

Specific actions on the safety and service of off-campus housing for students of National Yunlin University of Science and Technology

1. Basis:

According to the letter "Ministry of Education promotes safety and service considerations for off-campus housing for students in colleges and universities" issued on June 17, 2020 by The Ministry of Education with the letter No. 1100076636 of Taiwan Education (5).

2. Purpose:

In order to deepen the safety and service of off-campus housing for students, these specific actions have been formulated as a reference for the school's handling of off-campus housing safety and services.

3. Specific actions:

- (1) The term "rented residence" as mentioned in this article refers to the residential space outside the school rented by students of this school.
- (2) Based on factors such as the characteristics of this school, the location, the number of students living there, and the ability to promote implementation, this school formulates this specific action, which includes the following matters, and establishes relevant implementation results records for future reference:

1. Establish a work promotion group, which should hold at least one meeting every school year (which may be held in conjunction with the Residential Safety Care Visit Work Coordination Meeting). The promotion group is established as follows to establish a contact platform and a network of off-campus resources:

- (1) The head of academic affairs shall serve as the convener and chairman of the meeting.
- (2) The members and selection rules are as follows:
 - A. One teacher representative.
 - B. One resident student representative.
 - C. The county police department shall assist the supervisor of the unit responsible for the rental home safety care and visiting business.
 - D. The county fire bureau assists the supervisor of the unit responsible for the rental home safety care and visiting business.
 - E. The person in charge and supervisor of the school's residential security business.

2. Comprehensive information on students' living situation:

- (1) Use the school's "Single Entrance Service Network" → "Academic Affairs Information System" → "Accommodation" → "Student Living Situation" to log in to the system, investigate the living situation of students at the beginning of each semester, and compile the information of students living

outside the school for the benefit of carrying out residential student service work.

- (2) Based on the visit goals set by the school's work promotion team, formulate the "Self-inspection of Safety of Tenant Premises" (as shown in Appendix 1) and integrate it into the "Student Residence Situation" system. Students who reside outside the school will cooperate with the "Student Residence Situation" filling system to complete the report.

3. Residential safety promotion activities:

Adopt multiple methods and flexibly use multiple channels to strengthen education and publicity work in a timely manner to enhance students' knowledge about housing. The publicity channels used are as follows:

- (1) Weekly meetings for students in each grade of this school.
- (2) Campus safety and traffic safety education and publicity activities.
- (3) School-wide email and related messaging system announcements.
- (4) The web announcement system of the Military Training Section of the Academic Affairs Office.

4. If students have rental disputes, they should assist in referring them to relevant units for appeal, mediation or mediation to deal with to ensure the rights and interests of students. They should report the incident to the Campus Safety and Disaster Prevention Report and Processing Center of the Ministry of Education according to the severity of the incident.

5. Set up a consultation window to provide students with housing-related services.

6. "Household Safety Care Visit" activities:

- (1) Based on the visit goals set by the school's work promotion team, formulate the "Residential Safety Care Visit Form" (see Appendix 2).
- (2) Hold a "Landlord Symposium" every year from March to April. In addition to inviting landlords of student rental properties to participate, Yunlin County Police Department and Yunlin County Fire Department are also invited to conduct rental safety promotions and investigate Landlord's willingness to participate in the "Rental Safety Care Visit" activity.
- (3) Before the school conducts off-campus residential care visits, the school should invite the Yunlin County Police Department, Yunlin County Fire Department and other relevant units to hold a coordination meeting, and arrange the itinerary and send a letter to the relevant units for cooperation after the coordination meeting.
- (4) It will be implemented according to the visit group from May to June every year.
- (5) Rental premises that meet the content listed in the care visit form:
 - A. Listed in the Ministry of Education's "Management and Promotion of Cloud

Housing Rental Platform System” announcement for reference.

- B. Issue the "Residential Safety Care Visit Qualified" seal produced by this school (as shown in Attachment 3), so that notices can be posted in the visited residential properties to achieve the purpose of promoting residential safety.
7. Application of the Ministry of Education’s “Management and Promotion of Cloud Housing Rental Platform System”:
- (1) The Ministry of Education operates the "Management and Promotion of Cloud Housing Rental Platform System" to provide rental service information and update it regularly for the consideration of students and parents.
 - (2) To provide relevant rental information, one should check the following items before logging in to the "Management and Promotion Cloud Rental Platform System":
 - A. Confirm identity.
 - B. Building ownership certificate or tax bill.
 - C. Comply with the contents listed in the care visit form.
 - D. The non-owner of the leased building needs to confirm the power of attorney.
 - (3) The collection, processing or use of personal data shall respect the rights and interests of the parties concerned and shall be carried out in accordance with the principles of honesty and credibility. It shall not exceed the necessary scope for the specific purpose and shall be legitimate and reasonably related to the purpose of collection. At the same time, the parties (Students, lessors of rental properties) shall obtain the agreement (in a recordable manner) to avoid violating the relevant provisions of the "Personal Data Protection Act".
4. If there are any matters not covered in this specific action, they will be handled in accordance with the relevant regulations of the Ministry of Education. .
5. This specific act has been approved by the student affairs meeting and will be implemented after approval by the school principal. The same applies to revisions.

