

Waseda University BCP

(Business Continuity Plan)

Fourth Edition

April 2023

Waseda University

Table of Contents

General Provisions	3
(1) Position of Waseda University BCP	3
(2) Scope	3
(3) Basic Policy	3
(4) Document Management	3
(5) Predicted Damage	5
(6) <u>Designated Evacuation Areas/Agreements with Local Governments</u>	6

Part I: Foundational BCP (Large-Scale Earthquakes)

1. Organizational Structure	8
(1) Disaster Response Headquarters	9
(2) Campus Response Offices	10
(3) Department Response Offices	10
2. Center Structure	14
(1) Types of Response Centers (Disaster STs, Evacuation Areas, Temporary Evacuation Areas, Support Centers)	14
(2) Center Setup Locations	15
(3) Basic Evacuation Guidance Policy	18
(4) Faculty Response during Class	18
3. Personnel Structure	19
(1) Priority Staff to Assemble and the Order of Deputies for the Director of Headquarters	19
(2) Assembly of Individuals other than the Priority Staff	20
(3) Returning Home of Faculty and Staff	20
(4) Emergency Response Shift (Standard)	20
4. Emergency Notification System	21
5. Safety Confirmation System	22
6. Initial Response Procedures	23
(1) Initial Response Workflow (Overview)	23
(2) Initial Response Workflow (Detailed)	24
(3) Workflow for Initial Response on Holidays, at Night and in the Early Morning (Overview) ..	28
(4) Workflow for Initial Response on Holidays, at Night and in the Early Morning (Detailed)	29
(5) Individual Explanation of Initial Response Tasks	29
7. Emergency Drill System	34
8. Recovery Response	35
(1) Concept behind Recovery Response	35
(2) Recovery Response Operation List by Department	36
(3) Recovery Response Operations that should be taken in Advance	44

Part II: BCP for Infectious Diseases

1. Organizational Structure	47
(1) Infectious Disease Response Headquarters	49
(2) Campus Response Offices	50
(3) Individual Response Offices	51
2. Restriction Guidelines	52
3. Personnel Structure	53

1. General Provisions

(1) Position of Waseda University BCP

The Waseda University BCP includes the basic policy and procedures for initial response, business recovery and campus reopening in the event the university encounters a situation in which continuity of business activities (education, research, and business operations) becomes difficult, such as when damage is incurred due to a disaster. The BCP covers the content of the “Waseda University Large-scale Earthquake Initial Response Manual (Revised September 2, 2013)” and expands on this to include the recovery period.

In accordance with Article 4 Section 3, in the event of a major emergency such as a large-scale earthquake, Waseda University will, in principle, activate the University BCP by establishing a response headquarters under the leadership of the chief executive (the university president), and general manager (the head of risk compliance).

The university’s disaster response, as well as the decision to suspend or reinstate business operations during a crisis, and notice thereof, will be made by the Disaster Response Headquarters and supervising departments following discussion. Faculty, staff, and others holding official duties at the university should undertake the initial disaster response in accordance with the range and roles of their affiliated departments in the disaster response.

The season, time and place of the disaster significantly affect the potential damage and impact it has on the university. When facing an unprecedented disaster, it is necessary to fully understand the content expressed herein, and to take this information as a common understanding (foundation) on which to base decisions concerning the most appropriate action for a given situation. Subsequently, while using this manual to make determinations about which matters need to be addressed, university organizations and constituent faculty and staff should fulfill roles as members of the “Disaster Response Headquarters,” “Campus Response Office” or “Department Response Office” to ensure swift restoration of business operations.

(2) Scope

The Waseda University BCP applies to all campuses (offices) of Waseda University.

(3) Basic Policy

Based on the Basic Policy below, the university shall implement disaster prevention/disaster mitigation and early recovery/resumption of business operations.

- i. Ensure the safety of students, faculty, staff, employees of affiliated companies and other concerned parties
- ii. Prevent secondary disasters on campus
- iii. Swiftly resume operations with facility restoration or alternative arrangements
- iv. Guarantee graduation and entrance of students as scheduled
- v. Contribute to the recovery and restoration of the community in close cooperation with community members, alumni, and other groups.

(4) Document Management

The Waseda University BCP is under the management of the Administration Office (General Affairs Section) of the General Affairs Division, and the Administration Office regularly releases the latest editions of the BCP to faculty and staff of the university. An abridged version is also released to the general public; however, this version excludes portions that should not be publicly available in order to protect personal information and maintain strategic response.

Revisions shall be approved by the Vice President of General Affairs.

Revision History

Edition	Date of revision	Summary of revision
1	April 2019	—
2	November 2020	<ul style="list-style-type: none"> • Updated location information for the Research Promotion Division, Global Education Center, Center for Higher Education Studies, Educational Clinic, Health Support Center branch office, etc.; changed the composition of the Department Response Offices and the buildings responsible for Department Response Offices. • After considering the health risks of spending the night in a car, removed “Parking Lots” from the center structure. • Added the Emergency Drill System to the evacuation drills conducted with local residents. • Updated the “Recovery Response Operation List by Department” and the “Recovery Response Operations that should be taken in Advance” sections.
3	November 2021	<ul style="list-style-type: none"> • Added Research Functions and Library Functions to the Disaster Response Headquarters • Added the Compliance Promotion Office and the Waseda International House of Literature to Department Response Offices • Removed LINEWORKS from the emergency broadcast system and added the SMS Broadcasting Service • Updated the “Recovery Response Operation List by Department” and the “Recovery Response Operations that Should be Taken in Advance” sections.
4	March 2023	<ul style="list-style-type: none"> • Added description to “(1) Position of Waseda University BCP” stating university regulations which support the establishment of the response headquarters and the activation of the BCP, as well as identify individuals who are authorized to make decisions on the activation of the BCP. • Edited disaster category “storm and flood” in (5) Potential Damage to “storm, flood, and snow” • Added “ (6) Designated Evacuation Areas/ Partnerships with Local Governments” • Added affiliated companies to the university organization chart • Revised the Waseda Campus map to include all surrounding properties • Added descriptions for buildings responsible for Department Response

		Office. •Updated Primary Staff Assembly and the Order of Deputies for the Director of Headquarters to reflect the new Executive Board •Edited the contents of stockpile supplies •Updated the list of recovery response operations for each Individual Response Office as well as those which require advance preparation. •Added “Part II: BCP for Infectious Diseases”
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(5) Potential Damage

The Waseda University BCP covers all disasters that may cause significant damage to the university. The basic systems and basic response processes that have been put in for Part I of Waseda University's BCP were designed with a “major earthquake” (seismic intensity of 6-upper or stronger) in mind, where there is a high likelihood of that all the anticipated damage listed below (1-5) occurs. As shown in the chart below, a major earthquake has the potential to cause all five kinds of major potential damage. For other natural disasters, we will follow the basic systems and basic response processes outlined in Part 1 of the university BCP. Disasters that require special procedures that differ from that in Part 1, are described in Part 2.

			Disaster Category (Example)				
			Major earthquake	Fire	Storm flood, and snow	Terrorism	Infectious disease
Major Predicted Damage	1	Dead and injured	○ Many	○	○	○	○
	2	Stranded commuters (Transportation interruption)	○ Many		○		
	3	Receiving local evacuees (Collapsed structures, etc.)	○ Many		○		
	4	Building damage / no entry	○ Partial building damage	○	○	○	○
	5	Communication failure	○ Temporary phone interruption	○		○	

When applying the BCP to events other than a large-scale earthquake, select the response process that best suits the level of damage based on the basic organizational structure.

Ex.) **Potential damage all disasters have in common:** Consider setting up a Disaster Response Headquarters, Campus Response Offices, Department Response Offices
Stranded commuters (storm and flood damage): Consider setting up Disaster Stations [Described later]
Building damage / no entry (fire, storm and flood damage, terrorism, infectious disease): Consider conducting building inspections, voluntary evacuation, etc.
Communication failure (fire, terrorism): Consider using IP wireless and conducting equipment inspections, etc.

(6) Designated Evacuation Areas/ Agreements with Local Governments

Campus	Designated evacuation sites	Agreements
Waseda	<ul style="list-style-type: none"> Temporary accommodation facilities for stranded commuters Evacuation areas (large scale area) <ul style="list-style-type: none"> <u>Evacuation sites</u> (neighborhood association, Waseda Shinwa-kai, Waseda Souei-kai, Inaho-kai, Wakei-kai) Evacuation sites in the event of floods (Bunkyo-ku, Sekiguchi, 1-chome) 	<p>(Shinjuku City)</p> <ul style="list-style-type: none"> Agreement to provide temporary accommodation facilities to stranded commuters Agreement to provide emergency water supply during a disaster Memorandum on the provision and use of emergency water supply at evacuation shelters Memorandum regarding the use of evacuation sites Rental agreement for the stockpile storage space on the second basement floor of Building 26. Rental agreement for the stockpile storage space in the first basement floor of Building 16.
Toyama	<ul style="list-style-type: none"> Temporary accommodation facilities for stranded commuters <u>Evacuation sites</u> (Toyama 1-chome chukai) Flood evacuation area (Bunkyo-ku Sekiguchi 1-chome) 	<p>(Shinjuku City)</p> <ul style="list-style-type: none"> -Agreement to provide temporary accommodation facilities to stranded commuters Agreement to provide emergency water supply during a disaster Memorandum on the provision and use of emergency water supply at evacuation shelters Memorandum regarding the use of evacuation sites Rental agreement for the stockpile storage space on the first floor of Building 33.
Nishi-Waseda	<ul style="list-style-type: none"> Temporary accommodation facilities for stranded commuters 	<p>(Shinjuku City)</p> <ul style="list-style-type: none"> Agreement to provide temporary accommodation facilities to stranded commuters Agreement to provide emergency water supply during a disaster Agreement regarding the use of radio relay stations and video cameras.
Tokorozawa	<ul style="list-style-type: none"> Designated Evacuation Area 	<p>(Tokorozawa City)</p> <ul style="list-style-type: none"> Memorandum to secure emergency helicopter landing facilities during a disaster
Higashi-Fushimi	<ul style="list-style-type: none"> Evacuation square (not accessible during floods) Evacuation area (based on Civil Protection Act) 	
International Community	<ul style="list-style-type: none"> Temporary accommodation facilities for stranded commuters 	<p>(Nakano City)</p> <ul style="list-style-type: none"> Mutual aid agreement for disasters

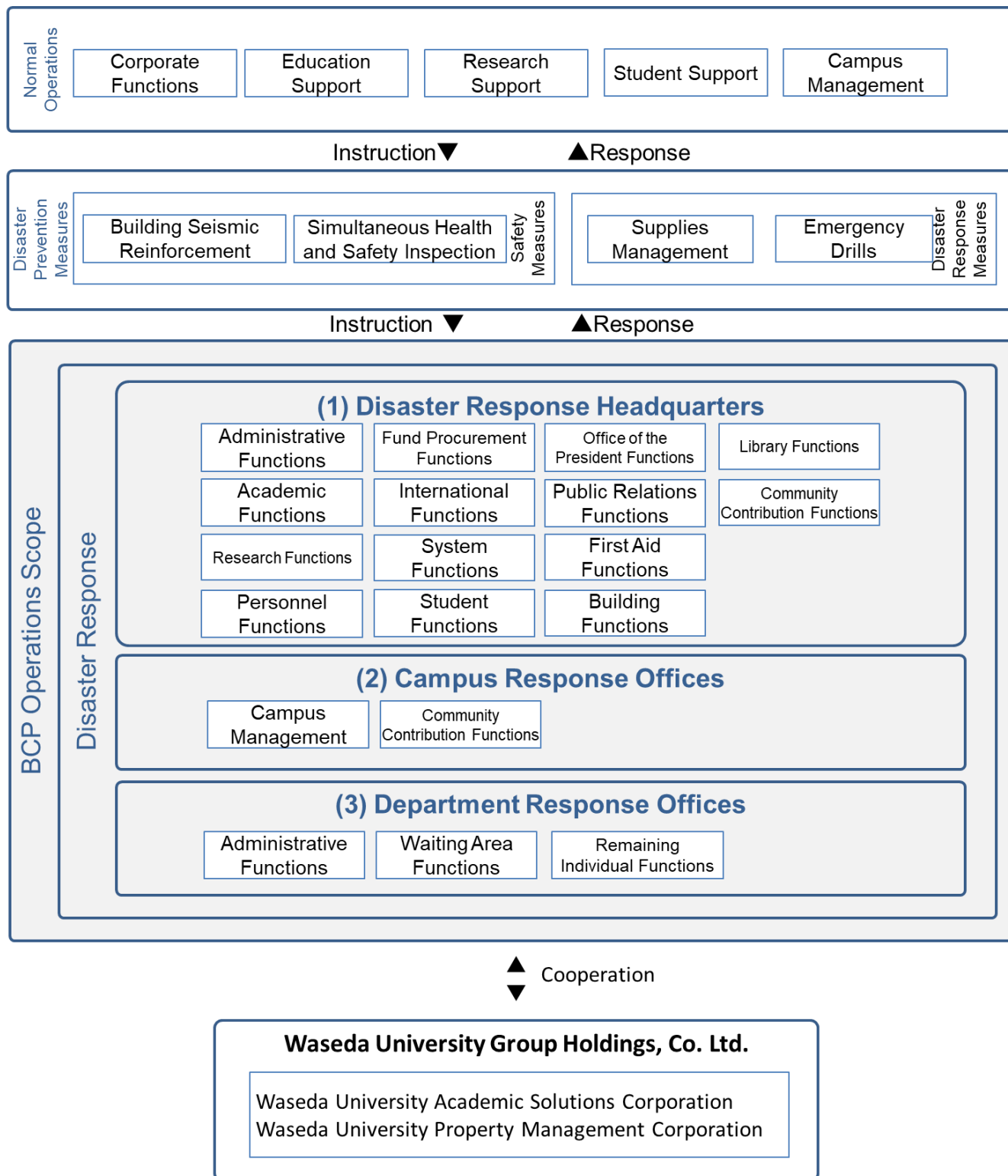
Plaza Nakano		<ul style="list-style-type: none"> ▪ Implementation details of mutual aid agreement for disasters (regarding temporary accommodation facilities for stranded commuters) ▪ Rental agreement for the stockpile storage space in the first basement floor of Building 76.
Honjo	▪ Designated evacuation area	—
Kita-Kyushu	—	—

※Double-underlined properties are temporary accommodation facilities (approximately one week) for residents who are unable to return home due to damage, destruction etc. of their home.

<Part 1: Foundational BCP (Large-Scale Earthquakes)>

1. Organizational Structure

The Waseda University BCP in the event of an earthquake with a seismic intensity of 6-upper or stronger hitting the vicinity of university administrative offices, shall undertake response efforts after establishing: (1) the Disaster Response Headquarters, (2) the Campus Response Offices, and (3) the Department Response Offices. The functions of (1) to (3) are outlined below. BCP functions shall take priority during a disaster while undertaking initial disaster response and operational recovery response in cooperation with affiliated companies.



