

# 5 Rikkyo University Emergency Contact System

## 1. Rikkyo University Emergency Contact System

(※ This system applies to students and full-time faculty and administrative staff at the university)

In the event of a major earthquake, the Rikkyo University Emergency Contact System automatically sends an email from the University to the email address of each person's cellphone to check on their safety. The address to which the email is sent is the address given during enrollment or course registration. If your address changes while you are at the University, you must notify the Academic Affairs Office. (Instructors should notify the Human Resources Office in the Human Resources Division.)

Note that the Rikkyo University Emergency Contact System sends a test email once or twice each year to confirm that the system is functioning correctly.

**In addition, the Rikkyo University Emergency Contact System may be used for important notification such as cancellation of all classes due to an emergency.**

## 2. Contact Methods

If a major earthquake occurs, use one of the following methods to let the University know whether you are safe. (see the diagram below)

### If cellphones available

Reply to the email sent to everyone by the University.

### If cellphones NOT available

- If you are on or near the campus

Drop the "Emergency Contact Card" in the back of the disaster prevention booklet into the "Emergency Contact Card Box" located in the Ikebukuro Campus Security Office or the Niiza Campus Guard Building.

- If you are away from the campus

Call one of the numbers shown below, which are designated as the main contact numbers in the event of a major earthquake. (You may also mail the card.)

### Ikebukuro Campus 3-34-1 Nishi-Ikebukuro, Toshima-ku, Tokyo

General Affairs Division,

General Affairs Office ----- (03)3985-2253

Student Affairs Office ----- (03)3985-2438

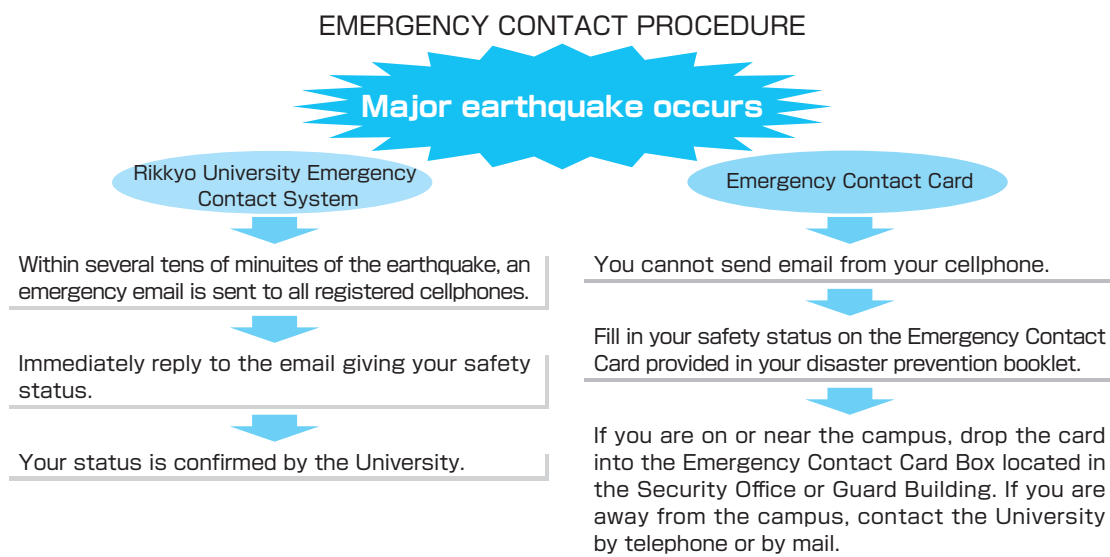
Security Office (24 hours) ----- (03)3985-2288

### Niiza Campus 1-2-26 Kitano, Niiza City, Saitama

General Affairs Division (Niiza) ----- (048)471-6674

Student Affairs Office ----- (048)471-6924

Niiza Campus Guard Building (24 hours) ----- (048)471-6600



### [Disaster Message Board Services]

You can also use the disaster message board services provided by mobile service providers. These services are recommended as a way of contacting family members when a disaster occurs.

\* Refer to the provider's website for detailed information on using these services.

\* Trial versions sent on the first day of each month or for Disaster Prevention Week are also available.

- NTT docomo

[https://www.nttdocomo.co.jp/info/disaster/disaster\\_board/](https://www.nttdocomo.co.jp/info/disaster/disaster_board/)

- au

<https://www.au.com/mobile/anti-disaster/saigai-dengen/>

- SoftBank

<http://www.softbank.jp/mobile/service/dengen/>

- Y!mobile

<http://www.ymobile.jp/service/dengen/>