

Emergency Contact Information

University

Ikebukuro Campus

3-34-1 Nishi-Ikebukuro, Toshima-ku, Tokyo

General Affairs Office, General Affairs Division:

03-3985-2253

Student Affairs Office, Student Affairs Division:

03-3985-2437

Security Office (24 hours):

03-3985-2288

Niiza Campus

1-2-26 Kitano, Niiza-shi, Saitama

Niiza Campus Office, General Affairs Division:

048-471-6674

Student Affairs Office, Student Affairs Division:

048-471-6673

Niiza Campus Guard Station:

048-471-6600

Public Services

Ikebukuro Fire Department: 03-3988-0119

Ikebukuro Police Department: 03-3986-0110

Toshima City Office: 03-3981-1111

Niiza Fire Department: 048-482-0119

Niiza Police Department: 048-482-0110

Niiza City Office: 048-477-1111



How to be prepared

Although we may not be able to prevent earthquakes, we can reduce the level of damage by being appropriately prepared. Think about what you can do.

- Know evacuation sites. (Around the university and your home)
- Talk with your family about how you will contact or meet each other.
- Research and register for disaster message board services. (You need to register your email address in advance.)
- Know the route to get home and how long it will take. (People walk about 2.5 km/h on foot during disasters.)
- Prepare and record disaster memos.
- Know specific methods for collecting information and emergency evacuation sites. (Around school and along commuting routes)
- Consider methods for preventing things from falling down, and prepare emergency evacuation kits.
- Know and prepare lists of contacts, i.e. university, friends.

Please inform your family that a printable copy of this manual is available from the home page.

<https://spirit.rikkyo.ac.jp/ecs/SiteAssets/pdf/esg.pdf>

Mobile phones are supported, so please save a copy to your phone. However, mobile phone batteries may run out during emergencies so make sure to carry the pocket manual as well.

* Packet fees are required for internet usage.



Emergency kits

Items convenient to carry around at all times

- Cash (including small change)
- Health insurance card
- Towel, Band-Aids, bandages
- Windup rechargeable radio and flashlight
- Tissue paper, wet tissue paper
- Heat insulated aluminum sheets for disasters
- Chocolate, candy, etc.
- Student card, university employee ID card (and driver's license)
- Address book (with contacts for family and friends)
- Rain gear (raincoat, etc.)
- USB cable for recharging cell phones
- Polyethylene garbage sacks
- Permanent markers

Other items convenient during disasters

- Bank books
- Medicine and prescriptions
- Sneakers
- Portable cooking stove
- String, rope
- Extra batteries
- Slippers
- Disposable hand warmers
- Personal seal
- Jacket, underclothing, socks
- Backpack
- Flashlight
- Candles
- Can opener, bottle opener
- Washing kit
- Emergency food and water

memo

*Use a permanent marker.



Protect Yourself During Emergencies

Safety Guide for Major Earthquakes

(Disaster Prevention Handbook)

For Students/Teaching Staff



立教大学
RIKKYO UNIVERSITY

2022

Safety Confirmation (Emergency Contact System)

1. Emergency Contact System

(* This system is for students and full-time teaching staff of this school.)

The purpose of the Emergency Contact System is to confirm everyone's safety in the event of a major earthquake. The system will automatically send an email to the mobile phone address provided. The address used will be the one provided at admission or when registering for courses. If your address changes, be sure to inform an academic office (Academic Affairs Office «Ikebukuro», Academic Affairs Office «Niiza», Independent Graduate Schools Office, Rikkyo Second Stage College Office) of the change (staff should inform the Human Resources Department).

The Emergency Contact System will also be tested 1 or 2 times per year to confirm that it is working.

Also, using the Emergency Contact System, important announcement such as cancellation of lectures for the entire university in emergency situations may be informed.

2. Contact Methods

Should a major earthquake occur, use one of the following methods to inform the university of your safety.

If Mobile Phones Can Be Used

Reply to the email that the university has sent to your mobile phones (see figure to right).

