

## Safety confirmation email

Saitama University uses the safety confirmation system [ANPIC].

When a major earthquake occurred, a safety confirmation mail is delivered to the mail address registered with a web system of Saitama University. Students are asked to follow the instructions in the message and report their condition.

**\* Please make sure that the email address you provide will reach you.**

### Sample safety confirmation email from ANPIC (the message may vary somewhat)

件名 【埼玉大学】安全状況をお知らせください。  
本文 埼玉大学 大久保 さくら 様  
地震が発生しました。  
以下のURLをクリックして安全状況を報告してください。  
(Report your condition here.)  
<http://anpic...>  
地震の詳細については以下の通りです。  
■日時 2020/04/01 08:30

Click the URL.

## Reporting Your Safety Status to the University

### Report your safety status (the screen may vary somewhat)

Your safety ☐ All right ☐ Light injury ☐ Serious injury ☐ Other  
Your location ☐ Home ☐ Campus ☐ Hometown ☐ Other  
Comment The details of your situation, contact information, etc.  
Enter characters (option)  
Click Submit

When you receive a safety confirmation email from Saitama University, please report your safety status.

## Emergency Contact Number

### Contact to Saitama University

Security Guard Office **048-858-3006**  
Office of International Affairs **048-858-3028**  
International House **048-854-4555**  
Health Service Center **048-854-5356**  
Contact address of your class teacher / advising teacher  
(Please fill in after asking him/her contact address)

## What to do when an earthquake strikes

### When you feel a strong tremor:

- Move away from dangerous objects
- Protect your head and body from falling objects
- If possible, secure an exit
- Wait for the tremor to subside

### When the tremor subsides:

- Stay alert for aftershocks and assess the situation for a while
- Turn off all lab equipment in use
- Pay attention to campus announcements

### Evacuate to a safe assembly point:

- Stay calm and evacuate, following faculty staff instructions or campus announcements
- The university will make an announcement when it is safe for students to go home

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# Earthquake Safety Guide

- In the event of a major earthquake, check the Saitama University website frequently for information and updates.
- This handy safety guide contains a safety confirmation card; please carry it with you at all times.



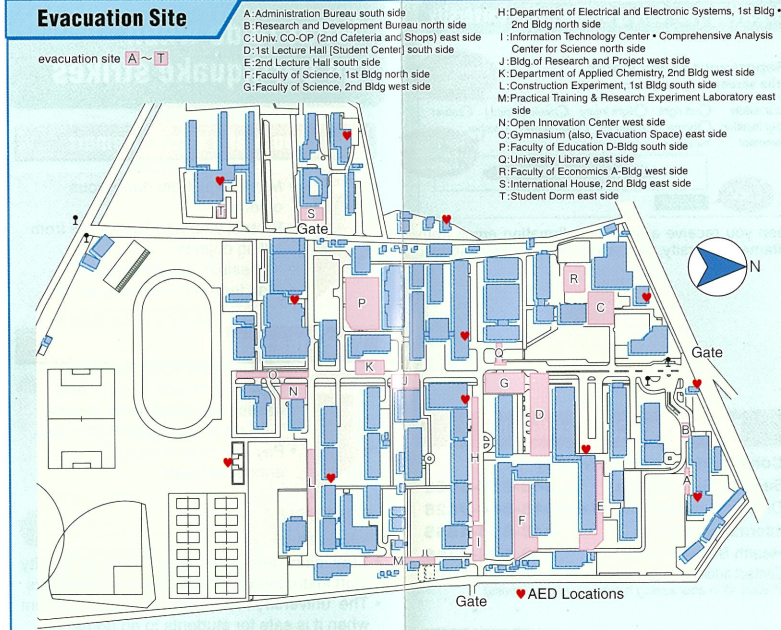
## Safety Confirmation Card

As soon as you get to the evacuation site after a major earthquake, cut out and submit this card to a teaching staff member (or the person in charge of the assembly point).

1. Name
2. Date of birth
3. Sex
4. Blood type
5. Student number
6. School/department
7. Contact information
8. Messages (if any)
9. Date submitted

\*Items 1 through 7 should be filled out in advance.

## Evacuation Site



## Determining whether to go home

- Stay put at the on-campus evacuation site until you receive instructions from the emergency management office.
- When the situation stabilizes, the emergency management office will advise students that they can leave the campus. Use your own discretion to decide whether it is safe for you to head home. Please report to the university before leaving the campus.
- **Determining whether it is safe to go home:**
  - Is public transportation in service? Is traffic flowing smoothly? Is there power outage? Get accurate information from television, radio and other media sources to determine whether you will be able to return home safely.

### When heading home on foot, consider the following:

- Is your footwear durable enough to walk long distances and/or through debris?
- Are you dressed in clothing that can withstand heat or cold?
- Are you physically strong enough to walk all the way?
- Do you know your way home?

### Possible walking distance:

Generally speaking, a person can walk 3 to 4 km an hour and up to 20 km a day.

### ○ If you are unable to go home:

- Go to the temporary shelter designated by the university.

