



In the event of a disaster

Collect accurate information

- Stay away from anything that may break or fall on you.
- Do not move around unnecessarily; confirm safety first.
- Open emergency exits or doors to ensure an evacuation route.
- Evacuate on foot and take minimum necessary baggage.
(If handling fire, put out the fire only after ensuring your own safety.)
- Use the stairs, not the elevators.
(The university's elevators automatically stop during an earthquake.)
- Try to collect accurate information and move in groups whenever possible.
- Try to help the injured or help extinguish small fires.
- Contact your family and the university to let them know you are safe.

◀ See reverse for what to do after an earthquake.



How to contact the university

When things calm down, let the university know you are safe.

In the case of a major earthquake, the university confirms the safety of its students. If you are not on campus at the time of the earthquake, contact one of the below addresses as soon as possible. If you are not able to send an email, send a postcard by postal mail.

1. Contact by email, etc.
anzen@musashi.ac.jp

2. Contact by postcard
Student Affairs Division, Student Support Center,
Musashi University, 1-26-1 Toyotama-Kami,
Nerima-ku, Tokyo 〒176-8534

**What to include in the email
(For both email and postcard)**

① Name ② School, year, student number ③ Situation of yourself and family members ④ Situation of home or evacuation site ⑤ Address and phone number of evacuation site

The university will make announcements on its website; please check as appropriate.
<http://www.musashi.ac.jp>



How to be prepared

Although we may not be able to prevent earthquakes, we can reduce the level of damage by being appropriately prepared. Think about what you can do.

- Know evacuation sites. (Around the university and your home)
- Talk with your family about how you will contact or meet each other.
- Research and register for disaster message board services. (You need to register your email address in advance.)
- Know the route to get home and how long it will take.
- Prepare and record disaster memos.
- Know specific methods for collecting information and emergency evacuation sites. (Around school and along commuting routes)
- Consider methods for preventing things from falling down, and prepare emergency kits.
- Know and prepare lists of contacts, i.e. university, friends.

This safety guide is compatible with various terminals.



Emergency kits

Convenient items to prepare and carry at all times

- ☐ Cash (including small change)
- ☐ Health insurance card
- ☐ Towel, Band-Aids, bandages
- ☐ Windup rechargeable radio and flashlight
- ☐ Tissue paper, wet tissue paper
- ☐ Heat insulated aluminum sheets for disasters
- ☐ Chocolate, candy, etc.
- ☐ Student card (and driver's license)
- ☐ Address book (with contacts for family and friends)
- ☐ Rain gear (raincoat, etc.)
- ☐ USB cable for recharging cell phones
- ☐ Polyethylene garbage sacks
- ☐ Permanent markers

Other necessary items during disasters

- ☐ Bank books
- ☐ Medicine and prescriptions
- ☐ Sneakers
- ☐ Portable cooking stove
- ☐ String, rope
- ☐ Extra batteries
- ☐ Slippers
- ☐ Disposable hand warmers
- ☐ Personal seal
- ☐ Jacket, underclothing, socks
- ☐ Backpack
- ☐ Flashlight
- ☐ Candles
- ☐ Can opener, bottle opener
- ☐ Washing kit
- ☐ Emergency food and water

memo

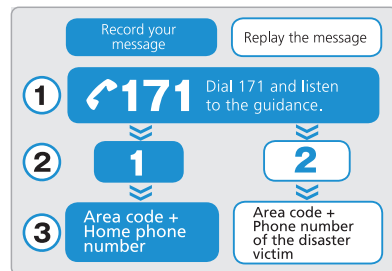
* Use a permanent marker.



How to contact family members

NTT Disaster Message Dial Service

This is a service that is available in the event of a disaster, such as earthquakes, when it is difficult to get a connection on phone due to an increase in number of users.



Area code - Phone number Write it down in advance

- -

* The service is the same for disaster struck areas and other areas

- Compatible terminals: general NTT phones, public phones, cell phones
- Number of messages recordable: One to ten messages per phone number
- Recording time: Under 30 seconds per message
- Period saved: Two days (Automatically deleted after 48 hours)

You need to register in advance!
(Please test the service after registration)

Disaster Message Board Services of Cell Phone Companies

These are services for confirming safety (register safety information) from cell phones in the event of a disaster.

There are also functions for sending emails to specified family members and acquaintances, notifying that you have registered for the disaster message exchange. You can also check the safety of someone on the Internet.

QR codes for each company



NTT Docomo <http://dengon.docomo.ne.jp/top.cgi>
au <http://dengon.ezweb.ne.jp/>
Softbank <http://dengon.softbank.ne.jp/>
Ymobile <http://dengon.willcom-inc.com/>



For protecting yourself in emergencies

Safety Guide for Major Earthquakes

SAFETY GUIDE



武蔵大学

September, 2012
Updated: August, 2015

Emergency Personal Memo

Name

Student No.

