**During an Earthquake**

Don't panic! Protect yourself first.
- Stay away from nearby windows, shelves, ceilings, broken glass and places where objects may fall.
- Duck under a sturdy desk or table. Protect yourself from falling objects by covering your head with a bag or clothing.
- Whenever possible, open a door to secure an exit.
- When using open flames or chemicals during an experiment, please follow your supervisor’s directions.
- Elevators stop automatically at the nearest floor, so get off at the first floor you stop at. If you become trapped inside, press the emergency button or use the interphone to call for assistance.

**Off-campus**

- Stay alert of your surroundings and make safety your highest priority.
- Do not go near automatic vending machines, utility poles, or brick walls and watch out for falling objects like window glass and signboards.
- In the subway, emergency lighting will come on in the event of a power failure, so please stay in the train until further instruction from the train crew.
- In underground malls and walkways, emergency lighting and exit signs will come on in the event of a power failure. Exits are situated at intervals of sixty meters or less, so please remain calm and do not rush for the exits. Beware of falling objects when exiting above ground.

**On-campus**

- Confirm the safety of your surroundings.
  - Check for any fallen objects indoors, scattered glass, or chemical leaks.
  - Check for cracks in the building and for tilting.
  - Check for fires.
- If inside a building
  - Generally, wait inside the building if there is no immediate danger.
  - If outside
    - Assess the situation and evacuate to somewhere safe.

Follow instructions given via emergency broadcast or by Keio faculty and staff members.

**After the Shaking Subsides**

- Confirm the safety of your surroundings.
- Check for any fallen objects indoors, scattered glass, or chemical leaks.
- Check for cracks in the building and for tilting.
- Check for fires.

**Aftermath ①**

- Important notes for evacuation
  - Ensure the safety of your evacuation route and calmly make your way towards somewhere safe.
  - Always use the stairs and never use elevators.
  - Do not run or push others. Calmly talk with others to avoid panic when evacuating.
  - Do not return to where you were even if you have left something behind.
  - In the event of a fire, cover your mouth and nose with a towel to avoid inhaling smoke.

**Aftermath ②**

- Important notes for evacuation
  - Ensure the safety of your evacuation route and calmly make your way towards somewhere safe.
  - Always use the stairs and never use elevators.
  - Do not run or push others. Calmly talk with others to avoid panic when evacuating.
  - Do not return to where you were even if you have left something behind.
  - In the event of a fire, cover your mouth and nose with a towel to avoid inhaling smoke.

**Support Stations for Stranded Individuals**

In times of disaster, support stations will provide drinking water, toilets, and road information for commuters walking home. Convenience stores, gas stations, restaurants, and other establishments are clearly marked as support stations with the sticker to the right.

**For More Disaster Information**

**Disaster Prevention Announcement** *(Only available in Japanese)*
A smartphone application which sends out warnings regarding earthquakes, floods, and tsunamis for up to three regions of the user’s choice.

**Disaster Prevention Information Center**
You can also see disaster prevention information issued by the Ministry of Land, Infrastructure, Transport, and Tourism.
http://www.mlit.go.jp/saigai/bosaijoho/i-index.html

**Contact Family**

*Confirm the safety of family members by e-mail or telephone and also contact the university. Refer to the reverse for ways to communicate.*

**Contact Keio**

If you spot a fire
- In the event of a fire, immediately alert others around you and press the nearest fire alarm.
- Distance yourself from the source of the fire and evacuate outside.

If you cannot return home due to a disruption in public transportation
- If you are unable to walk home, an evacuation site will be available on-campus. Move to the evacuation site under the instructions of faculty or staff members.

**Gathering Information**

- Listen for information from reliable public organizations on TV, radio, and the Internet.

**Emergency Information Memo**

- Please use a permanent marker or ballpoint pen to fill out this section.

- *Please list your emergency contacts on the back.*

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**Disaster Prevention Information Center**
You can access a digital version of this manual from the link below.

Access the URL above or the QR code and save the link. Please carry this manual with you in case your phone runs out of battery.

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**Blood Type**

**Prescriptions, or Allergies**

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*Please list your emergency contacts on the back.*
Some necessary precautions are listed here:

- Know evacuation areas near home, school, and along your commuting route.
- Establish a common meeting place and method for contacting family members.
- Register with the Disaster Message Service. (Advance registration of e-mail address required).
- Assess your route home and the amount of time it would take to walk it (about 2.5km/hr in times of disaster).
- Confirm emergency evacuation sites at school and along your commuting route.
- Make a list of emergency contacts which include the university and friends.
- Secure furniture and appliances to walls and equip yourself with items from the checklist below.

Convenient items to have with you at all times

- Cash (small denominations and coins)
- Health insurance card
- Towels/ bandages
- Tissues/ wet wipes
- Survival blanket
- Chocolate, candy, etc.
- Proof of identification (student ID card/ driver’s license, etc.)
- Waterproof clothing (raincoat, etc.)
- Mobile phone charger/ extra batteries
- Plastic garbage bags
- Permanent markers
- Whistle

Things to take with you in an emergency

- Copies of bank book/ health insurance card/ proof of identification
- Address book (with family and friends’ contact information)
- Over-the-counter and prescription drugs
- Running shoes
- Strikers
- Batteries
- Disposable body warmers
- Clothing
- Flashlights
- Emergency food and water supplies
- Emergency portable toilet
- Work gloves
- Hand-crank rechargeable radio/ flashlight

Things that might come in handy

- Portable stove with gas cartridge
- Slippers
- Candles/ matches/ lighters
- Can opener/ bottle opener
- Toiletries
- Collapsible water container

Class During Times of Emergency

When the Japanese government or Japan Meteorological Agency issues a Tokai Earthquake Advisory or when public transportation becomes unavailable due to natural disasters or large accidents, or in other times of emergency, classes will be handled in the following manner.

If a Tokai Earthquake Advisory is issued

All classes will be canceled if a major earthquake is predicted in the Greater Tokyo and Tokai areas, and a Tokai Earthquake Advisory is issued by the Japanese government or the Japan Meteorological Agency. If the earthquake advisory is canceled without there being an actual earthquake, instructions from the university will be given via the Keio University website and/or by other means. Information will be posted separately by each campus.

1. If trains and other forms of public transportation are suspended or in other times of emergency

If classes have to be canceled when transportation services are unavailable due to a major accident or natural disaster such as a typhoon, heavy rain, heavy snow, or earthquake, or in other times of emergency, instructions from the university will be given via the Keio University website and/or by other means. Information will be posted separately by each campus.