
Environment, Health & Safety Guideline

January 1, 2017



Chung-Ang University

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Chapter 1. Safety Manual

1. Fire Safety

Initial Response

- If you detect a fire, shout '**fire**' out loud and notify others in the area.
- Press the **alarm bell**.
- Use the fire extinguisher or indoor fire hydrant nearby and extinguish the fire.
- If unable to extinguish the fire in the early phase, evacuate the scene and dial 119.



How to Evacuate

- Do not take the elevator. Use **the stairs**.
- If you cannot access the lower levels, evacuate to the roof.
- When going through the flame, cover your body and face with blanket or towel soaked in water.
- When there is a lot of smoke, cover your nose and mouth with a wet towel or cloth with one hand and move with your body lowered.
- Before opening an exit, check the doorknob first to sense external heat. If it is not hot, carefully open the exit and flee the scene.
- If there is no exit, seal off any gaps where smoke can enter with clothes or blankets soaked in water and wait for rescue.
- Familiarize self with the locations and instructions of emergency staircase, fire extinguisher and indoor fire hydrant.

How to Dial and Notify 119

- Call 119 and give a brief description of the type of fire.
- Provide the address ('This is the OO floor of the OOO building at Chung-Ang University in Heukseok—dong, Dongjak-gu.').
- Stay on the line until the fire department asks you to hang up.

How to Use a Fire Extinguisher

- Take the fire extinguisher near the point of fire.
- Remove the safety pin from the handle.
- Squeeze the lever on the handle to discharge the fire extinguishing agent and spray in a sweeping motion.



(Bring fire extinguisher near fire)



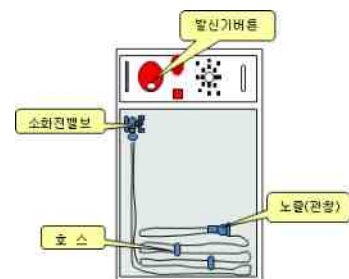
(Remove safety pin)



(Squeeze and Spray)

How to Use an Indoor Fire Hydrant

- Press the transmitter button on the indoor fire hydrant.
- Open the indoor fire hydrant box, grab the hose and take it near the point of fire.
- Turn the valve counter-clockwise to activate.
- Grab the nozzle and spray towards the point of fire.
- Once extinguished, shut the valve.



(Press the button)



(Move the hose)



(Shout 'turn on' to activate)

■ Contact point for initial response to extinguish fire

Seoul campus : Control room 02-820-5119, Emergency room 02-820-6119

Anseong campus : Control room 031-670-1234, Emergency room 031-670-4119

2. Emergency Response Plan for Storm & Floods

A. Response by the responsible department : Check the crisis alert level and respond as per list below.

Response to Crisis Alert Level

Level	Criteria Details	Remark
Attention (Blue)	<ul style="list-style-type: none">o Frequent typhoon · heavy rain · heavy snowfallo Outbreak of typhoon · heavy rain · heavy snowfall that could possibly affect our country	Monitor outlook
Caution (Yellow)	<ul style="list-style-type: none">o Typhoon · heavy rain · heavy snowfall caution or advisory is issued and large scale disaster from typhoon · heavy rain · heavy snowfall is possible	Operate cooperative system
Warning (Orange)	<ul style="list-style-type: none">o Typhoon · heavy rain · heavy snowfall warning is issued and large scale disaster from typhoon · heavy rain · heavy snowfall is highly likely	Check preparation plan
Danger (Red)	<ul style="list-style-type: none">o Typhoon · heavy rain · heavy snowfall alert is issued and large scale disaster from typhoon · heavy rain · heavy snowfall is certain	Follow emergency response

- o Attention (Blue) : Monitor weather report by the Meteorological Administration
- o Caution (Yellow) : Supervising department should consult with relevant departments and team should continue monitoring
- o Warning (Orange) : Notify team, inspect facilities and devise measures
- o Danger (Red) : Follow emergency response protocol (Prepare emergency staff and equipment)

B. University Resident Response : Pay attention to weather report and risk factors nearby at attention and caution levels. Evacuate according to instructions at warning level.

C. Typhoon

- Tune in to the weather forecast and monitor the course of the typhoon.
- Close the windows in the hallway between buildings.
- Place sandbags in the basement entrance at risk of flooding.
- Inspect retaining walls nearby and close off access if disaster struck.
- Refrain students, faculty and employees from going outside the building.
- If the windows are rattling severely or damaged, evacuate to a safe location.
- If isolated due to flooding, move to the roof and signal for rescue.
- Remove or tightly secure attachments on the building exterior.



