

Emergency Handling Procedures for Student Internship Accidents in the Department of Tourism and Hospitality Management, Kai Nan University

Date of Approval: January 2, 2020 (Approved in the 6th Departmental Affairs Meeting of the Academic Year 2019-2020)

1. To ensure that accidents or emergencies occurring during student internships are promptly addressed, and appropriate emergency medical support is sought for comprehensive handling, the following procedures shall be followed:

(a) Standard Procedure for Handling Domestic Internship Accidents:

1. In the event of an accident, the student or the internship unit should immediately notify the supervisor of the internship unit and the counseling teacher, and request assistance such as calling for emergency services or arranging for medical treatment.
2. The internship counseling teacher should, at the earliest opportunity, report the incident and the handling procedure to the department head, instructors, student advisors, and parents. If it involves campus security matters, the Campus Security Center should be informed according to the prescribed procedures.
3. Depending on the severity of the situation, the internship counseling teacher, accompanied by the instructor or parents, should visit the internship unit to understand the circumstances of the accident and discuss possible courses of action. If necessary, personnel from the Student Affairs Office may be invited to assist.
4. In case of emotional distress, the Student Affairs Office should provide counseling for parents and students. If legal liability is involved, legal experts or relevant authorities such as the Ministry of Labor may be invited to assist in the handling process.

(b) Standard Procedure for Handling Overseas Internship Accidents:

5. The department should conduct a pre-internship briefing for students planning to participate in overseas internships, providing information on precautions to be taken. This includes advice on adapting to local customs, understanding religious practices, familiarizing oneself with local laws or regulations, and providing contact information for the Taiwan Representative Office. Students should also be reminded to carry relevant documents (such as work permits or other necessary documents).
6. In the event of an accident, the student or the internship unit should immediately notify the local internship unit supervisor or counseling teacher, and request assistance such as calling for emergency services

or arranging for medical treatment.

7. If there is a communication breakdown with the local internship unit supervisor, the affected student should immediately contact the department's counseling teacher and parents. The internship counseling teacher should report the incident and the handling procedure to the department head, instructors, and student advisors at the earliest opportunity. The International Exchange Center should also be involved in the coordination. If it involves campus security matters, the Campus Security Center should be informed according to the prescribed procedures.
 8. Depending on the circumstances (e.g. severe natural disasters, man-made disasters, urgent situations concerning life and safety, etc.), the Student Life Counseling Division of the Student Affairs Office should contact the local diplomatic office of the Republic of China for assistance.
2. The internship counseling teacher should meticulously document the handling process and report to the Campus Security Center for processing in accordance with regulations. After the incident, the assessment results should be archived and submitted to the Internship Committee for reference in future improvements to student internship affairs.
 3. These guidelines shall be implemented after approval in the Departmental Affairs Meeting. Amendments shall follow the same procedure.