

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 Work Plan for the Three-level Prevention Against
Student Self-harm on Campus

105.06.15 第 400 次行政會議訂定
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August 31, 2022 amended at the 450th Administrative Meeting

壹、依據：教育部「校園學生自我傷害三級預防工作計畫」辦理。

A. Basis: Implemented in accordance with the Work Plan for the Three-level Prevention Against Student Self-harm on Campus promulgated by the Ministry of Education.

貳、目標：

B. Purpose:

一、增進本校全體教職員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。

I. Raise awareness among all faculty, staff, and students of depression and self-harm prevention so as to improve their mental health and foster a healthy campus environment.

二、提升本校全體教職員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。

II. Enhance the knowledge and skills about depression and self-harm prevention among all faculty, staff, and students, improve crisis identification and management, strengthen students' ability in coping with stress and managing crises, support both oneself and others who are facing depression or suicidal crises.

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。

III. Strengthen the screening mechanism for high-risk students, proactively care for high-risk cases to effectively prevent campus suicides and self-harm incidents.

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。

IV. Establish comprehensive case management procedures for psychological crises, initiate safety and rescue networks for students at risk of suicide or attempted suicide, and strengthen “all-round” prevention strategies within the campus.

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。

V. 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

C. Implementation Methods

一、初級預防：

I. Primary Prevention:

(一) 校長/秘書室

(I) President / Office of Secretariat

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。

Take lead in integrating campus resources, strengthen and coordinate cooperation mechanisms across units to enhance knowledge and skills on guidance provision and keen awareness for all faculty, staff, and students.

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。Take lead in combining resources from external networks (e.g., medical, social administration, labor) to build an overall support mechanism.

(二) 教務處/通識教育中心

(II) Office of Academic Affairs / General Education Center

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。

Make plans to integrate subjects such as life education, multiple intelligences and values, promotion of mental well-being, internet addiction and cyberbullying, common mental health issues, and resources for assistance into the curriculum, assist to nurture an atmosphere that honors, cares for, and treasures life, thereby underscoring the preciousness of life.

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。

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. 發展或運用同步與非同步之數位學習課程與教材。

Develop or utilize synchronous and asynchronous digital learning courses and materials.

(三) 學務處

(III) Office of Student Affairs

1. 學生安全輔導室及住輔組

Student Safety Division and Student Housing Service Division

- (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。

Improve depression identification and crisis management skills among personnel of Student Safety Division and dormitory counselors for better screening.

- (2) 掌握不適應學生之狀況，必要時進行轉介。

Monitor students who are struggling to adapt and refer them when necessary.

- (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。

Enhance dormitory management staff's understanding of depression characteristics for early detection and referral of struggling students.

(4) 提供 24 小時通報求助專線，加強學安室之危機處理能力。

Provide a 24-hour helpline to strengthen the crisis management capacity of the Student Safety Division.

2. 生輔組

Student Life Division

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。

Regularly organize orientation activities for first-year students to help them adjust to campus life and promote their physical and mental health.

3. 課外活動組

Extracurricular Activities Division

(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。

Regularly conduct training for club and association leaders to help them serve as effective communication bridges between clubs and associations and administrative units.

(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。

Strengthen training for class representatives, student club and association leaders, or self-governing group leaders to enhance their recognition of self-harm crises and empowerment, knowledge and skills on internet addiction and cyberbullying, and utilization of resources for students seeking help.

4. 健康及諮詢中心

Health and Counseling Center

(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 Organize events to advance mental health and life education, promote keynote speeches, lectures, growth groups, or workshops including topics such as positive thinking, conflict and emotional management, stress and crisis handling, empathetic communication, respecting differences, avoiding unhealthy perfectionism, emotional awareness, adjustment of acceptance.

(2) 、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。 Disseminate messages through various channels such as the University website, class discussions, and faculty (mentor) training to strengthen students' mental and physical health.

(3) 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。

Conduct training sessions for mentors to boost their knowledge and skills, and improve mentors' crisis sensitivity and counseling capabilities by organizing depression and self-harm prevention trainings, sharing guidance experience among mentors at all classes.

(4) 藉助兼任輔導老師專長，排定個別諮詢、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。

Leverage the expertise of part-time counselors for individual counseling and classroom lectures. This can help students self-manage their mental health, develop the ability to embrace and defeat setbacks, promote the value of being a good Samaritan, and offer care and referral for students in need.

