

NATIONAL TAIWAN UNIVERSITY

Directives for Handling Suspected Food Poisoning Cases

January 21, 1998 Approved by the Dining Services Committee at its 16th meeting
March 24, 1998 Passed by the 2,049th Administrative Meeting
August 01, 2006 Amended by the 2,443rd Administrative Meeting

Article 1 Prevention of the aggravation of food poisoning:

In accordance with the National Taiwan University (NTU) *Campus-Wide Emergency Report System and Contacts* and *Unified Emergency Response Standards Chart and Contacts*, suspected cases of food poisoning must be reported by phone to the General-Duty Officer at 3366-9119 or to Campus Security at 3366-9110 (available 24 hours a day).

Please pay attention to the following:

1. When someone is in need of hospital treatment, a family member or emergency contact shall be contacted as soon as possible.
2. NTU officials responsible for the *Unified Emergency Response Standards Chart and Contacts* or Dining Services Committee staff shall report cases to the Food Poisoning Hotline of the Department of Health, Taipei City Government as soon as possible by phone at 2720-5322 or by fax at 2720-5321.
3. The Military Training Office is responsible for making case progress reports to the Ministry of Education.
4. To prevent incidents from spreading, all involved parties shall cooperate fully with the health authorities.

Article 2 Tracing the cause of the incident:

1. The Dining Services Committee shall assist health authorities in investigating the cause of food poisoning incidents by collecting samples and carrying out other related tasks.
2. Once the health authorities have issued a response to the investigation report, the Dining Services Committee shall inform the Military Training Office and those responsible for food and beverage management to commence follow-up work.

Article 3 Post-incident work:

1. Food and beverage sale areas shall be comprehensively disinfected.
2. Food oversight shall be increased to provide safe and hygienic dining areas.
3. Attention shall be paid to patients' health.
4. Once an investigation has been completed, incidents shall be handled in accordance with instructions from the health authorities.