

# 國立中興大學校園學生自我傷害三級預防工作計畫

## National Chung Hsing University Three-level Prevention Program for Students Self-harm on Campus

105.06.15 第 400 次行政會議訂定

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壹、依據：教育部「校園學生自我傷害三級預防工作計畫」辦理。

I. Basis: Implemented in accordance with the Ministry of Education's "Three-level Prevention Program for Students Self-harm on Campus".

貳、目標：

- 一、增進本校全體教職員工生憂鬱及自我傷害防治觀念，提升心理健康，促進心靈健康之校園環境。
- 二、提升本校全體教職員工生對憂鬱與自傷防治的知能，增強對危機的辨識及處理，並加強學生因應壓力及危機管理能力，協助自我及其他處於憂鬱或自殺危機之學生度過危機。
- 三、強化校園高危險學生篩檢機制，主動關懷高危機案例，以有效預防校園自殺與自傷的發生。
- 四、建全本校心理危機個案處理流程，啟動學生自殺之虞或自殺未遂之危機個案安全防護與救治網絡，加強校內「全方位」防治策略。
- 五、整合本校相關網絡資源，主動與學生建立良性互動基礎，提高防治及處理應變能力，達到有效預防、篩檢、處遇學生憂鬱及自我傷害之情事。

II. Goals:

1. Raise awareness among all university members about depression and self-harm prevention to improve mental health and foster a healthy campus environment.
2. Enhance the knowledge and skills in depression and self-harm prevention among all university members, improve crisis identification and management, strengthen students' ability to cope with stress and manage crises, support both oneself and others who are facing depression or suicidal crises.
3. Strengthen the screening mechanism for high-risk students, actively care for high-risk cases to effectively prevent campus suicides and self-harm incidents.
4. Establish a comprehensive psychological crisis case management process, initiate safety and rescue networks for students at risk of suicide or attempted suicide, strengthen "comprehensive" prevention strategies within the campus.
5. Integrate the university's network resources to proactively establish positive interactions with students, enhance the ability to prevent and respond to crises, achieve effective prevention, screening, and management of student depression and self-harm incidents.

## 參、實施方式

### 一、初級預防：

#### (一) 校長/秘書室

1. 主導整合校內資源，強化及協調各單位合作機制，以提昇全校教職員工、學生輔導知能及敏銳覺察度。
2. 主導結合校外網絡單位資源(如醫療、社政、勞政)，以建構整體協助機制。

#### (二) 教務處/通識教育中心

1. 規劃將生命教育、多元智能和價值、心理健康促進、網路成癮與網路霸凌等網路不當使用、常見精神疾病與求助資源等議題融入課程，協助建立尊重生命、關懷生命與珍愛生命之議題，體認生命之可貴。
2. 增進學生挫折容忍力、壓力調適及情緒管理等相關議題，並納入教學課程綱要及生命體驗活動，提升學生抗壓能力、問題因應解決能力、危機處理能力、憂鬱與自殺之自助與助人技巧。
3. 發展或運用同步與非同步之數位學習課程與教材。

#### (三) 學務處

##### 1. 學生安全輔導室及住輔組

- (1) 加強學安人員與宿舍輔導人員之憂鬱辨識能力及危機處理能力，俾協助觀察篩檢。
- (2) 掌握不適應學生之狀況，必要時進行轉介。
- (3) 加強宿舍管理人員了解憂鬱的特性，若發現不適應之學生適應通報、轉介。
- (4) 提供 24 小時通報求助專線，加強學安室之危機處理能力。

##### 2. 生輔組

定期舉辦新生入學指導活動，協助學生適應校園生活，並促進身心健康。

##### 3. 課外活動組

- (1) 定期舉辦社團幹部訓練，協助幹部學生擔任社團與行政單位間良好的溝通橋樑。
- (2) 強化培訓班級、學生社團或自治團體幹部增進自我傷害危機辨識及自我賦能，網路成癮與網路霸凌等網路不當使用之相關知能和學生求助資源之運用。

