If a Disaster Occurs

Obtain accurate information from a reliable source.

- Move away from areas where objects can easily fall and continue to be aware of the danger of falling objects.
- Don't act carelessly; be observant and identify whether your situation is safe or not.
- Open emergency exits and doors, etc., to secure a way out.
- Evacuate on foot, carrying a minimum of items.
- Do not use elevators; evacuate via the stairs.
- Attempt to obtain accurate information and, when possible, act as part of a group.
- Cooperate in aiding the injured and in the early extinguishing of fires.
- Mutually confirm your family's safety and inform the university that you are safe or need assistance.

Measures to take immediately after an earthquake: Refer to the back of this Guide.

What to do NOW

Though large earthquakes cannot be prevented, damage can be reduced through proper preparation. What type of preparation should you make?

- Be familiar with evacuation sites (near the university, near your home, etc.)
- Have a prearranged system and means to contact family, and an agreed meeting place.
- Register with a disaster message service (advanced e-mail address and other registration is required)
- Know the route and time required to return home on foot (predicted speed: about 2.5 km/hr on foot during a disaster)
- Make your own personal list of what to do in an emergency. Include contact information (names and phone numbers of family and friends) so you can refer to it if you become panicked.
- Investigate sources of emergency information and locations of emergency evacuation sites (at the university and along your commute) in advance.
- Confirm that measures to prevent objects from falling have been taken and make sure you have all the items you will need in an emergency.
- Confirm that you have created a list of contacts for the university, friends, etc. Keep it with you and keep it up to date.

Emergency Items

Items to have ready or to carry at all times

- ☐ Cash (incl. change)
- ☐ Health insurance card
- ☐ Towels, band-aids, bandages
- ☐ Manually rechargeable radio & light
- ☐ Tissue paper, wet towels
- ☐ Emergency aluminum heat sheet
- ☐ Chocolates, candy, etc.
- ☐ Student ID Card (and driver's license, etc.)
- ☐ Address book (w/ contact info for family, consulate and friends)
- ☐ Raingear (raincoat, etc.)
- ☐ USB cable for recharging mobile phone
- ☐ Plastic garbage bags
- ☐ Permanent markers
- ☐ Passport
- ☐ Residence Card

Other emergency items

- ☐ Savings passbook
- ☐ Required prescription medicine
- ☐ Sneakers, Slippers
- ☐ Portable tabletop cooking stove
- ☐ String & rope, work-gloves
- ☐ Spare batteries
- ☐ Disposable heat packs, mask
- ☐ Blanket
- ☐ Kitchen wrap
- ☐ Personal seal
- ☐ Jacket, underwear, socks
- ☐ Backpack
- ☐ Flashlight
- ☐ Candles, matches, lighter
- ☐ Can opener, bottle opener, box cutter
- ☐ Toiletries
- ☐ Emergency food & water
- ☐ Portable toilets

notes

*Fill in using a permanent marker.

Contacting the University

Inform us that you are safe.

When a large earthquake strikes, the university must confirm that all students are safe. Please contact us using one of the following methods as soon as possible after a disaster.

I. Safety confirmation system
Please respond promptly to any email sent by the university inquiring about your safety.

II. E-mail
anzen@jim.kit.ac.jp

Information to Report

[1] Student ID No. [2] Name
[3] Your and your family's condition
[4] Condition of your home and surrounding area
[5] Other

Information provided by the university

Access the university's website and read any updates we have posted.
https://www.kit.ac.jp

Contacting Your Family

by phone NTT Disaster Emergency Message Dial

Dial 171

- Recording messages 1 — Enter PIN number and record 3
- Playing messages 2 — Enter PIN number and play 4

telephone number of person in the affected area

- Recording messages (under 30 seconds) 1*
- Playing messages 1*

*Rotary-dial phone users should omit this step.

on the Internet NTT Disaster Notice Board Website

https://www.web171.jp
Access web171

- Message Recording Registration
- Checking messages

The Disaster Message and Disaster Notice Board Website services are interconnected. Please refer to the NTT website for details. Visit other mobile company websites to learn of their services.

Trial use **The 1st and 15th of every month** (00:00-24:00) ・**The 1st 3 days of the new year** (00:00 Jan. 1-24:00 Jan. 3)
Disaster Preparedness week (09:00 Aug. 30-17:00 Sep. 5) ・**Disaster Preparedness and Volunteer week** (09:00 Jan. 15-17:00 Jan. 21)

NTT provides this service during earthquakes and other emergencies when usual connections fail due to the increase in the number of calls.

Be sure to test this service in advance.

by mobile phone Disaster Notice Board Website

They also offer a function that sends an announcement by e-mail to specified family and acquaintances to inform them that you have left a message. That information on your safety can also be verified over the Internet.

2D codes for each company:

■ NTT docomo ■ au ■ Softbank Y! mobile ■ Rakuten Mobile

NTT docomo	http://dengon.docomo.ne.jp/Etop.cgi
au	https://dengon.ezweb.ne.jp/E/service.do
Softbank Y! mobile	http://dengon.softbank.ne.jp/pc-e1.jsp
Rakuten Mobile	https://public-safety.mobile.rakuten.co.jp/?lang=en

15th Edition April 1, 2026

Emergency Response Guide

This manual is useful in a disaster.
Keep it with you at all times.

