

1 Emergency Guidelines in the Event of a Major Earthquake Alert

If the National Earthquake Assessment Committee for Areas under Intensified Measures against Earthquake Disaster (※) has been convened in accordance with the Special Measures Law on Earthquake Disaster Prevention, all classes are cancelled and the following steps should be taken:

1. Ensure that people who are at home or en route to the University do not attempt to come to the University.
2. Ensure that people who are at the University comply with communications and instructions from the University.
3. Procedures for resuming classes once the warning alert has been cancelled are as follows:
 - (1) If the warning alert is cancelled before 5:00 a.m., conduct classes as usual.
 - (2) If the warning alert is cancelled before 9:00 a.m., cancel all morning classes and begin Normal classes in the afternoon.
 - (3) If the warning alert is not cancelled before 9:00 a.m., cancel all classes for the entire day. In this case, no University business (including administrative business) will be conducted.

※The National Earthquake Assessment Committee for Areas under Intensified Measures against Earthquake Disaster is an assessment committee, convened at the request of the Director-General of the Meteorological Agency, that assesses the risk of a major earthquake in areas designated as being subject to intensified measures against earthquake disaster under Article 3, Clause 1 of the Special Measures Law on Earthquake Disaster Prevention.

For emergency contacts, please check Rikkyo Emergency Information, SPIRIT Top page, Rikkyo University Web site, and bulletin boards.

Rikkyo Emergency Information	https://sites.google.com/rikkyo.ac.jp/emergency
SPIRIT Top page	https://spirit.rikkyo.ac.jp
Rikkyo University Web site	https://www.rikkyo.ac.jp

2 Knowledge of Earthquake Occurrence

Both Ikebukuro and Niiza Campus buildings have an earthquake-resistant structure for major earthquakes. In case of earthquake occurrence, pay attention to the following items and please evacuate calmly after confirming safety

1. It is dangerous to jump out as soon as an earthquake occurs. Please keep waiting in the classroom until instructed without panic and please take measures to protect your head against dropped objects etc. from overhead.
 - Please lie down under a desk and look at the situation for a while.
 - If you hide yourself under an unfix desk, hold it firmly on the desk's feet.
 - Please pay attention to falling objects from overhead (fluorescent lights, window glass etc.), cover your head with coats and other things.
2. Damage will be doubled by fire. Please cooperate as much as possible for initial fire fighting.
3. When evacuating, please pay particular attention to the collapse of the block fence and the fall of the sign of the shop.
4. Since the elementary, junior and high school students at our educational corporation will evacuate at the same time, please cooperate with evacuation and rescue and check the safe zone early.
5. If you can not go home by the interruption of transportation, please wait until the situation is found at the evacuation center of the University.
6. The evacuation site of our university is in the building and on the premises vacant lot (note the falling objects such as roof tiles and glass) .
7. Please be aware that we may contact you by emergency broadcasting on campus.
8. Please follow instructions of faculty, administrative staff and fire fighters.

3 Emergency Guidelines in the Event of an Approaching Typhoon, etc.

Classes may be cancelled due to unusual conditions such as an approaching typhoon. For details of such special measures, check Rikkyo Emergency Information SPIRIT Top page, bulletin boards.

Rikkyo Emergency Information	https://sites.google.com/rikkyo.ac.jp/emergency
SPIRIT Top page "Information"	https://spirit.rikkyo.ac.jp

※These measures may also be taken during exam period.

※Information on the University's administrative operations and the availability of its facilities will be updated on the and on bulletin boards.

4 Actions in Case of Missiles Flying Towards Japan during Classes (J-ALERT activate).

If the campus is subject to caution during classes, be the first to act on securing yourself. Furthermore, in order to prevent injuries caused by chaos during a sudden evacuation, instructions will be immediately provided by the university over announcement.

Announcement hours are ① from Monday to Saturday during class period and holiday with classes is from 8:30 a.m. to 10:00 p.m., ② holiday and no class period is from 8:30 a.m. to 7:00 p.m. on both Ikebukuro and Niiza Campus.

■Public information by the government

The actions that the people should take when there is a possibility of a ballistic missile falling are posted on the Cabinet Secretariat, Civil Protection Portal site ([URL:http://www.kokuminhogo.go.jp](http://www.kokuminhogo.go.jp))