

學校地震避難掩護應變參考程序

Procedures of Campus Earthquake Evacuation Drill

參考資料來源：內政部、教育部

Resources: Ministry of the Interior, Ministry of Education

情境：搖晃劇烈、站立不穩，行動困難，幾乎所有學生會感到驚嚇、恐慌、高處物品掉落，傢俱、書櫃移位、搖晃，甚或翻倒。

Situation: Violent shaking, standing unsteadily, moving with difficulty, each student is scared and panicky, objects falling down from higher places, furniture and book stacks shifting, shaking, and collapsing.

一、學生在教室或其他室內：(如圖書館、社團教室、福利社、餐廳等)
Indoor Disaster Sheltering (Classroom, Library, Club Classroom, Cafeteria, Restaurant,... etc).

(一)保持冷靜，立即就地避難。Stay calm and take shelter in place.

1.就地避難的最重要原則就是保護頭頸部及身體，並判斷是否有掉落物及倒塌物。避難地點例如：

The main principle of taking shelter in place is protecting head, neck, and body, be aware of objects falling and collapsing; the sheltering locations are as follows:

(1)桌子下。Under table

(2)柱子旁。Next to pillar

(3)水泥牆壁邊。Next to concrete wall

2.避免選擇之地點：Stay away from the following locations:

(1)窗戶旁。Next to window

(2)電燈、吊扇、投影機下。Under lights, ceiling fans, or projector

(3)未經固定的書櫃、掃地櫃、電視、蒸便當箱、冰箱或飲水機旁或貨物櫃旁(下)。Next to moveable book stacks, broom closets, television, steamer, refrigerator, drinking fountain, or (under) storage container

(4)建物橫樑、黑板、公布欄下。Under a beam, blackboard, or bulletin board

3.地震避難掩護三要領：趴下、掩護、穩住，直到地震結束。

3 Earthquake Sheltering Steps: Drop, Cover, Hold on, and wait until the earthquake stops.

4. 躲在桌下時，應趴下，且雙手握住桌腳，以桌子掩護並穩住身體，如此當地震發生時，可隨地面移動，並形成屏障防護電燈、吊扇或天花板、水泥碎片等掉落的傷害。

Get down while sheltering under the table, hands should hold table foot, body should be covered by table, which can offer some protection from the ceiling or cement pieces falling when earthquake occurs.

- (二)當地震稍歇時，應聽從師長指示，依平時規劃之緊急避難疏散路線，進行避難疏散。注意事項如下：

Please follow faculty members' directions for sheltering and carry out the evacuation process when the earthquake pauses momentarily; the related notifications are as below:

1. 可以用頭套、較輕的書包等具備緩衝保護功能的物品保護頭頸部，並依規劃路線疏散。

Follow the directions for the evacuation process; Protect your head and neck with disaster prevention hood or bag.

2. 遵守不推、不跑、不語三不原則：喧嘩、跑步，易引起慌亂、推擠，或造成意外，災時需冷靜應變，才能有效疏散。

Follow 3 No's: No pushing, No running, and No talking during the evacuation process, since accidents occur easily once people become flustered or jostled. Stay calm in face of disaster, to help the evacuation proceed effectively.

3. 避難疏散路線規劃，應避開修建中或老舊的建物或走廊，並考量學生同時疏散流量，使疏散動線順暢，另外要特別協助低年級及特殊需求學生之避難疏散。

The evacuation route plan should avoid buildings and hallways that are old or under construction; the flow rate of students evacuating along each route also has to be considered. During the evacuation process, first- and second-year students, as well as students with special needs should be specially led by faculty members.

- (三)抵達操場（或其他安全疏散地點）後，各班導師應確實點名，確保每位同學皆已至安全地點，並安撫學生情緒。

Faculty members should check the student roster to make sure all

students have evacuated to the safe place, and help to calm them down after they arrive at the sports field (or other safe evacuation locations).

※特別注意事項：Special Notifications

(一)低年級學生或資源班學生應由專人引導或由鄰近老師負責帶領。

During the evacuation process, first- and second-year students, as well as students with special needs should be specially led by faculty members.

(二)在實驗室、實驗工廠或廚房，應立即保護頭頸部，找安全的掩護地方依地震避難掩護三要領就地避難，俟地震稍歇後關閉火源、電源，進行疏散避難。

When in lab, pilot plant or kitchen during an earthquake, please protect your head and neck immediately, follow 3 Earthquake Sheltering Steps, extinguish flames and turn off power when the earthquake pauses momentarily, and proceed to the campus evacuation location immediately.

(三)如在大型體育館、演講廳或視聽教室，應注意是否有掉落物，先躲在座位下並保護頭頸部，等搖晃停止後再行疏散避難。

Be aware of falling objects when in large gymnasium, auditorium or audiovisual classroom during an earthquake, hide under the seats and protect your head and neck, proceed to the campus evacuation location when the earthquake pauses momentarily.

(四)在建築物內需以防災頭套或書包保護頭頸部，但當離開建築物到空曠地後，可不必再以防災頭套或書包掩護，以利行動。

Protect your head and neck with disaster prevention hood or bag when you are in a building. For evacuating easily, disaster prevention hood and bag can be taken off after you leave the building to the evacuation location.

(五)地震搖晃當中切勿要求學生開門與關閉電源，應於地震稍歇且進行疏散時，才能實施上述2項動作。

Faculty members are not to ask students to open the door or turn off the lights during an earthquake; all those actions can be implemented while proceeding to the campus evacuation location after the earthquake has paused momentarily.

二、學生在室外：Outdoor Sheltering

(一)保持冷靜，立即就地避難。Stay calm and take shelter in place.

- 1.在走廊，應趴下，保護頭頸部，並注意是否有掉落物，當地震稍歇，可行動時應立即疏散至空地，或避難疏散地點。

Stay down while you are passing through hallways; protect your head and neck, and beware of falling objects. When the earthquake pauses momentarily, immediately proceed to the campus evacuation location.

- 2.在操場，應趴下，避開籃球架，當地震稍歇，可行動時應立即疏散至空地，或避難疏散地點。

At sports field, get down, stay far from basketball stands, and proceed to open ground or the campus evacuation location immediately when earthquake pauses momentarily.

- 3.千萬不要觸及掉落的電線。Absolutely don't touch fallen electric wires.

(二)抵達操場（或其他安全疏散地點）後，各班導師應確實點名，確保每位同學皆已至安全地點，並安撫學生情緒。

Faculty members should check student roster to make sure all students have evacuated to the safe place, and help to calm them down after they arrive at the sports field (or other safe evacuation locations).