D. Heavy rain

- Tune in to the weather forecast and monitor the estimated precipitation.
- If the building is expected to be flooded, evacuate students in advance.
- In case a building is flooded, cut the power supply to prevent electric shock or short circuit.
- Move important items from lower levels to upper levels in buildings expected to be flooded.
- In case of flooding, do not exit the building.
- Check the drain often and maintain it from getting clogged with leaves

and other foreign substance.

- Access to nearby retaining wall at risk of collapse or crack should be prohibited.



E. Heavy snowfall

- Prepare and inspect emergency equipment including braces, snow shovel, rock salt, etc.
- If more than 50 cm of snowfall, gymnasium, steel-framed buildings may collapse so access to such buildings should be prohibited.
- Evacuate the building if strange noise is coming from the building.
- Clear the snow on main access road and side walks.
- Roof drainpipe should be cleared immediately as it may drop and cause additional damages if snow on the drainpipe freeze.
- Block access near the building eaves as icicles and frozen snow may fall and cause damage.
- Take caution when driving or walking on slope created by heavy snowfall.



3. Power Failure (Blackout) Response Procedure

A. Planned Blackout

- Turn off the power or unplug electronics (experiment equipments, computers, internet, audio equipment, etc.) to prevent damage.
- Do not use the facilities during the planned blackout.



B. Unplanned Blackout

- Minor (short period) blackout
 - Report to the Maintenance Team (820-6096), Construction and Maintenance Team (031-670-3531) and get an inspection if experiencing a blackout.
 - During a blackout, follow the instructions by the (Construction and) Maintenance Team and do not operate electronics.
 - If stuck in an elevator, do not panic and notify the situation by pressing the emergency bell installed inside the elevator.
 - Turn off the power or unplug electronics (experiment equipments, computers, internet, audio equipment, etc.) to prevent secondary damage.
 - If in need of emergency power, install an emergency power generator on one's own.
- Major (long period) blackout
 - Report to the Maintenance Team (820-6096), Construction and Maintenance Team (031-670-3531) and get an inspection if the entire building is experiencing a blackout.
 - If the incident is due to electricity supply of university facility or Korean Electric Power Corporation (KEPSCO), wait until electricity is restored.
 - During a blackout, follow the instructions by (Construction and)



Maintenance Team and do not operate electronics.

- If stuck in an elevator, do not panic and notify the situation by pressing the emergency bell installed inside the elevator or dial 119.
- Turn off the power or unplug electronics (experiment equipments, computers, internet, audio equipment, etc.) to prevent secondary damage.
- If in need of emergency power, install an emergency power generator on one's own.



C. Electrical Safety and Working Practices

- To prevent major blackout, maintain an optimal indoor temperature (above 26°C in summer, below 20°C in winter).
- Turn off the lights and unplug electronics not in use.
- There is a risk of electric shock when unplugging the plug with wet hands so be sure to dry hands when dealing with electronics.
- Do not use illegal electric heating appliance in winter as there is a risk of fire.
- Do not use ungrounded receptacles as these can cause electric shock.
- Do not use electrical extension cords as these can cause fire from overheating.
- When using electronics, consult the (Construction and) Maintenance Team in advance and use it safely.



■ Incident Notification

- Electrical Room : Maintenance Team(820-6500), Construction and Maintenance Team (031-670-3531)
- Control Room : Seoul (820-5119), Anseong (031-670-4119)
- Emergency Room : Seoul (820-6119), Anseong (031-670-1234)

4. Earthquake Response Procedure

A. Before earthquake occurs

- Organize furnitures that can evoke danger when earthquake hits.
- Familiarize with first aid guide in times of emergency.
- Tightly secure equipments at risk of explosion such as electric heating appliances, gas appliances, etc.
- Familiarize with the location and instructions of emergency medicine·equipment·food.
- Familiarize self and colleagues with the action plans and each roles and responsibilities.



- Be aware of indoor safe locations such as under the sturdy tables, in between bearing walls, etc.
- Check for dangerous items in each rooms (glass windows, furniture at risk of tipping over).
- Inspect the ground conditions around the buildings' foundation regularly.



B. In case of earthquake

1) When inside a building

- Organize indoor furniture and items that could be at risk from danger when earthquake occurs.
- Take cover under a sturdy table, and such, and hold onto its legs.
- If there isn't a table in the room, cover head with a cushion or equivalent.
- In case a fire breaks out, if possible, extinguish the fire immediately and calmly.



- Do not run outside in haste during an earthquake since dangerous elements such as glass, signs, walls, etc. may fall.
- Secure an exit by opening the door in case of getting trapped in the room.