(1) Disaster Response Headquarters

Roles	Respond to disaster, gather and disseminate disaster information, support and coordinate between Campus Response Offices and Department Response Offices		
Set up Locations	Meeting Room N2 in the Okuma Kaikan *Alternative location: Classroom in Bldg. No. 3		
Functions (partial)			
Administrative Functions	General Affairs Section	Initial Response Set up and manage Disaster Response HQ Gather and disseminate information Support and coordinate between Response Offices Determine event/ceremony cancellations	Recovery Response Manage Disaster Response HQ Gather, disseminate and record information Support and coordinate between Response Offices Consider alternatives for events and ceremonies Gather and share safety information
	University Corporation Section		
	Legal Affairs Section		
Academic Functions	Academic Affairs Section	Make graduation and entrance ceremony cancellation decisions	
	Educational Planning Section	Make class cancellation decisions	Decide on reopening classes Respond to MEXT public relations
	Admissions Center	Decide on cancellation of entrance exam and open campus	Consider alternatives for entrance exam
Research Functions	Research Planning Section	Ascertain the extent of damage to research facilities Create a research continuity framework	Make decisions about reopening research facilities
	Research Support Section		
	Research Management Section		
Personnel Functions	Personnel Section	Management of staff, etc.	Manage work hours of staff, etc. Summarize faculty and staff safety confirmation information
Fund Procurement Functions	Accounting Section		Calculate amount of damage, consider procurement of recovery funds
	External Affairs and Fund-Raising Section		Call for emergency assistance donations
International Functions	International Office		Confirm safety of international students Respond to inquiries from outside of Japan
System Functions	IT Strategies Section	Determine the extent of IT system damage	Recovery of IT system
Student Functions	Student Affairs Section	Confirm the safety of Seminar House users Make Waseda Festival cancellation decisions	Gather student safety confirmation information Confirm safety of Seminar House users
	Scholarships and Financial Assistance Section		Respond to emergency assistance donations
	Residence Life Center	Confirm safety of dormitory facilities and residents	Confirm safety of dormitory facilities and residents
	Athletic Center	Confirm safety of the Athletic Team facilities	Confirm safety of all sports club members
Office of the President Functions	Secretariat	Confirm the safety of the President, Vice Presidents and auditors Assemble President and Vice Presidents	Confirm the safety of the President, Vice Presidents and auditors
Public Relations Functions	Office of Information and Public Relations	Gather information about the disaster (outside university) Internal and external public relations	Gather information about the disaster (outside university) External public relations Keep records (photographs and videos)
Building Functions	Planning and Construction Section	Ascertain the status of building damage	Inspection by builders Plan and execute repairs
First Aid Functions	Health Support Center	Provide first aid	Provide first aid Assist students, faculty and staff affected by the disaster
Library Functions	Library	Ascertain the extent of damage to library facilities	Make decisions about reopening library facilities
Community Contribution Functions	Volunteer Center		Accept and dispatch volunteers

(2) Campus Response Offices

Roles	Campus Management Functions, Community Contribution Functions				
Set-up Locations	<p>Waseda Campus: In Disaster Response HQ (Administrative Office, General Affairs Division)</p> <p>Toyama Campus: 1F, Bldg. No. 34, Administrative Office, Faculty of Letters, Arts and Sciences</p> <p>Nishi-Waseda Campus: 1F, Bldg. No. 51, Technology Planning Section, Administration and Technology Management Center for Science and Engineering</p> <p>Tokorozawa Campus: 4F, Bldg. No. 100, Administrative Office, Tokorozawa Campus</p> <p>*Alternative locations: Classrooms on campus</p> <p>*Campuses with no agreements with the community may also provide some functions.</p>				
Functions (partial)	<p style="text-align: center;">Initial Response / Recovery Response</p> <table> <tr> <td>Campus Management Functions</td><td> <p>Provide information to tenants and cleaning staff</p> <p>Coordinate with security staff</p> <p>Coordinate with the police, fire department and government</p> </td></tr> <tr> <td>Community Contribution Functions</td><td> <p>Set up and manage evacuation areas</p> <p>Set up and manage support centers</p> <p>Accept and manage volunteers</p> </td></tr> </table>	Campus Management Functions	<p>Provide information to tenants and cleaning staff</p> <p>Coordinate with security staff</p> <p>Coordinate with the police, fire department and government</p>	Community Contribution Functions	<p>Set up and manage evacuation areas</p> <p>Set up and manage support centers</p> <p>Accept and manage volunteers</p>
Campus Management Functions	<p>Provide information to tenants and cleaning staff</p> <p>Coordinate with security staff</p> <p>Coordinate with the police, fire department and government</p>				
Community Contribution Functions	<p>Set up and manage evacuation areas</p> <p>Set up and manage support centers</p> <p>Accept and manage volunteers</p>				

(3) Department Response Offices

Roles	Administrative Functions, Waiting Area Functions, Remaining Individual Functions	
Set-up Locations	*Refer to the List of Departmental Response Offices	
Functions (partial)	Initial Response	Recovery Response
Administrative Functions	<p>General overview</p> <p>Confirm safety of and assemble executives</p> <p>Determine cancellation of events and Faculty Committees, etc.</p> <p>Set up and manage response offices and meetings</p> <p>Produce records of interactions, meeting records</p> <p>Provide information to department office staff</p> <p>Gather information on extent of damage (in the local area)</p> <p>Send out notices and communications</p>	<p>General overview</p> <p>Determine resumption of events and Faculty Committees, etc.</p> <p>Manage response offices and meetings</p> <p>Response records, meeting records</p> <p>Provide information to department office staff</p> <p>Collect information about damage status (in the local area)</p> <p>Confirm safety of students, faculty and staff (by department)</p>
Waiting Area Functions	<p>Open and manage Disaster STs</p> <p>Transport, set up and distribute supplies</p> <p>Assist people in need</p> <p>Initial firefighting</p> <p>Emergency first aid</p>	<p>Open and manage Disaster STs</p> <p>Transport, set up and distribute relief supplies</p> <p>Support evacuation area management</p> <p>Confirm safety of students, faculty and staff (by department)</p>
Remaining Individual Functions	<p>Report on individuals remaining in the building (form)</p> <p>Building inspection (primary)</p> <p>Assist people in need</p> <p>Evacuation guidance</p> <p>Safety and security (fire door, etc.)</p>	<p>Report on individuals remaining in the building (form)</p> <p>Gather individuals remaining in the building</p> <p>Confirm safety of students, faculty and staff (by department)</p>

* Fundamentally, each function is to be executed by full-time staff and full-time contract staff; however, all faculty and staff shall cooperate and respond to particularly urgent needs such as assisting persons in need, initial firefighting, emergency first aid, evacuation guidance, safety protection, building inspection, etc.

* Remaining individuals shall be gathered in the appropriate location, such as in the building where a Disaster ST has been set up.

List of Department Response Offices

No.	Response Office	Management	E-mail address	Setup Location						Office Functions	Waiting Area Functions	Remaining Individual Functions
				Bldg.	Room	Extension	TEL	IP Wireless	Business wireless CH			
0	Disaster Response Headquarters	Administrative Office, General Affairs Section										
1	Faculty of Political Science and Economics Response Office	Faculty of Political Science and Economics										
2	Faculty of Law Response Office	Faculty of Law Waseda Law School (Assistant Response Office)										
3	Faculty of Education Response Office	Faculty of Education and Integrated Arts and Sciences										
4	Faculty of Commerce and Japanese Education Response Office	Faculty of Commerce										
5	Faculty of Social Sciences Response Office	Faculty of Social Sciences										
6	Research Promotion Division Response Office	Research Promotion Division										
7	International Affairs Division Response Office	International Affairs Division										
8	Waseda University Library Response Office	Waseda University Library										
9	Bldg. No. 19 Response Office	Graduate School of Asia-Pacific Studies										
10	IT Strategies Section Response Office	IT Strategies Section										
11	Cultural Planning Section Response Office	Cultural Planning Section										
12	Bldg. No. 1 Response Office	Admissions Center										
13	Bldg. No. 7 Response Office	WPO										
14	Health Support Center Response Office	Health Support Center										
15	Extension Center Response Office	Extension Center										

Non-public information

No.	Response Office	Management	E-mail address	Setup Location					Office Functions	Waiting Area Functions	Remaining Individual Functions
				Bldg.	Room	Extension	TEL	IP Wireless			
16	Student Affairs Section Response Office	Student Affairs Section									
17	Toyama Response Office	Faculty of Letters, Arts and Sciences									
18	Athletic Center Response Center	Athletic Center									
19	Nishi-Waseda Response Office	Technology Planning Section									
20	Tokorozawa Response Office	Administrative Office, Tokorozawa Campus									
21	Honjo Response Office	Administrative Office, Honjo Campus									
22	Senior High School Response Office	Senior High School									
23	Kita-Kyushu Response Office	Graduate School of Information, Production and Systems									
24	Nihonbashi Response Office	Social and Educational Outreach Office									

Non-public information

Buildings responsible for Department Response Offices

: Initial Response for buildings in charge (initial firefighting, emergency first aid, building inspection, evacuation guidance, response to stranded commuters, etc.)

*Individual safety check of students, faculty and staff is performed by the department with which they are affiliated.

Response Headquarters ◎	20	(9) Bldg. No. 19 Response Office	19	(17) Toyama Response Office◎	Toyama Campus All bldgs. except for No. 30
(1) Faculty of Political Science and Economics Response Office	2	Graduate School of Asia-Pacific Studies	19-2	Faculty of Letters, Arts and Sciences	33◎
Faculty of Political Science and Economics	3◎	Graduate School of Japanese Applied Linguistics	19-3		
Aizu Museum		Compliance Promotion Office		(18) Athletic Center Response Office	17-2 Nakahane 3F 77 Arena
(2) Faculty of Law Response Office	8◎	(10) IT Strategies Response Office	24	Athletic Center	
Faculty of Law	27	IT Strategies Division			
S Waseda Law School		Center of Higher Education Studies		(19) Nishi-Waseda Response Office◎	Nishi-Waseda Campus All bldgs.
(3) Faculty of Education Response Office	6	(11) Cultural Planning Response Office	4	Science and Engineering Center	63◎
Faculty of Education and Integrated Arts and Sciences	15-3F	Cultural Affairs Division	5	Kikui-cho Campus	Kikui-cho Materials Science TWins
	15-4F	Theatre Museum	6	S Research Institute for Materials Science and Technology	
	16	Volunteer Center	21	S Center for Advanced Biomedical Sciences	
	29-4	Waseda International House of Literature	99	Art and Architecture School	
	Bokusha bldgs. 5F	(12) Bldg. No. 1 Response Office	1	(20) Tokorozawa Response Office◎	Tokorozawa Campus All bldg. Namiki Bldg
(4) Faculty of Commerce and Japanese Education Response Office	10	Admissions Center	17	Administrative Office, Tokorozawa Campus	100◎
Faculty of Commerce	11◎	GEC History Museum	29	S Higashi-Fushimi Office	
School of International Liberal Studies	26	Accounting Center		(21) Honjo Response Office	Honjo Campus All bldgs.
(5) Faculty of Social Sciences Response Office	12	Research Support Section		Honjo Senior High School	
Faculty of Social Sciences	14◎	Center for Data Science		S Administrative Office, Honjo Campus	
	15-B1	(13) Bldg. No. 7 Response Office	7	(22) Senior High School Response Office	Shakujii Campus All bldgs. Golf driving range
	15-1F	WPO		Senior High School	
	15-2F	Center for Higher Education Studies		(23) Kitakyushu Response Office	Kitakyushu Campus All bldgs.
(6) Research Promotion Response Office	9	(14) Health Support Center Response Office	3 (Office)	Graduate School of Information, Production and Systems	
Research Promotion Division	40	Health Support Center	25-2	(24) Nihonbashi Response Office	201-35
Research Council	120	Office for Students with Disabilities	Sekiguchi Bldgs.	Social and Educational Outstretch Office	201-50
Waseda Institute for Advanced Study	120-5	ICC			Hacchobori
Research Innovation Center	121	(15) Extension Center Response Office	23		
(7) International Affairs Response Office	22	Extension Center	29-2		
International Affairs Division	41-25	(16) Student Affairs Response Office	25		
Center for International Education	46	Student Affairs Division	25-3		
Center for Japanese Language		S Waseda International Student House WISH	25-4		
(8) Library Response Office	18		27-9		
Waseda University Library	International Conference Center		29-3		
			30		
			76		
			Directly Managed Dormitory		

□ : Indicates office where staff are stationed to undertake initial response.

◎: Campus Response Office

S: Departmental Sub-Response Office

◎: Disaster Station

*The Sub-Response Office reports on the status of buildings, students, faculty and staff in the area of jurisdiction to the Department Response Office.

*The library office on each campus is affiliated with the departmental response office of the relevant campus.

*General Affairs will give instructions to the relevant facilities on primary response for the Higashi-Fushimi athletic facility and Kamiigusa Ground.

2. Center Structure

(1) Types of Response Centers

Disaster Stations (hereinafter “Disaster STs”), evacuation areas and support centers will be set up if deemed necessary by the Disaster Response Headquarters in response to earthquakes occurring in the vicinity of Waseda University campuses with a seismic intensity of 6-upper or stronger.

Disaster STs	Role	Acts as a hub center for stranded commuters (individuals having difficulty returning home) Ex.) Center to provide disaster information, distribute supplies and assist those in need
	Target	Students, faculty and staff, etc.
	installation locations	Refer to p.15-16
	Alternative locations	Classrooms on each campus
	Responsible parties	Faculty of the Political Science and Economics Response Office, Faculty of the Law Response Office, Faculty of the Commerce and Japanese Education Response Office, Faculty of the Social Sciences Response Office, Toyama Response Office, Nishi-Waseda Response Office, Tokorozawa Response Office

Evacuation Areas	Role	Offers evacuation space to local evacuees, supports government officials
	Target	Local evacuees
	installation locations	Refer to p.15-16
	Alternative locations	Classrooms on each campus
	Responsible parties	Each Campus Response Office (until responsibility is transferred to the government)

Temporary Evacuation Areas	Role	Temporary reception of evacuees from dangerous buildings (fire, collapsing pillars and ceilings, etc.) Standby area until evacuees are able to move to safe buildings, disaster ST, evacuation areas, etc.
	Target	Local evacuees, students, faculty, staff, etc.
	installation locations	Refer to p.15-16
	Alternative locations	Open space within each campus

Support Centers	Role	Functions as liaison with external parties during disaster and stores received relief supplies Accepts relief supplies, accepts volunteers and dispatch to each campus, distributes relief supplies
	Targets	Faculty and staff, student volunteers, etc.
	installation locations	Refer to p.15-16
	Alternative locations	Classrooms on each campus
	Responsible parties	Each Campus Response Office, Volunteer Center

(2) Center Setup Locations

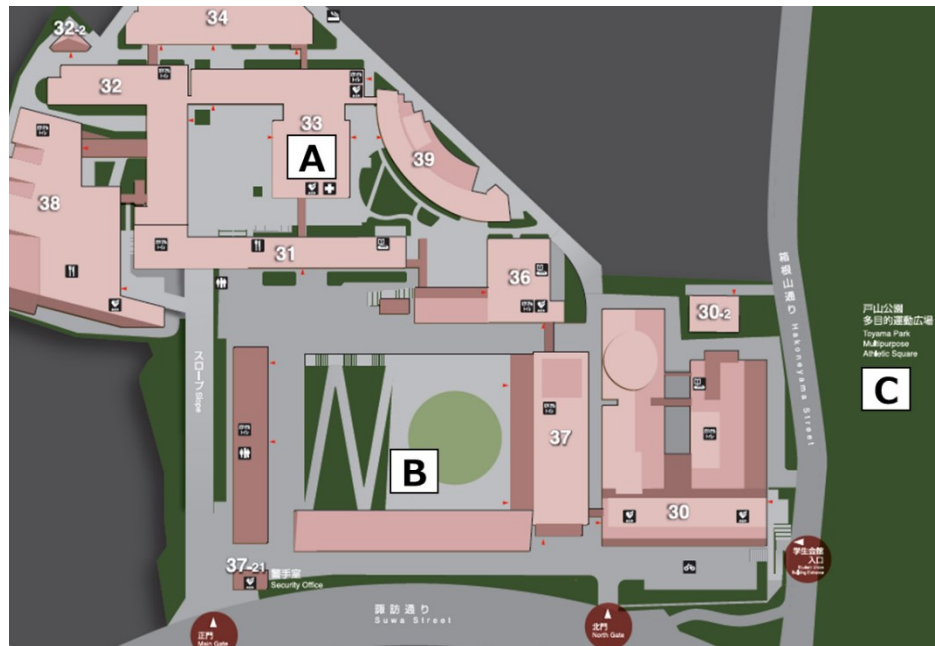
1) Waseda Campus

Disaster STs	A	Bldg. No. 3, 1F Hall	Temporary Evacuation Areas	F	Okuma Garden
	B	Bldg. No. 8, B1F Lobby		G	Plaza in front of Bldg. No. 10*
	C	Bldg. No. 11, 2F Lounge	Support Center	H	Bldg. No. 2, 1F Hall
	D	Bldg. No. 14, 1F Hall			
Evacuation Area	E	Bldg. No. 10	*Avoid areas where there may be broken glass around Bldgs. No. 10 and 11		