##### 4. 健康及諮商中心

- (1) 舉辦促進心理健康及生命教育之相關活動，推廣正向思考、衝突管理、情緒管理、壓力與危機管理、同理心溝通、尊重差異、避免不健康的完美主義、情緒覺察、接納調控等相關專題演講、成長團體或工作坊等，透過學校網頁、班級座談會、老(導)師研習等多元管道宣導訊息，強化學生身心健康。
- (2) 辦理導師知能研習會，透過各班導師憂鬱與自傷防治知能培訓及輔導經驗分享交流，強化導師對危機的敏感度及輔導技巧。
- (3) 藉助兼任輔導老師專長，排定個別諮商、班級講座時，增進學生自我心理健康，有效培養其面對及解決挫折之能力，增進人生良善的價值觀，並關懷及協助轉介身邊需要幫助的同學。
- (4) 添購舒壓設備，並辦理相關活動，提供學生體驗機會，以放鬆壓力。
- (5) 提供同學及家長相關醫療諮詢。

(6) 彙整校園輔導求助資源，提供師生求助管道資訊單張。

(7) 依學生需求和學生輔導法建置充足專業輔導人力。

(四) 總務處

1. 針對校園建物(如高樓之頂樓、中庭及樓梯間)設置預防性安全措施。由各大樓管理委員會就該樓管地利之便就近設置與管理高樓層之逃生門與警報器，遇緊急及重大事故時，通知駐警隊支援處理。
2. 進行建物防墜安全檢查，定期檢視校園各項設施安全維護及修繕
3. 實施校園美綠化工作，塑造放鬆紓壓校園環境，提升校園身心靈健康。
4. 校園值日夜之駐警隊隊員應強化危機事件預防與處理知能，並加強安全巡邏。

(五) 各系所或學位學程主管、導師、任課老師

1. 充實自我傷害防治之研習活動及知識，建立對學生憂鬱及自我傷害的正確認知。
2. 協助瞭解校內防護資訊及資源。

(六) 人事室

提供職員正向積極的工作態度訓練，建立友善校園氛圍。

III. Implementation Methods:

1. Primary Prevention:

1) President / Office of Secretariat

- (1) Lead in integrating campus resources, strengthen and coordinate cooperation mechanisms across units to enhance guidance knowledge-skill and awareness for all faculty, staff, and students.
- (2) Lead in combining resources from external networks (e.g., medical, social administration, labor) to build an overall support mechanism.

2) Office of Academic Affairs / General Education Center

- (1) Make plans to integrate subjects like life education, multiple intelligences and their values, the promotion of mental well-being, challenges related to the misuse of the internet including addiction and bullying, common mental health issues, and sources of assistance into the curriculum, assist to nurture an atmosphere that honors, cares for, and treasures life, underscoring the preciousness of life.
- (2) Enhance students' resilience to setbacks, stress adaptation, and emotional management, incorporate these topics into the curriculum and life experience activities, improve students' stress resistance, problem-solving, crisis management, and self-help skills for depression and suicide.
- (3) Develop or utilize synchronous and asynchronous digital learning courses and materials.

3) Office of Student Affairs

a. Student Safety Division and Student Housing Service Division

- (1) Improve depression recognition and crisis management skills among officers of Student Safety Division and dormitory counselors for better screening.
- (2) Monitor students struggling to adapt and refer them when necessary.
- (3) Enhance dormitory management staff's understanding of depression characteristics for early detection and referral of struggling students.
- (4) Provide a 24-hour helpline to strengthen the crisis management capacity of the Student Safety Division.