Appendix 1

Self-inspection form for student's off-campus housing safety

National Yunlin University of Science and Technology

Inspection date:

Dpt.		Student Number		Student Name		Phone No.	
Rental address					Landlord phone number		
	No.	Contents of Visiting			Check Situation		Remark
				Yes	No		
Safety Items							
	1	Is it a wooden partition suite (elegant room) or is it covered with iron sheets?					If Yes , Indicates poor fire resistance of the building
	2	Use high energy consumption (such as electric heaters) or multiple appliances plugged into the same extension cord at the same time					If Yes , it should be improved to prevent wire fires
	3	Are automatic fire alarms or residential fire alarms (smoke detectors) installed?					If Yes, it means it has fire reminder function
	4	Does it have a functioning fire extinguisher?					If yes, it means the pointer is in the green area and is still within the period of use.
	5	Does the escape routes (marked) unblocked (clear)?					If yes, it means that the width of the aisle is more than 75 cm and there is no accumulation of debris.
	6	Is there an electric water heater or a forced exhaust water heater?					If yes, it means you can prevent carbon monoxide poisoning.
	7	Does the building have access control measures?					If yes, it means access control management measures are in place.
Auxiliary Items							
	8	Whether any floor is divided into more than 6 units or bedrooms with more than 10 beds (HI-high density rental building)					If yes, should ask the building property businessman to apply for the public security declaration with the term: Above 300 m ² : once every 2 years. Below 300 m ² (inclusive): once every 4 years
	9	Are surveillance equipment installed in or around the building?					If yes, the safety of the rental residence is improved.
	10	Are emergency lighting equipment installed in the building or in surrounding passages (parking areas)?					If yes, the safety of the rental residence is improved.

Propaganda Items					
11	Do you have the common sense about electricity safety?				If yes, the safety of the rental residence is improved.
12	Are you familiar with the escape routes and escape methods of your residence?				If yes, the safety of the rental residence is improved.
13	Do you use the standardized lease contract provided by the Ministry of Interior?				If yes, the safety of the rental residence is improved.
14	Do you know the contact phone numbers of nearby police stations, fire brigade, medical institutions and school security hotlines?				If yes, it's good for emergency assistance.

After students self-evaluate the above content, return it to the Academic Affairs Office.

Inspection results (the following contents shall be filled in by the school staff based on the students' self-evaluation content)

Students' self-assessment meets the needs and is retained for future reference.

<input type="checkbox"/> Students' self-evaluation needs to be tracked and improved. The school will review the results of student interviews, take relevant measures, and record them for future reference.	After the interview, it is recommended to take measures: (multi-option) <input type="checkbox"/> If you have safety concerns in more than one of items 1 to 7, please ask the school to send personnel to conduct a caring visit. <input type="checkbox"/> Remind students (parents) to notify landlords to improve items with safety concerns. <input type="checkbox"/> For items 8-14, more than one of them is [No]. Please strengthen education and publicity in all schools.
	Visiting Date of school-care: (yyyy-mm-dd)

Appendix 2

Visit form for student's off-campus residential safety care

National Yunlin University of Science and Technology

Dpt.	Student Number	Student Name	Phone	Visiting Date
Rental Address	Landlord Phone	School Visitors		
No.	Contents of Visiting	Check Situation		Remark
		Yes	No	
Required safety inspection items				
1	Whether it is a wooden partition suite (elegant room) or covered with iron sheet			1. Wooden <input type="checkbox"/> Iron cover <input type="checkbox"/> 2. Ask students (parents) to move as soon as possible, notify the landlord to make improvements, and keep records for future reference.

