

Guidelines for TKU Winter and Summer Vacation Service Teams Dealing with Team Emergencies

Secretariat Regulation No. 1020000019 (05/20/2013)

1. In order to provide safety assurance and to meet the contingencies of an emergency situation for the student service process, these guidelines have been especially enacted.

2. With the exception of there being unforeseeable factors, before service is undertaken, each service team, should proceed to the locality and conduct an investigation of the area and make a record of the way to transport to and to make contact with a hospital, police station, pharmacy, emergency relief center, etc. thus insuring the handling of temporary emergency situations.

3. Each service team should assign two emergency contact people from among those providing service in order to facilitate emergency notification and contact with the school, and also when at the site, they should ascertain the local signal strength for mobile devices.

4. If during the time of providing service, an emergency situation should happen besides dealing with the on-site emergency conditions, the team should immediately contact the on-duty TKU military instructor in order to facilitate further dealing with the emergency.

5. If during the time of providing service, one of the following conditions happens, the team should stop service provision for the time being and proceed to the nearest emergency relief center to take refuge or take other emergency response measures:

- a) The impression of a third level or higher earthquake;
- b) A sudden outbreak of fire;
- c) A service team near the sea hears a tsunami warning;
- d) A service team near a mountainous locale experiences landslide conditions.

6. If one of the circumstances listed below occurs before the service is to start or during the time of service, then the service is to be terminated for that day; for the remainder of the service provision, the university president should arrange to cancel the service or delay it:

- a) The related conditions conform to a standard typhoon, tsunami or other natural disaster wherein work and school is halted as announced by executive counsel personnel of the central government;

b) Due to the situation that a natural disaster leads to the disruption of traffic or loss of contact with the service site;

c) Due to the situation that natural disaster leads to severe damage of buildings at the service site.

7. Before the service is started or during the time of service, the instructor who is responsible for the service team should maintain contact with the “University’s Safety Center” (Office of Military Education and Training) in order to facilitate the handling of emergencies.

8. This set of guidelines will take effect on the date of its publication after being passed by a committee meeting of the Office of Student Affairs and approved by the TKU president. The same applies to any later amendments made.