2) When outside a building

- Restrict access to areas prone to danger including walls, retaining walls, etc.
- Protect head with hands, bag, etc.
- Move items such as vending machine, etc. that are not affixed to the

wall to prevent from falling.

- Evacuate to a safe location in case of building collapse due to landslide and cut slope.



3) When inside an elevator

- Restrict taking the elevator when an earthquake occurs.
- When inside an elevator, get off the elevator immediately by pressing all the buttons.
- When trapped inside an elevator, ask for help immediately using the intercom.



4) When driving a car

- Clear the center of the road for emergency vehicles or evacuees to pass through.
- Check the surroundings and stop the vehicle away from intersections when impossible to drive.



C. After an earthquake

- Thoroughly prepare for aftershock as it can cause fatal damage to buildings that already suffered through an earthquake.
- Do not give water to injured persons who are unconscious.
- Immediately conduct CPR or dial 119 when injured persons stop breathing or go into cardiac arrest.
- Maintain the body temperature of injured persons using blankets, etc.
- Use a flashlight in case of a blackout and check for gas leaks before using fire (candle, matches, lighters).
- Prepare against shards of glass, etc. and wear durable shoes when moving.
- When conducting initial inspection of buildings (chimney, fence, wall, etc.) after an earthquake, stay distant as there is a risk of collapse.
- If unaware of the type or disposal method, cannot ventilate or organize products such as chemicals, bleach, oil, etc. that have fallen during an earthquake, abandon as-is and evacuate the building.
- Check the main duct systems including electrical wires, gas and water pipes and electronics for damages.
- If you hear or smell gas leaks, ventilate and evacuate. If possible, close off the main valve.
- When there is a gas leak, shut off the gas valve and report to (Construction and) Maintenance Team or relevant authority (local gas company, LPG supplier, Korea Gas Safety Corporation, 119) and use after actions have been taken by professionals.
- Shut down the circuit breaker if there is abnormal electrical activity.
- Closely monitor the news on the state of emergency.

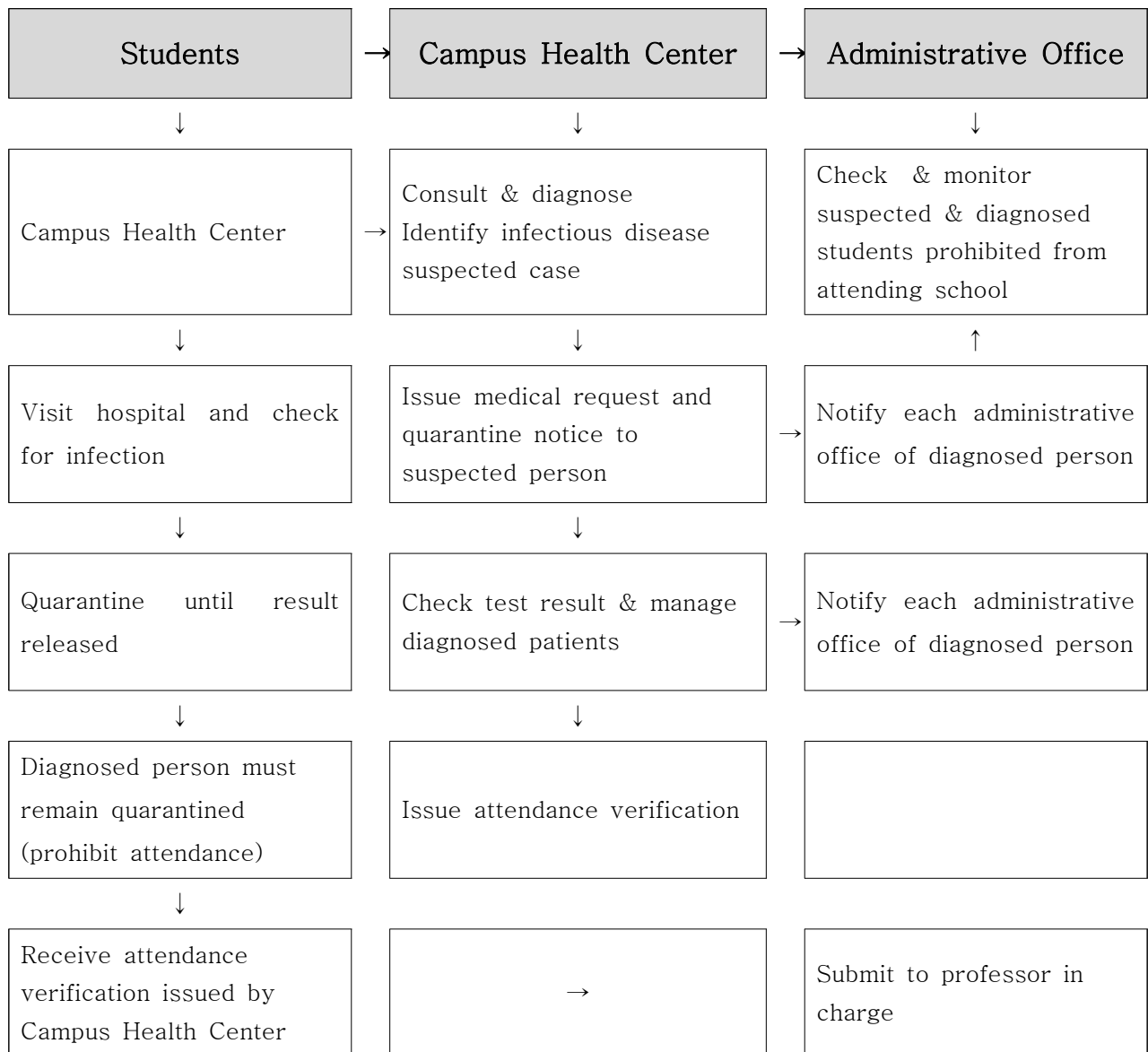
- Restrict access to the affected area until rescue worker(s), fire fighter(s) or police officer(s) arrive at the scene.