2	Does indoor electrical wiring (extension cords) meet safety requirements?			1. Plug in multiple or high-energy-consuming electrical equipment at the same time Yes <input type="checkbox"/> No <input type="checkbox"/> 2. Dirty, damaged or tied Yes <input type="checkbox"/> No <input type="checkbox"/>
3	Are automatic fire alarms or residential fire alarms (smoke detectors) installed?			1. Location: Living room <input type="checkbox"/> Room <input type="checkbox"/> Aisle <input type="checkbox"/> 2. Is the function normal? Yes <input type="checkbox"/> No <input type="checkbox"/>
4	Are fire extinguishers or related fire-fighting equipment provided?			1. Function normally Yes <input type="checkbox"/> No <input type="checkbox"/> 2. Dry powder <input type="checkbox"/> bubble <input type="checkbox"/> CO2 <input type="checkbox"/> Building fire box <input type="checkbox"/> 3. Location : Living room <input type="checkbox"/> Aisle <input type="checkbox"/> Doorway <input type="checkbox"/> 4. Date of expiration :
5	Does the escape routes (marked) unblocked (clear)?			1. Road width up to 75 cm Yes <input type="checkbox"/> No <input type="checkbox"/> 2. "No debris accumulated" in hallways and stairwells Yes <input type="checkbox"/> No <input type="checkbox"/> . 3. Single entrance and exit Yes <input type="checkbox"/> No <input type="checkbox"/> 4. The escape hatch of the iron window can be opened Yes <input type="checkbox"/> No <input type="checkbox"/> 5. The building is equipped with descending equipment Yes <input type="checkbox"/> No <input type="checkbox"/>
6	Is there an electric water heater or a forced exhaust water heater?			1. Forced exhaust water heater Yes <input type="checkbox"/> No <input type="checkbox"/> With forced exhaust effect . 2. The gas installation location is well ventilated Yes <input type="checkbox"/> No <input type="checkbox"/> No worries about carbon monoxide poisoning .
7	Does the building have access control measures?			Gate <input type="checkbox"/> Security personnel <input type="checkbox"/> Proximity card <input type="checkbox"/>
Auxiliary safety assistance items				
8	Whether any floor is divided into more than 6 units or bedrooms with more than 10 beds (Tainei Yingzi No. 10708039692 on April 24, 2018)			1. Apply for public security declaration for buildings that comply with the purpose Yes <input type="checkbox"/> No <input type="checkbox"/> . 2. Remind students (parents) to notify the landlord to cooperate with the public security declaration Yes <input type="checkbox"/> No <input type="checkbox"/>
9	Are surveillance equipment installed in or around the building?			Gate <input type="checkbox"/> Stairs <input type="checkbox"/> Walkway <input type="checkbox"/> Others :
10	Are emergency lighting provided in the building or in surrounding passages (parking areas)?			Gate <input type="checkbox"/> Stairs <input type="checkbox"/> Walkway <input type="checkbox"/> Others :
Propaganda Items				

	11	Do you use the standardized lease contract provided by the Ministry of Interior?			Leasing and building property owners make the contract; not the standardized contract provided by the Ministry of Interior <input type="checkbox"/> No contract signed <input type="checkbox"/>
	12	Do students understand escape routes and escape essentials?			1. Students understand how to operate fire-fighting (fire-prevention) equipment Yes <input type="checkbox"/> No <input type="checkbox"/> 2. Students understand the location of escape passages or how to operate the descent machine Yes <input type="checkbox"/> No <input type="checkbox"/>
	13	Do students understand the common sense of electricity safety?			1. Students understand how to use extension cords Yes <input type="checkbox"/> No <input type="checkbox"/> 2. Students understand the safety requirements for using high-energy-consuming electrical equipment (such as electric heaters) Yes <input type="checkbox"/> No <input type="checkbox"/>
Signature	Landlord			Student	
	Representatives from each school			Accompanying persons	
Visiting photos of rental residence					
Post visit photos			Post visit photos		

Post visit photos	Post visit photos
Visiting Results	
<input type="checkbox"/> Meet the needs	<input type="checkbox"/> Track improvements
<input type="checkbox"/> Continue to care for students and grasp the trends of off-campus housing <input type="checkbox"/> Others:	Suggestions for improvement : <input type="checkbox"/> Notify students and parents and relocate as soon as possible depending on the situation <input type="checkbox"/> Continuously monitor tracking control and record for future reference
	Track control review time : (yyyy-mm-dd)

The label for the completion of annual housing safety inspection for the students of high school and above

No.: YUNTECH-XXX

Issuing unit: Yunlin County Tayunlin Little Snail Rental Service Strategic Alliance—
National Yunlin University of Science and Technology and Global University of
Science and Technology

Label address:

Assessment date: (year /month/ day)

※This mark indicates that the rental property has been inspected by the school in accordance with the Ministry of Education's "Residential Safety and Service Work Precautions" and the Residential Safety Care Visit is completed. It is a relatively safe rental property, but it does not mean that there is zero risk.

※Visit items:

1. The building has common access control entrance and exit with locks.
2. The rooms in the building are made of cement partitions and are not covered with iron sheets.
3. Lighting is provided in the building or surrounding parking lots.
4. The fire extinguisher functions normally.
5. The water heater installation meets the requirements.
6. Has a fire alarm or independent smoke detector.
7. The escape routes are clear and clearly marked.
8. Students' understanding of escape routes and escape essentials.