of measures, such as reporting, controlling, coordination and handling.

III. Duties:

1. receiving reports on major campus emergencies, offering all possible assistance, and reporting to competent authorities when necessary;
2. receiving and reporting inquiries from students, parents and the general public, and sorting and forwarding the inquiries to competent units;
3. coordinating and integrating relief resources available at the site where an accident happens, and cooperating with local education authorities, based on the campus emergency advisory system and students' condition, to minimize damage;
4. collecting or researching into preventive measures for campus emergencies as reference to superiors or relevant units;
5. getting on duty in rotation and offering services as specified on the service network of Military Training Instructors Nationwide;
6. taking charge of timely reporting, and collecting and providing reports to supervisory offices and relevant units as reference for satisfactory preventive measures; and
7. handling non-routine tasks.

IV. Organization:

The Center has a Supervision Section to report, deal with and take immediate action against campus emergencies. In the event of major campus emergencies, the Center may appoint additional personnel to get on duty in rotation and deal with the emergencies. The Center's organization and respective duties are shown in Appendix 1.

V. Campus Emergency Advisory System:

To effectively address campus emergencies to minimize damage, there are four different levels of campus emergencies on the basis of influence, severity and subsequent development (detailed descriptions of campus emergency levels are shown in Appendix 2).

1. Normal (Level 4): a period in which no Level A incident is reported. The classification of campus emergencies and reporting requirements are shown in Appendix 3 and 4.
2. General Campus Emergency (Level 3):
 - a. being informed of a Level A incident in which a student is injured or dead (including committing suicide) on campus or outside the University
 - b. organizing the Level 2 typhoon emergency response taskforce by the Central Disaster Emergency Operation Center (The rules of organization of typhoon emergency response taskforces of the Central Disaster Emergency Operation Center are shown in Appendix 5)
3. Major Campus Emergency (Level 2):
 - a. being informed of an accident involved a group of students, including but not limited to mountaineering accident, shipwreck, major traffic accident, contagious disease, poisoning and fire
 - b. being informed of an incident of campus violence (involved a group of students) or serious protest;
 - c. organizing the Level 1 typhoon (earthquake/flood/drought) emergency response taskforce by the Central Disaster Emergency Operation Center (the University is the victim of the disaster)
4. National Major Disaster (Level 1):
 - a. a natural disaster (e.g. a typhoon or earthquake) has caused heavy student casualties or serious damage to the campus
 - b. a Level 2 incident is likely to worsen
 - c. the level of combat readiness has been elevated due to a Level 2 (or 1) incident

VI. Direction and Control:

The Center is located in the Office of Military Education, and military training instructors get on duty in rotation around the clock to cooperate with local education authorities and relevant rescue organizations to achieve timely reporting and deal with campus emergencies through a well-established direction and control system as well as the service network of Military Training Instructors Nationwide.

The direction and control measures for different levels of campus emergencies are as follows: (The procedures on handling of campus emergencies are shown in Appendix 6)

1. Level 3 or 4: The personnel on duty shall assist in handling the accident, report to

competent authorities, and arrive at the site where an accident happens quickly. Moreover, they shall report subsequent development to the Military Training Director, the chair of the department where the student(s) studies as well as the advisor(s).

2. Level 2: The Secretary-General shall convene a campus emergency operation meeting, and the Military Training Director shall cooperate with superiors to collect information on campus security, so that competent authorities can have a full understanding of the latest development. The Center will also guide all the military training instructors to deal with campus emergencies and take disaster prevention measures.
3. Level 1: The President shall convene a campus emergency operation meeting to make an over plan for disaster rescue and emergency response. The personnel on duty and all the military training instructors are responsible for coordination, communication and timely reporting.

VII. Duty Shift:

To bring the functions of the Center into full play, the Center joins forces with the Office of Military Education to implement a 24-hour shift schedule in order to take the initiative in safeguarding students and the campus.

1. Duties:
 - a. dealing with and reporting campus emergencies;
 - b. preventing, dealing with, reporting and coordinating accidents on campus;
 - c. maintaining the equipment and facilities of the Center; and
 - d. handling non-routine tasks assigned by the Military Training Director.
2. Shift Types:
 - a. Normal shifts implemented during the period of Level 4;
 - b. Intensive shifts implemented during the period of Level 1, 2 or 3.
3. Organization:

All the military training instructors of the University are required to take rotating shifts at the Center, and the organization is as follows:

 - a. Normal shifts are shared equally among the military training instructors.
 - b. Intensive shifts are shared equally among the military training instructors. In addition to the personnel on duty, the Center may ask any other military training instructors to return to the University when necessary for the purposes of assistance, coordination and communication.
4. Shift Time:
 - a. Normal Shift: A monthly shift schedule is prepared for military training instructors to take rotating shifts on weekdays, weekends and holidays. The normal shift is from 08:00 a.m. to 08:00 a.m. of the following day.

