

## Chapter One – Emergency Contact and Safety

Year 86, Student Housing Manual amendment, meeting updated version

Year 87, Student Housing Manual amendment, meeting amended

Year 88, Student Housing Manual amendment, meeting amended

Year 89, Student Housing Manual amendment, meeting amended

Year 95, Student Housing Manual amendment, meeting amended

Year 99, Student Housing Manual amendment, meeting amended

Year 100, Student Housing Manual amendment, meeting amended

Year 102, Student Housing Manual amendment, meeting amended

1. If any emergency happens inside of the dormitory, please contact Student Housing Centre at (28819471 ext. 7561~7569) during the business hours in the daytime; please contact the counsellors of the dormitories at nights (ext. 7142~7144); please dial 24 hours direct dial to speak to the military instructors during the weekends (28817734).
2. The Student Housing is to provide services and assist students to deal with any sudden matters. Every block of dormitory has work-study service counter from every morning 8.00am until 12.00am. The counsellors and administration assistant are also arranged onsite during the after-hours.
3. Each level, bathroom, and disabled rooms in both male and female dormitories are equipped with emergency buttons, which are connected to Student Housing Centre, Military instructor's room. In the event of emergency please press the button for assistance immediately.
4. Please dial "0" then dial 119 or 110 directly from the room to obtain assistance outside of the building in case of emergency.
5. Each counsellor's or administration assistant's duty room at nights has broadcasting system. It needs to have the counsellor's consent prior to entry and use if required.
6. In case of fire, earthquake and other natural disasters, each dormitory is equipped with fire safety doors as emergency exits in addition to the main entrance of the dormitory.
7. Each dormitory is equipped with fire safety equipment, such as the case of a small fire that can be used for an easy and simple emergency first aid; furthermore fire drill will be held on a regular basis annually.
8. In case of an alarm of the gas or boiler goes off, please directly contact the counsellors on duty, administration assistant or work-study services students, also Student Housing Centre can be contacted during the business hours in the daytime.
9. The school is located in the mountains, such in the case of encounter of dangerous animals or insects (eg. snakes, bees...etc) please contact the school's security

guard and also notify the Student Housing Centre by phone.

10. The main entrance of the dormitory is equipped with a 24 hour video surveillance system in order to keep safety by way of monitoring when people get in and get out.
11. In the case of not wearing a Student Housing Centre's contractor's vest (uniform) enter into the dormitory of the opposite gender, please ask him/her the purpose of being in the dormitory and ask him/her to leave, then please contact the Student Housing Centre.
12. Every dormitory has first aid kit, which provides basic medicine to students; in case of a sudden emergency, from 8.30am to 9.00pm, please contact directly with the school Health Centre for assistance, or contact the counsellor for immediately medical assistance during night hours in the dormitory.
13. Security guards are on 24 hours roster, and also will patrol the campus to ensure campus' safety, e.g any sudden accidents security guard site can be contacted at any times.