- (5) 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。
Acquire stress-relief equipment and organize related activities, giving students opportunities to relax.
- (6) 提供同學及家長相關醫療諮詢。
Offer medical consultations for students and their parents.
- (7) 彙整校園輔導求助資源，提供師生求助管道資訊單張。
Aggregate campus counseling and assistance resources, and provide informative leaflets on help channels available to faculty and students.
- (8) 依學生需求和學生輔導法建置充足專業輔導人力。
Based on student needs and the Student Guidance and Counseling Act, ensure that a sufficient number of professional guidance and counseling staff are made available.

(四) 總務處

(IV) Office of General Affairs

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。
Implement preventive safety measures for campus buildings, such as on the rooftops, atriums, and stairwells. Management committees of buildings shall install and manage escape doors and alarms on upper floors based on the respective building layout. In case of emergencies or serious incidents, they shall notify the Office of Campus Security for assistance.
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
Perform safety checks to prevent falls and regularly inspect and repair campus facilities for safety.
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。
Undertake campus greening projects to foster a stress-relieving environment, enhancing the community's overall well-being.
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。
Personnel from the Office of Campus Security on day and night duty shall enhance their skills in crisis prevention and response, and strengthen campus patrol.

(五) 各系所或學位學程主管、導師、任課老師

(V) Department heads, program directors, mentors, and instructors

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。
Expand self-harm prevention learning activities and knowledge, foster accurate understandings of student depression and self-harm.
2. 協助瞭解校內防護資訊及資源。
Facilitate access to campus prevention information and resources.

(六) 人事室

(VI) Office of Personnel

提供職員正向積極的工作態度訓練，建立友善校園氛圍。

Offer training to staffs on how to cultivate positive work attitude, and foster a friendly 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。

II. Secondary Prevention: Early detection, notification, and intervention to reduce the likelihood of self-harm occurrences or deterioration.

(對象：高關懷學生)

(Target: High-concern students)

(一) 校長/秘書室

(I) President / Office of Secretariat

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)

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.)

(二) 教務處/通識教育中心

(II) Office of Academic Affairs / General Education Center

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。

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

(三) 學務處

(III) Office of Student Affairs

1. 學生安全輔導室

Student Safety Division

隨時關心週遭學生，發覺高危險群學生，必要時予以轉介。

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

2. 健康及諮詢中心

Health and Counseling Center

(1) 辨識高關懷群

Identify high-concern groups

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詢輔導。

Conduct first-year student health screenings or referrals by mentors. With students' informed consent, perform group testing and explanation, and proactively offer necessary care and counseling support to high-concern groups.

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詢輔導，並發送關懷信件，表達關心之意。

For students identified as high-risk with evident emotional distress through screenings, initiate contact or referral to professional psychologists for individual and continuous counseling, and send care letters to express concern.

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。

Enhance the recognition and crisis management abilities of related personnel (professional counseling staff, faculty, mentors, personnel of Student Safety Division, classes, parents, etc.) in managing student depression and suicide risk for the purposes of early detection, early notification, early intervention, effectively assisting students in resolving their issues and implement secondary counseling prevention functions.

(2) 加強高關懷群之介入

Intensify intervention for high-concern groups

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。

Assess students' suicidal thoughts, plans, actions, and availability of help resources upon referrals from other campus units.

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。

Collaborate with relevant personnel (e.g., family, mentors, department heads and faculty, personnel 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.

③ 連結校內外專業人員（如：臨床心理師、諮詢心理師、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。

Connect with intramural and extramural professionals (e.g., clinical psychologists, counseling psychologists, social workers, psychiatrists, etc.), offer convenient on-campus services, and assist in medical treatments when needed.

④ 依照相關法令進行自殺防治通報。

Report suicide prevention measures in accordance with relevant laws.

1. 住輔組

Student Housing Service Division

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。

During dormitory and off-campus house visits, encourage students identified as high-concern to seek help from counseling units and refer them to counseling units for intervention to ensure their safety in both on-campus and off-campus accommodations.

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。

Supervise dormitory staff on duty to be alert and familiar with the procedures for handling incidents.

(四) 總務處

(IV) Office of General Affairs

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。
Assign representatives to participate in case crisis management or counseling seminar meetings to identify and improve any potential dangers on campus.
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。
Instruct personnel from the Office of Campus Security to remain vigilant, especially during day and night shifts, and familiarize them with incident response procedures.

(五) 各系所或學位學程主管、導師、任課老師

(V) Department heads, program directors, mentors, and instructors

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。
Maintain a high level of sensitivity and attentiveness towards high-risk cases, and offer ongoing care and counseling.
2. 鼓勵或帶領學生向輔導單位求助，或轉介相關求助資源。
Encourage or guide students to seek help from counseling units or refer them to relevant help resources.
3. 針對休學又復學的學生加強關心，必要時予以轉介。
Pay extra attention to students who return from suspension of studies and refer them when necessary.
4. 參加個案危機處理小組會議或個案輔導研討會議。
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)。

III. Tertiary Prevention: Prevent suicide contagion among faculty and students, and prevent re-attempts of suicide. Establish standard operating procedures for crisis management and postvention for suicide attempt survivors and suicide victims (subject: those planning to commit suicide, suicide attempt survivors, and faculty and students related to suicide victims).

