

## 桃園行政處公告

中文標題：銘傳大學桃園校區 **111 年暑假**全休連續假期注意事項公告

英文標題：**MCU Taoyuan Campus 2022 Summer Recess Notice**

內容：桃園校區全體同仁大家好：

111 年 7 月 15 日(五)至 7 月 24 日(日)為本校暑假全休連續假期，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、休假前檢查所屬辦公室、教室等門窗是否關緊，避免宵小進入，造成財產損失。
- 二、貴重私人物品、錢財等，勿留置於校區內，避免造成財物損失，敬請各系秘書轉知所屬人員配合辦理。
- 三、電器(如飲水機、熱水壺、魚缸...等)及電腦設備是否完成電源切斷，水龍頭是否閉緊？避免造成電力及水資源浪費並保障設備安全。
- 四、值班及輪班人員，請務必準時就位，維護校園安全並克盡職責；發生任何事件，請依校園各項災害(颱風、火災、水災、地震)暨一般事務應變權限處理規定妥處及回報。
- 五、休假期間，值班及輪班人員(教官或校安、行政人員、工友、警衛、工讀生及宿舍管理員等人力)，由值班教官或校安人員統籌校園人力、指揮、調度及運用，掌握校園各項事件發生、回報及初步處理。
- 六、休假期間進出校園人員，請警衛嚴密檢查及辨證，避免意外事件肇生，如遇有突發事故，請洽警衛室(分機 3128)協助處理；另進出校門警衛注意事項：
  - (一)夜間進出校門者，一律實施辨明識別證件後放行。
  - (二)夜間廿二時至翌日六時：每二小時巡邏打卡一次，維護校園安全。

桃園行政處，祝大家假期愉快。

桃園行政處 敬啟 111/7/13

Dear Faculty and Staff members on Taoyuan campus:

The coming summer administrative recess is scheduled from July 15 (Friday) through July 24(Sunday). 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 summer 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 summer 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 summer 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 summer 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.
  - (1) Individuals who wish to enter/exit the campus gate at night must present a valid ID.
  - (2) 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 summer recess!

Best regards,

Taoyuan Campus Administration Division

July 13, 2022