- b. Student Life Division
  - Regularly organize orientation activities for new students to help them adjust to campus life and promote physical and mental health.
- c. Extracurricular Activities Division
  - (1) Regularly conduct training for club leaders to help them serve as effective communication bridges between clubs and administrative units.
  - (2) Strengthen training for class, student club, or self-governing group leaders to enhance their recognition of self-harm crises and empowerment, knowledge-skill on internet misuse such as addiction and bullying, and utilization of student help resources.
- d. Health and Counseling Center
  - (1) Organize events to promote mental health and life education, popularize keynote speeches, lectures, growth groups, or workshops including topics like positive thinking, conflict and emotional management, stress and crisis handling, empathetic communication, respecting differences, avoiding unhealthy perfectionism, emotional awareness, acceptance & regulation. Publicize messages through various channels such as the school website, class discussions, and teacher (mentor) training to strengthen students' mental and physical health.
  - (2) Conduct training sessions for mentors to boost their knowledge-skill, and improve mentors' crisis sensitivity and counseling skills by organizing depression and self-harm prevention knowledge-skill trainings, sharing guidance experience among mentors at all classes.
  - (3) Leverage the expertise of part-time counseling teachers for individual counseling and classroom lectures. This can help improve students' self-mental health management, develop the ability to embrace and defeat the setback, promote the value of being a good Samaritan, and offer care and referral for students in need.
  - (4) Acquire stress-relief equipment and organize related activities, giving students opportunities to relax.
  - (5) Offer medical consultations for students and their parents.
  - (6) Aggregate campus counseling and assistance resources, and provide informational leaflets on help channels available to teachers and students.
  - (7) Based on the Student Guidance and Counseling Act and student needs, ensure that a sufficient number of professional guidance and counseling staff are available.
- 4) Office of General Affairs
  - (1) Implement preventive safety measures for campus buildings, such as on the rooftops, atriums, and stairwells. Building Management Committees shall install and manage escape doors and alarms on upper floors based on each building's specific layout. In case of emergencies or serious incidents, they shall notify the Security Guard for assistance.
  - (2) Perform safety checks to prevent falls and regularly inspect and repair campus facilities for safety.
  - (3) Undertake campus greening projects to foster a stress-relieving environment, enhancing the community's overall well-being.
  - (4) Security Guard on day and night duty should enhance their skills in crisis prevention and response, along with security patrols.
- 5) Department heads, program directors, mentors, and instructors
  - (1) Expand self-harm prevention learning activities and knowledge, foster accurate understandings of student depression and self-harm.
  - (2) Facilitate access to campus prevention information and resources.



6) Office of Personnel

Offer training to staffs on how to cultivate positive work attitude, contributing to a welcoming campus environment.

二、二級預防：早期發現、早期通報、早期介入，減少自我傷害發生或嚴重化之可能性。

(對象：高關懷學生)

(一) 校長/秘書室

對於自我傷害想法或行動嚴重之學生必要時啟動個案危機處理小組，研討危機處理步驟策略、行動及權責單位之工作分派。(危機處理小組職掌如附件)

(二) 教務處/通識教育中心

推派代表參加個案危機處理小組會議或個案輔導研討會議，提供課業相關事項之處理與協助。

(三) 學務處

1. 學生安全輔導室

隨時關心週遭學生，發覺高危險群學生，必要時予以轉介。

2. 健康及諮商中心

(1) 辨識高關懷群

- ① 辦理新生健康篩檢或導師轉介，取得學生知後同意，進行團體施測及解釋，後續並主動提供高關懷群必要的關懷協助與諮商輔導。
- ② 針對篩選出可能有明顯情緒困擾的高危險族群學生，藉由專業心理師主動聯絡，轉介專業心理師作個別及持續性諮商輔導，並發送關懷信件，表達關心之意。
- ③ 提升相關人員(專業輔導人員、教職員、導師、學安人員、班級、家長等)對憂鬱與自殺風險度之辨識與危機處理能力，以「早期發現，早期通報，早期介入」，期能有效協助學生解決困擾，落實二級輔導預防功能。

(2) 加強高關懷群之介入

- ① 接受校內其他單位轉介，評估學生自殺意念、計畫、行動等意圖，及是否具有求助資源等資訊。
- ② 與相關人員(例如：家屬、導師、系所主管及老師、學安人員等)合作，共同關懷個案，必要時，召開個案輔導研討會議，商討輔導流程分工及策略，防範危機狀況的發生。
- ③ 連結校內外專業人員(如：臨床心理師、諮商心理師、社工師、精神醫師等)，提供就近便利的到校服務，必要時協助就醫。
- ④ 依照相關法令進行自殺防治通報。

3. 住輔組

- (1) 於宿舍及校外賃居訪視，發現高關懷學生時，鼓勵學生向輔導單位求助並轉介學生予輔導單位介入，以確認學生校內外住宿之安全。
- (2) 督導學校宿舍值日夜人員提高警覺，並熟悉事件發生時之處理流程。

(四) 總務處

1. 推派代表參加個案危機處理小組會議或個案輔導研討會議，瞭解校園是否有危險狀況，並加以改善。

2. 督導駐警隊隊員於執勤時應提高警覺(尤其是日夜值班時)並熟悉事件發生時之處理流程。

(五) 各系所或學位學程主管、導師、任課老師

1. 對高危險群個案保持高度敏感與傾聽，並予以追蹤關懷與輔導。
2. 鼓勵或帶領學生向輔導單位求助，或轉介相關求助資源。
3. 針對休學又復學的學生加強關心，必要時予以轉介。
4. 參加個案危機處理小組會議或個案輔導研討會議。

