

Initial Response to Emergency

【Pocket Booklet for Students】



国立大学法人

長岡技術科学大学

Nagaoka University of Technology

(April 2021)

Contacts in Emergency

Accident Incident

Call ②

Victim or Finder

First, Call ① →

Second, Call ②

Call ①

Case	Contact	Telephone Number
Fire Traffic accident	Fire station	119
	Police station	110 From a mobile phone 119 110
Failure of electricity, gas, elevator, etc.	NUT Energy Center	0258-47-9290
Injury, sudden illness	NUT Physical Education/ Health Center	0258-47-9824
	Ambulance(Fire station)	0258-36-0119

※ Don't forget to dial 0 when you call from an internal line to an outside line!

NUT Division of Administrative Affairs

(dedicated phone line in emergency)

0258-47-9999

※ The hold tone is played until the completion of transmission.

Weekday(8:30am-5:15pm): To be received by Division of Administrative Affairs
After business hours, holidays : To be received by Security guard

Report to your supervisor / academic adviser

Report
President of the University, etc

According to types of accidents, report and request an investigation to each division.

Classification	NUT Division in Charge	Contact
Earthquakes, Typhoon, Heavy snow	Division of Administrative Affairs Division of Facilities Affairs	0258-47-9201, 9203 0258-47-9233, 9234
Fire, Damage to property	Division of Facilities Affairs	0258-47-9233, 9234
Suspicious person, Theft	Division of Administrative Affairs	0258-47-9201, 9203
Accidents, etc. in classes and experiments	Division of Academic Affairs	0258-47-9246, 9248
Accidents/traffic-accidents/students' scandals outside the University	Division of Student Affairs	0258-47-9253
Food poisoning, Sudden illness, Infection		
Accidents, etc. when traveling overseas	Students: Division of Students Affairs	0258-47-9243
Inquiries from outside the University (news organizations, etc.)	Office of Planning and Public Relations	0258-47-9016, 9207

Earthquake

When the ground starts shaking, secure your own safety immediately!

When you receive an Earthquake Early Warning

- ① Keep away from the things which may fall or collapse such as window glasses, shelves, a blackboard, walls, fences, telephone poles.
- ② Open doors to secure escape routes.
- ③ If you are using a fire, extinguish it immediately.

When you are inside the building

- ① Do not rush out of the building.
- ② Take shelter under a table or a desk.
〈Reference〉 “ShakeOut”



DROP!



COVER!



HOLD ON!

- ③ If possible, open windows or doors and secure escape routes.

When you are outside

- ① Watch out your surrounding conditions. Stay calm and ensure your own safety.
- ② Be careful of shattered window glasses and falling signboards, etc.
- ③ Keep away from vending machines, block walls, etc. as they may fall over.

After the shaking stops

- ① To avert damages from aftershock, keep aware of building collapse and falling objects.
- ② When there is the injured ⇒ Administer first aid to the injured as much as possible, contact faculty members around you.
- ③ If there is a fire ⇒ Try to stop the fire in early stage, if possible.
⇒ If you cannot handle the situation, evacuate immediately and call 119.

Cautions in evacuation

- ① Cover your mouth with a handkerchief, a towel or a sleeve so as not to breathe smoke.
- ② Cover your head with clothing or other personal belongings such as a bag to protect yourself.
- ③ Do not use elevators. Use the stairs.
- ④ Evacuate to safe places. Shelters in the University: Gymnasium, Martial Art Gym, Secom Hall, Tur/Fields, etc.

Report your safety to the University

Report your safety by Safety Information System, ANPIC (Introduced since September 2018)

In the case of earthquakes with a seismic intensity of upper 5 or higher occurred, a safety confirmation e-mail is sent automatically by the system regardless of weekdays, after hours, holidays. Do not fail to report your safety information!

When an earthquake with a seismic intensity of 5 or more was observed in Niigata Prefecture, Kanto-Koshin District, Yamagata Prefecture, Fukushima Prefecture, or Toyama Prefecture.

【Safety confirmation e-mail (Example)】

【緊急地震速報】 震度5以上が観測されました。安全確認をお願いします。 (Please report your safety situation.)
緊急地震速報 震度5以上

地震発生時刻: 11/18/2011 11:58:00
震源地: 新潟県 新潟市
震度: 5.0

【安全確認のお願い】 (Please report your safety status.)
【安全確認の方法】 (How to report your safety status.)
【安全確認の報告先】 (Where to report your safety status.)

