

**Tunghai University (THU)**  
**Campus Security Incident Handling Procedure**

**Received a major urgent incident about campus security.**

**Informed  
by people.**

**Reported  
by students**

**Discovered by  
school actively**

**Informed by  
student parents**

**Informed  
by police**

**Inform Tunghai university campus security.  
center and activate the emergency response**

**Understand and control the correct informations of incident, reported to the supervisors unit.**  
(Who, what's mater, when, where, what's object)

**Judged whether need others  
unit's support or assistance.**

**Need others unit's**

**School can handle by their own**

**School's appropriate resources staff join.**

**Inform related units to give support  
and help.**

(Hospitals, fire stations 119, police stations  
110, social workers)

**Keep people away from dangerous sources.**

(Evacuate, refuge, blockade, control enter in, notice warning, suspend classes, set safe place, medical treatment.)

**Eliminate dangerous sources.**

(Put out fire, shut down electricity, remove dangerous items, suppress, expel criminals.)

**Inform the family and related units, set up a dedicated spokesman.**

**Recovery**

(Counseling, sympathy assistance, make up classes, facilities repair.)

**Review and improvement**

(What reasons cause the incident, how to protect campus security, method of deal with incident.)

**Cases closed.**