

## 花蓮縣各大(專)院校執行校園安全維護工作自主檢核表

### List of School Security Inspection of Hualien County

校名：

School:

檢核日期：

Date:

項目 Term	檢核內容 Content	參考指標 Reference	是 Y	否 N	改善措施 Improvement	
					所見事實 及 改進意見 Opinions	預定 完成期程 Estimate completion
自我防護與保護 Self-protection and defense	是否運用集會與課堂時機向師生宣導自我保護及被害預防觀念? Does self-protection and victimization concepts are publicized to teachers and students?	每月至少 1 次。 Monthly.				
	是否針對教職同仁辦理有關學生安全保護措施教育訓練? To conduct education and training on student safety protection measures for faculty colleagues?	每學年至少 1 次。 Annually.				
	是否邀請警政單位辦理校園安全相關講座或研習活動? To invite police units to conduct seminars related to campus safety?	每學年至少 1 次。 Annually.				
	是否由師生共同參與，提供意見，繪製校內、外安全地圖，並滾動修正，公告宣導周知校屬人員? Does the safety map inside and outside of school are	每學年至少 1 次。 Annually.				

	accomplished by teachers and students also been adjusted regularly?				
	是否對學校教職員工 (含外聘警衛及保全)、社區(家長)志工實施校園安全知能研習或在職進修? Implementation of the campus safety knowledge to faculty colleagues(including security guards) and community volunteers?	每學年至少 1 次。 Annually.			
	(依實況自行增列) (According to the actual situation)				
警監系統 Security and monitoring system	是否針對校園安全疑慮處所，評估裝設監視(攝錄)系統(器材)感應照明燈及緊急求助設施(備)? Assessing and installing CCTV, sensor lighting system, and emergency facility in the safety concern area?	1. 校園各進出口設置監視鏡頭至少 2 具。 1.2 cameras at entrance and exit. 2. 各建築物主要出入口設置監視鏡頭至少 2 具。 2.2 cameras at entrance and exit of all buildings. 3. 校園偏僻及陰暗處所設置感應照明燈至少 1 具。 3. Sensor lighting system in off sight place inside campus. 4. 各女生廁			

		所設置緊急求助鈴至少1具。 4. Emergency button at the female restroom, 1/each.				
	校園內之錄影監視系統有無指定保管人？指定人員是否定期備份資料存查？ Do CCTV systems are maintained by certain personnel and also backup data periodically?					
	探照燈（夜間照明設備）、安全死角緊急求救鈴設置及校區播音系統是否定期檢查？ Searchlight(including night light)、emergency button and broadcasting systems are maintained periodically?	每學期至少1次。 1/Semester.				
	(依實況自行增列) (According to the actual situation)					
人車（門禁）管制 Access control	是否訂定門禁管理作業流程及依據「國民體育法」訂定校園場地開放使用規範？ Is there a workflow for access control management and regulations for the open use of school venues in accordance with the "National Sports Law"?					
	是否對進出校園車輛實施辨識、查證作為？ Is there an identification and					

	verification of vehicles entering and leaving the campus?					
	是否對進出學校(含會客家長)人員簽名、配戴證件(或其他識別)實施查證作為? Is there verification of the signatures and IDs (or other identification) of people entering and leaving the school (including parents)?					
	是否訂定洽公(訪客)人員之引導(接待)作業流程? Is there a standard operating procedure for the visitor(for business)?					
	是否設置明亮、顯著可透視之會客地點? Are the meeting places set-up at a bright, prominent place?	至少1處。 At least 1 place.				
	學生離校時是否實施查驗與事後查證(假單、家長身分確認)? Are the students verified after leaving school (confirmation of the parent's identity and form of asking leave of absence)?					
	(依實況自行增列) (According to the actual situation)					
安全巡查 Patroling	是否考量安全實況,適時聘用警衛人力,並有效結合教職員、工友、警衛(保全)及替代役男等校園安全維護人力,負責校校內安全巡					