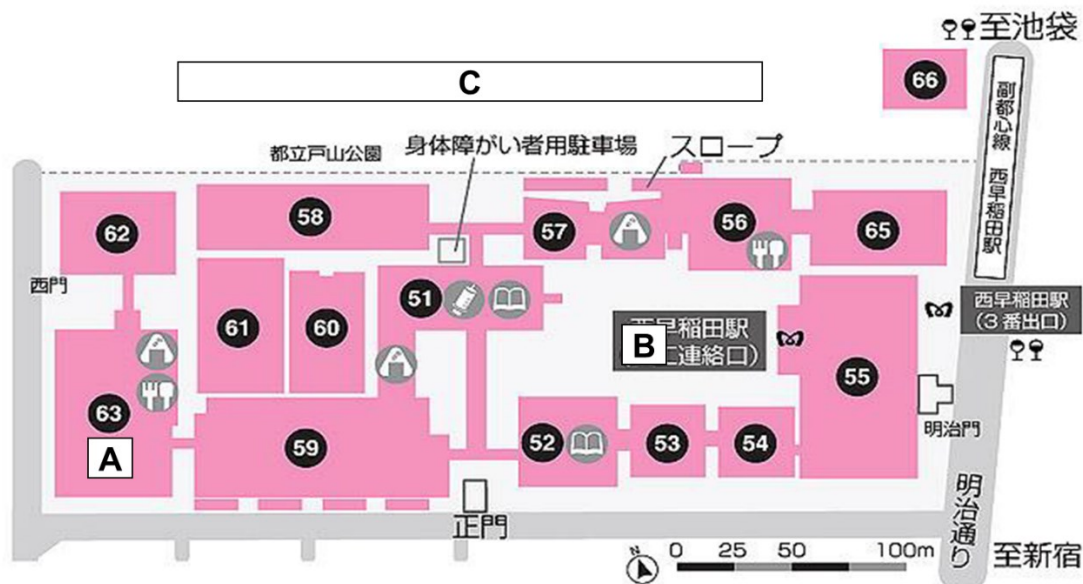
2) Toyama Campus

Disaster ST	A	Bldg. No. 33, 1F Hall	Temporary Evacuation Area	C	Toyama Park
Evacuation Area	B	Arena B2F	Support Center	B	Arena, 1F



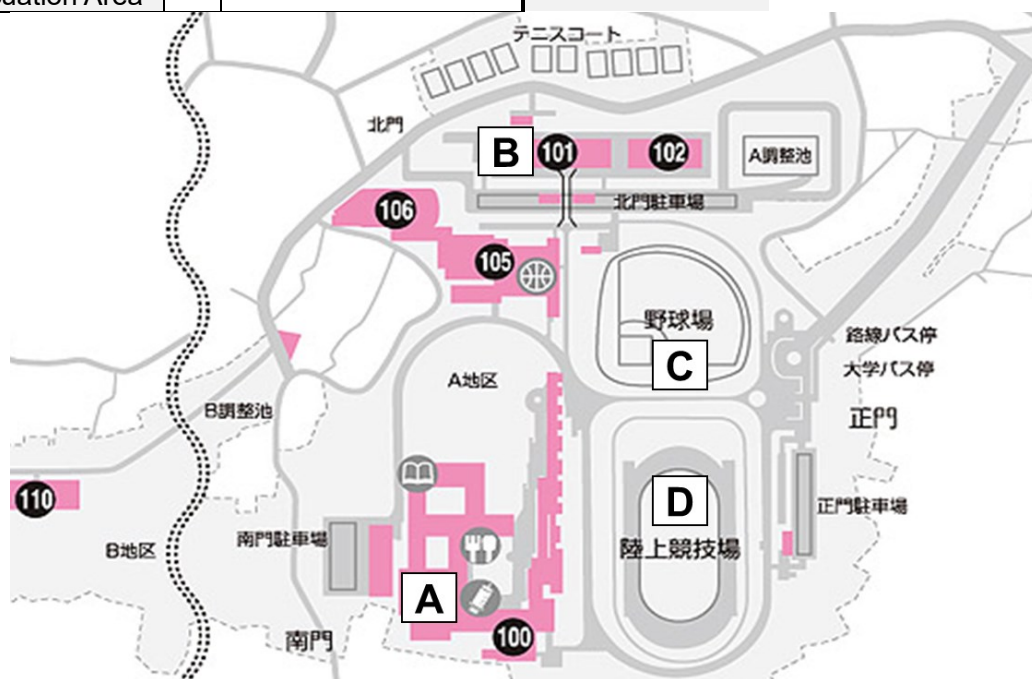
3) Nishi-Waseda Campus

Disaster ST	A	Bldg. No. 63, 1F Lounge	Temporary Evacuation Areas	C	Toyama Park
Evacuation Area	A	Bldg. No. 63, 2F Classrooms	Support Center	A	Bldg. No. 63, 1F Information Gallery
Temporary Evacuation Areas	B	Courtyard*	*Avoid areas where there may be broken glass		



4) Tokorozawa Campus

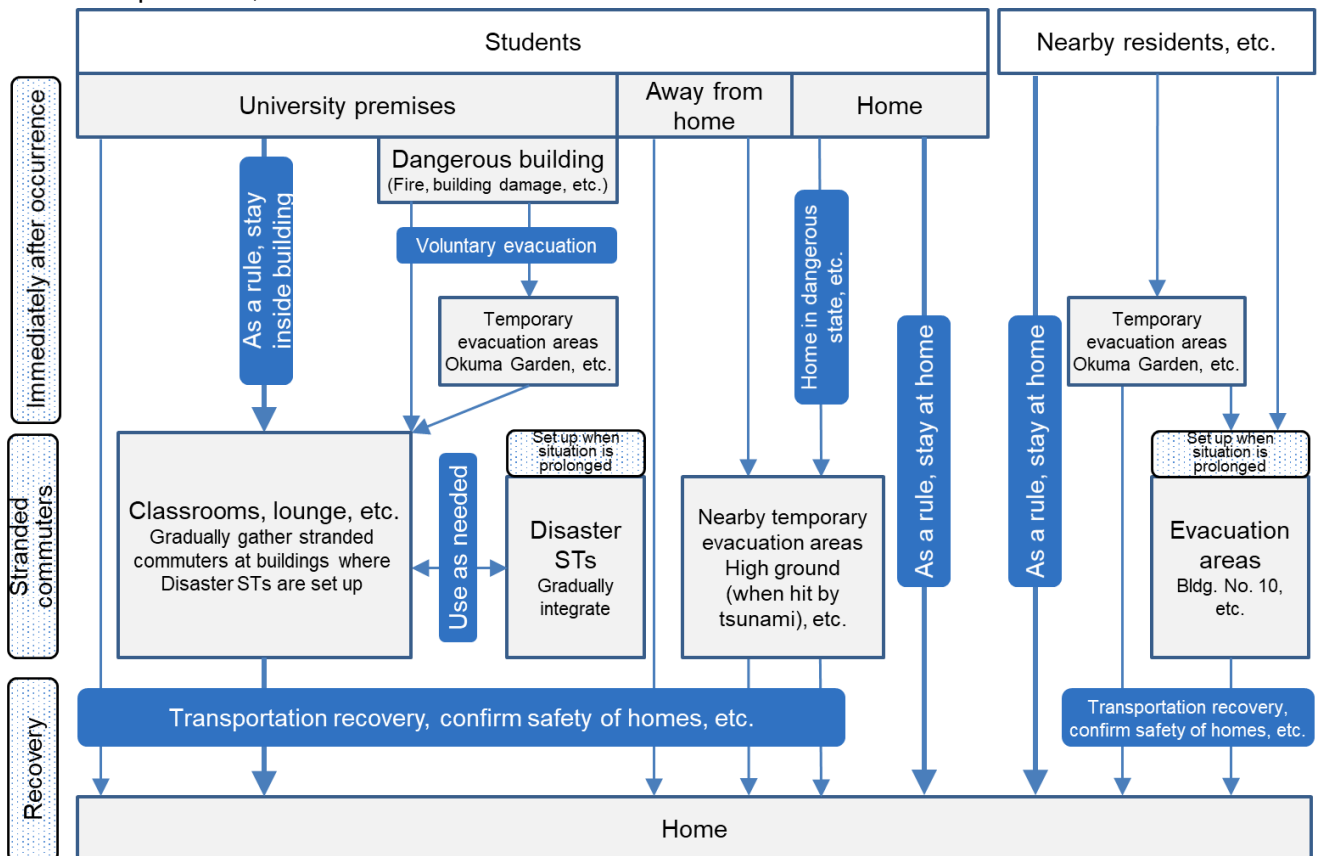
Disaster ST	A	Bldg. No. 100, 3F Student Cafeteria	Temporary Evacuation Area	D	Track and Field Arena
Evacuation Area	B	Bldg. No. 101, 2F Classrooms	Support Center	B	Bldg. No. 101, 1F Classrooms
Temporary Evacuation Area	C	Baseball field			



(3) Basic Evacuation Guidance Policy

The basic policy related to guiding the evacuation of students and nearby residents from the time a disaster occurs to recovery is as described below.

- As a rule, students and others on university premises should remain inside buildings and not go outside without good reason. In the event the building is dangerous (fire, building damage, collapsing ceiling, etc.), students and others should go to temporary evacuation areas or to a classroom, lounge, etc. in a safe building.
- In the event nearby residents have evacuated to university premises, guide them to the buildings where evacuation areas are set up to the extent possible.
- The Disaster Response Headquarters will determine if students and others can or cannot return home according to the status of the transportation system.
- The Disaster Response Headquarters will determine if there is a need to set up Disaster STs or distribute supplies depending on the state of the transportation system, the number of people on the premises, etc.



(4) Faculty Response during Class

In the event of a disaster during class time, supervising faculty will follow the manual with which classrooms are equipped and will instruct students in order to ensure their safety (e.g. move away from windows, protect one's head, open doors if possible, stay in the classroom, etc.)

As a rule, faculty will instruct students to stay in the classroom until an inspection has been completed by a member of the staff or security, or until an announcement has been made over the broadcasting system. However, if the classroom or building is dangerous, faculty will instruct students to evacuate to temporary evacuation areas noted in the manual or to other safe buildings.

3. Personnel Structure

(1) Priority Staff Assembly and the Order of Deputies for the Director of Headquarters

If a disaster occurs, at the very least, the following personnel should be called for an emergency assembly. These personnel should first ensure the safety of their family members and home (or that their families are safe at an evacuation center) and then promptly gather at the headquarters while avoiding dangerous traffic locations. However, if a disaster occurs at night, personnel should not attempt to come to the headquarters at that time and should wait until morning instead. Further, personnel are instructed to refrain from traveling when doing so may be difficult, such as during bad weather or aftershocks. *The numbers in parentheses are the order of deputies for the Director of Headquarters

[Disaster Response Headquarters]		Fund Procurement Functions		60	Administrative Director of Health Support Center
Administrative Functions		29	Executive Vice President for Financial Affairs	Building Functions	
1	Director (President)	30	Director of Financial Affairs Division	61	Senior Executive Vice President for Campus Planning
2	(3) Vice President for Compliance	31	Administrative Director of Accounting	62	Director of Campus Planning
3	(4) Vice President for General Affairs	International Functions		63	Manager of Planning and Construction
4	Director of General Affairs	32	Vice President for International Affairs	Library Functions	
5	Administrative Director of General Affairs	33	Director of International Affairs	64	Administrative Director of Library
6	Administrative Director of University Environment and Safety	34	Associate Director of International Affairs	Regional Contribution Functions	
7	Administrative Director of University Corporation	35	Administrative Director of International Affairs	65	Director of Volunteer Center
8	Administrative Director of Legal Affairs	36	Administrative Director for Student Services	66	Administrative Director of Volunteer Center
Academic Functions		IT Functions		[Campus Response Offices]	
9	(1) Provost, Senior Executive Vice President for Academic Affairs	37	Vice President for IT Strategies	Waseda Campus	
10	Vice President for Academic Affairs	38	Director of IT Strategies	1	Director of General Affairs
11	Dean of Academic Affairs	39	Administrative Director of IT Strategies	2	Administrative Director of General Affairs
12	Administrative Director, Academic Affairs Division	40	Manager of IT Strategies	3	Administrative Director of Environment and Safety
13	Administrative Director of Academic Affairs	Student Functions		Toyama Campus	
14	Administrative Director of Educational Planning	41	Vice President for Student Affairs and Sports Promotion	1	Administrative Director of Faculty of Letters, Arts and Sciences)
15	Director of Admissions Center	42	Vice President for Student Dormitory	2	Manager of General Affairs and Admissions
16	Administrative Director of Admissions Center	43	Director of Student Affairs	3	Manager of Academic Affairs
17	Administrative Director of Admissions Public Relations	44	Administrative Director of Student Affairs	Nishi-Waseda Campus	
18	Administrative Director of International Admissions	45	Manager of Student Affairs	1	Senior Director of Technology Management Center for Science and Engineering
Research Functions		46	Director of Residence Life Center	2	Director of Technology Management Division
19	Vice President for Research	47	Manager of Residence Life Center	3	Manager of General Affairs Section
20	Dean, Research Promotion Division	48	Director of Athletic Center	4	Manager of Academic and Student Affairs Section
21	Administrative Director, Research Promotion Division	49	Assistant Director of Athletic Center	5	Manager of Technology Planning Section
22	Manager of Research Planning Section	50	Associate Director of Athletic Center	6	Manager of Environmental Safety Center
23	Manager of Research Support Section	Office of the President Functions		Tokorozawa Campus	
24	Manager of Research Management Section	51	Executive Vice President for Office of the President	1	Director of Administrative Office, Tokorozawa Campus
Personnel Functions		52	Director of the Office of President	2	Administrative Director of Faculty of Human Sciences
25	(1) Provost, Senior Executive Vice President for Personnel Affairs in General	53	Manager of Secretariat	3	Administrative Director of Faculty of Sport Sciences
26	Executive Vice President for Administrative Personnel Affairs	Public Relations Functions			
27	Director of Personnel Division	54	Executive Vice President for Public Relations		
28	Administrative Director of Personnel	55	Vice President for International Public Relations		
		56	Director of Office of Information and Public Relations		
		57	Manager of Information and Public Relations		
		First Aid Functions			
		58	Vice President for Health & Wellbeing		
		59	Director of Health Support Center		

(2) Assembly of Individuals other than Priority Staff

Full-time staff other than the priority staff are, as a rule, to come to work by the starting time according to “Work of regular and dispatch staff involving aggravated weather conditions (Approved at the Deans Committee in Feb. 2019).” However, if coming to work is difficult because of significant damage to a staff member’s home and/or the commuting route, there are children, elderly or injured individuals at home, the safety or whereabouts of children or elderly individuals is unknown, or for other reasons, the relevant staff member should contact management staff.

(3) Faculty and Staff Returning Home

Faculty and staff at work at the time a disaster occurs should remain at the university to help with the disaster response if public transportation system operations have been suspended or the national or prefectural government has issued directions to avoid returning home.

If it is necessary for a faculty or staff member to return home, even on foot, because there are children, elderly or injured individuals at home, the safety or whereabouts of children or elderly family members are unknown, or for other reasons, they should report this to the head of the response office or supervisor before returning home.

When it becomes possible to return home upon the restoration of the transportation system, etc., the emergency response shift system described hereafter goes into effect as determined by the Disaster Response Headquarters or Department Response Offices.

