



## 吳鳳科技大學學生校外實習緊急事件通報注意事項

### Guidelines for Reporting Emergency Incidents during Off-Campus Internships

#### WuFeng University of Science and Technology

#### 一、目的 Purpose

為協助學生處理校外實習緊急事故，本校校安中心建置 24 小時值勤與通報機制，即時處理學生人身安全事件，有效維護學生安全。

To assist students in handling emergency incidents during off-campus internships, the University's Campus Safety Center has established a 24-hour on-duty and reporting mechanism to promptly respond to personal safety issues and effectively safeguard student well-being.

#### 二、校外實習安全注意事項 Safety Guidelines for Off-Campus Internships

- (一) 校外實習之工作性質應與本科系所學之課程相符合，切勿從事非法或危險之行為，並注意自身之安全。

The nature of internship work must align with the academic curriculum of the student's department. Interns should avoid engaging in illegal or hazardous activities and always remain vigilant about personal safety.

- (二) 實習期間應確實恪遵本校相關規定。

Students must strictly comply with the relevant regulations set by the University during the internship period.

- (三) 實習期間應遵守實習單位之相關規定，一切應以校譽為重。

Students are expected to abide by the rules and policies of the internship organization and uphold the reputation of the University at all times.

- (四) 與實習單位同仁之相處應融洽和善，如遇有糾紛或不愉快之情事，應報請實習單位主管協商處理並與本校各系或校安中心(05-2260135) 連絡。

Students should maintain a harmonious and respectful relationship with colleagues at the internship site. In the event of disputes or unpleasant situations, report them to the internship organization's supervisor for resolution, and contact the department or the University's Campus Safety Center (Tel: 05-2260135).

- (五) 對於不熟悉的儀器設備，在操作使用前應確實了解其相關說明，並請實習單位主管或有經驗的同仁在旁協助指導，以維護個人安全與權利義務。

For unfamiliar machines or equipment, students must thoroughly review the instructions before operation and seek assistance or supervision from a supervisor or an experienced colleague to ensure personal safety and protect their rights and responsibilities.

- (六) 在校外之生活，應多注意自身的安全，隨時與家人、師長保持連絡。

Students should remain vigilant about personal safety in their off-campus life and maintain regular contact with family members and faculty.

#### 三、緊急事件通報注意事項 Guidelines for Reporting Emergency Incidents

- (一) 緊急事件分類 Classification of Emergency Incidents：

所稱「緊急事件」係指實習期間影響實習單位安全或學生安全之事件，依其性質區分：

"Emergency incidents" refer to events occurring during the internship period that affect the safety of the internship site or the student. These incidents are categorized as follows:

1. 意外事件：學生車禍、溺水、中毒、自傷（殺）；運動、實驗（習）傷害等。

**Accidental Incidents:** Includes student traffic accidents, drowning, poisoning, self-harm (or suicide), injuries sustained during sports, experiments, or training, etc.



2. 安全維護事件：實習單位學生活動場域遭人為破壞、侵擾或遭竊等。  
**Security Incidents:** Includes vandalism, intrusion, or theft occurring at the internship site affecting student activity areas.
3. 暴力與偏差行為事件：實習學生之間或與實習單位同仁鬥毆、觸犯刑事案件、破壞實習單位設施等。  
**Violence and Misconduct Incidents:** Includes fights between students or between students and internship personnel, involvement in criminal cases, or damage to internship organization property.
4. 管教衝突事件：實習單位與實習學生衝突、師生衝突、管教體罰等。  
**Disciplinary Conflict Incidents:** Includes conflicts between students and internship staff, teacher-student conflicts, or cases involving corporal punishment.
5. 兒童少年保護事件：實習期間違反兒童及青少年保護事項相關規定情形。  
**Child and Youth Protection Incidents:** Refers to any violations of regulations related to the protection of children and adolescents during the internship period.
6. 疾病事件：實習期間學生罹患一般或法定傳染疾病。  
**Medical Incidents:** Refers to students contracting general or legally notifiable infectious diseases during the internship.
7. 校外實習期間疑似遭遇性平事件處理方式：  
**Suspected Gender Equity Incidents During Off-Campus Internships:**  
學生疑似發生性別平等事件，學校實習輔導教師獲知後 24 小時內應立即向所屬校區校安中心完成通報程序，後續由性平委員會依性別平等教育法、性別工作平等法及性騷擾防治法等相關法律處理之。  
In cases where a student is suspected of being involved in a gender equity incident, the internship supervising teacher must report the case to the Campus Safety Center of the relevant campus within 24 hours. The case will then be handled by the Gender Equity Committee in accordance with the Gender Equity Education Act, the Act of Gender Equality in Employment, and the Sexual Harassment Prevention Act.

## (二) 緊急事件通報方式 Emergency Incident Reporting Procedures :

1. 發生緊急事件時，可通知實習單位主管、實習老師或本校校安中心等單位，若為人身緊急安全，可直接通報警察、消防單位，以維個人人身安全。  
In the event of an emergency, students may notify the internship supervisor, internship instructor, or the University's Campus Safety Center. If the incident involves immediate personal safety, students should contact the police or fire department directly to ensure their own safety.
2. 通報時應敘明下列事項：  
When reporting an incident, please clearly provide the following information:
  - (1) 人：學校、年級、性別、年齡。  
**Person:** School, grade level, gender, and age of the student involved.
  - (2) 事：事件摘要。  
**Incident:** A brief summary of the event.
  - (3) 時：發生年月日時分。  
**Time:** The date and time (year, month, day, hour, minute) when the incident.
  - (4) 地：事件發生地點。  
**Location:** The specific location where the incident took place.

※通報校安中心專線：(05) 2260135

※ Campus Safety Center Hotline: (05) 2260135