■ Incident Notification

- Control room : Seoul (820-5119) / Anseong (670-4119)
- Emergency room : Seoul (820-6119) / Anseong (670-1234)
- Electrical facility : Seoul electrical room (820-6218) / Anseong electrical room (670-3531)
- Gas/Sanitation facility : Seoul electrical room (820-6219) / Anseong electrical room (670-3603)

5. Infection Control Manual

Infection Control Manual



A. Incident Notification

- Campus Health Center : Seoul (02-820-6339), Anseong (031-670-3519)
- Office of International Affairs : International Affairs Team (02-820-6744), International Education Team (02-820-6492)

6. Asian Dust Response Procedure

Asian Dust Response Manual

At home	At school
<ul style="list-style-type: none"> ▪ Refrain from going outside, wear protective glasses, mask and long sleeve clothes when going outside ▪ Wash hands and feet clean after coming home ▪ Shut windows to prevent Asian Dust from coming indoor and use air purifier and humidifier ▪ Thoroughly wash and consume vegetables, fruits, etc. that have been exposed to Asian Dust ▪ Prevent secondary contamination by washing hands clean when dealing with produce ▪ Elderly, disabled, minors, and people with respiratory conditions should refrain from outdoor activity ▪ Quickly remove in-/outdoor Asian Dust by cleaning 	<ul style="list-style-type: none"> ▪ Replace outdoor class with indoor class ▪ Reschedule student events and activities ▪ Seal off contact with outside air by closing access to outside including windows and entrances ▪ Early dismissal or temporary cancellation of class when Asian Dust watch or warning issued ▪ Quickly remove in-/outdoor Asian Dust by cleaning ▪ Maintain thorough sanitation of school cafeteria ▪ Instruct and educate guideline for Asian Dust prevention ▪ Inspect emergency contact network and maintain contact system

[How to wash hands to prevent Asian Dust]



7. Food Poisoning Response Procedure

- A. Office in charge : Conduct an investigation and take immediate actions when food poisoning occurs, report to the relevant authority and actively assist the epidemiological investigation.
- B. Persons on Campus : If experiencing symptoms of food poisoning, immediately visit the Campus Health Center or nearest medical facility and receive treatment and follow the instructions of the relevant authority.
- C. Incident Notification
 - Campus Health Center : Seoul (02-820-6339), Anseong (031-670-3519)
 - Office of International Affairs : International Affairs Team (02-820-6744), International Education Team (02-820-6492)

8. Laboratory Emergency Response Procedure

Incident Outbreak Stage (Incident reporter, Laboratory Safety Personnel)

A. Incident reporter : First person to acknowledge the incident

- Do not underestimate the risk of the incident.
- Report to authority such as Safety Supervision Team, Building Safety Center, Laboratory Safety Personnel, relevant teams (Academic & Student Affairs Team), relevant agencies (119, Public Health Center, etc.) through 「Emergency contact」.
- Execute the instructions to prevent the incident from spreading by the Safety Supervision Team within the range of safety secured and permitted.

B. Laboratory Safety Personnel : Supervising professor of laboratory pertaining to the incident

- Within the range of safety secured and permitted, take appropriate action to prevent the incident from spreading.