2. Secondary Prevention: Early detection, notification, and intervention to reduce the likelihood of self-harm occurrences or deterioration. (Target: High-concerned students)

1) President / Office of Secretariat

Activate the case crisis management team for students with severe self-harm thoughts or high-risk actions when necessary. Discuss crisis management steps, strategies, actions and work distribution among responsible units. (The responsibilities of the crisis management team are detailed in the attachment.)

2) Office of Academic Affairs / General Education Center

Assign representatives to attend the case crisis management team meetings or case guidance and counseling seminars, and provide academic-related support and assistance.

3) Office of Student Affairs

(1) Student Safety Division

Constantly monitor students, identify high-risk individuals, and refer them when necessary.

(2) Health and Counseling Center

(1) Identify high-concerned groups

- 1.1. Conduct new student health screenings or referrals of mentors. With students' informed consent, perform group testing and explanation, and proactively offer necessary care and counseling support to high-concerned groups.
- 1.2. For students identified as high-risk with evident emotional distress through screenings, initiate contact or referral by professional psychologists for individual and continuous counseling, and send care letters to express concern.
- 1.3. Enhance the recognition and crisis management abilities of related personnel (professional counseling staff, faculty, mentors, officers of Student Safety Division, classes, parents, etc.) towards depression and suicide risk in order to achieve the goal of "early detection, early notification, early intervention". It is expected to effectively assist students in resolving their issues and implement secondary counseling prevention functions.

(2) Intensify intervention for high-concerned groups

- 1.1. Assess students' suicidal thoughts, plans, actions, and availability of help resources upon referrals from other campus units.
- 1.2. Collaborate with relevant individuals (e.g., family, mentors, department heads and teachers, officers of Student Safety Division, etc.), provide joint care for cases, and, if necessary, convene case counseling seminars to discuss the division of counseling processes and strategies to prevent crisis situations.
- 1.3. Connect with professionals inside and outside the campus (e.g., clinical psychologists, counseling psychologists, social workers,

psychiatrists, etc.), offer convenient on-campus services, and assist with medical appointments when needed.

1.4. Report suicide prevention measures in accordance with relevant laws.

(3) Student Housing Service Division

- (1) During dormitory and off-campus housing visits, encourage students identified as high-concerned to seek help from counseling units and refer them to counseling units for intervention to ensure their safety in on-campus and off-campus accommodations.
- (2) Supervise dormitory staff on duty to be alert and familiar with the processes for handling incidents.

4) Office of General Affairs

- (1) Assign representatives to participate in case crisis management or counseling seminar meetings to identify and improve any potential dangers on campus.
- (2) Instruct Security Guard to be vigilant, especially during day and night shifts, and familiarize them with incident response procedures.

5) Department heads, program directors, mentors, and instructors

- (1) Maintain a high level of sensitivity and attentiveness towards high-risk cases, and offer ongoing care and counseling.
- (2) Encourage or guide students to seek help from counseling units or refer them to relevant help resources.
- (3) Pay extra attention to students who return from a leave of absence and refer them when necessary.

(4) Participate in case crisis management team meetings or case counseling seminar meetings.

三、三級預防：預防自殺企圖者與自殺身亡者相關師生模仿自殺，及自殺企圖者的再自殺，建立自殺身亡與自殺企圖者之危機處理與善後處置標準作業流程（對象：包括計畫要自殺的人、自殺企圖者，以及自殺身亡者有關的相關師生）。

（一）校長/秘書室：

1. 必要時，啟動個案危機處理小組，研討危機處理步驟策略、行動及權責單位之工作分派。
2. 指定對外發言人，並同時對校內之公開說明與教育輔導。
3. 加強社區內鄰近學校的橫向聯繫。