	<p>查、課間巡堂及學生通學生安全維護任務及校安事件處理等?</p> <p>Is it required to employ safety maintenance tasks in a timely manner for students and school safety for handling incidents?</p>				
	<p>是否排定警衛、保全人員巡查(邏)時段、區域及路線?</p> <p>Guards and security are scheduled time to patrol at certain areas, and routes?</p>	<p>每日至少 2 次。</p> <p>2/day.</p>			
	<p>是否排定教職人員巡堂(查)時間、區域及路線?</p> <p>Are faculty colleagues scheduled time to patrol at certain areas and routes?</p>	<p>每日至少 2 次。</p> <p>2/day.</p>			
	<p>無教職人員巡堂(查)時間,是否排定相關人員實施校園巡查工作?</p> <p>Does classroom Walk-throughs staff to patrol are scheduled to conduct campus inspections?</p>				
	<p>施工處所是否設置警示及防護措施並實施巡查(無施工處所免檢核)?</p> <p>Any warnings and protective measures and inspections implemented at the construction site? (no construction sites are exempt from inspection)</p>	<p>每日至少 2 次。</p> <p>2/day.</p>			
	<p>校園內遊樂設施設置地點是否已設置於適</p>				

	<p>當處？是否非設置於偏僻處？ Have the amusement facilities on the campus been set up in an appropriate place? Is it not set up in a remote place?</p>					
	<p>是否與學校周邊商(住)家簽訂合作契約，設立愛心商店，建構安全走廊；並定期查訪安全現況？ Does the school sign a cooperation contract with stores (residents) around the school, set up a safety corridor, and checked regularly?</p>	<p>每學期至少1次。 1/Semester.</p>				
	<p>是否要求簽約之保全公司持續加強員工教育訓練，並納入勞務契約內容？ Does the contracted security company is required to continue to strengthen employee education and training?</p>	<p>每學期至少1次。 1/Semester.</p>				
	<p>(依實況自行增列) (According to the actual situation)</p>					
<p>聯繫合作 Cooperation and Connection</p>	<p>是否依「維護校園安全支援協定書」，與轄區警政單位建立聯繫合作與通報機制之「標準作業程序」？ Does the school follow the "Maintenance of Campus Safety Support Agreement" to establish a S. O. P with the local police unit and a notification mechanism?</p>					

	<p>是否邀請轄區派出所到校協助實施校園安全環境檢測評估？</p> <p>Does, the school, invite the local police substation to the school to assist in the implementation of the campus safety environment testing and evaluation?</p>	<p>每學期至少1次。</p> <p>1/Semester.</p>				
	<p>是否協調警政、消防、社政及衛政等單位，建置緊急聯繫網絡？</p> <p>Is there any coordination between the police, fire, social, and sanitation department to build an emergency contact network?</p>					
	<p>(依實況自行增列)</p> <p>(According to the actual situation)</p>					
<p>緊急應變</p> <p>Emergency Response</p>	<p>是否訂定校園安全維護工作計畫？</p> <p>Is there a work plan for campus safety maintenance?</p>					
	<p>是否成立緊急應變小組？</p> <p>Is there an emergency response team established?</p>					
	<p>緊急應變小組是否指定專責單位統籌掌握、處置、協調及擔任聯繫窗口？</p> <p>Does the emergency response team designate a dedicated unit to coordinate, handle, coordinate, and act as a contact window?</p>	<p>每學年至少1次。</p> <p>Annually</p>				

	<p>是否依據實況設計人為災害情境（腳本）並實施演練，檢視修訂學校緊急應變機制？</p> <p>Does school designed man-made disaster scenarios (scripts) based on actual conditions and implement drills to review and revise school emergency response mechanisms?</p>	<p>每學年至少1次。</p> <p>Annually</p>				
	<p>是否指定專責新聞發言人？</p> <p>Is there a designated dedicated press spokesperson?</p>					
	<p>校安相關業務人員是否熟悉通報系統作業流程，以及辦理在職訓練？</p> <p>Are school security-related personnel familiar with the operation process of the notification system and on-the-job handling training?</p>	<p>每學期至少1次。</p> <p>1/Semester</p>				
	<p>是否建立家長（或鄰、里長）及緊急醫療聯繫網絡（名冊）？</p> <p>Does the school establish a parent (or neighbors, district chief) and emergency medical contact network (roster)?</p>					
	<p>（依實況自行增列）</p> <p>(According to the actual situation)</p>					
<p>課前（後）照顧</p> <p>Care before/after</p>	<p>學校是否針訂定課前（後）照顧應注意事項，以及教職同仁教育訓練辦理情形？</p>	<p>每學年至少1次。</p> <p>Annually</p>				



