

1. Flow chart: actions to take in times of emergency

2. Items to check regularly

3. When an earthquake warning is issued

4. When a large earthquake hits

5. When the shaking subsides

Proceed to a shelter after confirming that it is safe to do so.

6. Shelter map

After getting settled, contact your academic advisor, guarantor, and others to let them know you are safe.

7. How to contact your guarantor or friends

8. Decide whether to return home

9. Provide the university a status update

10. Personal information

2. Items to check regularly

- Check escape routes and shelter locations at school and home.
- Check where fire extinguishers and indoor fire hoses are located and how to use them.
- Do not leave belongings in evacuation routes or around equipment and devices that generate flames/fire.
- Decide in advance how to contact your family and the university when a disaster strikes.
- Review home routes often and determine how much time they require.
- Actively participate in disaster-preparedness drills.

This pamphlet can be printed out from the university's website, and is located in the Preparing for Emergencies section (<https://www.u-gakugei.ac.jp/emergency/>).

If the university's regular website is not accessible after a disaster strikes, important information will be disseminated on the official emergency website and via the official Tokyo Gakugei University X account.

● Official emergency website:
<https://sites.google.com/site/gakugeiweb/>

● Tokyo Gakugei University X account:
<https://x.com/TokyoGakugei>

Emergency university phone number
(connects to the main gate guard post): 042-329-7138

3. When an earthquake warning is issued

- Move away from windows whose glass might shatter or shelves whose contents might fall out.
- Open doors to ensure that you have an exit.
- Move to a safe location where things will not fall from above or topple over.
- If using a stove or other appliances that use fire/gas, promptly extinguish it.

4. When a large earthquake hits

Remember that ensuring your own safety comes first

- Do not run outside in a panic.
- Move away from windows whose glass might shatter or shelves whose contents might fall out, and move to a safe location where things will not fall from above or topple over, monitoring the situation until the shaking subsides.
- When outdoors, stay away from buildings and crouch down in a safe location away from falling objects or collapsing buildings, monitoring the situation until the shaking stops.



Disaster Preparedness

For students

We have compiled this pamphlet to provide students with information about what they need to think about as they make ongoing preparations for the occurrence of a large earthquake or other disaster, and what actions they should take when disaster strikes.

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5. When the shaking subsides

- Continue to be careful about collapsing buildings or objects, because aftershocks may also occur.
- If fire is in use, extinguish it. Shut the main gas valve and switch off electrical appliances.
- To the extent possible, travel in groups, not alone.
- Once aftershocks have stopped and you decide that it is safe to move about, follow the instructions of faculty and school personnel and seek safety at a shelter (which in the university's case is the athletics field—please refer to the shelter map in part 6).
- Advise the university personnel at the shelter that you have arrived.

Take care while en route and when seeking shelter:

- Cover your mouth with a handkerchief, towel, or your sleeve to avoid inhaling smoke or dust.
- Protect your head with your bag or pieces of clothing.
- Use the stairs, not elevators.

7. How to contact your guarantor or friends

NTT emergency bulletin board line (for recording and playing back messages)

This service will be provided when conditions are such that after an earthquake or other major disaster, getting in touch by phone may be difficult. Confirm how you will use the service in advance with your guarantor and friends. The system can be tried out on the first and 15th of each month.

■ How the service works: Dial 171 and follow the instructions to record or play back messages.

Main steps

Instructions begin after 171 has been dialed

● To record a message <1>

Register your home phone or other number.
Enter the number, starting with the area code.
○○○ - ○○○ - ○○○○

● Begin recording <1#>

● Play back a message <2>

Enter the person's registered phone number, starting with the area code.
○○○ - ○○○ - ○○○○

● Begin playback <1#>

- Devices that can be used: Private land lines, public, or cell phones (check NTT's website for details)
- Phone numbers from areas that may be hard to reach due to a disaster can be registered.
- You may need to perform special operations, such as pressing the pound key (#) to transmit the dual-tone multi-frequency signaling 1 or 2 after dialing 171 and connecting to the emergency bulletin board line in the case of some communications devices.

Cellphone service providers' emergency bulletin board lines (for text messages)

From your cellphone you can use these services to leave text messages and information about your whereabouts or check other people's messages after an earthquake or other major disaster has occurred.

- Work out in advance with family members how you will use these services.

■ How to access emergency bulletin board lines: Enter the emergency bulletin board sites all the mobile phone companies have set up on their respective top pages.

- Recorded messages can be checked with PCs via the Internet as well as with cellphones.
- You can check how to use the emergency bulletin boards by typing in the addresses listed below.

○ NTT Docomo: <http://dengon.docomo.ne.jp/Etop.cgi?es=1>

○ au: <https://dengon.ezweb.ne.jp/E/service.do>

○ Softbank: <http://dengon.softbank.ne.jp/pc-e1.jsp>

- Available in case of disaster.

10. Personal information

Name Katakana
Alphabet

Student ID

Address

Phone number (cell)