If Mobile Phones Cannot Be Used

● When On or Nearby Campus

Place the Safety Confirmation Card at the end of this handbook inside one of the Safety Confirmation Collection Boxes installed at the Ikebukuro Campus Security Room or Niiza Campus Security Gatehouse.

● When Off Campus

Please call the phone numbers listed in Emergency Contact Information (University) above. (Postal mail also acceptable. Addresses given above.)

Preparations for Use Necessary Preparations to Use Emergency Contact System

● Register Your Mobile Phone Email Address as Emergency Contact Information

For students, the registered address will be the email address provided on the School Registry Information Form at admission, or the email address registered when applying for class registration.

For teaching staff, the email address provided to the Human Resources Department will be the registered address.

● Settings to Receive Email

Set your mobile phone to be sure you do not block emails sent from e-ansin.com

Emergency Contact System

From : xxxxxx@xxxxxx.e-ansin.com
 To : xxxxxx@xxxxxx.xx
 Date : 20xx年xx月xx日 xx:xx:xx
 Subject: [xxxxxx]RIKKYO 安全確認 / Safety check

○〇さん宛てのメッセージ
 This e-mail is sent to students, faculty and staff members of Rikkyo University via the Rikkyo University Emergency Contact System (E.C.S.).
 Tokyo or Saitama area was hit by an earthquake with a seismic intensity greater than 5-upper.
 Please answer Q1 and Q2 by replying directly to this message.

【回答方法 / How to respond】

Q1⇒現在の状況 (Are you safe now?)

Q2⇒現在の居場所 (Where are you now?)

[Ex.1]

Q1に 1:無事, Q2に 6:自宅と答える場合 ⇒ 16

To answer as 'Safe' (1) in Q1 and 'at home' (6) in Q2 ⇒ 16

[Ex.2]

更にコメントを付けた場合 ⇒ 16 ご心配なく

If you wish to add any comment. ⇒16 Don't worry, I'm safe.

- Q1.
 1:無事 Safe
 2:軽傷 Slight injury
 3:重傷 Serious injury
 4:助けを求む Help wanted
 5:その他 Other

- Q2.
 6:自宅 at home
 7:学内(池袋) on campus (Ikebukuro)
 8:学内(新座) on campus (Niiza)
 9:移動中 on the way
 0:その他 Other

以上 That's all.

Quote the subject of the Safety Confirmation email that was sent to you.

Emergency Contact

From : xxxxxx@xxxxxx.xx
 To : xxxxxx@xxxxxx.e-ansin.com
 Date : 20xx年xx月xx日 xxxxxx
 Subject: [xxxxxx]RIKKYO 安全確認 / Safety check

17

Enter your response number to both questions at the beginning of the sentence.

- 1:無事 Safe
 7:学内(池袋) on campus(Ikebukuro)

Safety Confirmation Card

This Safety Confirmation Card is to be delivered to the university in the event that after a major earthquake or other disaster you are unable to send a reply email to the Emergency Contact System (described separately) using your mobile phones. When mobile phones can not be used, cut out this card, enter the required information and deposit it in the Safety Confirmation Collection Boxes installed at the security room or gatehouse on either campus.

Student Number	Faculty
Full Name	
Current Situation: Circle the numbers that apply, or fill in the blank space between the ().	
1 Safe	
2 Injured	
① Student / ② Family Member	
3 Residence Destroyed	
① Family Home / ② Other (Apartment, Relative's Home)	
4 Currently in a Temporary Residence	
5 Other Information University Should Know	()
6 Contact Information and Contact Method for Near Future	()
Submission Date: Year/ Month/ Day	

When Earthquake Occurs → Once Trembling Subsides → Things Calm Down ① → Things Calm Down ②



Is the location you are in right now really safe?

○ YES
Stay in that location

× NO
Go to evacuation site

Contact the school, inform them you are safe
(Emergency Contact System, etc.)

Confirm safety of family members

Can you walk home?