【Smartphone Screen (Example)】

日本語 | English

Name
山本 太郎

Your safety

- All right
- Slight injury
- Serious injury
- Others

Current Location

- 1. On campus
- 2. At home (including dormitory)
- 3. Home country (In Niigata prefecture)
- 4. Home country (Outside Niigata prefecture)
- 5. Training - Business trip - Evacuation shelter
- 6. Others

Comment
In case of help from me (to me), it is the place where you are staying.



After receiving the e-mail, enter your safety information immediately.
(your own safety status, when you can return, etc.)

Decision of staying in the University or returning home, etc.

Follow the decision of the Emergency Management Headquarters

- ① The Emergency Management Headquarters will decide the next action according to damage conditions in the University, weather conditions, the service status of transportation, etc. **Do not act on your own until you receive a notification.**
- ② The notification from the Emergency Management Headquarters will be sent by e-mail from ANPIC.

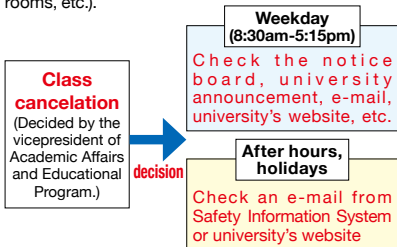
Typhoons, Storms or Blizzard, etc.

When a typhoon or a weather disaster is approaching, check the information about the weather condition and the disaster first.

When a typhoon or a weather disaster is approaching

Responses to the situation

Check the information about the weather condition and the disaster. Look over the building and facilities and (Lock your affiliated laboratories and research rooms, etc.).



NOTE

- Be sure to close the doors and windows. If necessary, cover and protect the windows outside the building.
- Move important documents, equipment, books, teaching materials and chemicals to safe places.

When the typhoon is passing / After a typhoon has passed

Collect information about the damage

- ① Check your laboratory and experimental room for damage.
- ② If you see any damage, report to the section in charge of it immediately and receive a direction.

Type of damage	People in charge	Contact
Facility damage	Supervisors	See the emergency contact network of laboratories.
Human damage	Division of Student Affairs	0258-47-9253

- ③ As for abnormalities in facilities and electricity, gas, and water, follow directions by the person in charge in the Division of Facilities Affairs.
- ④ As for places where window shattered glasses are or where danger lies, take a safety measure such as cleaning them up with care for injuries and keeping out others.

Fire

Shout “Fire!” repeatedly to notify people around you. Push an emergency button near you.



Prevent fire in early stage.

- ① Extinguish fire with a fire extinguisher or a fire hydrant.
- ② When you cannot handle the situation, stop extinguishing and evacuate immediately.

Contact below.

- ① Fire station 119
- ② NUT Energy Center 0258-47-9290
- ③ NUT dedicated phone number in emergency 0258-47-9999



(*The hold tone is played until the completion of transmission)

Evacuate to a safe location.

- ① When you evacuate, cover your mouth with a handkerchief, etc. and stay low. Do not use elevators.
- ② In the case that there are people who fail to escape, let fire fighters know immediately. When you can't find any fire fighters, then, let a faculty member (private fire brigade) know. **Do NOT attempt to go to help others by yourself under a risk.**
- ③ Evacuate to a safe place. Shelter in the University (Gymnasium, Martial Art Gym, Secom Hall, Turf/Fields, etc.)
- ④ **Once you have evacuated to a safe location, do not return to the dangerous area again.**

Suspicious Person

Try not to provoke the person. If you find something questionable, do not respond on your own. Call for help to someone else around.

When you became a victim or nearly did

Responses

- Call for help in a loud voice.
- Call 110 immediately.
- Contact Division of Student Affairs
Weekdays (8:30am-5:15pm) : 0258-47-9253
- Contact Division of Security guard
After hours, holydays : 0258-47-9999



To avoid becoming a victim

Countermeasures

- Refrain from going out alone at night, unless necessary.
- When you need to go out, be with some other people as possible.
- While walking, do not use earpieces or operate your smartphone. (You may not notice that a suspicious person is approaching you.)

For your security

Countermeasures

- Keep your mobile phone in your hand while you walk so that you can call 110 in any emergencies. (Or place the mobile phone where you can easily take out when you put it in a bag.)
- Carry an security device such as a security buzzer with you.
- Do not hang the laundry where someone can see it from outside. (Particularly females)

Food Poisoning / Sudden Illness

If you find a person with food poisoning or sudden illness, call for first aid.

Responses a finder should take

Responses

Call for first aid according to the symptom of the patient.



Call the number below for first aid, letting them know the number of patients, symptom, place, etc. Also contact the department or section of the university which the patient is affiliated with.