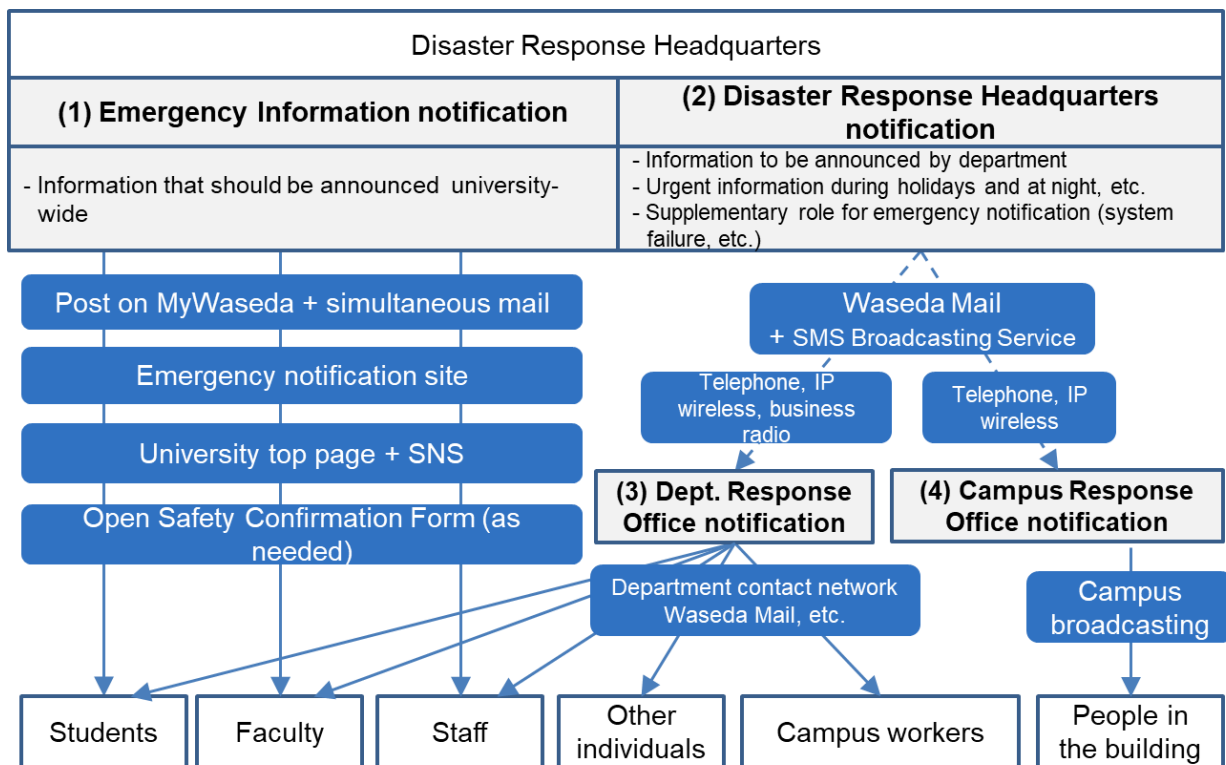
(4) Emergency Response Shift (Standard)

A standard number of personnel required for the management of each organization and disaster response center will be established. The required number of personnel is determined by responsible parties at each center according to the situation at hand. Organizations and centers operating 24 hours a day shall establish operations on a three-shift basis (or two-shift basis), and ensure that none of the personnel work continuously for extended hours. Typically, staff manning these organizations and centers are full-time permanent staff (専任職員). Cooperation from full-time faculty and contract staff is to be requested as needed.

		Three-shift	(1) 7:00-15:15	(2) 15:00-23:15	(3) 23:00-7:15 next day	Timing for dismissal and closure
		Two-shift	(1) 9:00-21:15		(2) 21:00-9:15 next day	
(1) Disaster Response HQ		24 hours a day	2 or more people	2 or more people	2 or more people	24-hour operation ends with the transfer of evacuation area operation to the government. Shifts return to normal work hours.
(2) Campus Response Offices		24 hours a day	2 or more people (Office)	2 or more people (Office)	2 or more people (covering office, evacuation area and parking)	24-hour operation ends with the transfer of evacuation area operation to the government. Shifts return to normal work hours.
		Evacuation Areas	24 hours a day	2 or more people	2 or more people	Transfer management with recovery of administrative functions.
		Support Centers	Mon-Sat 9:00-17:15	2 or more people	2 or more people	-
(3) Department Response Office		Mon-Sat 9:00-17:15	2 or more people (On standby in office)	2 or more people (On standby in office)	2 or more people (On standby in both office and Disaster ST)	Closed when stranded commuters (people remaining in places other than evacuation areas) return home. Continue confirming the safety of individual faculty and staff members in each department.
		Disaster STs	24 hours a day	2 or more people		2 or more people

4. Emergency Notification System

In an emergency, the university will communicate information using methods (1)-(4) described below to direct responses for crisis events and to ensure campus safety. The notification methods include some redundancy, so in some cases, individuals may receive the same notification multiple times.



* During an emergency, each response office may decide to send out notifications before receiving notifications from the Disaster Response HQ (- - - ->)

[Target Recipients]

Students: Full-time students, non-degree students, other registered students

Faculty: Full-time faculty, part-time faculty, researchers, etc., who have employment contracts with the university

Staff: Full-time staff, part-time staff, dispatch staff, contractor employees, and others working in the university organization

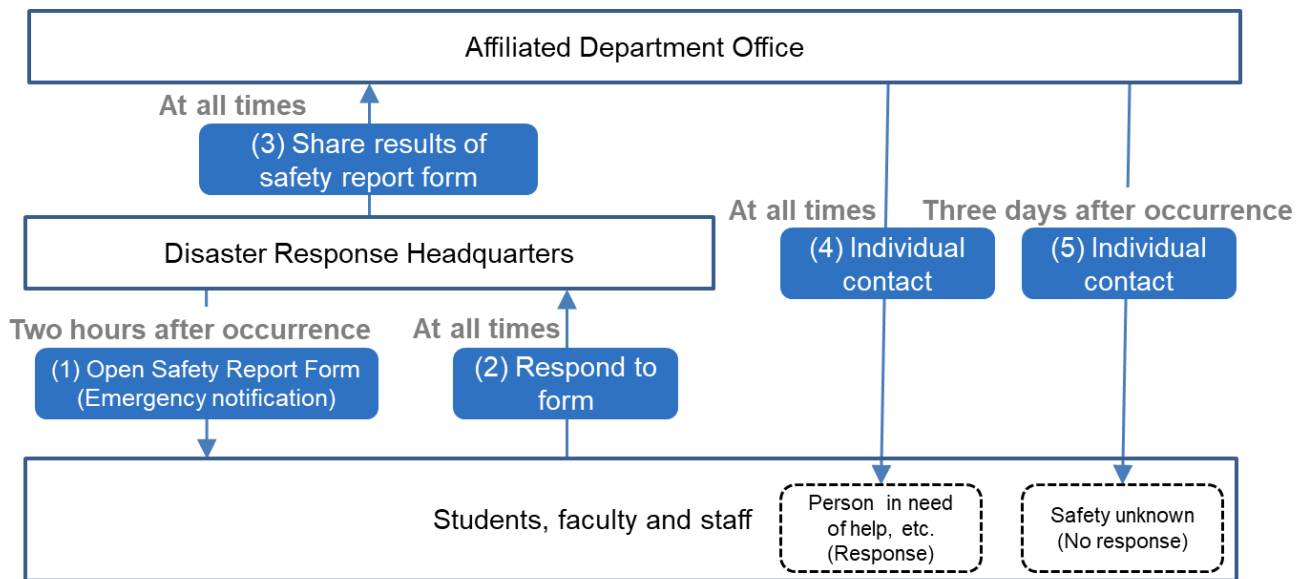
Other individuals: Those attending events sponsored by university groups, meeting attendees, attendees to educational programs sponsored by university groups who are not registered students

Campus workers: Tenant employees, janitorial staff, etc.

People in the building: Students, faculty, staff, non-students, campus workers and local residents remaining on the university premises

5. Safety Confirmation System

University-wide safety status confirmation procedures will be carried out as shown below when deemed necessary by the Disaster Response Headquarters.



[Target Recipients]

Students: Full-time students, non-degree students, other registered students

Faculty: Full-time faculty, part-time faculty, researchers, etc., who have employment contracts with the university

Staff: Full-time staff, part-time staff, dispatch staff, contractor employees, and others working in the university organization

6. Initial Response Procedure

(1) Initial Response Workflow (Overview)









Establish the workflow shown below as the basic progression with which to move forward with disaster response while also considering the necessity of each step in light of the extent of damage caused by the disaster.







If a disaster occurs on a weekday or Saturday (daytime)

Primary Initial Response



(2) Initial Response Workflow (Detailed)

Order	Target time		Response	Target (Target function)
Primary Initial Response				
1	Promptly		Ensuring your own safety is the priority <ul style="list-style-type: none"> • Keep low • Move away from windows (in case of broken glass) • Protect head (cover with desk, bag, book, clothing, etc.) • Be careful of falling objects (ceiling, lights, shelves, etc.) • Open door to ensure evacuation route (if possible) 	Everyone
2	As soon as quake subsides		Check for people in need of assistance <ul style="list-style-type: none"> • Call out to one another and check surrounding area • Assist those in need ⇒ Request cooperation from others ⇒ Reporting / Emergency first aid 	Everyone
3	When there is odor or smoke		Identify source of fire and initiate firefighting <ul style="list-style-type: none"> • Initiate firefighting / Reporting / Evacuation guidance • Safety measures taken for laboratory chemicals • If fire has reached the ceiling, evacuate immediately 	Everyone
4	When you are in danger		Remain in building, evacuate when in danger <ul style="list-style-type: none"> • Dangerous building (inclining or cracked floor / fire reaching to ceiling) ⇒ Report / Assist those in need / voluntary evacuation ⇒ To safe building or temporary evacuation area 	Everyone
5	20 min.		Decide to evacuate in preparation for aftershocks <p>Respond to the following according to instructions from the Disaster Response HQ or Department Response Offices</p> <ul style="list-style-type: none"> • Building inspection (Primary: Dept. Response Office staff) Check damage ⇒ Report to Response HQ (Planning and Construction Section) / instructions for evacuation • People in need of assistance: Report via Support Request Form + wireless • Patrol by security staff: Call out / fight fire / Assist those in need 	Department Response Offices (Remaining individual functions) Planning and Construction Section (Building functions) Security staff
6	30 min.		Make decision on business suspension <ul style="list-style-type: none"> • Business suspension discussed among Disaster Response HQ and major departments to make a determination 	Class: Educational Planning Section Entrance exam, OC: Admissions Center Ceremony: General Affairs Section HCD: Alumni Affairs Section, etc.
7			Mass emergency notification in and outside of university <ul style="list-style-type: none"> • Information shared through mass emergency notification MyWaseda Notice + mass email Emergency Notice Site University Homepage + SNS 	Departments responsible for providing emergency notification
8			Set up Disaster Response HQ / Response Offices <ul style="list-style-type: none"> • In accordance with the number of members present, assemble at HQ and Response Offices • Carry in necessary supplies (whiteboards, wireless transceivers, etc.) • Start-up of business wireless and IP wireless transmission 	Disaster Response HQ Campus Response Offices Department Response Offices (Administrative functions)

Order	Target time	Response		Target (Target function)
9	2 hours		Report of number of remaining individuals and number of people requiring support <ul style="list-style-type: none">Number of remaining individuals → Confirmation of Remaining Individuals Form	Department Response Office (Remaining individual function) Planning and Construction Section (Building function) Security staff
10			Building inspection by building staff <ul style="list-style-type: none">Building inspection (Primary: building staff →Secondary: Planning and Construction Section) Check for damage → Report to HQ (Planning and Construction Section) / Evacuation orderPerson requiring support → Report through Support Requisition Form + wireless, etc.Patrol by security staff (call out / respond to fire / respond to persons requiring support)	
11			Collect and share damage information <ul style="list-style-type: none">Status of persons requiring supportNumber of remaining individualsStatus of local resident evacuationBuilding/Infrastructure (electricity, gas, toilet, etc.)Information systemSocial infrastructure (status of transportation and collapsed houses, etc.)	Dept. Response Offices (Remaining individual functions) →HQ Dept. Response Offices (Remaining individual functions) →HQ Campus Response Offices (Community contribution functions) Planning and Construction Section (Building functions) IT Strategies Section (System functions) Information and Public Relations Section (Public relations functions)
12			Summarize and share status of damage <ul style="list-style-type: none">Necessity of conducting safety confirmation (take into account the status of collapsed houses, etc.)Necessity of setting up Disaster ST (take into account the number of remaining persons and transportation status)Necessity of setting up evacuation areas (take into account evacuation status of local residents)Check the operation status of the information system	President, Vice President Disaster Response HQ staff
		News flash of result of HQ meeting <ul style="list-style-type: none">Status of damage to campus, etc.Notification on the start of secondary response (Disaster ST, set up evacuation area, etc.)Decide on benefit or risk of returning home within a 10 km range	Information and Public Relations Section (Public relations function) Departments responsible for providing emergency notification Campus Response Office (simultaneous broadcasting, etc.)	
13			Announce opening of Safety Report Form <ul style="list-style-type: none">Safety information to be shared as needed among all areasStudents and academic staff should fill out the Safety Report FormAreas collect information about persons requiring support [Restoration response -]Individually contact students who have not submitted a safety report for a specific length of time (about 3 days)	Disaster Response HQ Students, faculty and staff, etc. Department Response Office
14			Set up Disaster STs <ul style="list-style-type: none">Carry in supplies, set up (whiteboards, chairs, stockpiles)Set up stockpiles (disaster set, toilets, etc.)Ensure place to accommodate persons requiring support	Department Response Office (Waiting area function)

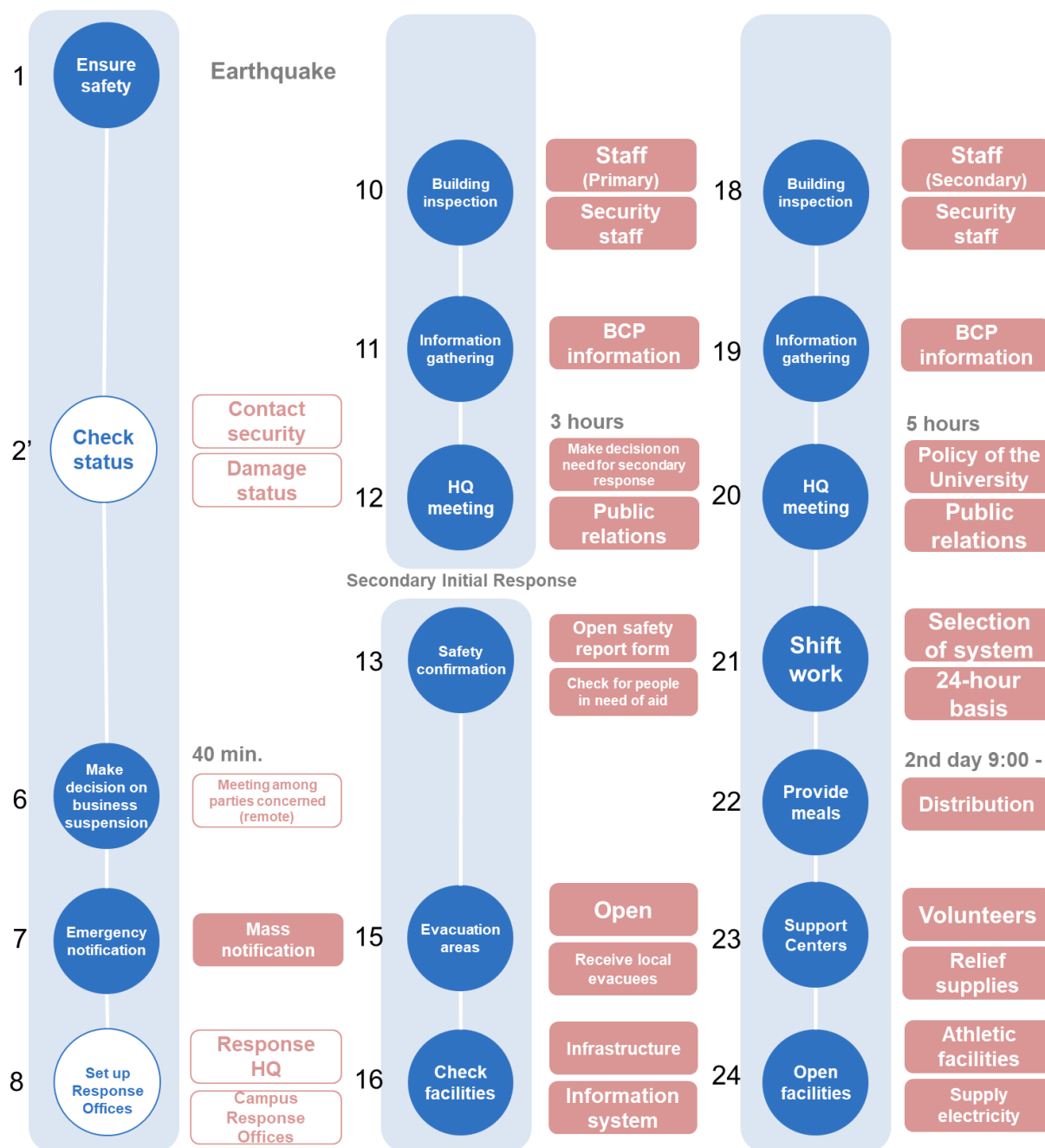
Order	Target time	Response		Target (Target function)
15	3 hours	Evacuation areas	Set up evacuation areas	Campus Response Office (Community contribution functions) Department Response Office (Remaining individual functions)
			<ul style="list-style-type: none"> • Guide local resident evacuees to evacuation areas • Set up supply stockpiles (disaster set, toilets, etc.) 	
16		Check facilities	Check building infrastructure and system	Planning and Construction Section (Building functions) IT Strategies Section (System functions)
			<ul style="list-style-type: none"> • Building infrastructure Emergency safety measures for dangerous places (red) Decide on using toilets → Distribute emergency toilets • Information system Priority on MyWaseda, Emergency Notice Site, University Homepage, Cloud mail, confirmation system 	
17		Check for remaining individuals	Report of number of remaining individuals and number of people requiring assistance	Department Response Offices (Remaining individual functions) Planning and Construction Section (Building functions) Security staff
			<ul style="list-style-type: none"> • Number of remaining individuals → Confirmation of Remaining Individuals Form 	
18		Check buildings	Building inspection by Planning and Construction Section	
			<ul style="list-style-type: none"> • Building inspection (Secondary: Planning and Construction Section) • Patrol by security staff Call out / Assist people in need 	
19	4 hours	Information gathering	Collect and share damage information	Dept. Response Offices (Remaining individual functions)→HQ Dept. Response Offices (Remaining individual functions)→HQ Campus Response Offices (Community contribution functions) Planning and Construction Section (Building functions) IT Strategies Section (System functions) Information and Public Relations Section (Public relations functions) Dept. Response Offices (Administrative functions) Secretarial Section (Office of the President functions) Personnel Section (Personnel functions)
			<ul style="list-style-type: none"> • Status of people requiring assistance • Number of stranded commuters (unable to return home) • Number of evacuees at the evacuation areas • Building, infrastructure (electricity, gas, toilet, etc.) • Information system • Social infrastructure (status of transportation service and collapsed houses, etc.) • Safety of academic staff 	
20	4 hours	HQ meeting	Determine response after the second day	President, Vice Presidents Members of Disaster Response HQ
			<ul style="list-style-type: none"> • Collected damage status information (Content of 19: Information gathering) • Need for safety confirmation (if undecided in the previous meeting) • Policy to manage evacuation areas • Two-shift basis of faculty and staff (24-hour response) • Integrate stranded commuters and Disaster STs 	
			Swift notification of HQ meeting results	
			<ul style="list-style-type: none"> • Status of damage to campus • Policy related to stranded persons returning home • Management policy of Disaster STs and evacuation areas • Prospect of reopening classes (if possible) 	Information and Public Relations Section (Public relations functions) Department responsible for emergency notification Campus Response Offices (mass broadcasting, etc.)