○ YES
Go home

× NO
Go to evacuation site

POINT ▼

POINT ▼

POINT ▼

POINT ▼

At the university

- Campus buildings are built to resist major earthquakes, so remain calm even if an earthquake occurs.
- Until the earthquake settles down, wait inside the classroom and do not go outside.
- Open the classroom door to make sure you have an exit in case of emergency.
- Beware of objects falling from above, and stay underneath a desk or protect your head with a bag or clothing. When crawling under a desk, be sure to hold the desk legs firmly.
- Closing curtains and blinds can prevent glass shards from scattering (but only do so if safe).
- Be extremely careful if using volatile materials for experiments or the like.
- In the event of an emergency, announcements will be made using the school PA system.

Mental Preparation

- Remain calm, and make sure you are safe.
- Check for buildings tilting, cracks in the wall and the like.
- Are there any fires? If a fire has occurred, then cooperate with those around you and extinguish it to the extent that is safe. If extinguishing the fire seems unfeasible, then retreat from the fire.
- Are there any injured people? If there are injured people, then cooperate with those around you to perform first aid and contact the administration office.

Basis for Deciding to Move to Evacuation Site

- If there is no danger of windows, blackboards, televisions or the like collapsing, nothing falling from the ceiling and no leaking chemicals then it is safer to remain where you are.

Points to Remember When Taking Action

- In case of fire, cover your mouth with a towel or the like to avoid breathing in smoke.
- Check which movement route would be the safest, and use stairs instead of elevators.

Safety Confirmation

If Mobile Phones Can Be Used

- Please reply to the email sent via the Rikkyo University Emergency Contact System.

Check Reverse Side for Details on Safety Confirmation Methods

If Mobile Phones Can Be Not Used

- **When On or Nearby Campus**
Deposit the Safety Confirmation Card at the end of this manual inside one of the Safety Confirmation Collection Boxes installed at the Ikebukuro Campus Security Room or Niiza Campus Security Gatehouse.
- **When Off Campus**
Please call the phone numbers listed in Emergency Contact Information (University) on reverse. (Postal mail also acceptable. Addresses given on reverse.)

Evacuation Sites

Evacuation sites are classrooms inside campus buildings. Depending on circumstances, the university may give directions regarding evacuation sites. Evacuation sites other than the campus buildings are described below.

- Ikebukuro Campus**
Evacuation Sites ▶▶ In front of Tucker Hall, in front of Dining Hall, in front of Main Building, in front of Building No.5
- Niiza Campus**
Evacuation Sites ▶▶ Athletic Field, in front of Building No.1

Go Home? Stay on Campus?

Once the aftershocks have slowed down and things settle down, you should consider going home. If transportation is down, you will have to walk home. A guideline for walking home is 10 km. People who live more than 10 km away should go to an evacuation site. Gather accurate information from television or radio.

While commuting or outside

- Be careful of your surroundings and prioritize your safety over everything else.
- Stay away from ditches, telephone poles, vending machines, etc., and be careful of falling objects.
- Do not move in random; confirm safety first.
- Understand the damage situation accurately.
- Move to the evacuation site that you and your family have decided in advance. However, to ensure your own safety, you may have to

use a different evacuation site depending on where you are or the surrounding situation.

- During evacuation, follow instructions from the police and fire department.
- Evacuate on foot and take minimum necessary baggage.
(If handling fire, put out the fire only after ensuring your own safety.)
- Try to collect accurate information and move in groups whenever possible.
- Use the stairs, not the elevators.
- Try to help the injured or help extinguish small fires.

Mobile Phone Carrier Disaster Message Board Services

Pre-registration is necessary! (Also test that it works before a disaster)

These are the QR codes for each company

DoCoMo https://www.nttdocomo.co.jp/english/info/disaster/disaster_board/	au https://www.au.com/english/mobile/anti-disaster/saigai-dengen/	Softbank https://www.softbank.jp/en/mobile/service/dengen/	Y!mobile http://www.ymobile.jp/service/dengen/