Weekdays(8:30am-5:15pm)

Contact Physical Education and Health Care Center
(0258-47-9824)

Or Call for Ambulance Transport
(Call 119)

If the person who develops an illness :

- 1 Student
Division of Student Affairs
(0258-47-9254)
- 2 Faculty member
Division of Administrative Affairs

After hours/ holidays

Call for Ambulance Transport
(Call 119)

If the person who develops an illness:

Student
Faculty member

Contact Division of Security guard
(0258-47-9999)

<Reference Information> Related contact information (Medical Agencies)

- Nagaoka Red Cross Hospital (0258-28-3600)
- Nagaoka Chuo General Hospital (0258-35-3700)
- Tachikawa General Hospital (0258-33-3111)
- Nagaoka City Emergency Clinic for Holidays and Night-time (0258-37-1199)

Infectious disease

(Designated infectious disease: Novel coronavirus infection,
Class V infectious disease: Influenza (Flu))

If you experience unusual symptoms (cold symptoms: fever, cough, sore throat, breathlessness or fatigue, loss of taste) and feel unwell, please do not attend school and consult the following organizations.

As a general rule, contact your medical institution or the following public health center or consultation center by phone for consultation.



【Weekdays: 8:30 a.m. to 5:15 p.m.】

Nagaoka Public Health Center ☎0258-33-4932

【Weekdays: 5:15 p.m. to 8:30 a.m., weekends and holidays】

Niigata Prefecture Novel Coronavirus

Consultation Center ☎ 025-256-8275



**Medical consultation
(PCR test, etc.: Positive)**

Medical consultation
(PCR test, etc.: Negative)
or PCR test is not required

Be sure to contact the university with the results of your medical examinations and tests.



Whom to Contact

- Class teacher / supervisor
- Division of Student Affairs
TEL : 0258-47-9253, 9250
E-mail : gakuseigroup@jcom.nagaokaut.ac.jp
(In the case of a novel coronavirus infection, international students need to contact the Division of International Affairs)
TEL : 0258-47-9285, 9286
E-mail : ryugaku@jcom.nagaokaut.ac.jp

New coronavirus infection (Tested positive)

- ① Follow the instructions of the public health center.
- ② Inform your academic supervisor and the above administrative office in NUT.
 - The date of diagnosis and the progress of symptoms until diagnosis
 - Whether you live in a student dormitory or not
 - Health condition of your family members living with you
 - Submission of health check and activity history sheet from two days before the onset of illness or the day of suspected close contact with an infected person, as well as your activities on campus (labs, lecture rooms, bathrooms, etc. that you used)

Influenza (Tested positive)

- ① Suspension of attendance for a specific period of time (until 5 days after the onset of illness plus 2 days after total recovery from fever)
- ② When you are fully recovered, please submit the following documents.
 - Report of influenza (Submit to: Section of Student Affairs of the Division of Student Affairs)
 - Absence Report (Submit to: Section of Academic Affairs of the Division of Academic Affairs)

Tested negative.

- ① Do not fall under the category of "close contact" or do not require testing After recovery (no more fever or cold symptoms): Self-isolate at home for 3 days.
- ② Fall under the category of "close contact" Follow the instructions of the public health center. You should conduct health observation for 14 days starting from the day you have contacted with the infected person for the last time.

Accidents, etc. While Traveling Overseas

Stay calm and ensure
your own safety.

Contact by phone or e-mail first!

Responses a traveler (fellow traveler)
and his/her supervisor should take.

Response 1

The traveler (fellow traveler) should contact the Japanese embassy or consulate on site as well as his/her family.

Before traveling, be sure to have the contact information of Japanese Embassy or Consulate of the country/region where you are traveling as well as the contact information of your family. **When an accident happens while you are overseas, be aware of the surroundings, secure your own safety. Do not fail to contact the places mentioned above.**

Response 2

The traveler(fellow traveler) should give the initial report to his/her supervisor.

- ① **Contact your supervisor by phone or e-mail. Report what kind of accident you have caught in and whether you are injured or not.**
- ② After the first contact, wait for another contact from the university and follow their directions.



(1) How to call by phone (Overseas → Japan)

○○○ (International access code)-81(country code for Japan)-258-47-○○○○ (NUT extension number)

- * Make sure of the time difference between Japan and the place you stay. It may be weekday in Japan while it is after hours or holiday where you are, and vice versa.

(2) E-mail

Be sure to write down and have the e-mail addresses of your supervisor or related faculty members before traveling. Take an advantage of a group address of several related people, if there is any.

<Reference Information>

About **OSSMA**(Overseas Students Safety Management Assistance)

Every student in the University is registered for OSSMA, which provides services to support them when they are in a troublesome situation where their travel insurance doesn't cover. To receive the service, students need to obtain travel insurance. [For more information about OSSMA: Contact NUT Division of Academic Affairs, Section of Educational Exchange \(Ext. 9244\)](#)

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* The main services

Making an appointment with a doctor, mental counseling, finding a lawyer when the accident has happened, giving advice when troubles happened during your stay, and so on.