Order	Target time	Response		Target (Target function)
21	2nd day 9:00 -	Shift work	Decision on and transition to shift work system	Disaster Response HQ Campus Response Offices Dept. Response Offices (Waiting area functions)
			<ul style="list-style-type: none"> • Confirm staff who are able to assemble • Night shift of HQ, Campus Response Offices, evacuation areas, and Disaster STs • Integrating Disaster STs and stranded commuters 	
22		Provide meals	Distribution of meals	Campus Response Offices (Community contribution functions) Dept. Response Offices (Waiting area functions)
			<ul style="list-style-type: none"> • Provide relief supplies and food to stranded commuters and evacuees • [Standard] Breakfast at 9:00, lunch at 13:00, dinner at 18:00 	
23		Support Centers	Open Support Centers	Campus Response Offices (Community contribution functions) Dept. Response Offices (Waiting area functions)
			<ul style="list-style-type: none"> • Begin accepting relief supplies • Begin accepting volunteers (distribute provisions and relief supplies, restoring scattered equipment, books, etc.) 	
24		Open facilities	Open facilities to stranded commuters	Campus Response Offices (Community contribution functions)
			<ul style="list-style-type: none"> • Athletic facilities (shower, laundry area) • Supply electricity 	




(3) Workflow for Initial Response on Holidays, at Night and in the Early Morning (Overview)

If a disaster occurs on a holiday, night or early morning

Primary Initial Response



(4) Workflow for Initial Response on Holidays, at Night and in the Early Morning (Detailed)

Order	Response		Target (Target function)
Primary Initial Response			
2'		<div>Check with security about the status of the campus</div> <div><ul style="list-style-type: none">• Contact security and confirm the status of damage to the campus• Request inspection of buildings• Request mass broadcasting on the campus as needed• Collected information should be shared with the Disaster Response HQ.</div>	Campus Response Offices
6		<div>Determine suspension of classes and events in following days</div> <div><ul style="list-style-type: none">• Discuss among Disaster Response HQ and major departments via remote conference and decide whether to suspend business operations in the following days</div>	Class: Educational Planning Section Entrance Exam, OC: Admissions Center Ceremony: General Affairs Section HCD: Alumni Affairs Section, etc.
8		<div>Set up Response Office centered around assembled staff</div> <div><ul style="list-style-type: none">• Prioritize setting up the Disaster Response HQ (Waseda), and Campus Response Offices (Toyama, Nishi-Waseda, Tokorozawa)</div>	Disaster Response HQ Campus Response Offices

[Note] The workflow for initial response on holidays, at night and in the early morning is designed with the assumption that these will be times when there are only small numbers of people remaining on the campus. Therefore, checking for remaining individuals by all departments and establishing a Disaster ST will not take place. Security will initiate action via mass broadcast to all buildings.

(5) Individual Explanation of Initial Response Tasks

Firefighting

If you see or smell smoke, identify the location of the fire and attempt to extinguish it. However, if the fire has grown enough to reach the ceiling, evacuate immediately.

Yell Fire!	If you see or smell smoke, seek help from others and divide firefighting roles among those who respond.
Extinguishing fire	Bring fire extinguishers. There are generally 2 extinguishers on each floor.
Managing fire hose	A person other than the person in charge of fire extinguishers should be in charge.
Reporting incident	Call extension 2000 or the fire department at 119. Convey the location of the fire, building number, room number, number of people that were unable to escape, name of the person calling, and contact number.
Evacuation	Individuals not in charge of extinguishing the fire should immediately evacuate to lower floors. Do not use elevators because this may become a path for smoke. Cover nose and mouth with a handkerchief, etc. and keep body low while evacuating.

Safety measures during laboratory work	If in a research lab, take safety measures for equipment and dangerous chemicals.
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Responding to People in Need of Assistance

Responding to dangerous physical conditions such as airway obstruction, cardiopulmonary arrest and hemorrhaging require knowledge and experience. Be prepared for such emergencies, for

example, by taking first aid training.

Calling for help	If you notice an unconscious person, call out to others for help. Divide roles among those who respond.
Treating the person	Call the person's name. Check for consciousness and breathing. If conscious, talk to them and try to ascertain his/her symptoms.
Assisting	AED units are located in the Security Office and Administrative Office. If the person is in cardiopulmonary arrest, every second counts. When there is a broken bone or hemorrhaging, towels and boards for splints will be needed.
Reporting incident	Call extension 2000 or the fire department at 119. Convey to the rescue team the location, building number, room number, condition of the sick or injured individual, and the name and contact number of the person calling.

People with disabilities	People with disabilities should be transported to a Disaster ST.
People in shock	Faculty, staff and security staff will transport the person in shock to the Disaster ST or a safe location.

Building Inspection (Primary, Secondary)

Fundamentally, people are not to go outside when a large-scale earthquake hits; however, there may be fire, collapsing ceilings or walls. Conduct an inspection and determine whether it is necessary to evacuate to a safer building or to temporary evacuation areas.

Primary Inspection (Staff, security staff)	Inspect the buildings in the jurisdiction to assess whether there is ceiling collapse, cracks in walls, whether the building is leaning, etc.. When damage is found, take a photo and submit a report using the Building Inspection Form. Take measures to prevent entry to places considered to be dangerous.
Secondary Inspection (Planning and Construction Section)	Check the site based on the results of the primary inspection.

Check for Remaining Individuals (Staff)

Use the Remaining Individual Search Form to check for individuals and the Building Inspection Form to report statuses such as the number of people remaining in the building and those requiring assistance, etc. Collaborate with patrol guards as needed.

Roles	Patrol each room of the buildings within the jurisdiction in pairs by floor.
Requesting support	Seek cooperation from others (students, faculty, security staff) as needed to deal with people requiring help. Should an extended amount of time be required to deal with someone in need of help, request support from the relevant Response Office (waiting area functions, secretariat functions)
Reporting results	Response Offices report to the Disaster Response HQ (report form)
Points to remember	Many things must be inspected and quickly; therefore, people remaining on the premises are asked to help one other except in cases of fire, being trapped, or emergency medical conditions. In the event of a secondary disaster, request assistance from the Department Response Office, Security Office and volunteers to respond with initial fire extinguishing, evacuation guidance and emergency first aid.

Firefighting	Refer to the pages on Firefighting
Calling for help	Refer to the pages on Respond to People in need of Assistance
Building inspection	Refer to the pages on Building Inspection

Patrol Inspection (Security Staff)

Security staff will conduct patrol inspections.

Call out	When making patrol inspections to check for people in the building, go inside the classrooms and call out to people. (1) "We are conducting a patrol. Is there anyone in here who feels ill or needs assistance? Please raise your hand and let us know." (2) "This building is safe. Remain calm and do not panic. Wait in this room for further instructions. Instructions from the university will be announced through the Emergency Notice site or broadcast."
Check elevators	Ensure that elevator service has been suspended and check that no one is stuck in elevators. If someone is trapped in an elevator, contact the emergency number of the elevator management company and the Disaster Response Headquarters. Continue communication with people in the elevator through the intercom until everyone has been rescued.
Firefighting	Refer to the pages on Firefighting
Assist people in need	Refer to the pages on Responding to People in Need of Assistance

Disaster Stations (Disaster STs)

If there is a large number of stranded students and other commuters, and the situation is expected to be prolonged, following the decision to begin secondary response activities, set up Disaster STs to provide a hub center for stranded commuters (1.information sharing center, 2.supplies distribution center, 3.medical assistance center). The groups in charge of waiting area functions will be stationed in the Disaster STs to carry out the following response tasks:

Setting up equipment	Carrying and setting up equipment (desks, chairs, whiteboard, first aid kits, PCs, etc.)
Information dissemination	Using whiteboards, etc. to announce information from the Disaster Response Headquarters to stranded commuters (transportation restoration status, status of collapsed structures, status of damage on the premises, status of distribution of supplies).
People in need of assistance	In the event ambulances are unavailable, have injured and ill individuals wait at the Disaster ST.
Carrying provisions	Collaborate with the Disaster Response Headquarters to carry provisions at meal times.

Evacuation Areas

In order to accept local residents unable to return home, evacuation areas will be opened for the public according to the university's agreements with local authorities, etc. The university will not prepare a name register of evacuees, and individuals are free to enter and leave evacuation areas at will; however, the university will follow the instructions of the government after initiating cooperation with government authorities.

Set up	Desks and chairs will be carried outside to ensure space.
Zoning	Guide to waiting areas and group people by neighborhood Make adjustments according to persons requiring consideration (sick individuals, gender, age, etc.)
Rules	Smoking and consuming alcohol are not permitted in evacuation areas. Establish lights-out hours (Ex: midnight - 8 a.m.) and ask people to refrain from talking during that time.
Supplies	Distribute provisions and relief supplies following the decision made by the Disaster Response Headquarters.
Circulating information	Communicate the following information using loudspeakers and/or with notices on bulletin boards (transfer this role when government officials arrive) <ul style="list-style-type: none">• Evacuation area rules• Disaster information (transportation, tsunami, utilities, etc.)• Schedule for the distribution of supplies

BCP Information

Status of building damage and operation of the school's systems will be shared as "BCP information" with students, faculty, staff and other related parties so that they are able to ensure their own safety.

1. Information about people requiring help	History of responses via emergency notice
2. Building information	Results of building inspection
3. System information	Operational status of the school's systems
4. Safety information	Safety confirmation information based on the Safety Report Form
5. Social infrastructure information	Status of social infrastructure damage
6. Stranded commuter information	Identify the scale of waiting area operations
7. Evacuation area reception information	Identify the extent to which local residents have been accepted into evacuation areas

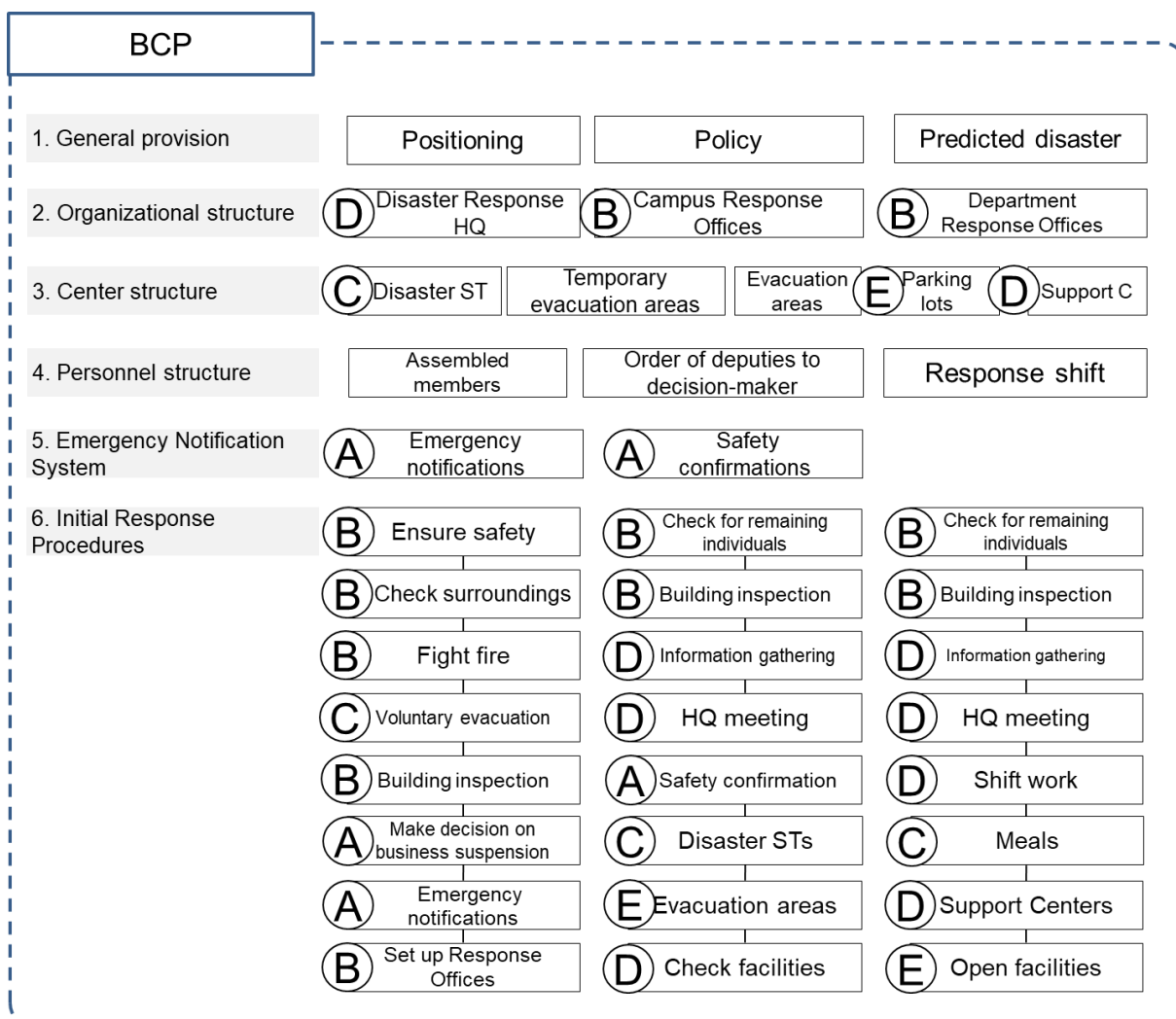
Main Supplies (partial)

The Disaster Response Headquarters will make decisions regarding the storage and distribution of supplies; however, during emergencies, these supplies are to be used without waiting for the decision of the Disaster Response Headquarters. Major stockpiles (partial) are noted below as a reference.