（二）教務處：協助導師處理學生課業等相關事宜。

（三）學務處

1. 學生安全輔導室：

- (1) 赴現場了解個案情況，並研判是否為自傷或傷人的高關懷學生。
- (2) 聯絡家長及導師。
- (3) 聯繫校長、主任秘書、學務長、健康及諮商中心主任、系主任。
- (4) 嚴重或危急時報警協助強制就醫。
- (5) 學生發生自我傷害事件依「校園安全及災害事件通報作業要點」實施通報。
- (6) 針對知悉自殺行為情事時，在 24 小時內，依「自殺防治法」，於衛生福利部建置之「自殺防治通報系統」進行通報作業。

2. 生活輔導組：

- (1) 協助系所及學生處理請假事宜。
- (2) 後續請假事宜處理及回報。

### 3. 健康及諮商中心：

- (1) 予以追蹤輔導，協助及早恢復自我生活照顧、課業學習及人際互動等功能，達到三級輔導預防功能。
- (2) 辦理個別或團體輔導：針對自殺企圖者辦理個別輔導（含心理衡鑑、諮商晤談、情緒調適、課業適應等），定期評估其自殺意念與企圖，以預防其再自殺。
- (3) 整合精神醫療院所專業資源提供處遇治療。
- (4) 針對自殺身亡者家屬提供哀傷輔導，並給予適度的情緒支持。
- (5) 針對自殺身亡者辦理班級同儕的哀傷輔導（含心理調適、危機能力、悲傷輔導...等），減緩周遭同儕之哀傷，並預防周遭同儕模仿其行為。
- (6) 必要時，召開個案輔導研討會議，商討輔導策略及因應計畫。
- (7) 教導學生正確服藥觀念，並提供正確的自我傷害防治觀念，及提供家長諮詢。
- (8) 轉介至社區精神醫療院所等相關單位，協助進一步醫療處置及緊急救護。嚴重或危急時得報警強制就醫。
- (9) 針對知悉自殺行為情事時，在24小時內，依「自殺防治法」，於衛生福利部建置之「自殺防治通報系統」進行通報作業。

### 4. 住輔組：出院後學生宿舍安排或家屬住宿協助。

#### (四) 各系所或學位學程主管、導師、任課老師

- (1) 對已採取自我傷害行動，但未死亡之個案：
  - ① 參加危機處理小組會議或個案輔導研討會議。
  - ② 協同諮商中心安撫其他同學情緒，並實施團體輔導。
  - ③ 接納個案的情緒、專注傾聽，並盡可能陪個案一段時間至其情緒平復。
  - ④ 在個案重返學校的初期，協助班級形成一個支持網絡。
- (2) 對已採取自我傷害行動過世之個案：
  - ① 經由討論自殺行為的傳染與模仿作用，阻止再發生類似的不幸事件。
  - ② 對「自我傷害(自殺)」與「死亡」有正確的概念，並幫助亡者周遭學生釐清錯誤的想法。
  - ③ 過濾出哪些人是受事件影響最深的高關懷群學生。
  - ④ 協助健康及諮商中心進行班級或小團體討論及輔導。

### 3. Tertiary Prevention: Prevent imitative suicides among teachers and students related to suicide attempters and suicide victims, and prevent re-attempts by suicide attempters. Establish standard operating procedures for crisis management and postvention for suicide attempters and suicide victims (subject: those planning to commit suicide, suicide attempters, and teachers and students related to suicide victims).

#### 1) President / Office of Secretariat:

- (1) If necessary, activate the case crisis management team to discuss crisis management steps, strategies, actions and work distribution among responsible units.
- (2) Designate a spokesperson and handle public explanations and educational counseling within the university.