school	Does the school set out the precautions (post-class) care should be taken care of, as well as the handling of the education and training of teachers?					
	<p>是否具體規劃對提前到校學生管制與照顧作為?</p> <p>Is there a specific plan to control and take care of students arriving early?</p>	每學期至少1次。 1/Semester				
	<p>是否對參加校外課後照顧之人員加以掌握與聯繫?</p> <p>Do schools know and contacts the students who participate in after-school care after school?</p>	每學期至少1次。 1/Semester				
	<p>是否具體規劃對校內自習(學習、參與社團)學生加以管制與照顧?</p> <p>Is there a specific plan to regulate and take care of students in self-study (learning, participating in clubs) in the school?</p>	每學期至少1次。 1/Semester				
	<p>是否與課後照顧單位(如安親班、補習班)建立緊急聯繫機制?</p> <p>Is there an emergency contact mechanism established with after-school care units (such as cram schools)?</p>	每學期至少1次。 1/Semester				
	<p>是否透過家長聯繫函、班親會等轉達家長,有關學校與課後照</p>	每學期至少1次。 1/Semester				

	<p>願機關對學生接送方式及流程？</p> <p>Does the school use parent contact letters, class meetings to convey to parents about school and after-school care agencies' methods and procedures for picking up and dropping off students?</p>					
	<p>(依實況自行增列)</p> <p>(According to the actual situation)</p>					
<p>其他 Other</p>	<p>學校內有無警衛(替代役)? 委請保全公司人員? 約僱廚工人員? 經貴校檢視上述人員<b>是否無前科</b>?</p> <p>Does the guards (alternative military service) in the school? Personnel from the security company? Contact kitchen hand? Has the school checked the above personnel has no police record? (若填寫否, 代表聘用人員有前科, 需填改善措施。)</p> <p>(If <b>No</b>, means that the hired person has a police record and needs to fill in improvement measures)</p>					
	<p>學校內高關懷(前科、單親、隔代教養…)學生是否已掌握?</p> <p>Has the high care (police records, single parent, intergenerational education, etc.) students mastered by</p>					

	the school?					
	校園內有無校園志工 (導護家長)於假日及 夜間協助巡查? Are there volunteers on campus to assist with inspections during holidays and nights?					
	依學校實際情況及需 求提供或請師生自備 提升人身安全之設備 (如哨子、蜂鳴器…)。 To provide or ask teachers and students to prepare personal safety-enhancing equipment (such as a whistle, personal buzzer) according to the school's actual situation and needs.					
	(依實況自行增列) (According to the actual situation)					
備註 Remak	<p>1. 每學期(開學前)應辦理檢核1次,並不定期依狀況(環境)變化重新檢核。 Should be checked before each semester and rechecked randomly, according to changes in the situation (environment).</p> <p>2. 各縣(市)政府及學校得視地理環境人文特性需要,自行增加檢核項目。倘因內、外環境因素(限制)無法執行應向縣(市)政府教育主管機關報備同意,並於檢核表內註記說明。 Each county (city) government and school may add inspection items on their own according to the needs of the humanistic characteristics of the geographical environment. Suppose the execution cannot be implemented due to internal or external environmental factors (restrictions). In that case, it should be reported to the county (city) government education authority for approval, and an explanation</p>					

	<p>should be noted in the checklist.</p> <p>3. 列入待改善項目，縣(市)政府應定期辦理追蹤管考改善。 Included in the items to be improved, the county (city) government should regularly conduct follow-up, management, examination, and improvement.</p> <p>4. 檢核後，請影印一份提供警政單位。 After inspection, please make a photocopy and provide it to the police unit.</p>
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學校：	警政單位：	分局	派出所
School:	Police unit:	Precinct:	Substation
承辦人：	施檢人員職稱：		
Contact person:	Title of Inspector:		
業務主管：	姓名：		
Executive Chief :	Name:		
校長：			
President:			