国立大学法人
京都工芸繊維大学
KYOTO INSTITUTE OF TECHNOLOGY

Personal Info

Name .....

Student ID No. .....

Emergency Contact .....

Address .....

Phone .....

Chronic medical conditions ..... Current medication .....

Allergies ..... Blood type .....

Evacuation site closest to home .....

Place for family to meet
Decide this with your family! .....

*Fill in with a permanent marker.

Immediately after an earthquake → After the shaking has subsided → Once things settle down (1) → Once things settle down (2)

How to protect yourself when an earthquake strikes

Is your present location truly safe?

YES Do not leave that location.

NO Get to an evacuation site.

Mutually confirm the safety of everyone in your family.

Can you walk home?

YES Go home.

NO Get to an evacuation site.

Inform the university that you are safe.

Tips ▼ Tips ▼ Tips ▼ Tips ▼

If you are at the University

If you feel strong shaking

- **Move away from dangerous objects.**
  Move away from areas where glass, etc., is likely to break or objects are likely to fall. If you are in class, etc., immediately.
- **protect your head, hands and feet from falling objects.**
  Get under a desk etc., or cover yourself with bags, etc., to protect your head, hands and feet. If you are in location where falling objects are not a concern, sit down where you are.
- **Secure a way out.**
  If you are near a door, open the door if possible and secure a way out.
- **Wait for the shaking to subside.**
  Stay in as safe a place as possible as you wait for the shaking to subside.

When the shaking subsides

- The possibility of aftershocks remains; **calmly assess the situation without panicking.**
- Stay where you are until you confirm there is no fear of falling objects. Move to a safer place if you are in danger.
- **In case of fire,** obtain the cooperation of those around you and, to the extent safely possible, try to extinguish the fire before it spreads. Move away from the area if the fire seems too difficult to put out.
- To the extent possible, **assist injured persons** by obtaining the cooperation of those around you in emergency measures. Then contact professors or administrators.

Caution during evacuation

- **In case of fire,** cover your mouth with a towel, or any cotton cloth, to prevent inhalation of smoke. Avoid elevators. **Use the stairs.**

Evacuation sites at the university

A spacious area where there is no fear of fire spreading is most suitable as an evacuation site. The following locations have been designated as evacuation sites at the university. In case of an earthquake, you should take refuge in whatever space you feel is the safest under the circumstances.

Matsugasaki Campus

〒606-8585 Matsugasaki Hashigamicho, Sakyo-ku, Kyoto-shi

Evacuation site ▶▶ Athletic Field

Saga Campus

〒616-8354 Sagaippongicho, Ukyo-ku, Kyoto-shi

Evacuation site ▶▶ Campus Plaza

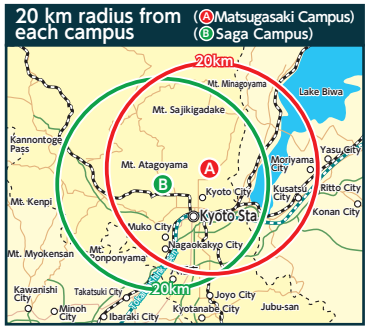
Fukuchiyama Campus

〒620-0886 3385 Azahori, Fukuchiyama-shi

Evacuation site ▶▶ Main entrance

Go home? Remain at school?

Once the aftershocks subside, consider whether or not you should return home. If public transportation is not in service, you should walk. The limit in that case is considered to be 20 km; those who live more than 20 km away should go to an evacuation site. Do not be confused by chain mail (chain letters); obtain accurate information from television, radio or other official sources.



Disasters occurring during your commute

- Take the situation around you into consideration and give top priority to your own safety.
- Stay away from walls, telephone poles, vending machines, etc., and watch out for falling objects.
- Determine on your own whether to go home, go to the university, or take refuge in the safest nearby location.

- Be sure to grasp the situation and the extent of the damage, correctly.
- Go to an evacuation site that you decided on with your family. However, give utmost priority to your own safety first, in accordance with the situation in the disaster area and at your present location, and go to a different evacuation site than planned if it will be safer.
- Follow the directions of the police or fire fighting personnel during evacuation.

Contacts in Japan

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–	–	–	–
–	–	–	–

notes

- As there will be a great deal of chaos if many people attempt to return home at once, it is important that you adjust your movements accordingly. Return home only after thoroughly assessing the situation around you.
- The speed at which one can walk in a disaster is generally about 2.5 km/hr; allow at least 4 hours to go 10 km.
- Traveling after sunset is hazardous. Avoid traveling alone as there is a danger of encountering criminal activity at night.

(Approximate times)

Date	Sunrise	Sunset
March 20	06 : 01	18 : 08
June 20	04 : 43	19 : 14
September 20	05 : 43	17 : 57
December 20	07 : 00	16 : 49

＊It becomes dark one hour earlier during bad weather.