

Taipei Medical University Anti-typhoon Operational Measures

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- Article 1 The school has established the "Taipei Medical University Anti-typhoon Operational Measures" to help prepare for typhoons, reduce losses caused by disasters and specify related operations (hereinafter referred to as "Guideline").
- Article 2 To implement anti-typhoon measures, we have created an "Anti-typhoon Team" responsible for the following:
1. Carry out preparedness measures to be followed before a typhoon
 2. Conduct disaster response operations during the onslaught of a typhoon
 3. Conduct relief operations in the aftermath of a typhoon
- Article 3 Anti-typhoon team members
1. Principal
 2. Vice Principal
 3. Chief Secretary
 4. Chief of General Affairs, General Affairs Team Leader and Operations Team Leader
 5. Head of Academic Affairs, one representative from the Academic Affairs Team, one representative from the Admissions Team
 6. Head of School Affairs, one representative from the Military Training Center, one representative from the Life Guidance Team and one representative from the Extra-Curricular Activity Guidance Team
 7. R&D Director, one representative from the Laboratory Animal Center, one representative from the Industry-University Breeding Center and one representative from the Common Instrument Center
 8. Chief Information Officer, one representative from the Network Team and one representative from the Information Support Team
 9. Chief Environmental Protection Officer
 10. Chief Human Resources Officer
- Article 4 The Principal and Vice Principal serve as organizer and co-organizer of the anti-

typhoon team, respectively. The responsibility of one Director General for anti-typhoon-related operations is assigned to the Chief General Administration Officer.

Article 5 The anti-typhoon team meeting is convened by the organizer depending on the actual situation at the time.

Article 6 The incident command system and duties of the anti-typhoon team are as follows:

1. Principal - Manages all aspects of anti-typhoon matters
2. Vice Principal— Assists in integrative management of all aspects of anti-typhoon matters
3. Chief Secretary — Assists in performing liaison functions with regard to anti-typhoon aspects
4. Chief General Affairs — Oversees all anti-typhoon activities
5. Construction & Maintenance Team of the General Affairs Office — Handles anti-typhoon activities with respect to school buildings
6. General Affairs Team — Provides support for various activities
7. Information Office — Handles information on disaster prevention and technical rescue support.
8. Environmental Protection & Safety Office — Ensures environmental compliance in terms of disaster prevention & technical rescue support
9. Academic Affairs Office — Handles the organization of classes, including suspension and admissions during the typhoon season
10. Student Affairs Office — Ensures students' safety in activities as well as the school safety center's reporting system in connection with the Ministry of Education
11. Research & Development Office — Handles disaster prevention and technical rescue support for the research center, animal center & incubation-stationed manufacturers
12. Human Resource Office — Handles relevant human resource matters including but not limited to staff evaluation in terms of responsibility, obligation and right

Article 7 In carrying out anti-typhoon operations, there is division of labor wherein every unit is responsible for accomplishing a specific anti-typhoon task (as listed on the Anti-typhoon Checklist); the General Affairs Office supervises anti-typhoon operations in public spaces, classrooms and around the school (such as electricity, drainage, cleanliness of rainwater heads, installation of waterproof sluice, etc.), as well as conducts focus inspections on every task and provides necessary support.

Article 8 Whenever the Central Weather Bureau issues a land warning (Taipei city is in the alert zone), every division in the school is required to make all necessary

preparations. The Director General of the anti-typhoon team reports to the chairperson pursuant to the regulations set forth in this Guideline and if necessary, convenes an anti-typhoon team meeting or sets up an anti-typhoon command center.

Article 9 Anti-typhoon preparations

1. The General Affairs Office should gather timely information about the typhoon to be posted on the network and resent via e-mail.
2. The General Affairs Office sends an anti-typhoon checklist to every division via e-mail and each division should carry out all anti-typhoon preparations and checks, and reports to the General Affairs Office on the last working day before the onslaught of a typhoon.
3. The General Affairs Office needs to review all focus tasks on the anti-typhoon checklist and carry out anti-typhoon countermeasures pragmatically.

Article 10 In disaster prevention when there is an approaching typhoon, the division of labor shall be classified into three operational levels by the Chief General Affairs Officer based on (or according to forecast) the degree of impact. With the approval of the Principal, the Chief General Affairs Officer shall be responsible for retaining and organizing personnel on duty. The level of operation is listed as follows:

Level 3 anti-typhoon measure

Strengthen patrol frequency by adding one electromechanical personnel and one security guard; patrol region consists of focus units that include but are not limited to the library, Core Facility Center, and animal center. One member of the Repair Team shall be assigned to the school and the General Affairs Team could request for additional personnel depending on the job assignments at the anti-typhoon center. The anti-typhoon center is established within the disaster prevention center and the Repair Team shall coordinate with the School Safety Center with regard to managing and controlling operations. If necessary, the Repair Team should assign personnel to work the night shift.

Level 2 anti-typhoon measure

Two members of the Repair Team shall be assigned to the school and the General Affairs Team could request for additional personnel depending on job assignments at the anti-typhoon center. The anti-typhoon center is established within the disaster prevention center and the General Affairs Officer directs and controls the anti-typhoon center; the Repair Team should assign personnel to work the night shift.

Level 1 anti-typhoon measure

Every officer at Level 1 should volunteer to communicate directly with the disaster prevention center, and if necessary, handle disaster prevention tasks in person and assign at least one (included) faculty member of that division to assist in disaster prevention and rescue operations. The anti-typhoon center is established within the disaster prevention center and the Principal directs and controls the anti-typhoon center; the Repair Team leader and an assigned personnel shall work the night shift.

Except for the above on-duty staff, every division should be informed of any event during the onslaught of a typhoon and should handle the situation immediately and report to the Disaster Prevention Center in case of any emergency.

Article 11 The Disaster Prevention & Reporting System uses the "Emergency Reporting Network during non-working day and natural disasters" (including affiliated hospitals) for horizontal and vertical reporting in a timely manner.

Article 12 Post-typhoon measures: After a land warning is lifted, all divisions should check their respective facilities immediately. Any abnormalities found should be reported to the General Affairs Office, which conducts a patrol inspection and verification.

1. The General Affairs Office is solely responsible for confirming campus landscape and safety and other post-disaster recovery operations; contractors shall be engaged to provide assistance depending on the magnitude of the situation.
2. The Information Office is responsible for the repair and maintenance of the information system; contractors shall be engaged to provide assistance depending on the magnitude of the situation.

Article 13 To effectively execute disaster prevention and rescue operations, the anti-typhoon team, if necessary, should have direct access to all divisions. All units that have updated their keys are requested to submit backup keys to the disaster prevention center.

Article 14 Award/Penalties

1. A list of high-performing personnel who have demonstrated their ability to work fast and efficiently thereby reducing disaster loss for the school, should be sent to the General Affairs Officer as well as to the Human Resource Office for signing and awarding.
2. Every assigned staff and on-duty personnel should fill out the Onboard List of Personnel for Disaster Prevention and Protection to the Human Resource Office for payment of overtime allowance one week after the onslaught of a typhoon.
3. Assigned or on-duty personnel who is absent from duty without a valid reason shall be penalized for absenteeism. (except for force majeure, in which decisions shall be made on a case by case basis)

Article 15 An affiliated hospital's anti-typhoon team and performance of medical operations during a typhoon day shall be considered an additional task assigned by the affiliated hospital.

Article 16 This measure is implemented after approval at the Administrative Meeting; the same procedure applies to any revision.