Campus	Bldg. No.	Location	Main supply stockpiles *Emergency kit = water, biscuits, emergency blanket
Waseda	20	B1F Reference	Emergency kits, blankets, portable toilets, flashlights, off-limits tape, loudspeakers, bicycles, hand-crank radios, generators
	20	N201 Meeting room	Batteries, flashlights
	3	B2F Supply storage	Emergency kits, portable toilets
	14	B2F Supply storage	Portable toilets, sanitary items, undergarments, rope, rescue equipment
	16	B1F Supply storage	Emergency kits
	3, 8, 11, 14	Disaster Center	First aid kits, emergency lights, hand-crank radios, safety shoes, work gloves
	26	B1F Supply storage	Emergency kits, stockpile supplies for Department Response Offices, supplies for local residents
Nishi-Waseda	51	Container (Left)	Flashlights, first aid kits, batteries, blue sheets, masks, saws, jack
	51	Container (Right)	Work gloves, saws
	51	B1F Supply storage	Food, blankets, water, sanitary items, undergarments
	60	1F	Emergency kits, generators, portable toilets
Toyama	30	1F Supply storage	Batteries, flashlights, saws, blue sheets, rope, generators, work gloves, masks, safety shoes, portable toilets, undergarments, blankets, first aid kits
	37	B1F Supply storage	Emergency kits, portable toilets
Tokorozawa	101	2F Supply storage	Emergency kits, portable toilets, blankets
	Outside	Container	Flashlights, saws, jack, rope, blue sheets, masks, working gloves, batteries, first aid kits, safety shoes, undergarments, blankets
Higashi-Fushimi	STEP22		Emergency kits
	Equestrian ground	Container	Water, food, undergarments, first aid kits, batteries, portable toilets, sanitary items

7. Emergency Drill System

The Office of Risk Management (General Affairs Division) and the departments work together to regularly hold disaster drills that focus on constructing disaster response systems for organizations and centers, testing notification systems and handling initial disaster response procedures, as stipulated in the Waseda University BCP. Major drills include emergency notification drills, Waseda campus disaster drills, individual faculty disaster drills and HQ simulation drills.



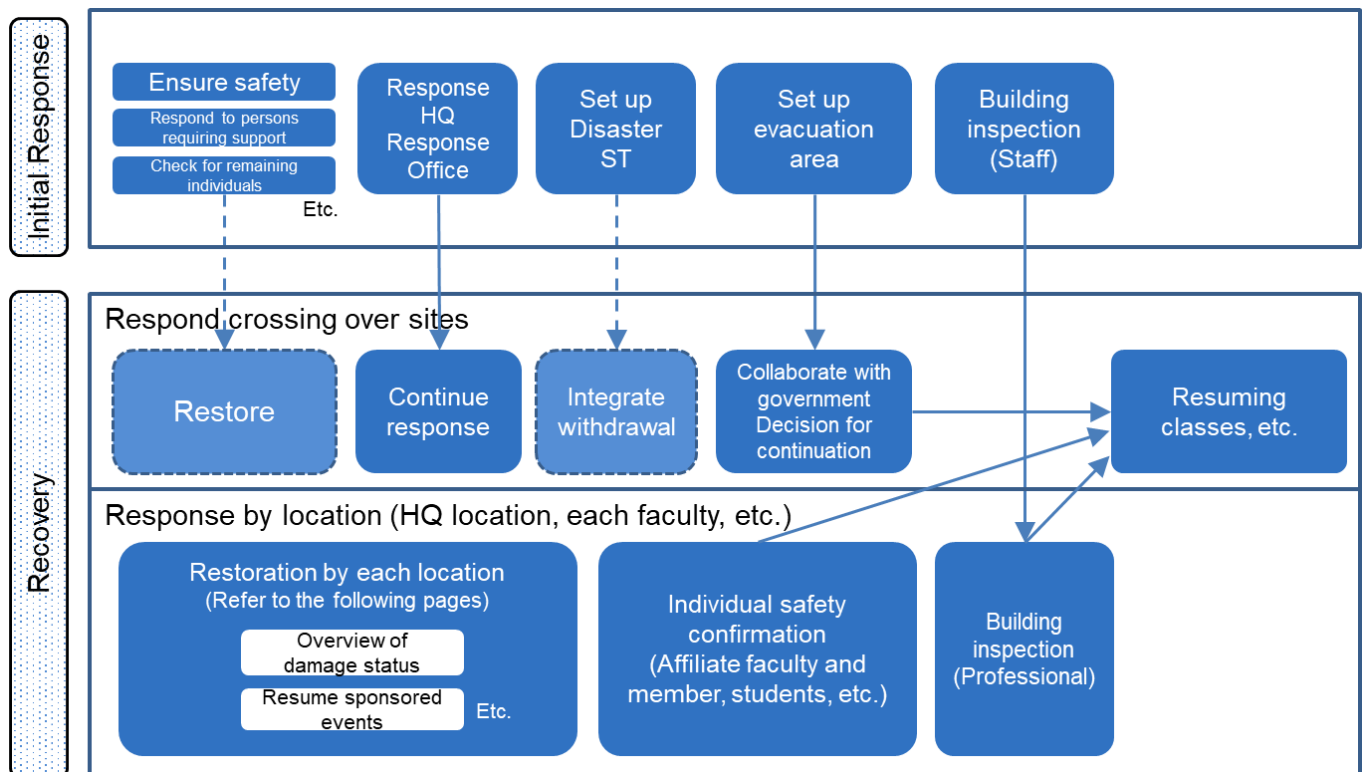
Drill system		
Name of drill	Content	Period
(A) Emergency Notification Drill	Emergency notification to all faculty, staff and students, Safety Report Form application	June, November
(B) Each Campus Disaster Drill	Response Office setup, Check for remaining individuals, training for response to persons requiring support, etc.	September, etc.
(C) Individual Faculty Disaster Drills	Evacuation guidance, Disaster ST setup	December
(D) HQ Simulation Drill	Disaster Response Headquarter Management	December
(E) Drill with neighborhoods	Evacuation areas setup, etc.	December, etc.

8. Recovery Response

(1) Concept behind Recovery Response

Recovery response will begin with the goal of swiftly restoring business operations after the initial response focused on safety confirmation and the prevention of secondary disasters. Recovery response will progress in parallel with responses provided by the Disaster Response Headquarters and Department Response Offices. Recovery measures and safety confirmation will be conducted by individual departments.

Resumption of classes for the entire university will be determined in consideration of the confirmation of the safety of faculty, safety checks of classrooms by building inspectors (professionals), classrooms still being used as evacuation areas, status of public transportation recovery and the policy of the Ministry of Education, Culture, Sports, Science and Technology.



(2) Recovery Response Operation List by Department

No.	In charge	Recovery Response Operation		Target Response Time									
				Within 1h	Within 3h	Within 12h	Within 1 day	Within 3 days	Within 1 week	Within 2	Within 1	Within 2	
1	All departments	Confirm safety of faculty and staff (affiliated department)				⇒	⇒	⇒					
2		Confirm safety of students (affiliated department), etc.				⇒	⇒	⇒	⇒	⇒			
3	Department Response Offices	Administrative functions	Provide information to affiliated members (faculty, staff, etc.)		⇒	⇒	⇒	⇒	⇒	⇒	⇒	⇒	
4			Collect and summarize damage status information (affiliated facilities, etc.)		⇒	⇒	⇒	⇒	⇒	⇒	⇒		
5			Decision on resuming events, faculty committees, etc.				⇒	⇒	⇒	⇒	⇒		
6			Record of handling of damage					⇒	⇒	⇒	⇒	⇒	
7		Waiting area functions	Disaster ST operation and integration		⇒	⇒	⇒	⇒	⇒				
8			Carrying, setting up stockpiles of and distributing provisions		⇒	⇒	⇒	⇒	⇒				
9			Carrying, setting up stockpiles of and distributing relief supplies					⇒	⇒	⇒	⇒	⇒	
10		Remaining individual functions	Report on remaining individuals		⇒	⇒	⇒	⇒	⇒				
11			Gather remaining individuals (in buildings where Disaster STs are set up)		⇒	⇒	⇒	⇒	⇒				
12			Evacuation area management support (Main: Campus Response Offices)			⇒	⇒	⇒	⇒	⇒	⇒	⇒	
13		Campus Response Offices	Information sharing with police, fire department, government, associated companies and tenants			⇒	⇒	⇒	⇒	⇒	⇒	⇒	
14		(Waseda, Toyama, Nishi-Waseda, Tokorozawa)	Collect information about damage status of tenants (food and drink, merchandise shops), make decision on resumption of business			⇒	⇒	⇒	⇒	⇒	⇒	⇒	
15	Manage evacuation areas (collaborate with government, accept local evacuees, organize evacuation zone, provide information, distribute supplies, etc.)			⇒	⇒	⇒	⇒	⇒	⇒	⇒			
16	Manage Support Centers (collaborate with government, receive relief supplies, manage volunteers)				⇒	⇒	⇒	⇒	⇒	⇒			
17	Make decision on opening of facilities (electricity, showers, etc.)					⇒	⇒	⇒	⇒	⇒			
18	General Affairs Section	Manage Disaster Response HQ meetings			⇒	⇒	⇒	⇒	⇒	⇒	⇒	⇒	
19		Share safety report forms among all departments			⇒	⇒	⇒	⇒	⇒	⇒			
20		Decision to distribute supplies			⇒	⇒	⇒	⇒					
21		Decision to build, continue and terminate BCP system (Disaster STs, evacuation areas, Support Centers)				⇒	⇒	⇒	⇒	⇒	⇒	⇒	
22		Decision on possibility of stranded commuters returning home or implementing night shift work system (discuss with Personnel Section)				⇒	⇒	⇒	⇒				
23		Handle agreement with Shinjuku Ward (stockpiles of supplies for local evacuees, etc.)				⇒	⇒	⇒	⇒				
24		Disposal of waste generated from disaster							⇒	⇒	⇒	⇒	
25		[Graduation and Entrance Period] Consider cancellation, postponement, alternative measures for graduation and entrance ceremonies (time and date, venue, etc.)							⇒	⇒			
26		Restore operation of on-campus bus								⇒	⇒	⇒	⇒
27		Restore postal and on-campus mail services								⇒	⇒	⇒	⇒
28		Handle death reports								⇒	⇒	⇒	⇒
29		Consider cancellation, postponement, alternative measure for presentation ceremonies (time and date, venue, etc.)								⇒	⇒	⇒	
30		Check the status of AED and reprocurement								⇒	⇒	⇒	⇒
31		[Tokorozawa Campus] Overview of effect on natural environment											⇒
32		Reprocurement, re-setup of supply stockpiles (after cessation)											⇒

No.	In charge	Recovery Response Operation	Target Response Time								
			Within 1h	Within 3h	Within 12h	Within 1 day	Within 3 days	Within 1 week	Within 2 weeks	Within 1 month	Within 2 months
33	University Corporation Section	Decision to cancel and resume Board of Directors and Corporate Meetings, etc.					⇒	⇒	⇒		
34		[Election Period] Postpone presidential election date, and determine term of president						⇒	⇒	⇒	⇒
35	Legal Affairs Section	Respond to legal consultations on disaster						⇒	⇒	⇒	⇒
36	Compliance Promotion Office	Make decisions about reopening the Compliance Consultation Desk						⇒	⇒	⇒	⇒
37	Academic Affairs Section	Decision to cancel and resume academic-related meetings					⇒	⇒	⇒		
38		Allocate classrooms to cancelled classes (common classroom)					⇒	⇒	⇒		
39		Decision to cancel or postpone ceremonies such as graduation and entrance ceremony.					⇒	⇒	⇒		
40	Educational Planning Section	Decision to cancel and resume classes					⇒	⇒	⇒		
41		Decision to resume examinations or find alternative measures					⇒	⇒	⇒		
42		Collaborate on information with MEXT					⇒	⇒	⇒		
43		Decision on accreditation and degree conferral						⇒	⇒	⇒	
44		Decision to extend deadlines (tuition payment deadline, leave of absence and withdrawal application, etc.)						⇒	⇒	⇒	⇒
45		Consider tuition exemption program for affected students						⇒	⇒	⇒	⇒
46	University-Social Relations Liaison Section	Consider cancellation, postponement and alternative measures for programs sponsored by university organizations			⇒	⇒	⇒				
47	High School and University Linkage Section	Collaborate on information with affiliated schools			⇒	⇒	⇒				
48		Consider cancellation or postponement or alternative measures of associated and affiliated school joint explanatory meetings					⇒	⇒			
49	Admissions Center	[Entrance exam period] Consider cancellation, postponement or alternative measures for entrance examination				⇒	⇒	⇒			
50		[Open Campus period] Consider cancellation, postponement or alternative measures for open campus					⇒	⇒			
51	WPO	Decision to resume help desk services (including temporary office during entrance examination period)					⇒	⇒			
52		Decision to resume support operation (academic affairs)					⇒	⇒			
53	Social and Educational Outreach Office	Decide on alternative measures for cancelled lectures				⇒	⇒	⇒			
54		Notification of the resumption of classes					⇒	⇒	⇒		
55	Research Promotion Division	Decide on cancellation or postponement of research meetings and committee activities				⇒	⇒	⇒	⇒		
56		Make decisions about continuing, suspending, or resuming operations of research facilities and research activities.				⇒	⇒	⇒	⇒	⇒	⇒
57		Check and handle delay or inability to continue with research contracts						⇒	⇒	⇒	⇒
58		Collect reports on biohazards at gene recombination experimental institutions such as animal experiment institutes, etc.						⇒	⇒		
59		Consolidate information regarding damage to research strengthening facilities							⇒	⇒	⇒
60	International Affairs Division	Check safety of researchers from overseas (visiting scholars, research fellows, research interns)			⇒	⇒	⇒				
61		Handle inquiries from off-campus parties about the safety of researchers from overseas (visiting scholars, research fellows, research interns)			⇒	⇒	⇒				
62	IT Strategies Section	Ascertain the status of service operations / check prospects for restoration		⇒	⇒	⇒					
63		Handle service restoration				⇒	⇒	⇒	⇒	⇒	⇒

No.	In charge	Recovery Response Operation	Target Response Time								
			Within 1h	Within 3h	Within 12h	Within 1 day	Within 3 days	Within 1 week	Within 2 weeks	Within 1 month	Within 2 months
64	Students Affairs Section	Consolidate information on student safety			⇒	⇒	⇒	⇒	⇒		
65		Consolidate information on guarantors who have become victims					⇒	⇒	⇒	⇒	
66		Decision to resume Seminar House Operations							⇒	⇒	⇒
67		Decision to resume Waseda Dramakan							⇒	⇒	⇒
68	Scholarship and Financial Assistance Section	Handle applications for scholarships by victims of the disaster						⇒	⇒	⇒	⇒
69	Career Center	Collect information on effect of the disaster on employment activities and provide to students						⇒	⇒	⇒	⇒
70		Share information about the status of damage to the university and students with relevant companies							⇒	⇒	⇒
71	Residence Life Center	Collect information on damage to dormitory facilities			⇒	⇒	⇒				
72		Consider moving students out and alternative locations in the event student dormitories become unusable				⇒	⇒	⇒			
73		Decision to reconstruct partially or fully destroyed dormitory buildings									⇒
74	Equality and Diversity Center	Consideration and support for handicapped students in line with resumed classes, tests and alternative measures					⇒	⇒	⇒		
75	Cultural Planning Section	Collect information on damage to Okuma Auditorium, Ono Auditorium, etc.					⇒	⇒	⇒	⇒	
76	Personnel Section	Safety Information	Ascertain information on safety of faculty and staff 1: Daily update at Response HQ (first week)			⇒	⇒	⇒			
77			Ascertain information on safety of faculty and staff 2: Weekly update at Response HQ (after the first week)						⇒	⇒	
78			Summarize information about the safety of faculty and staff							⇒	
79		Staffing	In the event of a shortage of staff necessary for operation 1: Select candidate support staff (decision made by Response HQ)				⇒	⇒	⇒	⇒	⇒
80			In the event of a shortage of staff necessary for operation 2: In the event of catastrophic and prolonged damage, temporarily dispatch staff from other departments					⇒	⇒	⇒	⇒
81		Work	Standard work (standard for assembly), thoroughly notify people of standards for returning home			⇒	⇒	⇒	⇒	⇒	⇒
82			Confirm and report work attendance status of full-time staff (aside from safety confirmation. Also, check status of daily work attendance. Up to about 80 to 90% attendance. Consider use for selection of restoration staff and resumption of business operations)			⇒	⇒	⇒	⇒		
83			In the event of changing classes to later times because of unstable transportation system, consider and execute changing employee work hours, too.			⇒	⇒	⇒	⇒	⇒	⇒
84			Temporary change of upper limit in 36 agreement							⇒	⇒
85		Recruitment	Confirm the safety of newly hired employees					⇒	⇒	⇒	⇒
86			Consider cancellation, postponement, or alternative measures for staff recruitment examination					⇒	⇒	⇒	⇒
87		Consignment, Dispatch, On-Loan Staff	Confirm and share information on safety of dispatch staff and contractor staff working at the university			⇒	⇒	⇒	⇒	⇒	⇒
88			Share information on safety of on-loan staff with the relevant party and work attendance information, etc.			⇒	⇒	⇒	⇒	⇒	⇒
89			Determine possibility of continued work by dispatch staff and adjustment of dispatch fees				⇒	⇒	⇒	⇒	⇒
90		Inform about issuance of certificate of registration to be submitted to public agencies and respond to requests					⇒	⇒	⇒	⇒	⇒

