

# Taipei Medical University's Fire Protection Operating Policies

Approved at the General Affairs Conference on May 07, 2009

Amended at the General Affairs Conference on November 30, 2012

- Article 1 In order to cultivate a culture of emergency preparedness, we strive to promote damage prevention and response, instill awareness and skills in preventing (extinguishing) fire to mitigate campus loss due to fire damage. We formulated the "Taipei Medical University's Fire Protection Operating Policies" (hereinafter referred to as the Policies), and established a "Fire Protection Management Team" (hereinafter referred to as the team).
- Article 2 The necessary aspects of the school's fire protection management policies are based on the Fire Code and Implementing Rules for preventing fire damage, achieving personnel safety, and reducing damage.
- Article 3 Tasks of the Fire Protection Management Team:
1. Direct and supervise fire protection management.
  2. Supervise fire and electricity management systems.
  3. Supervise and conduct inspections for any dangerous objects in facilities.
  4. Supervise fire protection and safety equipment maintenance work.
  5. Hold fire drills twice a year in the campus.
  6. Organize regional fire protection management personnel for each unit in the school.
- Article 4 The fire protection management team consists of the president for General Affairs, vice president for General Affairs and General Affairs section chiefs. The president for General Affairs serves as the chairman; relevant business personnel may be invited to attend the meeting if necessary. The General Affairs' Construction and Maintenance Section shall undertake related businesses.
- Article 5 In order to effectively facilitate damage prevention and relief work, we may access all units without permission if necessary. Should there be any replacement of door locks, please hand over the backup keys to General Affairs.
- Article 6 Fire protection operations are carried out through division of labor and cooperation. The fire protection plan is separately formulated by the Construction and Maintenance Section of the General Affairs Office.
- Article 7 These policies shall be implemented after approval at the General Affairs Conference; the same procedures apply when they are revised.