(一) 校長/秘書室：

(I) President / Office of Secretariat:

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。
If necessary, activate the case crisis management team to discuss crisis management steps, strategies, actions and work distribution among responsible units.
2. 指定對外發言人，並同時對校內之公開說明與教育輔導。
Designate a spokesperson and handle public communication and educational counseling within the University.
3. 加強社區內鄰近學校的橫向聯繫。
Strengthen lateral connections with the community surrounding the University.

(二) 教務處：協助導師處理學生課業等相關事宜。

(II) Office of Academic Affairs: Assist mentors in handling students' academic and related matters.

(三) 學務處

(III) Office of Student Affairs

1. 學生安全輔導室：Student Safety Division:

- (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。
Visit the scene to assess the case and determine if a student in question is a high-concern individual for self-harm or harming others.
- (2) 聯絡家長及導師。
Contact parents and mentors.
- (3) 聯繫校長、主任秘書、學務長、健康及諮詢中心主任、系主任。
Communicate with the President, Secretary General, the Vice President for Student Affairs, Chief Director of the Health and Counseling Center, and department chairs.
- (4) 嚴重或危急時報警協助強制就醫。
In severe or critical cases, contact law enforcement units for mandatory medical treatment.
- (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。
Report self-harm incidents according to the Directives Governing Campus Safety and Disaster Incident Reporting.
- (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。
When a suicide is reported, notify the incident within 24 hours to the Suicide Prevention System established by the Ministry of Health and Welfare, according to the Suicide Prevention Act.

2. 生活輔導組：

Student Life Division:

- (1) 協助系所及學生處理請假事宜。
Assist departments, institutes and students in handling leave requests.
- (2) 後續請假事宜處理及回報。
Handle and report on subsequent leave matters.

3. 健康及諮詢中心：

Health and Counseling Center:

- (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。
Provide follow-up counseling to help students swiftly recover self-care, academic learning, and social interaction capabilities, achieving tertiary prevention functions.
- (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、諮詢晤談、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。
Provide individual or group counseling: Offer individual or group counseling for suicide attempt survivors, including psychological assessments, counseling sessions, emotional adjustments, and academic adaptation, with regular evaluations of their suicidal thoughts and attempts to prevent reoccurrence.
- (3) 整合精神醫療院所專業資源提供處遇治療。
Integrate professional resources from psychiatric institutions for treatment.
- (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。
Offer grief counseling to families of suicide victims and provide appropriate

emotional support.

(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。

Conduct grief counseling for classmates of suicide victims, including psychological adaptation, crisis management skills, and bereavement counseling, to alleviate peer grief and prevent suicide contagion.

(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。

If necessary, convene case counseling seminars to discuss counseling strategies and response plans.

(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。

Educate students on proper medication practices, offer correct self-harm prevention concepts, and provide parental consultations.

(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。

Refer relevant cases to community psychiatric services for further medical treatment and emergency care. In severe or critical cases, contact law enforcement units for mandatory medical treatment.

(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。

When a suicide is reported, notify the incident within 24 hours to the Suicide Prevention System established by the Ministry of Health and Welfare, according to the Suicide Prevention Act.

4. 住輔組：出院後學生宿舍安排或家屬住宿協助。

Student Housing Service Division: Arrange dormitory accommodation for students discharged from hospital or assist in family lodging.

(四) 各系所或學位學程主管、導師、任課老師

(IV) Department heads, program directors, mentors, and instructors

(1) 對已採取自我傷害行動，但未死亡之個案：

For cases of self-harm without fatality:

① 參加危機處理小組會議或個案輔導研討會議。

Participate in crisis management team meetings or case counseling seminars.

② 協同諮詢中心安撫其他同學情緒，並實施團體輔導。

Coordinate with the counseling center to soothe other students' emotions and conduct group counseling.

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。

Accept the individual's emotions, focus on listening, and accompany the individual until his or her emotions stabilize.

④ 在個案重返學校的初期，協助班級形成一個支持網絡。

Assist in forming a support network within a class during the initial phase of the individual's return to school.

(2) 對已採取自我傷害行動過世之個案：

For cases of self-harm resulting in death:

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。

Discuss the suicide contagion effect to prevent similar tragedies.