No.	In charge	Recovery Response Operation	Target Response Time								
			Within 1h	Within 3h	Within 12h	Within 1 day	Within 3 days	Within 1 week	Within 2 weeks	Within 1 month	Within 2 months
91	Salaries and Welfare Section	Payment of faculty and staff salaries (consider handling exceptional cases, such as IT malfunction)							⇒	⇒	⇒
92		Inform about and support application for payment of worker's compensation and insurance							⇒	⇒	⇒
93	Financial Affairs Division	Collect information on and calculate disaster response costs								⇒	⇒
94		Collect information and apply for insurance								⇒	⇒
95		Ensure funds in response to emergency (building repair, etc.)								⇒	⇒
96	Planning and Construction Section	Respond to emergency (voluntary) infrastructure (electricity, public water system, well water, toilet)			⇒	⇒	⇒	⇒			
97		Restoration of public infrastructure (electricity, gas, telephone, public water system, well water, toilet)					⇒	⇒	⇒		
98		Execute inspections by builders					⇒	⇒	⇒	⇒	
99		Execute emergency repair of buildings						⇒	⇒	⇒	⇒
100		Resume on-going projects (construction)							⇒	⇒	⇒
101		Formulate building improvement plan and calculate necessary funds								⇒	⇒
102	Secretariat	Confirm safety of executives (president, vice presidents, auditors)			⇒	⇒	⇒				
103		Reschedule executive meetings and events					⇒	⇒	⇒	⇒	
104	Alumni Affairs Section	Decision to cancel or postpone Homecoming Day					⇒	⇒	⇒	⇒	⇒
105		Decision to cancel or postpone Tomonsai					⇒	⇒	⇒	⇒	⇒
106		Decision to cancel or postpone prefectural alumni association general meetings					⇒	⇒	⇒	⇒	⇒
107		Decision to cancel or postpone alumni events other than those listed above					⇒	⇒	⇒	⇒	⇒
108		Notices and information regarding handling of all alumni services					⇒	⇒	⇒	⇒	⇒
109		Notices to all branches and alumni associations regarding calls for disaster relief donations					⇒	⇒	⇒	⇒	⇒
110	External Affairs and Fund-Raising Section	Collaborate on information with cooperating agencies (companies, organization, local government, education institute, donors)				⇒	⇒	⇒			
111		Decision to hold each event targeting donors				⇒	⇒	⇒	⇒	⇒	
112		Support for students affected by the disaster, reconstruction Activity Support Fund, and other emergency support fundraising					⇒	⇒	⇒	⇒	⇒
113	Honjo Campus, Project Development Office	Collaborate on information with Bldg. No. 94 residents (IOC Honjo Waseda)			⇒	⇒	⇒				
114	Information and Public Relations Section	Provide in-school information to press (management of evacuation areas, resumption of classes, entrance exam, etc.)		⇒	⇒	⇒	⇒	⇒	⇒	⇒	⇒
115		Collect information outside of the university		⇒	⇒	⇒	⇒	⇒	⇒	⇒	⇒
116		Taking photographs and video to record damage (after ensuring safety)					⇒	⇒	⇒	⇒	⇒
117		Post messages of appreciation for relief supplies						⇒	⇒	⇒	
118	Faculty and Undergraduate School Office	Resume tests, handle alternative measures (major policy: Educational Planning Section)					⇒	⇒	⇒		
119	(Common to all offices)	Consider cancellation, postponement and alternative measures for recruiting academic staff					⇒	⇒	⇒	⇒	
120		Individual support for disaster-affected students (tuition, scholarship, etc.)						⇒	⇒	⇒	⇒
121		Reallocation of classrooms to cancelled classes (exclusive classrooms)						⇒	⇒	⇒	

No.	In charge	Recovery Response Operation		Target Response Time								
				Within 1h	Within 3h	Within 12h	Within 1 day	Within 3 days	Within 1 week	Within 2 weeks	Within 1 month	Within 2 months
122	Faculty of Education and Integrated Arts and Sciences (Specific)	Consider cancellation, postponement and resumption of student teaching, care training, and other practical training						⇒	⇒			
123		Consider cancellation, postponement and resumption of educational intern and volunteers						⇒	⇒			
124		Consider cancellation, postponement and resumption of Academic staff Training Courses						⇒	⇒			
125		Consider closing and reopening Teacher Employment Guidance Office						⇒	⇒			
126		Check damage to common experiment laboratories			⇒	⇒	⇒	⇒				
127		Restoration of experimental equipment and devices in common experiment laboratories						⇒	⇒	⇒	⇒	⇒
128	Faculty of Science and Engineering (Specific)	Overall	Check damages to research laboratories				⇒	⇒				
129			Report accidents, etc. to government (genetic recombination, poisonous and deleterious substances, radiation, hazardous substance drainage, etc.)				⇒	⇒				
130			Check the status of damage research-related equipment				⇒	⇒				
131			Decision to resume research activities (including laboratory experiments, etc.)				⇒	⇒	⇒	⇒	⇒	⇒
132		Waseda Research Institute for Science and Engineering	Check damage to project research institutes (Nishi-Waseda, Kikui-cho) (contact representative of laboratory)				⇒	⇒	⇒			
133			Summary of damage to project research institutes (Nishi-Waseda, Kikui-cho)				⇒	⇒	⇒	⇒		
134			Confirm safety of project research institutes (Nishi-Waseda, Kikui-cho)						⇒	⇒	⇒	⇒
135			Decision to resume use of project research institutes						⇒	⇒	⇒	⇒
136		Education and Research Support Section	Decision to cancel and resume classes (experiment and training classes)					⇒	⇒	⇒		
137			Check damage to common experiment laboratories				⇒	⇒				
138			Restoration of experimental equipment and devices in common experiment laboratories					⇒	⇒	⇒	⇒	⇒
139			Consider cancellation, postponement and alternative measures for collaborative activities with external organizations (Science Experiment Classes and Corporate Collaboration project, etc.)						⇒	⇒		
140		Research Institute for Materials	Report the status to the Faculty of Science and Engineering HQ		⇒	⇒	⇒	⇒				
141			If disaster (earthquake) is bigger than expected, discuss relocation of evacuation areas to Nishi-Waseda Campus, as seen fit (change), with the Faculty of Science and Engineering HQ		⇒	⇒	⇒	⇒				
142		IPS	Report the status to the Faculty of Science and Engineering HQ		⇒	⇒	⇒	⇒				
143			Report accidents to Kitakyushu City FAIS		⇒	⇒	⇒	⇒				
144			Consider moving students out and alternative locations in the event student dormitories become unusable				⇒	⇒	⇒			
145		WEEE	Report the status to the Faculty of Science and Engineering HQ		⇒	⇒	⇒	⇒				
146			Information collaboration with Honjo City		⇒	⇒	⇒	⇒	⇒	⇒		
147		TWIns	Adjust restoration plan with Tokyo Women's Medical University (use plan for common areas, etc.), decisions related to holding meetings		⇒	⇒	⇒					
148			Considerations related to the restoration of RI facilities						⇒	⇒	⇒	⇒

No.	In charge	Recovery Response Operation		Target Response Time								
				Within 1h	Within 3h	Within 12h	Within 1 day	Within 3 days	Within 1 week	Within 2 weeks	Within 1 month	Within 2 months
149	Faculty of Letters, Arts and Sciences (Specific)	Confirm safety of chemicals and large experimental equipment		⇒	⇒	⇒	⇒	⇒				
150		Ascertain the damage to the Infectious Disease Surveillance Center			⇒	⇒	⇒	⇒				
151		Check damage to research-related facilities and consider decision to reopen						⇒	⇒	⇒	⇒	
152		Decision to resume research activities							⇒	⇒	⇒	⇒
153	Administrative Office, Tokorozawa Campus (Specific)	Overall	Check damages to research laboratories				⇒	⇒	⇒			
154			Report accidents, etc. to government (genetic recombination, poisonous and deleterious substances, radiation, hazardous substance drainage, etc.)				⇒	⇒	⇒			
155			Check the status of damage research-related equipment				⇒	⇒	⇒			
156			Decision to resume research activities (including laboratory experiments, etc.)				⇒	⇒	⇒	⇒	⇒	⇒
157	Library • Central Library (Bldg. No. 18) • S. Takata Memorial Research Library (Bldg. No. 2) and Faculty Library in Waseda Campus, Student Reading Room • Toyama Library (Bldg. No. 38) • Science and Engineering Library (Bldg. No. 51) and Science and Engineering Student Reading Room • Tokorozawa Library (Bldg. No. 100)	Provide information to mutual cooperation agencies and users					⇒	⇒	⇒	⇒	⇒	⇒
158		Summarize damage to data and shelves; restore						⇒	⇒	⇒	⇒	
159		Summarize damage and restore facility and equipment						⇒	⇒	⇒	⇒	⇒
160		Summarize damage to library system and restore						⇒	⇒	⇒	⇒	
161		Decision to reopen libraries						⇒	⇒	⇒	⇒	⇒
162		Budget adjustment of library repair costs, etc.							⇒	⇒	⇒	⇒
163	The Tsubouchi Memorial Theatre Museum	Ascertain damage (Museum faculty and staff, and WAS)				⇒	⇒	⇒				
164		Ascertain damage to museum facilities (Bldg. No. 5 and 6)				⇒	⇒	⇒				
165		Overview of damage to museum material (exhibits and collections)				⇒	⇒	⇒	⇒			
166		Repair and restore museum materials *Includes prioritizing						⇒	⇒	⇒	⇒	⇒
167		Consider closing and reopening museum (exhibition room, reading room)						⇒	⇒	⇒	⇒	⇒
168		Restore cultural resource database						⇒	⇒	⇒	⇒	⇒
169	Aizu Museum	Opening museum						⇒	⇒	⇒	⇒	⇒
170		Check and overview of damage to museum (Bldg. No. 2 and repository)				⇒	⇒	⇒				
171		Overview of damage to museum materials						⇒	⇒	⇒	⇒	
172		Consider cancellation and resumption of exhibitions						⇒	⇒	⇒	⇒	
173		Transport and request repair of damaged materials						⇒	⇒	⇒	⇒	⇒
174		Opening museum							⇒	⇒	⇒	⇒
175	International House of Literature	Check and overview of damage to facility (Bldg. No. 4)				⇒	⇒	⇒				
176		Overview of damage to facility materials						⇒	⇒	⇒	⇒	
177		Consider cancellation and resumption of facility						⇒	⇒	⇒	⇒	
178		Transport and request repair of damaged materials						⇒	⇒	⇒	⇒	⇒
179		Opening facility							⇒	⇒	⇒	⇒
180	Waseda Institute of Advanced Study	Provide information and support to affiliated researchers from overseas				⇒	⇒	⇒				
181		Confirm safety of visiting research fellows in Japan					⇒	⇒				
182		Decision on acceptance of visiting research fellows prior to their arrival							⇒	⇒		

No.	In charge	Recovery Response Operation	Target Response Time									
			Within 1h	Within 3h	Within 12h	Within 1 day	Within 3 days	Within 1 week	Within 2 weeks	Within 1 month	Within 2 months	
183	Center for Japanese Language	Provide information on class cancellation and resumption to affiliated schools and students prior to coming to classes					⇒	⇒	⇒			
184		Provide information to overseas affiliated schools, etc.					⇒	⇒	⇒			
185	GEC	Check status of class environment (classrooms, supplies)				⇒	⇒					
186		Restoration of class environment (classrooms, supplies)					⇒	⇒	⇒	⇒	⇒	
187	Extension Center	Confirm safety of assistant professors and students						⇒	⇒	⇒	⇒	
188		Decision to resume classes						⇒	⇒	⇒	⇒	
189		Make public announcement about resumption of classes						⇒	⇒	⇒	⇒	
190		Repayment for cancelled courses								⇒	⇒	
191	Environmental Safety Center	Ascertaining and reporting state of damage (staff safety, experimental waste storage, analytical devices)		⇒	⇒	⇒	⇒					
192		Handle experimental waste leakage		⇒	⇒	⇒	⇒					
193		Restoration of damaged areas				⇒	⇒	⇒	⇒	⇒	⇒	
194		Decision to resume each supervisory operation				⇒	⇒	⇒				
195	Waseda University Archives	Overview of damage to materials, consider repair, etc.							⇒	⇒	⇒	
196	Health Support Center	Ascertain the number of assembled staff members (ensure medical staff)					⇒					
197		Reconfirm orders and instructions (to medical staff)					⇒					
198		Ascertain current state of building and equipment (damage to testing equipment, etc.)					⇒					
199		Confirm ability to provide medical services					⇒					
200		Contact healthcare center					⇒	⇒				
201		Collect information on nearby hospitals providing medical service				⇒	⇒	⇒	⇒			
202		Switchover from disaster medicine to normal medicine						⇒	⇒			
203		Care for illnesses caused by disaster (physical and mental), consultation with industrial doctor						⇒	⇒	⇒	⇒	
204		Provide mental care to affected students, consult with fixed-term faculty (full-time psychiatrist)						⇒	⇒	⇒	⇒	
205	Volunteer Center	Consider cancellation, postponement, and resumption of sponsored programs and events						⇒	⇒	⇒	⇒	
206		Accepting and dispatching student volunteers						⇒	⇒	⇒	⇒	
207	Athletic Center	Collect and publicize information about affect on athletic club activities					⇒	⇒	⇒	⇒		
208		Overview of damage to athletic facilities					⇒	⇒	⇒	⇒	⇒	
209		Consider cancellation of overseas study programs						⇒	⇒	⇒		
209		Consideration of resuming sports club activities					⇒	⇒	⇒	⇒		
210		Consideration of resuming dormitory operations					⇒	⇒	⇒	⇒		
210	Center for International Education	Consider suspension of hosting international exchange students						⇒	⇒	⇒		
211		Share information with affiliated schools on the safety of international exchange students						⇒	⇒	⇒		
212	Center for Data Science	Determine the state of the Data Access Room and prevent data leaks				⇒						
213	Senior High School	Decision to resume classes (events) at senior high school					⇒	⇒	⇒			
214		Share information with Tokyo prefecture					⇒	⇒	⇒	⇒		
215	Honjo Senior High School	Check operation of transportation systems such as JR	⇒	⇒	⇒	⇒	⇒	⇒				
216		Decision to resume classes at Honjo High School			⇒	⇒	⇒	⇒				

No.	In charge	Recovery Response Operation	Target Response Time								
			Within 1h	Within 3h	Within 12h	Within 1 day	Within 3 days	Within 1 week	Within 2 weeks	Within 1 month	Within 2 months
217	Administrative Office, Honjo Campus	Check damages to research laboratories				⇒	⇒				
218		Check the status of damage research-related equipment				⇒	⇒				
219		Decision to resume research activities (including laboratory experiments, etc.)					⇒	⇒	⇒	⇒	⇒
220		Decision to cancel and resume classes (experiment and training classes)					⇒	⇒	⇒		
221		Consider cancellation, postponement and alternative measures for collaborative activities with external organizations (Science Experiment Classes and Corporate Collaboration project, etc.)						⇒	⇒		
222	Art and Architecture School	Check and overview of damage to production studio for students (Bldg. No. 51, 66)				⇒	⇒				
223		Check and overview of damage to classrooms, research laboratories and administrative offices, etc.				⇒	⇒				
224		Check and overview of class equipment, supplies and fixtures				⇒	⇒				
225		Decision on and announcement of cancellation and postponement of sponsored events (graduation ceremony, entrance ceremony, entrance exam, explanatory session, seminar, lectures, etc.)				⇒	⇒	⇒	⇒		
226		Decision on and announcement of resumption of classes and alternative measures for the Art and Architecture School (Major policy: Educational Planning Section)					⇒	⇒	⇒		
227		Classes for the Art and Architecture School and restoration of production environment (classroom, equipment, supplies, etc.)					⇒	⇒	⇒	⇒	
228		Share information with Tokyo prefecture (Shinjuku)					⇒	⇒	⇒		
229		Individual support for disaster-affected students (tuition, scholarship, etc.)						⇒	⇒	⇒	⇒

(3) Recovery Response Operations that Should be Taken in Advance

※ Non-public information

<Part II: BCP for Infectious Diseases>

As the novel coronavirus spread rapidly across the world in 2020, causing confusion and societal challenges, the university promptly responded by establishing a task force, and worked together to continue operations while preventing the spread of infection. Continuing operations during the spread of COVID-19 posed numerous challenges that were not anticipated in the foundational BCP, which was designed primarily with a large-scale earthquake in mind. Responding to these challenges required not only specialized knowledge in infectious diseases, but also the ability to reinforce and relax measures in accordance with the infection rate, as well as the ability to support the wellbeing of faculty, staff, and students. Building on these experiences, we are adding “Part II: BCP for Infectious Diseases,” in order to be prepared should a pandemic occur again in the future.