- b. Intensive Shift: Intensive shifts are shared equally among the military training instructors. The Center may ask all the military training instructors to return to the University when necessary. The intensive shift time is the same as that of the normal shift. However, the Center may extend the shift time when necessary.
5. When getting on duty:
- a. The personnel on duty are not permitted to leave without permission. If he/she is unable to take a rotating shift for any reason, he/she shall fill in an application form for change in personnel on duty one day prior to the scheduled shift. To clarify responsibilities, the shift must not be taken by another person unless the application is ratified by the University.
 - b. If the personnel on duty is unable to continue his/her shift work, he/she shall request another person to be the deputy, and inform the deputy of major tasks to be done at the same time. The responsibilities and obligations shall still be borne by the original personnel on duty.
 - c. Hotline calls shall be given priority, and the personnel on duty shall answer all incoming phone calls before the fifth ring.
 - d. The personnel on duty shall proactively get a full understanding of the latest development of a campus emergency. If the campus emergency is likely to worsen, he/she shall report to the Military Training Director and competent authorities without delay.
 - e. The personnel on duty shall clearly state everything happening during the shift (i.e. who, what, when and where) on the shift log, and submit the log to the Military Training Director for review before getting off duty. Before getting off duty, the personnel on duty shall inform his/her successor of unfinished tasks or the latest development, and clearly states these affairs on the shift log.
 - f. If the personnel on duty is found being late for the scheduled shift, leaving without permission or delaying dealing with official affairs, he/she shall be disciplined based on severity.
6. Reporting and Handling of Campus Emergencies:
- a. The Center shall first make sure that the content is true and correct and assess the emergency level when being informed of a campus emergency by phone. At the same time, the person answering the phone shall clearly state the time, the name of the caller, the content and key points on a telephone call log. In the event of a Level A incident, the person answering the phone shall clearly state the time of occurrence, the location, persons involved, key points, the latest development, the reporting unit, and the name and title of the informant on the telephone call log, and

submit the log to the Military Training Director for review (if the Military Training Director is not at the University, the Center shall first report orally, and then submit the log to the Military Training Director for review after he/she returns). Moreover, the Center shall report to the local supervisory office and the Campus Security Report Center of the Department of Military Training Education, Ministry of Education within fifteen minutes of being informed of the incident, and then fax a Timely Reporting Form to the Campus Security Report Center of the Department of Military Training Education within twelve hours of being informed.

- b. After being informed of an alleged sex assault, the Center shall keep the names of the victim(s) and offender(s) confidential (using XXX to represent the persons involved on both the telephone call log and the Timely Reporting Form), and submit the Timely Reporting Form to the Campus Security Report Center of the Department of Military Training Education by telex only.
- c. If a campus emergency is likely to attract media attention or worsen, the Center shall immediately report to the local supervisory office and the Campus Security Report Center of the Department of Military Training Education for advice on whether to elevate the emergency level and to implement intensive shifts.
- d. After the Central Weather Bureau issues a typhoon sea warning, the Center shall take preventive measures without delay, and prohibit students from mountaineering or outdoor activities. As for students who have already set out on mountaineering or outdoor activities, the Center shall investigate into the club name(s), the number of participants, the destination(s), the current location, and students' condition, and then submit the investigation results and activity proposals to the Campus Security Report Center of the Department of Military Training Education within six hours (copies to the local supervisory office). The Investigation Form of Students Participating in Mountaineering and Outdoor Activities is shown in Appendix 7.
- e. After being notified that a Level 1 or 2 disaster emergency response taskforce has been organized by the Central Disaster Emergency Operation Center (the University is the victim of the disaster), the Center shall implement intensive shifts, and report and deal with campus emergencies.
- f. During intensive shifts, the personnel on duty shall pay close attention to typhoon development, and ask people at areas which are likely to be affected by the typhoon, torrential rain or debris flow to take precautions, and these people shall report to the Center in case of any disaster damage. The personnel on duty shall collect and submit the Center's typhoon prevention measures, the investigation results of students participating in mountaineering and outdoor activities, the Center's

responses, disaster damages, and required rescue and relief assistance to the Campus Security Report Center of the Department of the Military Training Education.

- g. After receiving the requests and instructions of the Central Disaster Emergency Operation Center forwarded by the Department of Military Training Education, the personnel on duty shall again forward them to relevant units.
- h. When a campus emergency or accident happens in another city/county and the Center is unable to arrive immediately, the Center shall use the service network of Military Training Instructors Nationwide to request a neighboring school or unit for help, and the Center can have a full grasp of the latest development and report to the competent authorities at the same time.
- i. The Center shall immediately contact the Campus Security Report Center of the Department of the Military Training Education to request emergency rescue from relevant government agencies after receiving an application for rescue assistance (military force: Ministry of National Defense; airborne rescue helicopters: National Rescue Command Center; food and clothing: Department of Social Affairs, Ministry of the Interior; road repair: Ministry of Transportation and Communications).
- j. The personnel on duty must not disclose details of campus emergencies and subsequent development to the press or the general public.
- k. The guidelines on emergency reporting and handling are shown in Appendix 8.

VIII. Communications:

- 1. The Center shall ensure smooth communication with internal and external parties. In the event of telecommunication breakdown, the Center shall use mobile phones instead. If it is still difficult to communicate by mobile phones, the Center shall choose to report manually or otherwise. The name list of personnel who shall return to the University upon emergency call are shown in Appendix 9.

IX. Any matters not mentioned herein shall be governed by future amendments to the Rules.

Note: In the event of any disputes or misunderstanding as to the interpretation of the language or terms of these Rules, the Chinese language version shall prevail.