

Announcement for Students and Faculty members
on the Nishi-Waseda Campus

Center for Science and Engineering

Precautions of the winter holidays on the Nishi-Waseda campus

【Winter holidays】 From December 24(Tue.), 2019 to January 5(Sun.), 2020

【Campus Closed】 From December 29(Sun.), 2019 to January 5(Sun.), 2020

Month	Day		Nishi-Waseda Campus	Offices	Can enter the campus if marked ○	Science&Engineering library	Students' Reading room	Campus Shuttle Bus
			Hours Gate open 8:00~22:30	Hours open 9:00~17:00 (Art & Architecture School 12:30~19:30)		Hours open 9:00~20:00	Hours open 9:00~18:00	
12 Dec.	24	Tue	Open	Open	○	Open	Open	Operational : Saturday-time table
	25	Wed						
	26	Thu						
	27	Fri						
	28	Sat	Entirely Closed all day	Entirely Closed all day	only Lab.	Entirely Closed all day	Entirely Closed all day	Not operational
	29	Sun			×			
	30	Mon						
31	Tue							
1 Jan.	1	Wed						
	2	Thu						
	3	Fri						
	4	Sat						
	5	Sun						

Phone numbers

Contact	Campus extension phone numbers	Direct dial numbers
In an emergency (Front Gate Security)	2 0 0 0	0 3 - 5 2 8 6 - 3 0 2 2
Health Support Center Nishi-Waseda branch	2 6 4 0	0 3 - 5 2 8 6 - 3 0 2 1
Technical support section	8 0 2 0	0 3 - 5 2 8 6 - 3 0 5 0
General affairs section	2 5 1 0	0 3 - 5 2 8 6 - 3 0 0 0

1 Campus gate open/closed

(1) Check the above table. See WEB site for more information.

(2) Campus open hours : 8:00~22:30.

Campus closed all day on Saturdays, Sundays, National holidays. Campus entirely closed from December 29 to January 5.

(3) Office business hours : 9:00~17:00 (Art & Architecture School:12:30~19:30)

(4) Note the campus gate closed at 22:30.

Faculty members are responsible with discretion for use of their labos/offices and for their students after the gate closed.

2 When you enter the campus on Saturdays, Sundays and holidays.

- (1) Main gate, West gate and the Subway gate (with Rotary gate) are only available. Swipe of Student/Faculty/Staff ID card will be required.
- (2) If outside party/academia would like to enter the campus, the request for admission pass is required in advance. Please submit the prescribed request form to the General Affairs Section of the Center for Science and Engineering. When completing the form, seal on the form by Waseda's fulltime faculty/staff members is needed.
The prescribed request form in Japanese: 「休日入講許可申請書」

3 Entering the campus during the winter holidays lock-out period.

Students are not allowed to enter the campus during the winter holidays lock-out period (From December 29, 2019 to January 5, 2020)

4 Use and return of keys to enter

- (1) Check out keys at the main gate security showing student/faculty ID. Fill out the checkout/return request form, too.
- (2) Make sure to return the keys when you leave the campus at the main gate security. Fill out the checkout/return request form, too.
In case the keys are not returned, some penalty restricting/limiting the use of labos may be imposed.

5 Campus shuttle buses

Entire campus shuttle buses will not be in operation on Saturdays, Sundays, national holidays, the university's special holiday and during the winter holidays lock-out period (Dec. 29-Jan. 5).

On December 24, 25, 26, and 27, shuttle bus will be in operation by Saturday time-table.

6 Handling of the postal matter

The postal matter which reached the University during the winter holidays is delivered to the laboratory after January 6.

7 Prevention of fire and accident

Be careful about the handling of the heater in winter. It is forbidden to use the gas stove or the oil stove in a laboratory. When you leave the laboratory, please switch off the electric appliance not to use. And please reconfirm safety measures at the time of the use of labwares, chemicals, high-pressure gases, etc.

8 In an emergency

- (1) Injury, illness, sickness
Contact the Health Support Center Nishi-Waseda branch (Extension 2640).
When the branch closed, call the main gate security (extension 2000) or call the following hospitals directly and follow their instructions.
Daido-Byoin (Emergency designated hospital)
Phone: 03-3981-3213
Tokyo Joshi-Idai Byoin (whole course)
Phone: 03-3353-8111
Center Hospital of the National Center for Global Health and Medicine (whole course)
Phone: 03-3202-7181
Tokyo Yamate Medical Center (whole course)
Phone: 03-3364-0251
In Japanese:

大同病院（救急指定）	03-3981-3213	内科・外科・整形外科
東京女子医大病院	03-3353-8111	全科（河田町）
国立国際医療研究センター病院	03-3202-7181	全科（戸山）
JCHO東京山手メディカルセンター	03-3364-0251	全科（新大久保）

If considered fatal/critical, call 119 for ambulance.

Report to the main gate security, too.

(2) Fire, theft, water leak, glass breakage, etc.

Call the main-gate security (extension 2000) or report to them.