

# National Yunlin University of Science and Technology

## Campus Security Center Establishment Guidelines

Approved and implemented during the 2nd Administrative Meeting of the 2014 Academic Year on October 21, 2014

### I. Basis

In accordance with the Ministry of Education's "Operational Regulations for Campus Security and Disaster Prevention and Relief Communication Centers," "Disaster Management Guidelines for Schools at All Levels," and the "Amended Provisions for Campus Security and Disaster Event Notification Operations," the National Yunlin University of Science and Technology Campus Security Center (hereinafter referred to as "the Center") is established.

### II. Responsibilities of the Campus Security Center

The responsibilities of the Center include:

- **Safety Education:** Planning and executing student safety education and promotional activities, including traffic safety, campus security, anti-fraud, rental housing safety, and the Anti-Drug Movement.
- **Data Analysis:** Collecting and organizing data on student accidents and traffic incidents each semester to serve as a reference for school levels and as a basis for preventive measures.
- **24-Hour Duty:** Maintaining a 24-hour duty shift to ensure campus safety and peace, assist with student accidents, and manage accident notification procedures.
- **Disaster Drills:** Planning the schedule for multi-hazard campus disaster prevention drills for all units each semester, organizing Center personnel to assist, and evaluating the effectiveness of these drills.
- **Accident Management:** Establishing and executing work processes for student accident prevention, mitigation, preparedness, response, and recovery.
- **Emergency Response:** Integrating into the school's emergency response team during major campus disasters to perform disaster prevention and relief work.

### III. Organizational Structure and Duties

The Center is organized as follows:

- **Director:** Concurrent post held by the University President.
- **Executive Secretary & Spokesperson:** Concurrent post held by the Secretary-General.
- **Deputy Executive Secretary:** Concurrent post held by the Vice President for Student Affairs.
- **General Manager:** Concurrent post held by the Director of the Military Training Division.
- **Active Members:** All members of the Military Training Division (including military instructors and campus security administrative assistants).

#### Specific Duties:

1. **Director:** Responsible for decision-making regarding Center missions, directing and supervising campus safety work, and convening meetings based on the status of security incidents.
2. **Executive Secretary:** Responsible for issuing news releases and handling media relations regarding campus security incidents.
3. **Deputy Executive Secretary:** Assists the Director in planning campus security maintenance work.
4. **General Manager:** Responsible for the promotion and operation of the Center's missions.
5. **Center Members:**
  - Responsible for duty shifts and campus security; performing notification, control, coordination, support, and processing tasks based on incident levels.
  - Handling general administrative work; when necessary, requesting the Director to convene emergency response meetings with relevant units, and managing records and follow-up actions.

#### IV. College and Departmental Coordination

Each college, department, and institute must plan safety maintenance items, execution methods, and responsible personnel for their respective areas and floors. They must maintain close contact with the Center and other relevant units, and faculty/staff should cooperate in disaster prevention and accident processing.

#### V. Preventive Measures

To prevent student accidents, the Center may establish preventive response measures for various stages of a situation based on practical considerations.

## VI. Location and Equipment

- **Location:** Student Affairs Office Conference Room.
- **Required Equipment:** Fax machines, telephones, internet access, radios, flashlights, traffic control batons, and other necessary equipment.
- **Personnel:** Designated personnel must be on 24-hour standby for contact.

## VII. Implementation

These guidelines shall be implemented after being passed by the Administrative Meeting and approved by the President. The same applies to any future amendments