Incident Response Stage (Safety Supervision Team, etc.)

A. Incident Report Recipient : Safety Supervision Team member who first received the incident report

- Contact and report the incident report immediately according to the university reporting procedure.
- Complete and file “Laboratory Incident Report Form” and quickly review the incident details.
 - Time and location of incident
 - Brief description of the incident and damage
 - Affiliation, name and contact information of incident reporter
- Instruct appropriate actions needed to prevent incident from spreading.
 - Check if emergency response should be conducted

- Request to signal incident alert and evacuation
- Check if emergency report should be made according to 「Laboratory Incident Emergency Contact Procedure」 .
- Contact and report the incident report immediately according to the university reporting procedure

B. Safety Supervision Team

- Each member should report to the incident site with personal protection gear, response kit, recording equipment, documents, etc.
- Take action according to the emergency response procedure for the specific disaster.

C. Department Head/Chair of Facility Impacted by Incident (Academic & Student Affairs, Dean, etc.)

- Take action according to the emergency response procedure for the specific disaster.
- After the incident is controlled, report to the Safety Supervision Team immediately.
- Within 15 days of the incident, complete and submit Incident Result Report and Insurance Claim Form to the Safety Supervision Team.

Incident Control and Report

A. Provide technical consultation on incident control.

B. As per incident report procedure, report the incident details and result to the university and the Ministry of Science, ICT and Future Planning and submit insurance claim for persons involved in research.

C. Prepare laboratory incident case study and disclose to university.

D. Conduct recurrence prevention education for similar cases through environment, health & safety training.

E. Develop promotional material (poster, slogan, etc.) to increase safety awareness.

9. Radiation Response Procedure

Radiation Emergency Response Procedure

A. Radiation Emergency Response

- In case a radiation incident occurs on campus, radiation worker must immediately report to the radiation safety supervisor and radiation workers nearby to minimize the risk.
- Radiation safety supervisor must seek additional damage prevention measures and report the incident to university according to the incident report procedure and regulatory agencies including Nuclear Safety & Security Commission and Korea Institute of Nuclear Safety Institute.
- In case of radiation exposure and contamination from release of radioactive isotope, seek measures to prevent the contamination from spreading and check the status of the radiation worker(s) and contamination and decontamination.
- In case of radiation exposure from sealed radioactive isotope, assess the damage and move to the hospital according to the radiation treatment procedure.
- Decontamination waste from radiation incident must be stored and disposed as radioactive waste.
- In case radioactive material is robbed or missing, radiation worker must report to the radiation safety supervisor immediately and radiation safety supervisor must report the robbery and/or loss to the Nuclear Safety & Security Commission and Korea Institute of Nuclear Safety Institute and pay full attention to collect the missing and/or lost radioactive material in cooperation with the relevant agencies.
- In case of a fire in the radiation controlled area, the first person who detect the fire must ring the fire alarm, alert the persons nearby and

conduct initial response to extinguish the fire. If unsuccessful at extinguishing the fire, quickly evacuate the scene and notify the fire department.

- In case of a fire, radiation safety supervisor must inform the inventory and location of the radioactive material to the fire fighter and conduct actions to minimize the radiation exposure and contamination.

B. Radiation Damage Control

- After radiation emergency response, radiation safety supervisor must control access to the disaster area, post instructions, measure radiation and conduct detailed decontamination within the radiation controlled area.
- Assess the amount of radiation exposure, regularly monitor persons suspected of excessive exposure to radiation according to the radiation treatment procedure and dispose decontamination radioactive waste.
- Send an official report on the radiation incident damage situation to the Nuclear Safety & Security Commission and Korea Institute of Nuclear Safety Institute and seek recurrence prevention measures.
- After investigation by the relevant agencies and damage restoration is complete, grant access to radiation workers and conduct safety training.

C. Incident Notification

- Safety Supervision Team : Seoul(02-820-6088), Anseong(031-670-4960)
- Control room : Seoul (02-820-5119), Anseong (031-670-4119)
- Emergency room : Seoul (02-820-6119), Anseong (031-670-1234)

10. Cyber Incident Emergency Contact

A. Incident Notification

- Computer & Information Systems Center : IT Infrastructure Team(02-820-6150)
- Office of International Affairs : International Affairs Team (02-820-6744), International Education Team (02-820-6492)

11. Emergency Response Manual for Students

Emergency Response Manual for Students

Fire



- Shout 'fire' and notify persons nearby.
- Evacuate building immediately.
 - Elevators can stop with blackout so use stairs.
 - Lower your body as much as possible when going through smoke.
 - Cover face • arms, etc. with wet towel or cloth to protect against flames.
 - Evacuate to roof if you cannot access exit to ground floor.
- Notify control room once evacuated to a safe location.

