

## 桃園行政處公告

中文標題：銘傳大學桃園校區 **108** 年寒假全休連續假期注意事項

英文標題：2019-20 AY Ming Chuan University Taoyuan Campus Notifications for Winter Administrative Recess

內容：桃園校區全體同仁大家好：

**108年1月30日(三)至2月12日(二)**為寒假全休連續假期，為維護校園各項設施及財產安全，請配合及注意以下事項：

- 一、休假前检查所属办公室、教室等门窗是否关紧，避免宵小进入，造成财产损失。
- 二、贵重私人物品、钱财等，勿留置于校区内，避免造成财物损失，敬请各系秘书转知所属之研究生配合办理。
- 三、电器(如饮水机、热水壶、鱼缸...等)及电脑设备是否完成电源切断，水龙头是否关闭？避免造成电力及水资源浪费并保障设备安全。
- 四、值班及轮班人员，请务必准时就位，维护校园安全并克尽职责；发生任何事件请依校园各项灾害(颱风、火灾、水灾、地震)暨一般事务应变权限处理规定妥处及回报。
- 五、休假期间，值班及轮班人员(教官或校安、行政人员、工友、警卫、工读生及宿舍管理员等人力)，由值班教官或校安人员统筹校园人力、指挥、调度及运用，掌握校园各项事件发生、回报及初步处理。
- 六、休假期间进出校园人员，请警卫严密检查及辨证，避免意外事件肇生，如遇有突发事故，请洽警卫室(分机 3128)协助处理；另进出校门警卫注意事项：
  - (一)夜间进出校门者，一律实施辨明识别证件后放行。
  - (二)夜间廿二时至翌日六时：每二小时巡逻打卡一次，维护校园安全。

桃園行政處，祝大家假期愉快。

桃園行政處 敬啟 108/1/25

Dear Faculty and Staff members on Taoyuan campus:

The coming winter administrative recess is scheduled from January 30 (Wednesday) through February 12 (Tuesday), 2019. Please follow the instructions listed below in order to ensure that all campus equipment and facilities are maintained properly.

1. Remember to lock windows and doors when you leave your office in order to thwart burglars and protect items of value.
2. Don't leave any valuable personal belongings on campus. This will help prevent loss of your valuables. All academic unit secretaries are kindly asked to inform graduate students to follow the winter recess instructions.
3. Remember to turn off all electronic equipment and make sure to fully shut all faucets. Doing so will help reduce resource waste and maintain equipment.
4. Campus security guards who are on duty shifts are kindly asked to be on time in order to maintain a safe and secure campus environment. In case of any emergencies (typhoons, fire incidents, floods or earthquakes), all procedures and measures must be carried out in accordance with the standard response procedures and reporting process.
5. During the winter recess, staff who have duty shifts (including: drillmasters, campus security guards, administrative staff, general laborers, guards, work-study students, dormitory supervisors, etc.) are to follow the instructions and commands of on-duty drillmasters and campus security guards. The drill masters and campus security guards will handle all campus-related incidents and take any necessary immediate actions.
6. Please be sure to bring your employee ID card to enter the campus and note that, during the winter recess, there will be a more rigorous inspection at the campus gates when individuals/vehicles are entering and exiting in order to prevent untoward incidents from happening. If you encounter any situations requiring attention during the winter recess, please call the campus security guard office (extension 3128) for assistance. Campus security guards are asked to impose the following regulations when individuals enter the campus gate.
  - (i) Individuals who wish to enter/exit the campus gate at night must present a valid ID.

(ii) Campus security guards are asked to swipe their patrol cards once every two hours during the time period from 22:00 to 6:00 in order to maintain campus safety.

Have a great winter recess!

Best regards,

Taoyuan Campus Administration Division

January 25, 2019