Birthdate

Blood type

Chronic diseases, allergies

Prescription medicines

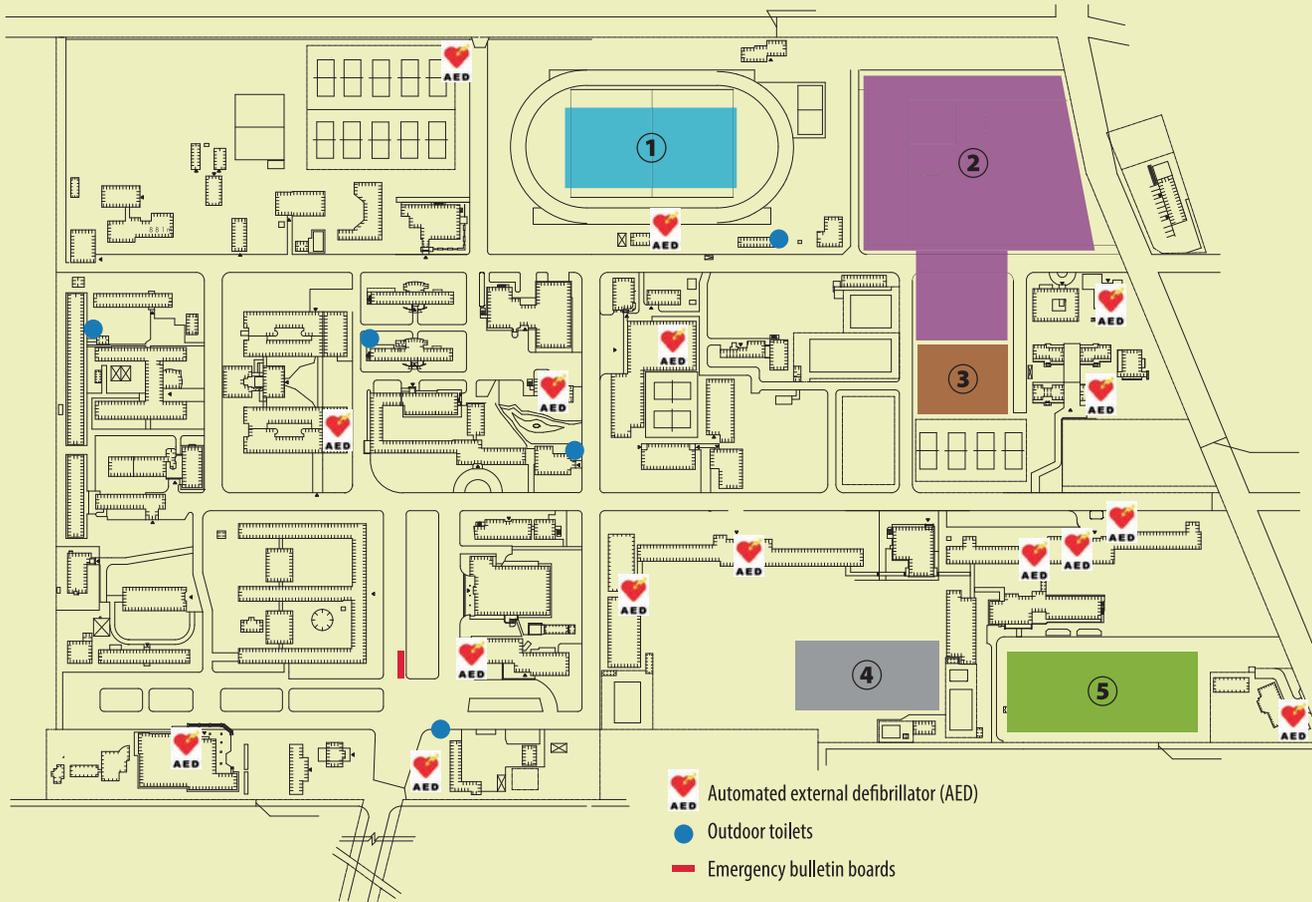
Emergency contact (other than home number)

Name, relationship

Address

Phone number

6. Shelter map



-  Automated external defibrillator (AED)
-  Outdoor toilets
-  Emergency bulletin boards

1 Students, university personnel, Gakugei no Mori day care center staff and children

2 Refugees from Kodaira, Koganei, and Kokubunji

3 Affiliated kindergarten's Koganei facility

4 Affiliated Koganei Junior High School

5 Affiliated Koganei Elementary School

8. Decide whether to return home

- Please stand by at the campus shelter until the emergency task force provides instructions.
- Once the emergency task force provides instructions after any aftershocks have subsided and the situation has stabilized, use your own judgment to decide whether to return home, bearing the following items in mind:
 - Decide whether to return home after obtaining accurate information from TV, radio, and reliable news sites about the situation related to transportation companies' operations, whether there are power outages, and other disaster-related information pertaining to the surrounding area.
 - As a rule of thumb, you can return home on foot after a disaster if the distance is under ten kilometers. If the circumstances permit, it is possible to return home if the distance is ten to twenty kilometers. However, it may be difficult to return home if the distance is more than twenty kilometers. Other factors, such as the amount of traffic congestion on the roads, may decide whether or not it is possible to return home.
 - Be mindful of the time at which the sun sets and plan according to avoid traveling at night.
 - At all cost, do not try to get back home if the circumstances make it impossible to guarantee safety.
- If you are unable to return home:
 - Please stand by at one of the campus shelters—such as the gym—that the university has prepared if you are on campus or in the vicinity.
 - Please take shelter at a shelter established by the nearest municipality if you are off campus.

9. Report your safety to the university

- **About the safety confirmation system (ANPIC)**
In the event of a large-scale disaster such as an earthquake or typhoon, a message will be sent to pre-registered email addresses via the safety confirmation system (ANPIC (*)).
(*) When an earthquake of seismic intensity of 5-upper or more occurs in Tokyo, Saitama, Chiba, or Kanagawa, or an earthquake of seismic intensity of 6-upper or more occurs anywhere in Japan, ANPIC will automatically send a report.
For other disasters, notifications may be sent manually at the administrator's discretion.
- **How to report safety information**
When you receive a notification from the safety confirmation system (ANPIC), please notify the university that you are safe.
- **Contents of safety information report**
Check the applicable items below and report.
 - Your status following the disaster
 - Safe Injured Badly injured
 - To the comments field
 - Your current location
 - At home On campus In your hometown
 - At Internship location To the comments field
 - Comments
If you have any details about the situation or contact information, please enter them in the comments field.
(Please enter up to 200 characters. A line break counts as one character.)