When you get in trouble overseas, contact your supervisor mentioned in 'Response 2' above.

Also contact OSSMA Help Line (available 24/7, Japanese language supported) ⇒ Receive services

From overseas: + 81-3-3811-8286

E-mail address: students@emergency.co.jp

(Required information) Your name, name of your university(Nagaoka University of Technology), your member ID number(If unknown, use your student ID number instead.)

Emergency Contact Memo

Name of the University : **Nagaoka University of Technology**

(Main phone number) **0258-46-6000**

Name :

Affiliation :

Year:

Address :

Telephone number :

(Home)

Emergency contact :

(Address)

(Telephone)

Blood type :

type

+

-

Allergy :

Current medications :

(Name of medicines)

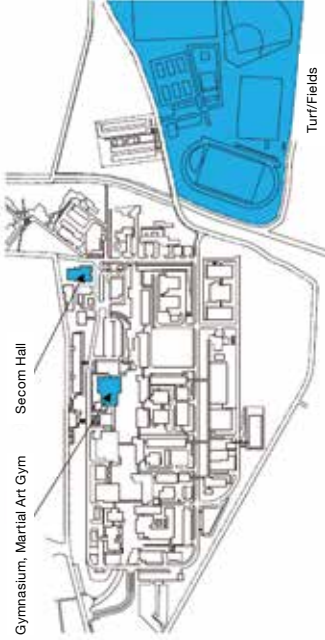
Other memos :

Reference Information

Location map of evacuation facilities and shelters in the University

Gymnasium, Martial Art Gym

Secom Hall



Disaster Emergency Message Dial and Disaster Message Board of Mobile Carriers

〈How to use the Disaster Emergency Message Service “171”〉

◆ Recording of messages

- ① Dial “171” → Guidance is played.
- ② Press “1”
- ③ Press the area code + your home phone number
- ④ Record your message.

◆ Playing back of messages

- ① Dial “171” → Guidance is played.
- ② Press “2”
- ③ Press the area code + the phone number of person who you want to contact
- ④ Listen to the recorded message

Applicable phones

Fixed-line phones, public phones, (*As for a call from a mobile phone, confirm with each carrier.)

- The maximum number of messages to accumulate (differs from a disaster source)
1-10 messages per phone number
- Recording time
Within 30 seconds per message
- Retention period of messages
48 hours after recording

〈Disaster Emergency Message Service of each mobile carrier〉

- ◆ You can reach safety confirmation service from your mobile phone in a big disaster (such as earthquakes with a seismic intensity of lower 6 or more.)

* Service differs from a mobile carrier. Moreover, as some service require previous registration, you need to test the service in advance.

◆ Each company's QR code and URL

● NTT Docomo



【NTT Docomo】

https://www.nttdocomo.co.jp/info/disaster/disaster_board/

● au



【au】

<https://www.au.com/mobile/antidisaster/saigai-dengon/sp-usage/>

● Softbank



【Softbank】

<https://www.softbank.jp/mobile/service/dengon/>

Information and Contacts When Disasters Occur

1. For disaster conditions

Name of Organization	Phone Number
Crisis Management Disaster Prevention Head Office in Nagaoka City	0258-39-2262
Crisis Measures Division in Niigata Prefecture	025-282-1638
Personnel of Weather Forecast Service in Niigata	025-281-5871

2. Medical institutions

Name of Organization	Phone Number
Nagaoka Red Cross Hospital	0258-28-3600
Nagaoka Central General Hospital	0258-35-3700
Tachikawa General Hospital	0258-33-3111
Nagaoka City Emergency Clinic for Holidays and Nighttime	0258-37-1199

3. Police station, fire station and lifelines

Name of Organization	Phone Number
Nagaoka Police Station	0258-38-0110
Nagaoka Fire Department Headquarters	0258-36-0119
Tohoku Electric Power Co., Inc. Nagaoka Service Office	0120-175-366
Nagaoka Bureau of Waterworks Bureau, Engineering Division	0258-32-6077
Hokuriku Gas Nagaoka Co., Ltd. Nagaoka Branch	0258-33-3200

4. For damage conditions of transportation

Name of Organization	Phone Number
JR-East Nagaoka Station	050-2016-1600
Echigo Kotsu Head Quarters	0258-27-1060
Nagaoka National Highway Work Office	0258-36-4551
NEXCO East Japan Nagaoka Management Office	0258-46-5751
All Nippon Airways(ANA)	0570-029-075
Japan Airlines(JAL)	0570-025-071