Procedure

Alert others nearby ► Evacuate immediately ► Contact 119 or control room

Earthquake (Building collapse)



- Take cover under table.
 - Protect head with bag, cushion, etc.
- Evacuate building immediately.
 - Protect head with bag, cushion, etc.
 - Elevators can stop with blackout so use stairs.
- Notify main control center once evacuated to a safe location
 - Notify persons outside building to stay away of building.

Procedure

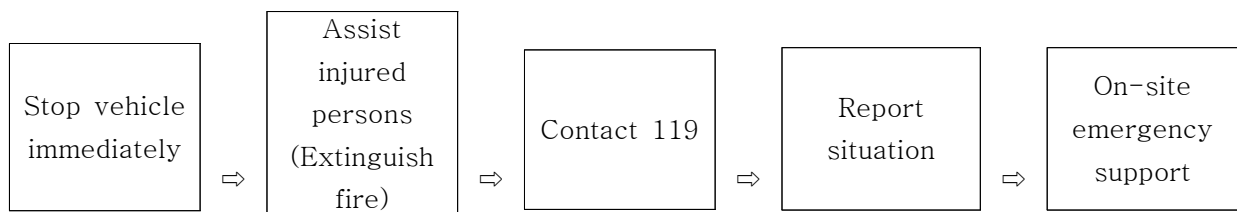
Take cover under table ► Evacuate immediately ► Contact control room

Campus Shuttle Incident Response

A. Problems While Driving

- Engine stop
 - In case the engine stops while driving, brake booster device will stop operating so step on the brake pedal hard and move the vehicle to a safe location
- Impact
 - Stop the vehicle immediately and check to see if there is air or oil leak. If there is a oil leak, follow the fire prevention procedure.
- Engine start fail
 - Automatic transmission : Check to see if the gear shift is in P or N and restart the engine (cannot move)
 - Manual transmission : Place the gear shift on 2nd or 3rd gear and start the engine without stepping on the clutch and move to a safe location (Turn on emergency lights)

B. Traffic Accident Response Procedure



12. Facility Safety Response Procedure

A. Typhoon

- Tune in to the weather broadcast and monitor the course of the typhoon.
- Close the windows in the hallway between buildings.
- Place sandbags in the basement entrance at risk of flooding.
- Inspect retaining walls nearby and close off access if disaster struck.
- Refrain students, faculty and employees from going outside the building.
- If the windows are rattling severely or are damaged, evacuate to a safe location.
- If isolated due to flooding, move to the roof and signal for rescue.
- Remove or tightly secure attachments on the building exterior.



B. Heavy rain

- Tune in to the weather forecast and monitor the estimated precipitation.
- If the building is expected to be flooded, evacuate students in advance.
- In case a building is flooded, cut the power supply to prevent electric shock or short circuit.
- Move important items from lower levels to upper levels in buildings expected to be flooded.
- In case of flooding, do not exit the building.

- Check the drain often and maintain it from getting clogged with leaves and other foreign substance.
- Access to nearby retaining wall at risk of collapse or crack should be prohibited.



C. Heavy snowfall

- Prepare and inspect emergency equipment including braces, snow shovel, rock salt, etc.
- If there is more than 50 cm of snowfall, gymnasium, and steel-framed buildings may collapse so access to such buildings should be prohibited.
- Evacuate the building if strange noise is coming from the building.
- Clear the snow on main access road and side walks.
- Roof drainpipe should be cleared immediately as it may drop and cause additional damages if snow on the drainpipe freezes.
- Block access near the building eaves as icicles and frozen snow may fall and cause damages.
- Take caution when driving or walking on slope created by heavy snowfall.



D. Power Failure (Blackout) Response Procedure

- Contact Korea Electric Power Corporation and check for blackout in case of power failure.
- If power failure is limited to a section, check the circuit breaker panel board.
- If the circuit breaker is down, do not try to restore and contact the (Construction and) Maintenance Team.
- Prepare a portable radio and flashlight in case the television and light fixtures are not working.
- If the stadium, streets are flooding due to heavy rain, do not go near street lamps as there is a risk of electrocution.
- If the rain floods the building, shut down the circuit breaker panel board located in basement and ground level.
- In case of lightning, take cover inside a building and car immediately and remove any metals on the body.
- In case of lightning, strong electrical current may flow through the power and communication lines so unplug electronics and communication devices (server, keyphone parking, etc.) and stay away more than one meter from the devices.