- (3) Strengthen lateral connections with the community surrounding the school.
- 2) Office of Academic Affairs: Assist mentors with handling students' academic and related matters.
- 3) Office of Student Affairs
  - (1) Student Safety Division:
    - 1.1. Visit the scene to assess the case and determine if the student is a high-concerned individual for self-harm or harming others.
    - 1.2. Contact parents and mentors.
    - 1.3. Communicate with the President, Secretary-General, the Vice Presidents of Student Affairs, Director of the Health and Counseling Center, and department heads.
    - 1.4. In severe or critical cases, call the police for mandatory medical treatment.
    - 1.5. Report self-harm incidents according to the "Campus Safety and Disaster Incident Reporting Guidelines".
    - 1.6. When aware of suicidal behavior, report suicide behavior incidents within 24 hours to the "National Suicide Prevention Reporting System" established by the Ministry of Health and Welfare, according to the "Suicide Prevention Act."
  - (2) Student Life Division:
    - 1.1. Assist departments and students with leave requests.
    - 1.2. Handle and report on subsequent leave matters.
  - (3) Health and Counseling Center:
    - 1.1. Provide follow-up counseling to help students swiftly recover self-care, academic learning, and social interaction capabilities, achieving tertiary counseling prevention functions.
    - 1.2. Offer individual or group counseling for suicide attempters, including psychological assessments, counseling sessions, emotional adjustments, and academic adaptation, with regular evaluations of their suicidal thoughts and attempts to prevent reoccurrence.
    - 1.3. Integrate professional resources from psychiatric institutions for treatment.
    - 1.4. Offer grief counseling to the families of students who commit suicide and provide appropriate emotional support.
    - 1.5. Conduct grief counseling for classmates of students who commit suicide, including psychological adaptation, crisis management skills, and grief counseling, to alleviate peers' grief and prevent imitative behaviors.
    - 1.6. If necessary, convene case counseling seminars to discuss counseling strategies and response plans.
    - 1.7. Educate students on proper medication practices, offer correct self-harm prevention concepts, and provide parental consultations.
    - 1.8. Refer to community psychiatric services for further medical treatment and emergency care. In severe or urgent cases, call the police for mandatory medical treatment.
    - 1.9. When aware of suicidal behavior, report suicide behavior incidents within 24 hours to the "National Suicide Prevention Reporting System" established by the Ministry of Health and Welfare, according to the "Suicide Prevention Act."
  - (4) Student Housing Service Division: Arrange dormitory accommodations or assist with family lodging for student's post-discharge from hospital.

- 4) Department heads, program directors, mentors, and instructors:
- (1) For cases of self-harm without fatality:
    - 1.1. Participate in crisis management team meetings or case counseling seminars.
    - 1.2. Coordinate with the counseling center to soothe other students' emotions and conduct group counseling.
    - 1.3. Accept the individual's emotions, focus on listening, and accompany the person until their emotions stabilize.
    - 1.4. Assist in forming a support network within the class during the initial phase of the individual's return to school.
  - (2) For cases of self-harm resulting in death:
    - 1.1. Discuss the contagious and imitative influence of suicidal behavior to prevent similar tragedies.
    - 1.2. Clarify correct concepts of "self-harm (suicide)" and "death," to help students around the deceased clarify misconceptions.
    - 1.3. Identify students who are most affected by the incident as high-concerned individuals.
    - 1.4. Assist the Health and Counseling Center in conducting class or small group discussions and counseling.

#### 肆、預期成效

- 一、強調「政策性、環境性、教育性、互動性」的全面預防工作，預期能透過建立「自我傷害危機處理小組」的架構，改善校園自我傷害預防措施。
- 二、推廣正確的生命與情緒教育，增加師生之間的互動交流等行動指標，主要目的在於確立哪些是危險因素（壓力事件、情緒、家庭衝突等）與保護因素（支持系統、教育等），以提升保護因子並降低危險因素。
- 三、透過篩選出高關懷族群，提供心理諮商、資源協助等，落實早期發現、早期介入的概念，以避免自我傷害行為的發生。
- 四、自我傷害危機事件發生時，校內可依據事件類型動員自我傷害危機處理小組之團隊人員以進行相關後續事件之處理，避免事件產生的衝擊擴大，降低事件的負面影響，將危機轉化為轉機。

伍、本計畫未盡事宜悉依教育部及本校相關規定辦理。

陸、本計畫經行政會議通過後實施，修正時亦同。

附件：國立中興大學「校園學生自我傷害三級預防工作」危機處理小組成員與職掌

#### 一、組成

本校「校園學生自我傷害三級預防工作」危機處理小組成員由秘書室、教務、學務、總務、健康及諮商中心等各處主管、各系主任、導師及任課老師組成之；主任秘書為召集人，負責指揮組織之運作，其他組員依業務屬性範疇與權責執行有關之連繫協調及善後工作。

