

Implementation Regulations for Access Control Management at the Taipei Campus of Shih Chien University

1. Basis:

1. Ministry of Education's 2021 College Campus Safety Maintenance Guidance Plan.
2. Implementation Plan for 2021 Campus Safety Maintenance in Shih Chien University.

2. Purpose:

To maintain the overall safety of the campus, recruitment and training of security personnel, campus inspections, personnel entry and exit control, vehicle control of parking lot entry and exit, personnel and vehicle control in cooperation with epidemic prevention measures, and the establishment and maintenance of the campus monitoring system are carried out to effectively grasp the entry and exit status of personnel and vehicles in the Taipei campus, prevent unauthorized persons from entering the campus, and ensure the safety of the lives and property of all faculty and staff.

3. Implementation targets:

All teachers, staff, workers, students, and the public outside the school.

4. Implementation method:

1. Selection and training of security personnel:
 - (1) The general affairs section of the office of the general affairs selects enthusiastic and capable personnel to serve as security guards, and after completing a 4-hour pre-duty training and training, they will perform campus security duties.

- (2) According to the Labor Standards Act, the health service adopts a rotating shift system, and the duty location is located in the security room at the entrance of Building A. Before duty, the equipment, items, and precautions should be handed over to the previous security personnel before being on duty.
- (3) On-duty security personnel should maintain radio or telephone communication with the on-duty instructor of the School Security Center in the Military Training Office/Campus Security Center of the Academic Affairs Office in the morning, noon, and evening, and maintain smooth communication at all times.
- (4) On-duty security personnel should carry out campus inspections at regular and irregular times. In case of emergency, they should immediately report to the Military Training Office/Military Training Office of the School Affairs Office, and then go to the scene to jointly handle the emergency situation with the on-duty instructor.
- (5) Security personnel are required to cooperate with the Military Training Office/Campus Security Center of the school affairs office to carry out campus security drill every year.

2. Personnel control:

- (1) The Taipei campus is open to the entrances and exits of buildings A, H, M, and G for faculty, students, and people outside the campus to enter and exit on foot. However, during the epidemic prevention period, it is necessary to cooperate with the Ministry of Education to regulate the entry and exit of personnel.
- (2) From 06:30 to 23:00 every Monday to Saturday is the open office hours for each floor of each building. From 23:00 to 06:30 the next day, all entrances and exits of each building are locked and controlled.
- (3) From 06:30 to 22:30 every Sunday, only one floor of each building on campus is open, and personnel are restricted from entering and exiting on all other floors.

- (4) The regulations on access control for student club offices will be implemented separately by the Extracurricular Activities Section of the school affairs office.
- (5) The regulations on access control of student dormitories will be separately regulated by the Military Training Office of the School Affairs Office.
- (6) The regulations on venue and classroom access control required for continuing education shall be separately regulated by the continuing education center.
- (7) The relevant access control regulations regarding the lending of sports facilities to off campus organizations or units for sports activities shall be separately regulated by the sports facilities.

3. Vehicle control:

- (1) The faculty, staff, students, and public of the Taipei campus enter the underground parking lot through the entrance of vehicles next to Building A.
- (2) The vehicles of the faculty, staff, students, and citizens who make a appointment of the Taipei campus enter the underground parking lot through the rear entrance of Building L.
- (3) Special and temporary parking motorcycles for faculty, staff, students, and the public at the Taipei campus enter the underground parking lot from the entrance of vehicles next to Building A.
- (4) Construction vehicles, garbage trucks, and other service vehicles hired from outside the Taipei campus are required to enter and exit through the side doors of Maple Leaf Square or G Building, and must complete the application form for entering the campus in advance and obtain approval before entering the campus.
- (5) Regarding the opening and closing of student dormitories, the opening of side doors for vehicle entry and exit will be handled by the Military Training Office of the School Affairs Office in coordination with the general affairs section of the office of the general affairs.

(6) During the epidemic prevention period, all personnel must cooperate with the Ministry of Education to regulate and control their entry and exit.

5. These regulations shall be implemented after approval, and the same shall apply when amended.