E. Gas Facility Response Procedure

- If there is a gas leak, check the status of the block switch and close the middle valve.
- In case of LPG or gas inhalation, move to an area with fresh air as

oxygen deficiency may occur. If experiencing difficulty with breathing, administer CPR, oxygen inhalation, etc.

- In case of frostbites from LPG, gradually warm the area with cold water, etc.
- In case of burns, sufficiently cool the area with cold water, etc. and quickly go to the medical facility.



F. Cracks

- Regularly check for cracks in the main structural foundations such as pillars, beams, etc.
- Check to see if the cracked area is in the plaster layer or structural foundation.
- If the crack in the structural foundation is more than 3 mm, report to the (Construction and) Maintenance Team and get a thorough inspection from a professional.
- Comply with the follow-up actions, etc. by the (Construction and) Maintenance Team.

G. Ground Subsidence (Sink)

- Get professional inspection if the subsidence has progressed to the structural foundation.
- Replenish the subsidence area with subsurface concrete, etc. thoroughly.
- Restrict vehicle and pedestrian access to the subsidence area.

H. Drop/Fall

- Check the height and the condition of the handrail fixture installed in each building and supplement.
- Refrain from unsafe activity in areas at risk of drop/fall.
- Reinforce the structure in areas at risk of drop/fall in advance.

■ Incident Notification

- Control room : Seoul(820-5119) / Anseong(670-4119)
- Emergency room : Seoul(820-6119) / Anseong(670-1234)
- Electrical facility
: Seoul electrical room (820-6218) / Anseong electrical room (670-3531)
- Gas/Sanitation facility
: Seoul technical room (820-6219) / Anseong technical room (670-3603)

13. Theft and Damage Response Procedure

A. Custodian Work Guideline

- Custodian must check persons entering and exiting and the purpose of the visit during regulated hours (22:30~07:30 next day).
- In case items are being taken from the property, custodian must check the identity of the person taking the item and his/her purpose.
- Custodian must check the number of persons in the building and the purpose of his/her stay during regulated hours.
- In case of request for CCTV viewing or video file, show the requester to the control room and do not operate the CCTV equipments installed in the control room at random.

B. Control Room

- Control room receives, handles and takes actions on emergency situations such as on-campus crimes, fire, security, patient transport, etc.
- Control room operates a security automation system and checks for abnormal activities concerning access control (22:30~07:30 next day, specific time and location designated).
- If abnormal activity concerning security automation system occurs, contact and dispatch the custodian of the relevant building and security company (S1) and get an update on the situation and assist.
- Main control room monitors the CCTV in realtime and in case abnormal activity is detected, contact and dispatch the custodian of the relevant building and get an update on the situation and assist.
- Main control room staff is knowledgeable of the Personal Information Protection Act, the university's 「CCTV Installation and Management

Policy and Working Guideline」 and commits to the viewing and provision of personal visual information.

C. Safety Accident Prevention (Seoul Campus)

- Monitor high-crime areas on campus and install four “Emergency Calls” which connect directly to the control center, to be able to respond immediately to safety accidents.
- Install 200 emergency alarm bells in ladies rooms to be able to deal immediately with any threat from an unidentified person.

D. Theft and Facility Damage

- In case there is trace of outsider access including damage at gate, window, etc. notify the General Affairs Team (control room) immediately and preserve the scene.
- Control the surroundings of the damaged facility to contain the damages and report to the General Affairs Team and Maintenance Team.
- Assist the emergency restoration of the damaged facility by controlling and clearing the area.
- Complete and report the details of the theft or facility damage to the General Affairs Team and Maintenance Team.

14. Emergency Wartime Response Procedure

Faculty & Employee Response Procedure

A. Calling an Emergency Team

- University President issues emergency operation standby as per order by the Minister of Public Administration and Security.
- Notify the faculty and employees through all the communication channels (use the emergency contact and notify immediately during off hours)
- Restrict business trips and paid leaves depending on the type of emergency operation (1, 2, 3) and ensure an employee is posted at night when emergency operation is issued.

B. Document Control (Transfer and Destroy)

- When emergency operation is issued, follow the document control procedure if classified documents, etc. cannot be safely stored and relocated to the current storage.
- During working hours, all classified documents managed by each department must be relocated and stored at the Main Administration Building basement or destroyed by General Affairs Team's paper shredder or by the according to the instructions by the security manager.
- During off hours and holidays, person on duty must call employees or essential persons and according to the order of appearance, create emergency teams to destroy or shred.

C. Emergency Wartime Command Post & Control Room

- In case of an emergency situation, operate an emergency wartime

command post and control in the university headquarter basement.