Faculty

Dept.

Emergency TEL (TEL) (Email)

Address

Blood type Rh ()

Chronic disease: Yes No Necessary medicine: Yes No

Allergy: Yes No ()

Emergency site near my home

Where to meet with family members
(share with family)

* Use a permanent marker.

During an earthquake → Immediately after → Once things are calmer ① → Once things are calmer ②

Earthquake
Protect yourself

Are you in
a safe place?

YES
Do not move from there

NO
Evacuate to a safe place

**Confirm safety
with family**
* See reverse for details

Can you
walk home?

YES
Go home

NO
Go to
an evacuation site

**Contact
the university**
* See reverse for details

POINT ▼

POINT ▼

POINT ▼

POINT ▼



At the university

If you feel a strong tremor

- **Move away from dangerous items**
Stay away from things that may break or throw items out, such as windows, shelves, glass, etc.
If you are in the middle of training courses or extracurricular activities, and are surrounded by dangerous items, leave immediately.
- **Protect your head, arms and legs from falling items**
Protect your head, arms and legs by hiding under a desk or placing a bag over your head. If there are no items that may fall, sit down where you are.
- **Ensure an exit**
If you can, open the door to ensure an escape route.
- **Wait for the tremor to stop**
Ensure your safety first, then wait for the earthquake to end.

Once the earthquake is over

- **Stay calm**
There may be aftershocks, so stay calm and wait to assess the situation
- **Assess your surroundings**
If nothing has fell and nothing is in danger of falling, it is best to stay where you are. If you think the place is dangerous, move to a safer place.
- **Put out fires**
If there are any fires, secure your own safety first, then if possible, work with others to put out the fire. If you are unable to put out the fire, move away from the fire immediately.
- **Help the injured**
If there are any injured people, secure your own safety first, then if possible, work with others to provide first aid and inform the faculty.

Caution points when evacuating

- Follow the instructions of faculty members or emergency announcements, and evacuate calmly without "pushing, running, talking, or returning." Take what you have on you, but do not take large baggage that may hinder evacuation.
- **If there are any fires**
Cover your mouth with a towel or cloth to avoid breathing in smoke.
- **Evacuate by the stairs**
Use the stairs, not the elevators.

Evacuation sites near the university

- Open areas that have no danger of fires spreading are appropriate evacuation sites.
- The university considers the below spaces as possible evacuation sites within the campus. However, please evacuate to any safer area according to the situation.
- The university's Crisis Headquarters will instruct on whether to return home or remain on campus. Please refrain from making decisions yourself until these instructions.

Evacuation sites on campus

- Musashi Junior & Senior High School Baseball Ground
 - Asaka School Ground
- * Evacuate to a nearby safe place according to the situation.

If you can return home

- The university's Crisis Headquarters will decide which students can return home. Please follow their instructions.
- If your home is further than 20km away, you may not be able to return.
- When returning home, move in groups of more than two whenever possible.
- Once you return home, immediately contact the university.

If you will remain on campus

- If you cannot return home, the university's Crisis Headquarters will decide and instruct you to stay on campus.
- Follow the instructions of emergency announcements and faculty members regarding where to stay and sleep.
- The university keeps a stock of emergency items, which faculty members will hand out as appropriate.
- Confirm safety with family members yourself, using the Disaster Message Dial service or other message exchange services shown on the reverse side.

20 km radius from university



While commuting
or outside

- Be careful of your surroundings and prioritize your safety over everything else.
- Stay away from fences, telephone poles, vending machines, etc., and be careful of falling objects.
- Understand the damage situation accurately.
- Move to the evacuation site that you and your family have decided in advance. However, to ensure your own safety, you may have to move to a different evacuation site depending on where you are or the surrounding situation.

- During evacuation, follow instructions from the police and fire department.
- Evacuate on foot and take minimum necessary baggage.
- Try to collect accurate information and move in groups whenever possible.
- Use the stairs, not the elevators.
- When helping the injured or putting out fires, be sure to prioritize your own safety.

Family phone numbers

-	-	-	-
-	-	-	-
-	-	-	-

* Use a permanent marker.

memo

- When a large number of people return to their homes at once, disorder and confusion can occur in certain areas. It is important to remain calm and go home after assessing your surroundings.
- Walking pace during disasters is about 2.5 km/h. This means it takes eight hours to walk 20 km.
- It is dangerous to be out after dark. You may encounter crimes at night, so avoid going out alone.

(reference)

Date	Sunrise	Sunset
March 20	6:22 AM	6:30 PM
June 20	5:08 AM	7:32 PM
Sep 20	6:05 AM	6:18 PM
Dec 20	7:18 AM	5:14 PM

* In bad weather it becomes dark one hour before the usual time.