

Please read the back cover of this manual when an earthquake hits.

When disaster strikes

Obtain information from reliable sources.

- Watch out for and stay clear of objects that may fall.
- Remain calm and check for safety before moving.
- Open emergency exits and doors to create evacuation routes.
- Evacuate on foot with the minimum required items. (While keeping aware of personal safety, turn off cooking range, kerosene heater and anything else that may cause risk of fire.)
- Use stairs to evacuate the building. (Waseda University elevators automatically stop in the event of earthquake.)
- Obtain information from reliable sources and avoid taking action on your own.
- Cooperate in giving aid to the injured and quickly extinguishing fire.
- Contact your family and the university.

Everyday Preparation

It is impossible to prevent big earthquakes, but you can reduce potential damage through adequate preparation. It is important for everyone to think about preparation on a daily basis.

- Learn the location of evacuation centers (near the university and your home).
- Confirm in advance how to contact your family and where to meet.
- Register with and know how to use disaster voice-mail services.
- Check alternative routes to your home and the times required to walk. (Plan on 2.5km/h in time of disaster)
- Fill out emergency information and keep updated.
- Check the location of emergency evacuation sites and specific ways of obtaining information (at the university and along your route to and from home).
- Brace furniture to prevent it from falling and prepare emergency items.
- Create a contact information list that includes the university and friends.

Print out a copy of this manual from the Office of University Environment and Safety webpage and give it to your family.
<http://www.waseda.jp/eccampus/saf/index.html>

The website can be viewed by cell phone. Please save the information on your cell phone, too. However, as cell phones have limited battery power, carry a hard copy of the pocket manual in case of emergency.



Items for emergency evacuation

Items that should be carried at all times

- | | |
|---|---|
| <input type="checkbox"/> Cash (including coins) | <input type="checkbox"/> Address book (families, friends, etc.) |
| <input type="checkbox"/> Health insurance card | <input type="checkbox"/> Waterproof clothing (rain coat, etc.) |
| <input type="checkbox"/> Towel/ Band aids/ Bandages | <input type="checkbox"/> Mobile Phone Charger |
| <input type="checkbox"/> Portable radio | <input type="checkbox"/> Polyethylene garbage bag |
| <input type="checkbox"/> Dry and wet tissues | <input type="checkbox"/> Permanent marker |
| <input type="checkbox"/> Emergency aluminum thermal sheet | |
| <input type="checkbox"/> Chocolate/ Candy | |
| <input type="checkbox"/> ID card (driver license, etc.) | |

Other emergency items

- | | |
|--|--|
| <input type="checkbox"/> Bank book | <input type="checkbox"/> Personal seal |
| <input type="checkbox"/> Over-the-counter and prescription medications | <input type="checkbox"/> Jacket/ Underwear/ Socks |
| <input type="checkbox"/> Sports shoes | <input type="checkbox"/> Backpack |
| <input type="checkbox"/> Portable gas canister-type burner | <input type="checkbox"/> Flashlight |
| <input type="checkbox"/> Rope | <input type="checkbox"/> Candle |
| <input type="checkbox"/> Backup battery | <input type="checkbox"/> Can opener/ Bottle opener |
| <input type="checkbox"/> Slipper | <input type="checkbox"/> Toiletry goods set |
| <input type="checkbox"/> Disposable hand warmer | <input type="checkbox"/> Emergency food/ Water |

Other

*Use a permanent marker to write information.

Heavy waterproof paper (base material: mineral powder) is used to assure that this manual is ready for you in time of emergency. We have adopted the color universal design (CUD) system to help individuals with color-vision deficiencies and universal design font (UD font) to increase readability.



Earthquake

Response Manual

For students

If an earthquake causes significant damage to buildings and transportation (generally earthquakes of intensity 6 low or greater), follow this manual, ensure your safety, and act calmly.

How to contact the university

Inform the university of your status when conditions allow.

*Try not to contact us via phone.

Contact via Internet using cell phone

Go to menu on the left side of Waseda-net Portal → Click "Report-of-Status Form" → Provide information in the required fields → Click send

Contact via post card

Write "Report of Status", name, student number, personal and family status, address, problems, status of home or evacuation site, etc., and send to the following address.

Office of the Graduate School of (), Faculty of (), Waseda University
 1-6-1 Nishi-Waseda, Shinjuku-ku, Tokyo 169-8050

* Follow the instructions provided by the office of each faculty and graduate school.

How to contact your family in Japan

NTT disaster voice-mail service

This service is provided by NTT to facilitate the confirmation of safety after earthquake or other disaster, when phone use increases drastically.



Write numbers in advance.

Area code Phone number

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- * Directions for this voice-mail service are the same inside and outside of the disaster-affected areas.
- Supported terminals: NTT home phones, public phones, and cell phones
 - Number of messages that can be recorded: a maximum of 10 messages per phone number
 - Recording time: within 30 seconds per message
 - Duration of storage: 2 days (automatically deleted after 48 hours)

Advance registration required! (Please test the procedures in advance.)

Disaster message board service by cell phone providers

This service facilitates the confirmation of safety (registration of safety status) via cell phone in time of disaster. NTT will forward the registered individual's safety status and short message to designated family members and acquaintances. Status can also be checked via the Internet.

The QR codes for each company are listed here.