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。

Clarify misconceptions on “self-harm (suicide)” and “death” to help students around the deceased.

③ 過濾出哪些人是受事件影響最深的高關懷群學生。

Identify high-concern students who are most affected by the incident.

④ 協助健康及諮詢中心進行班級或小團體討論及輔導。

Assist the Health and Counseling Center in conducting class or small group discussions and counseling.

肆、預期成效

D. Expected Outcomes

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。

I. Emphasize comprehensive prevention work that is “policy-oriented, environmental, educational, and interactive,” in hopes to improve campus self-harm prevention measures through establishing a “Self-Harm Crisis Management Team.”

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。

II. Promote accurate life and emotional education, and enhance interactions between faculty and students, mainly to identify risk factors (e.g., stressful events, emotions, and family conflicts) and highlight protective factors (e.g., support systems and educational initiatives), thereby enhancing protective factors and mitigating risk factors.

三、透過篩選出高關懷族群，提供心理諮詢、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。

III. Implement early detection and intervention by identifying high-concern groups, and offer psychological counseling and resource assistance to prevent self-harm behaviors.

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。

IV. 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 neutralize the crisis.

伍、本計畫未盡事宜悉依教育部及本校相關規定辦理。

E. Any matters that are not addressed in the Regulations shall be handled in accordance with regulations of the Ministry of Education and the University.

陸、本計畫經行政會議通過後實施，修正時亦同。

F. This Work Plan and any amendments made hereto shall be implemented upon a resolution passed by the Administrative Meeting.

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

Attachment: National Chung Hsing University Three-level Prevention Against Student Self-harm on Campus - Composition and Duties of Crisis Management Team

一、組成

I. Composition

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、健康及諮詢中心等各處主管、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。

The crisis management team of the University's Three-level Prevention Against Student Self-harm on Campus consists of heads of various departments such as the Office of Secretariat, Office of Academic Affairs, Office of Student Affairs, Office of General Affairs, Health and Counseling Center, department chairs, mentors and course instructors. The Secretary General is the convener, responsible for directing the team's operation, while other team members perform relevant liaison, coordination, and follow-up according to their business attributes, scope of authority, and responsibilities.

職稱 Position	聯絡電話 Contact Number	職掌及工作 Duties and Responsibilities
主任秘書 Secretary General	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。 Coordinates and executes overall operations, convenes crisis management team meetings, and designates spokespersons.
教務長 Vice President for Academic Affairs	04-22840208轉20 04-22840208 ext 20	指示教務處相關業務人員提供學生修業相關資料。 Directs personnel from the Office of Academic Affairs to provide academic information related to students.
學務長 Vice President for Student Affairs	04-22840222	指示學務處相關業務人員 Directs personnel from the Office of Student Affairs to: 1. 提供學生在校生活相關資料 provide information related to students' campus life; 2. 協調與執行危機處理事項 coordinate and implement crisis management tasks; 3. 向有關單位通報 report to relevant units; 4. 協調學生請假事宜。 coordinate student leave requests.
總務長 Vice President for General Affairs	04-22840254	指示總務處相關業務人員 Directs personnel from the Office of General Affairs to: 1. 協助危機處理所需之交通運輸車輛。 assist with transportation needed for crisis management; 2. 危機意外發生情境及處理過程之設施再檢視。 re-evaluate facilities for incident situations and processing.

健康及諮詢中心主任 Chief Director of the Health and Counseling Center	04-22840241	指示中心相關業務人員執行危機處理作業。 Directs center staff to execute crisis management operations.
系主任 Department Chair		協助處理緊急危機狀況。 Assist in handling emergency crisis situations.
導師 Mentor		協助處理緊急危機狀況。 Assist in handling emergency crisis situations.
任課老師 Course Instructor		協助處理緊急危機狀況。 Assist in handling emergency crisis situations.

二、處理原則：

II. Principles of Handling:

- 各處室主管須督促屬員就偶發事任及狀況，主動積極，把握時效，配合支援，即時反映及處理。
Heads of each office shall urge their personnel to be proactive, timely, supportive, and responsive in handling incidents and situations.
- 救人第一，情況嚴重，得緊急送醫院急救處理。
Set priority to saving lives; in severe cases, emergency hospital treatment may be enlisted.
- 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。
Preserve witnesses and evidence, preserve the scene, and accurately capture crucial information about the incident, including the people, actions, time, and location involved.
- 連繫或請求警察機關，其他機關學校或社區團體協助處理。
Contact or request assistance from law enforcement units, other institutions, schools, or community groups.
- 校外通報依各單位業務權責於時限內作業完成。
External reporting shall be completed within the specified duration based on the responsibilities of each unit.