

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, ...).

(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先快速判斷是否有掉落物及倒塌物品，進而優先保護頭頸部及身體。避難地點例如：

The main principle of taking shelter in place is to check if any objects might fall or collapse, then protect your head, neck, and body; the sheltering locations are as follows:

(1) 桌子或堅固的物品下方 (桌子物件若可能造成傷害則不宜，例如：玻璃桌面)。Under table or solid objects (find other shelter when the object is made with materials that might cause injury, such as a glass table.)

(2) 牆角，要確認上方懸掛物品是否可能墜落、是否有玻璃窗可能爆裂等危險狀況。Wall corners, but be aware if there are any hanging objects that might fall, or possible cracking glass windows etc.

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

(1) 玻璃窗旁。Next to glass window

(2) 電燈、吊扇、投影機等易墜落物之下方。Under possible falling

objects such as lights, ceiling fans, or projector, etc.

(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) 黑板、公布欄下。Under a blackboard or bulletin board.

3. 遵循地震避難掩護三要領：趴下、掩護、穩住，直到地震搖晃結束；若使用輪椅、助行器輔具者，應以鎖住、掩護、穩住，直到地震搖晃結束。

Follow Earthquake Sheltering Steps: Drop, Cover, Hold on, and wait until the earthquake stops. When using wheelchair or assistive device, please brake, take cover, then hold on until the earthquake stops.

4. 躲在桌下時，應盡可能趴下，壓低頭部，優先保護頭頸部，且雙手握住桌腳以桌子掩護，並穩住身體及桌子。到任何空間都要養成習慣，快速瀏覽地震發生時可能的保護屏障，避免電燈、吊扇或天花板、水泥碎片等掉落造成傷害。

Get down while sheltering under the table, drop to the ground as well as possible and lower head to protect head and neck; hands should hold table foot, body should be covered by table. Make it an instinct to find any possible cover which can offer some protection from the light, ceiling or falling cement pieces when an earthquake occurs.

(二) 地震稍歇時，應聽從師長指示，依平時規劃之疏散路線，快速疏散。注意事項如下：

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

1. 應依規劃路線疏散。疏散時可用具備「緩衝」保護功能的物品保護頭頸部(例如：較輕的書包、軟墊、墊板反折形成緩衝等)；若

學生行走仍需要牽手或老師引導，則建議可用頭套或頭盔等輔助器材。

Evacuate according to the designated route. Protect your head and neck with any buffer materials (ex: light-weight school bag, cushion, folded pad); If students still need faculty members' guidance, wearing assistive device such as helmet is advised.

2. 災時需冷靜應變，才能有效疏散，遵守「三不原則」：不推、不跑、不語。大聲喧嘩、跑步，易引起慌亂、推擠，因而造成意外。若學生面對突發事件有所恐懼或慌張，因而有放聲大哭或突然言語不止等壓力行為，老師仍應盡可能引導學生疏散。

Stay calm in face of disaster so the evacuation may proceed effectively. Follow the “3 No’s Principle: No pushing, No running, and No talking”. Loud noises and running during the evacuation process might cause flustering or jostling and lead to accidents. If students feel scared or panic when facing the incident and start to cry or murmur, faculty members should still try their best to lead the evacuation.

3. 避難疏散路線規劃，應避開修建中或老舊建物或走廊，並考量學生同時疏散流量，務必使疏散動線順暢；另外，要特別留意低年級及特殊需求學生（身心障礙學生及幼兒等）之避難疏散需求。

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, especially students with special needs (physically / mentally challenged students and children) should be specially led by faculty members.

(三)抵達安全地點(操場或其他地點)後，教職員工生均應確實點名，確保所有人員皆已至安全地點，並安撫情緒；若有人員未到(或

受傷)，應盡速執行相關應變任務。After reaching a safe place (sports field or other locations), faculty members should take roll call to make sure all faculty, staff and students have evacuated to the safe place, and help to calm them down. If any person is absent (or injured), please implement relevant handling measures as soon as possible.

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. 在走廊時，應注意是否有掉落物、窗戶玻璃爆裂等狀況，盡可能就地趴下保護頭頸部；地震稍歇時應立即疏散至空地或安全地點。

Stay down while you are passing through hallways; protect your head and neck, and beware of falling objects or cracking glass window, keep your body close to the ground if possible. When the earthquake pauses momentarily, immediately proceed to an open space or safe place.

2. 在操場時，應避開籃球架、足球門、大型喬木等可能傾倒之物品。若已無墜落物之疑慮，則以就地等待為原則。

At the sports field, stay far from possible falling objects such as basketball stands, soccer gate or large poles, etc. Stand and wait if there is no possible falling objects.

3. 千萬不要觸碰掉落的電線。

Absolutely don't touch fallen electric wires.

(二)抵達安全地點(操場或其他地點)後，教職員工生均應確實點名，確保所有人員皆已至安全地點，並安撫情緒；若有人員未到(或受傷)，應盡速執行相關應變任務。

After reaching a safe place (sports field or other locations), faculty members should take roll call to make sure all faculty, staff and students have evacuated to the safe place, and help to calm them down. If any person is absent (or injured), please implement relevant handling measures as soon as possible.

※特別注意事項：Special Notifications

- (一)低年級學生、特教班或資源班學生應由專人引導或由鄰近老師負責帶領；特殊教育學校得視需求規劃等待救援點。

During the evacuation process, junior, special education class and disabilities resource class students should be specially led by faculty members. Special education schools should plan their rescue points as needed.

- (二)在實驗室、實驗工廠或廚房，應立即保護頭頸部，遠離火源或化學藥品，尋找安全的掩護位置，並依地震避難掩護要領就地避難，俟地震稍歇後關閉火源、電源，進行疏散避難。如果正在火源、電源旁，應順手關閉火源或電源，再行就地避難；如果不在順手範圍，應先就地避難，優先保護自身安全。

When in lab, pilot plant or kitchen during an earthquake, protect your head and neck immediately, avoid fire or chemicals, seek safe shelter and follow Earthquake Sheltering Steps. Extinguish fire and turn off power when the earthquake pauses momentarily, and proceed to the campus evacuation location immediately. Please extinguish fire and turn off power if you are nearby, then evacuate. Evacuate and protect yourself if fire and power switches are not nearby.

- (三)如在大型體育館、演講廳或視聽教室，應先注意是否有掉落物，於座位就地掩蔽並保護頭頸部，搖晃停止後再行疏散。

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)在建築物內需以具備緩衝效果之物品保護頭頸部；當離開建築物到空曠地後，若已無墜落致傷之可能，則不需再特別掩護。

Protect your head and neck with buffer materials when you are in a building. After you leave the building to an open space outside and if there are no falling objects, you do not need to take cover anymore.

(五)地震大力搖晃時，移動可能導致跌倒，毋須特別前往開門與關閉燈具電源；地震稍歇且啟動疏散時，應記得關閉使用中之電源。

It is unnecessary to open doors or turn off the lights when the earthquake is severe as moving may cause stumbling. Please turn off power when the earthquake pauses momentarily and the evacuation procedures have started.