- Command post is to be headed by the university president and control room is to be managed by the Vice President of Office of Planning and Coordination. Control room is to record, communicate and report various administrative matters, national and international situation and military information.
- Control room is to be organized by faculty and employees of each department working 24 hours on a double-shift system.

D. Emergency Wartime Civil Defense Corps

- President, who has the authority to mobilize Civil Defense Corps, may summon Civil Defense Corps members of the mobilization network, if the situation so requires.
- Civil Defense Corps members who have been summoned will be allocated and organized (9 squads) into sound and light control, rescue and medical service, fire fighting, main facility emergency restoration, etc.

E. Wartime Reserve Forces

- In a state of emergency, summon mobilization undesignated resource (faculty and employees).
- Organize armed mobile striking forces with workplace reserve forces(faculty and employees), and place them in the basement of the main building, pursuant to the University's workplace protection plan. The mobile striking forces will attack the enemy and protect facilities and people, upon order.
- In a situation beyond the capability of the forces made available, or for an early termination of an emergency situation, request for assistance

from the strike platoon of Heukseok 1 Dong or riot squad of the Dongjak-gu office.

- Reserved Forces HQ located at the basement of the Main Administration Building will take command.

F. University Operation During Wartime

- Operate regular class, temporarily closed, wartime education depending on the level and severity of the situation.
- Classes will be operated on two-shift or three-shift system depending on the availability of the faculty and facilities.

Emergency Response Procedure for Students

A. General Procedure

- Do not exit the house and follow the instructions of community leaders.
- Tune in to broadcasts and take action according to government instructions.
- Do not be influenced by the propaganda of North Korea. Do not engage in activities that help the enemy.
- Follow the instructions of the university president whether to attend class.

B. Warning Identification and Emergency Response Procedure

- Types of Warning and Method
 - Warning Alert : Issued when enemy attack is expected, flat single tone siren for one minute, broadcast alert through radio, television, community broadcasting system, etc.
 - Air Raid Siren : Issued when enemy attack impending or occurring,

siren of series of tones in three-second intervals for three minutes, broadcast alert through radio, television, community broadcasting system, etc.

- Warning Alert Emergency Response Procedure
 - When alert is issued, stop the classes immediately and prepare evacuation.
 - Instruct designated exits and evacuation location to prevent confusion.
 - Evacuate persons with impairment to the evacuation location first.
- Air Raid Emergency Response Procedure
 - Evacuate to evacuation shelter or safe location immediately using the designated exit.
 - After evacuation, tune in to broadcasts and follow the instructions by the Office of Civil Defense.

C. Chemical, Biological and Radiological (CBR) Defense

- Chemical warfare needs to be prepared thoroughly as chemical agent is highly poisonous and heavier than air so it can contaminate the air and cause many casualties and confusion instantly.
- CBR Warning Response Procedure
 - Notify each class immediately that alert had been issued and evacuate impaired and weak students first to a safe location then carry or wear protection gear including gas mask, protective clothing, etc. and prepare for evacuation.
 - Seal off evacuation location to prevent outside air from coming in, tune in to the radio and follow the instructions from the government.
- CBR Alert Response Procedure
 - Cover your entire body and do not expose skin.
 - Wear gas mask and protective clothing. If protection gear is not available, cover nose and mouth with handkerchief or mask, cover body with plastic or rain coat and get away from the contaminated area immediately but do not run the way the wind is blowing.

- Contaminated students must change cloths, breathe fresh air and cleanse skin with soap water. If in serious condition, administer first aid and take the student to a medical facility.

D. Reporting Procedure

- What to report
 - Enemy army, armed communist guerrilla, spies, suspicious persons
 - Explosives including blind shell, mines, etc.
 - Promotional and propaganda documents by the enemy
 - Instigators spreading rumors, idle and negligent workers
 - Criminals, arsonists, etc.
 - Conscription and military service evaders
- How to report
 - Report directly to a police station, army or dial 112 or 113.
 - Report to the community leader or neighbors.

E. Air Infiltration Preparedness

- Air infiltration weakness
 - Unnatural movements in the first five minutes of landing due to dizziness from the shock of the fall.
 - Cannot recover combat capability for some time since the enemy is spread apart after landing.
- Action When Air Infiltration Detected
 - If enemy air infiltration is detected, immediately report to neighbors, community leaders or government agency nearby.

■ Contact Information

Army : Troop 2051 operator (031-441-7344), Riot Squad of the Dongjak-gu office (820-92550), Strike Platoon of Heukseok 1 Dong (825-1118)
 Government office : Civil Defense Team, Dongjak-gu Office(02-820-1225)