In the event of a detection of an unknown and deadly infectious disease, Waseda University will, as stated in “General Provisions: (1) Position of Waseda University BCP,” establish the Infectious Disease Response Headquarters and execute the BCP for infectious diseases, in accordance with university risk compliance regulations.

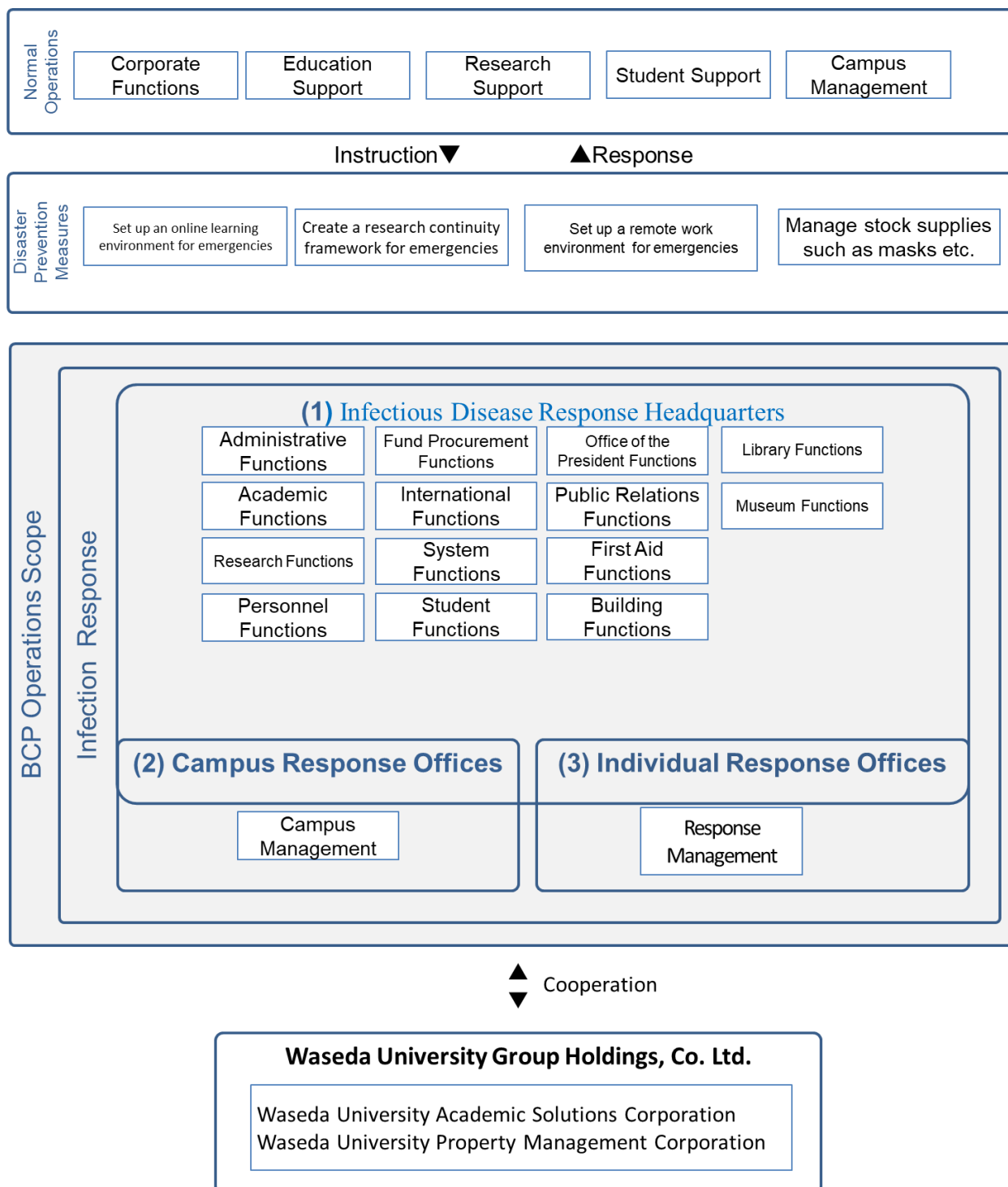
The actions to be taken, as well as suspension and reinstatement of business operations, shall be determined by the Infectious Disease Response Headquarter and supervising departments. Faculty, staff, and others holding official duties at the university should undertake the initial response in accordance with the range and roles of their affiliated departments in the response.

The infection prevention measures may differ depending on the characteristics of the infectious disease. As such, in the event of a spread of an unknown infectious disease in the future, we shall, with “Part II: BCP for Infectious Diseases” as a foundation, optimize the response accordingly, while also continuously updating this section to reflect the lessons learned.

1. Organizational Structure

The Infectious Disease BCP, as standard disaster prevention measures, outlines the organizational structures put in place to ensure the continuation of classes, research, and business operations during emergencies.

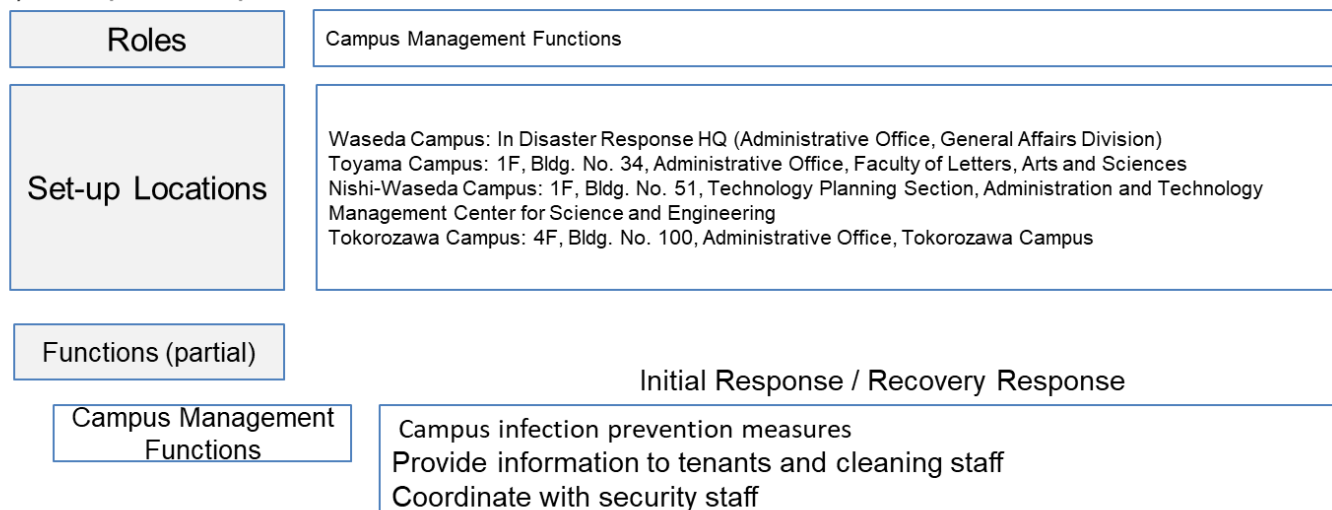
The BCP for infectious diseases, unlike the BCP for large-scale earthquakes, does not include the establishment of the Department Response Offices, as department offices are not expected to work cooperatively on recovery response efforts. Instead, the organizational structure will consist of : (1) Infectious Disease Response Headquarters, (2) Campus Response Offices, and (3) Individual Response Offices. In the event where the Infectious Disease Response Headquarter issues an order, BCP duties shall be prioritized, and must work cooperatively with Waseda University Group Holdings Co. to reinstate business operations.



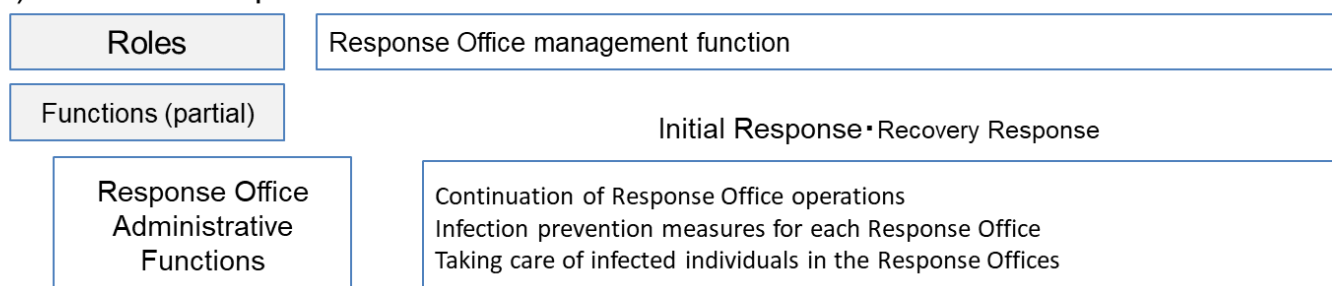
(1) Infectious Disease Response Headquarters

Roles	Determine the measures to be taken during an outbreak of an infectious disease, gather and disseminate information, and coordinate with Campus Response Offices		
Set up Locations	General Affairs Division, 7 th floor, Okuma Kaikan		
Functions (partial)	<div> <div><Responsibilities></div> <div><Areas of restrictions to be considered ></div> </div>		
Administrative Functions	General Affairs Section	Gather information from the Ministry of Health, Labour and Welfare; municipalities; and other countries, prefectures, and universities Disseminate information Keep records Determine initial response Establish and manage the Infectious Disease Response Headquarters Implement basic infection prevention measures Implement university-wide administrative responses (infection prevention, medical etc.)	Campus access restrictions Event restrictions
	University Corporation Section		Policies and restrictions on university corporate meetings
Infection Response Functions	Health Support Center	Take care of students, faculty and staff who are ill - Construct a flow chart summarizing the infection notification process - Determine the length of health observation period - Determine criteria for returning to campus Keep track of infections on campus Coordinate with occupational physicians	Cooperate with municipal health center Disseminate information about preventing infection Provide general medical information
Academic Functions	Academic Affairs Section	Entrance and graduation ceremonies Establish classroom rental policies for non-instructional purposes	Determine if graduation and entrance ceremonies can be held in-person Policies and restrictions on university meetings for academic affairs
	Educational Planning Section	Create an academic continuity plan	-Consider and determine class delivery methods (cancellation of in-person classes/ hybrid classes) -Determine restrictions for off-campus classes etc. -Consider restrictions on in-person academic and written procedures
	Admissions Center	Entrance examinations	Review entrance examination operations policy; determine if entrance exams will be held or cancelled. Determine if the Open Campus event can be held in-person.
Research Functions	Research Planning Section	Create a research continuity framework	Restrictions on research activities Restrictions on travel for research
	Research Support Section		
	Research Management Section		
Personnel Functions	Personnel Section	Construct operations continuity plan for administrative offices Have occupational physicians on campus to take care of faculty and staff who are infected.	Administrative policy restrictions (revise operational structure/determine on-campus work frequency) Restrictions on business trips
Fund Procurement Functions	Accounting Section	Secure budget for infection prevention response	
	External Affairs and Fund-raising Section	Call for emergency assistance donations	
International Functions	International Office Center for International Education	Support students (including incoming students), faculty, and staff with procedures on entering/exiting Japan	Restrictions for overseas dispatch Policies for study abroad programs (incoming and outgoing)
System Functions	IT Strategies Section	Establish and strengthen infrastructure for online learning Support online learning (lending equipment, providing management support)	
Student Functions	Student Affairs Section	Continuation of extracurricular activities Provide students, including new students, opportunities to interact with each other.	Restrictions on extracurricular activities Decide if the Seminar House will remain open Decide if Waseda Festival will be held in-person Decide if Student Center/Student Lounge will remain open; consider cancellation of welcome events for new students
	Scholarships and Financial Assistance Section	Emergency financial assistance for students	
	Residence Life Center	Implement measures to prevent the spread of infection in dormitories Implement isolation measures of infected individuals and close contacts; provide food and supplies Coordinate schedules for moving in/out of the dormitories Consider dormitory fee exemption program	
	Athletic Center	Continuation of sports club activities	Restrictions on sports club activities, training camps and athletic team travels Consider pause on renting facilities to external groups Consider pause of facility access for staff as part of benefit program.
Office of the President Functions	Secretariat	Confirm the safety of the President, Vice Presidents, and auditors Assemble Presidents and Vice Presidents	
	Alumni Affairs Section	Alumni association and Tomonkai activities	Determine if functions, events and conferences can be held in-person Restrictions of alumni association and "Tomonkai" activities
Public Relations Functions	Office of Information and Public Relations	Gather information related to press coverage External public relations	
Building Functions	Planning and Construction Section	Inspection and improvement of air conditioning and ventilation systems	
Library Functions	Library	Construct operational system to keep libraries open	Restrictions on library use
Museum Functions	Cultural Planning Section	Construct operational system to keep Okuma Auditorium and museums open.	Consider temporary closure of Okuma Auditorium and museums

(2) Campus Response Offices



(3) Individual Response Offices



2. Restriction Guidelines

The restrictions for the 10 areas below will be determined according to the emergency level (0: normal, 1: partial restrictions, 2: restrictions - minimum, 3: restrictions - moderate, 4: restrictions - maximum, and 5: prohibited). The Infectious Disease Response Headquarters will convene to determine the emergency level for each area after reviewing factors such as the declaration or lifting of the state of emergency or pre-emergency status, as well as the latest information on infection levels and administrative policies.

- 【A】 Campus Access (Supervising department: General Affairs Section, General Affairs Division)
- 【B】 Classes (lectures/seminars/experiments) (Supervising department: Academic Affairs Division, Educational Planning Section)
- 【C】 Research activities (Supervising department: Research Management Section, Research Promotion Division)
- 【D】 Libraries (Supervising department: Libraries)
- 【E】 Athletics (Supervising department : Athletic Center)
- 【F】 Student Life and Extracurricular Activities (Supervising department: Student Affairs Section, Student Affairs Division)
- 【G】 University Meetings (Supervising departments : University Corporation Section, General Affairs Division; and Academic Affairs Division, Academic Affairs Section)
- 【H】 Business trips (education/research/university affairs/overseas travel) (Supervising departments: Educational Planning Section, Academic Affairs Division; Research Support Section, Research Promotion Division; International Office, International Affairs Division; Personnel Section, Personnel Division)
- 【I】 Administrative Organization (Supervising department: Personnel Section, Personnel Division)

【J】 Events (Supervising departments: General Affairs Section, General Affairs Division; Student Affairs Section ,Student Affairs Division; Cultural Planning Section ,Cultural Affairs Division)
An example of restriction guidelines is attached. Please note that these guidelines differ from the movement restrictions determined by the COVID-19 Task Force.

3. Personnel Structure

With “Personnel Structure (1) Priority Staff Assembly and the Order of Deputies for the Director of Headquarters” in “Part I: Foundational BCP (Large-Scale Earthquake)” as the base, the priority staff assembly will be adjusted in accordance with the situation surrounding the infectious disease.