

Check items for safety measures in extracurricular activities

Each circle's activity plan must include emergency responses, measures to prevent accidents, and preliminary information to ensure the safety of circle members. However, in order to avoid panic in the event of an actual injury or accident, please refer to the "Safety measure checklist" below and take sufficient safety measures on a regular basis.

***Reports of Accidents and Injuries Occurring during Circle Activities**

In the event of an accident or injury that requires a police car or ambulance, please contact the university immediately, regardless of whether it is day or night.

***Contact information**

Student Affairs Section

E-mail address: student@list.waseda.jp

Phone: 03-3202-0706 (weekdays 9:00-17:00)

Office will be closed on Saturdays, Sundays, national holidays, and during the summer and winter vacation periods.

If you are unable to reach the Student Affairs Section at night or on holidays, please call 03-3203-4300 at the Side Gate of Waseda Campus.

..... Safety measure checklist.....

During circle usual activities...

- ☐ Do you check if there are any circle members who are not in good health before practice or training?
- ☐ Do you instruct your circle members to correctly communicate their health conditions to their instructors and senior students?
- ☐ Do you encourage those who are not feeling well to rest instead of practicing?
- ☐ Do you take frequent breaks and hydrate during practice?
- ☐ Do you pay attention to the room temperature and ventilation in your practice area?
- ☐ Do you have your practice menu checked by your instructor or senior students?
- ☐ Are you careful to do it at a level appropriate for each skill?
- ☐ Are you warming up properly?
- ☐ Do you check the condition of the tools that protect the body and make sure they are worn?
- ☐ Do you conduct training sessions for safety considerations?
- ☐ Do you confirm with the entire circle, not just the three representatives in circle, what

procedures to follow in case of an emergency?

- ☐ Do you have an "emergency contact list" with information on medical facilities near the practice area?
- ☐ Do you have a list of contact information for parents and guardians for all circle members?
*In principle, the consent of a parent or guardian is required when a minor undergoes medical treatment or when an unconscious adult undergoes medical treatment. Therefore, please make sure that you can contact your guardian in case of emergency.
- ☐ Do you regularly check the contents of your first aid kit so that you can take first aid?
- ☐ Do you have voluntary insurance for your activities?
- ☐ Do you always give them your health insurance card or a copy of it?
- ☐ Do you ensure that your circle members manage their belongings to prevent theft during activities?
- ☐ When drinking alcohol with circle members, do you check for members' age and provide an environment that prevents drinking alcohol by persons under 20 years of age from occurring?
- ☐ Please refrain from eating or drinking on the street, in the rotary in front of Takadanobaba Station, in parks, or in other public places, and do not do anything that may cause inconvenience to those around you.

In addition, in order to ensure the safety of circle activities from a long-term perspective, please make sure to have a medical staff member who has taken lifesaving courses and is trained in first aid, such as cardiopulmonary suspension, AED use, and injury treatment.

Before conducting activities at off-campus facilities...

- ☐ Have you submitted a "Notification Form for Circle Activities held Off-Campus (including camps/tours)" to the Student Affairs Section prior to the activity?
*The application of "Notification Form for Circle Activities held Off-Campus (including camps/tours)" also serves as the application process for the Waseda University Student Compensation System (Compensation for Injury). Unofficial circles are not covered by Student Compensation System (Compensation for Injury).
*All university offices, including the Student Affairs Section, will be closed during the holidays. Please pay attention to the deadline for submission.
- ☐ Are there any omissions of participants in the above notification documents?
- ☐ Have you informed the chair of your activity schedule and taken down the chair's contact information (home and cell phone)?
- ☐ Do you have a list of contact information for all participants, including their parents?
- ☐ Do you have a list of medical institutions in the vicinity of the activity site and have you prepared an emergency contact list?
- ☐ Do you have any means of communication in case the activity site is in an area where cell

phones are not available?

- ☐ Have you instructed each circle member to inform their parents of the "period, place and contact information" of the activity?
- ☐ Do you thoroughly instruct your circle members to carry their health insurance card or a copy of it?
- ☐ Do you understand that the Waseda University Student Compensation System (Compensation for Injury) is only for students who are listed in the "Circle Membership List" of an official circle and whose names appear in the "Participant List" of the Notification Form for Circle Activities held Off-Campus (including camps/tours)? Unofficial circles are not covered by Student Compensation System (Compensation for Injury).
- ☐ If the circle has its own voluntary insurance, is there any omission in the registration procedure?

During training camps and expeditions...

- ☐ Do you always check the health of participating circle members?
- ☐ Do you tell your circle members to avoid drinking accidents during the camp/expedition?
- ☐ Do you always carry a list of emergency contacts, including information on medical institutions that you have prepared in advance?
- ☐ Do you have a list of contact information for all participants prepared beforehand, and do you carry it with you at all times?
- ☐ Do you know the location of AEDs and evacuation points in case of disasters at the camp/expedition lodgings and activity sites?

When the camp and expedition are over...

- ☐ After the camp/expedition was successfully completed, did the representative ("Kanjicho") inform the chair about it?

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In case of an emergency... don't panic.

Self-diagnosis based only on one's own experience is extremely dangerous for injured people.

- ☐ Prompt communication to leaders in the field.
- ☐ Call for ambulance, contact medical institution (in the meantime, first aid treatment).
- ☐ Contact parents and chair.
- ☐ In the event of an accident or injury that requires a police car or ambulance, contact the university immediately.

(Student Affairs Section, 03-3202-0706; at night and on holidays, please call 03-3203-4300 at the Side Gate of Waseda Campus).

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Contact information for the Waseda University Health Support Center (branch offices on each campus)

Waseda Branch: 03-5286-2185

Toyama Branch: 03-3203-3519

Nishi-Waseda Branch: 03-5286-3021

Tokorozawa Branch: 04-2947-6706

For the opening hours of the branch office, please check [this page](#) (Japanese text only).

Please check the [calendar on the top page of the Health Center](#) for opening days.

Student Affairs Section, Waseda University