- | | |
|------------|---|
| NTT docomo | http://dengon.docomo.ne.jp/top.cgi |
| au/TU-Ka | http://dengon.ezweb.ne.jp/ |
| SoftBank | http://dengon.softbank.ne.jp/ |
| WILLCOM | http://dengon.willcom-inc.com/ |

Personal information for emergency

Name

Family Student number

Emergency contact information

Address

Phone number

Date of birth

Chronic diseases Regular medications

Allergies

Evacuation sites at Waseda University

Evacuation sites around your home

Location where family members are to meet
 Share the information with your family.

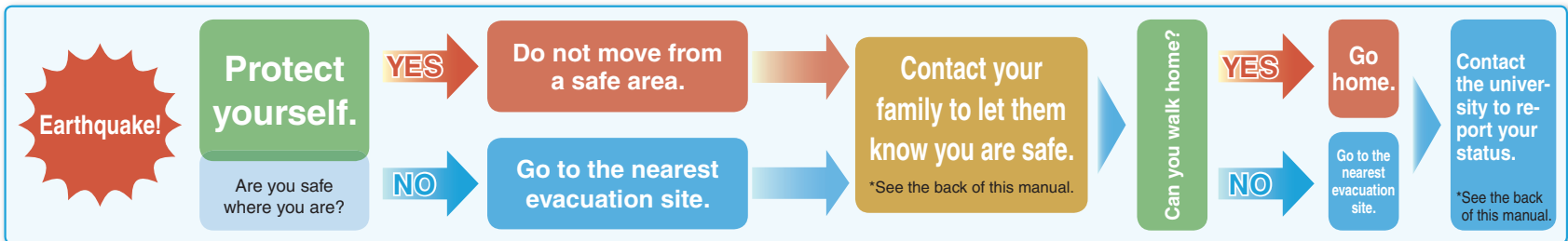
*Use a permanent marker to write information.

Immediately after an earthquake

When the shaking stops

When things calm down ①

When things calm down ②



Point

Point

Point

Point

When you are at the university

- Stay away from windows and shelves to avoid potential injury from broken or falling objects.
- Protect your head, hands and legs by getting under a desk or covering your head with a bag or clothing.
- If you are near a door and it is safe to do so, open the door to create an exit.
- After assuring your own safety, turn off or extinguish any flames. Stay away from chemical substances.
- If you are in an open field or area where the risk of falling objects is minimal, sit down and wait until the shaking stops.

For your own protection

- Stay cool and calm.
- Check if the building has tilted or if there are cracks on the walls.
- Check to see that there are no fires around you. If fire breaks out, work with others to extinguish it after assuring your safety. If it is difficult to extinguish the fire, move as far away as possible.
- Check for injured individuals around you. If anyone is injured, work with others to give first aid after securing your safety, and inform our office when conditions allow.
- Due to the possibility of aftershocks, stay calm and observe the situation.

Criteria for movement to evacuation sites

- If nothing has fallen from the ceiling, there is no risk of window glass, blackboards, or TVs falling, and no chemical substances have leaked from their containers, then it is best to remain where you are.

Cautions while heading to evacuation sites

- If fire has broken out, cover your mouth with a towel or other cloth to prevent the smoke inhalation.
- Find a safe route out of the building. If you are above the first floor, avoid the elevator and use the stairs.

Large spaces where fire is not a risk are appropriate evacuation sites. Waseda University has designated the locations as listed below evacuation sites; however, you should select the safest site available under the circumstances.

[Waseda Campus]

on the campus grounds

[Toyama Campus]

on the campus grounds/ Toyama Park

[Nishi-Waseda Campus]

Toyama Park

[Tokorozawa Campus]

Baseball Ground/ Track and Field Arena

[Kagami Memorial Laboratory for Materials Science and Technology -Zaiken-]

Toyama campus/ Toyama Park

Deciding whether to return home or stay at the university

When aftershocks stop, decide whether it is best to return home or stay at the campus. If public transportation is not working, walk if your home is located within 20 km from where you are. If your home is farther than 20 km away, walk to the nearest evacuation site. Do not believe chain mail or other unreliable information. Obtain information from radio and TV.

A map showing 20km from Shinjuku



Twenty kilometers is the normal range for walking when disaster has knocked out public transportation.

Within 20km from Waseda is the limit!

On the way to the university

- Carefully check conditions and give first priority to your safety.
- If you are walking, stay away from electrical poles and vending machines, and watch out for falling objects.

- Get an accurate perspective of the damage.
- Although you may wish to move to the evacuation site arranged by your family in advance, safety may dictate that you choose another evacuation site.
- While walking, follow instructions given by the police and fire department.

- If everyone rushes home at the same time, there will be traffic jams everywhere. It is important to remain calm. Ensure your safety first, and then make your way home.
- Walking speed during disasters is approx. 2.5km/h. It takes 4 hours to walk 10km.
- It is dangerous to move around after sunset. Do not go out alone at night to protect yourself from potential injury or crime. [Estimate]

Memo Fill in information necessary for emergencies

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Family phone numbers

☎	☎
☎	☎

Date	Sunrise	Sunset
March 20 th	5:45 am	5:53 pm
June 20 th	4:25 am	7:00 pm
September 20 th	5:27 am	5:41 pm
December 20 th	6:46 am	4:31 pm

* In poor weather conditions, the above-mentioned times should be 1 hour earlier.