職 稱	聯 絡 電 話	職 掌 及 工 作
主任秘書	04-22857848	綜理全盤業務之協調與執行，召開危機處理小組會議及指定人員對外發言。
教務長	04-22840208 轉 20	指示教務處相關業務人員提供學生修業相關資料。
學務長	04-22840222	指示學務處相關業務人員 1. 提供學生在校生活相關資料 2. 協調與執行危機處理事項 3. 向有關單位通報 4. 協調學生請假事宜。
總務長	04-22840254	指示總務處相關業務人員 1. 協助危機處理所需之交通運輸車輛。2. 危機意外發生情境及處理過程之設施再檢視。
健康及諮商中心主任	04-22840241	指示中心相關業務人員執行危機處理作業。
系主任		協助處理緊急危機狀況。
導師		協助處理緊急危機狀況。
任課老師		協助處理緊急危機狀況。

## 二、處理原則：

1. 各處室主管須督促屬員就偶發事件及狀況，主動積極，把握時效，配合支援，即時反映及處理。
2. 救人第一，情況嚴重，得緊急送醫院急救處理。
3. 留置證人證物，維持現場，確實掌握重大狀況發生時之人、事、時、地等資料。
4. 連繫或請求警察機關，其他機關學校或社區團體協助處理。
5. 校外通報依各單位業務權責於時限內作業完成。

## IV. Expected Outcomes:

1. Emphasize comprehensive prevention work that is "policy-oriented, environmental, educational, and interactive," expecting to improve campus self-harm prevention measures through establishing a "Self-Harm Crisis Management Team."
  2. Promote accurate life and emotional education, and enhance interactions between teachers and students, mainly aiming to identify risk factors such as stressful events, emotions, and family conflicts and highlight protective factors, including support systems and educational initiatives, thus boosting protective factors while minimizing risk factors.
  3. Implement early detection and intervention by identifying high-concerned groups. Offer psychological counseling, and resource assistance. The implementation of concept of "early detection and early intervention" is expected to prevent self-harm behaviors.
  4. In the event of a self-harm crisis, the university may mobilize members of the Self-Harm Crisis Management Team according to the type of incident. This action aims to manage the aftermath, prevent the escalation of impact, minimize negative effects, and turn the crisis into an opportunity.
- V. Any matters not covered by this Program will be handled in accordance with the regulations of the Ministry of Education and the university's own policies.
- VI. This Program will be enacted following its approval at an administrative meeting, with any amendments subject to the same procedure.

Attachment: National Chung Hsing University “Campus Student Self-Harm Three-Level Prevention Work” Crisis Management Team Members and Responsibilities

1. Composition

The members of the "Campus Student Self-Harm Three-Level Prevention Work" Crisis Management Team at National Chung Hsing University consist of heads from the Office of Secretary, Office of Academic Affairs, Office of Student Affairs, Office of General Affairs, and the Health and Counseling Center, along with department heads, mentors, and instructors. The Secretary-General serves as the convener, responsible for directing the team's operations, while other members collaborate and coordinate based on their respective roles and responsibilities for follow-up actions.

Title	Contact Number	Duties and Responsibilities
Secretary-General	04-22857848	Coordinates and executes overall operations, convenes crisis management team meetings, and designates spokespersons.
Vice Presidents of Academic Affairs	04-22840208 ext. 20	Directs staff from the Office of Academic Affairs to provide academic information related to students.
Vice Presidents of Student Affairs	04-22840222	Directs staff from the Office of Student Affairs to: 1) provide information related to students' campus life; 2) coordinate and implement crisis management tasks; 3) report to relevant units; 4) coordinate student leave requests.
Vice Presidents of General Affairs	04-22840254	Directs staff from the Office of General Affairs to: 1) assist with transportation needed for crisis management; 2) re-evaluate facilities for incident situations and processing.
Director of the Health and Counseling Center	04-22840241	Directs center staff to execute crisis management operations.
Department Heads		Assist in handling emergency crisis situations.
Mentors		Assist in handling emergency crisis situations.
Instructors		Assist in handling emergency crisis situations.

2. Principles of Handling:

1. Heads of each office shall urge their staff to be proactive, timely, supportive, and responsive in handling incidents and situations.
2. Priority to saving lives; in severe cases, emergency hospital treatment is necessary.
3. Preserve witnesses and evidence, maintain the scene, and accurately capture crucial information about the incident, including the people, actions, time, and location involved.
4. Contact or request assistance from police authorities, other institutions, schools, or community groups.
5. External reporting shall be completed within the timeframe based on the responsibilities of each unit.