



How to prepare for disasters

You may not be able to prevent disasters from occurring, but you can limit them by making the right preparations. Think about what you can do.

<Things to Check>

- Know where to evacuate. (Around your home, on the way to university and around the university, etc.)
- Know the route to get home and how long it will take. (People walk about 2.5 km/h on foot during disasters.)
- Confirmation of specific information collection methods.
- Discuss how to keep in touch with your family and how to meet up.
- Check and registration of disaster message board service (E-mail address registration is required in advance.)
- Know and prepare lists of contacts, i.e. university, friends.

<Things to Prepare>

- Emergency kits
 - Use the checklist to choose essentials based on your and your family's needs.
 - Pack items in a backpack to keep hands free.
 - Keep it lightweight and compact for easy evacuation.
 - Check contents regularly.
- Emergency Personal Memo
 - Write down your name, contact details, and medical conditions.

See reverse for what to do after an earthquake.



Emergency kits Checklist

Valuables

- ☐ Cash (including coins)
- ☐ House and car keys
- ☐ Glasses, contact lenses
- ☐ Bank account numbers
- ☐ Individual Number Card
- ☐ Student ID
- ☐ Residence Card
- ☐ Passport
- ☐ Personal seal (hanko)
- ☐ Maternal and Child Health Handbook

Information Gathering Items

- ☐ Mobile phone
- ☐ Portable radio
- ☐ Family photos
- ☐ Address book
- ☐ Wide-area evacuation map
- ☐ Writing tools

Food and Drinks

- ☐ Emergency food
- ☐ Drinking water

Useful Items

- ☐ Helmet
- ☐ Flashlight
- ☐ Glasses, contact lenses
- ☐ Whistle or buzzer
- ☐ Disposable hand warmers

Hygiene and Health Supplies

- ☐ Masks
- ☐ Plastic bags
- ☐ Aluminum insulated sheet
- ☐ Blanket
- ☐ Slippers
- ☐ Work gloves
- ☐ Matches or lighter
- ☐ Water storage bag
- ☐ Rain gear
- ☐ Leisure sheet
- ☐ Portable toilet
- ☐ Toilet paper
- ☐ Wet wipes
- ☐ First-aid kit
- ☐ Medicine
- ☐ Bandages
- ☐ Change of clothes
- ☐ Towels
- ☐ Sanitary products



How to Communicate On-Campus Emergencies

If you find an injured person on campus:

1. Ensure your own safety.
2. Immediately contact the "Campus Emergency Contact."
3. Administer first aid with assistance from those nearby.

If you discover a fire on campus:

1. Shout "Fire!" to alert those around you.
2. Attempt initial firefighting within a safe range, with help from others.
3. If extinguishing the fire is difficult, leave the area immediately.
4. Press the nearest fire alarm button.
5. Evacuate to the outside of the building, staying away from the fire. Do not use elevators; use the stairs.
6. Promptly contact the "Campus Emergency Contact."

Campus Emergency Contact

- Tobata Campus (West Gate Security office): 093-884-3033
- Iizuka Campus (Security office): 0948-29-7516
- Wakamatsu Campus (Security office): 093-695-6018

Note: Except in emergencies, calls to 119 should be made by faculty, staff, or security personnel.

Information to Provide When Contacting Emergency Services or 119

- ① Incident type (fire or medical emergency).
- ② Location (building name or nearby landmark).
- ③ Situation (what happened or who is affected).
- ④ Condition (what is burning or the nature of the injury).
- ⑤ Your name and contact information.

Note: Do not hang up until instructed to do so by the operator.



Kyutech
Kyushu Institute of Technology



Protect Yourself in Case of Emergency

Disaster Response Pocket Guide

SAFETY GUIDE

This pocket guide is also available on our university website:

https://www.kyutech.ac.jp/campuslife/jishin_manual.html

However, please note that during disasters, your mobile phone may run out of battery. We recommend keeping this guide with you at all times, such as in your wallet.



March 2025 issue



How to confirm safety with family

If you want to contact your family members outside Japan, use telephone, email, or the Internet to contact them directly. You can also ask kyutech or friends in other areas of Japan to forward your messages to your family members.

NTT Disaster Message Exchange Dial

This is a service that is available in the event of a disaster, such as earthquakes, when it is difficult to get a connection on phone due to an increase in number of users. Unavailable from outside Japan.

How to use

171 Dial 171, voice guidance will play

Record 1 Record using passcode **3**
Playback 2 Playback using passcode **4**

Enter Area Code + Phone Number of Person in Disaster Area

Record a message 1* (Within 30 seconds)
 Playback a message 1*

*No operation is required with dial phones.

Area code - Phone number Write it down in advance

For details on the service and how to use it, please refer to the NTT homepage. For other services provided by mobile phone carriers, please refer to their homepages.

You need to register in advance!
(Please test the service after registration)

Disaster Message Exchange of Cell Phone Companies

These are services for confirming safety (register safety information) from cell phones in the event of a disaster.

There are also functions for sending emails to specified family members and acquaintances, notifying that you have registered for the disaster message exchange. You can also check the safety of someone on the Internet.

QR codes for each company



NTT Docomo
<http://dengon.docomo.ne.jp/top.cgi>

au
<http://dengon.ezweb.ne.jp/>

Softbank Y!mobile
<http://dengon.softbank.ne.jp/>

Rakuten Mobile
<https://public-safety.mobile.rakuten.co.jp/?lang=ja>



How to notify the university of your safety

When things calm down, let the university know you are safe.

In the case of a major earthquake (seismic intensity of 5 or over) occurring in Fukuoka Prefecture, the university will confirm the safety of its students. Please report your status via the notification sent through LiveCampusU.

If you do not receive a notification from LiveCampusU, please send a safety confirmation via email or postcard as soon as you are able to make contact. Please refrain from reporting via phone or fax.

Contact by email, etc.

- Students of Tobata Campus
koh-gakusei@jimmu.kyutech.ac.jp
(School of Engineering Student Section, 1-1 Sensui-cho, Tobata-ku, Kitakyushu-shi 〒804-8550)
- Students of Iizuka Campus
jho-gakusei@jimmu.kyutech.ac.jp
(School of Computer Science and Systems Engineering Student Section, 680-4 Kawazu, Iizuka-shi 〒820-8502)
- Students of Wakamatsu Campus
sei-gakusei@jimmu.kyutech.ac.jp
(Graduate School of Life Science and Systems Engineering Student Section, 2-4 Hibikino, Wakamatsu-ku, Kitakyushu-shi 〒808-0196)

What to include in the email

- ① Subject (Safety confirmation)
- ② Name
- ③ Student number
- ④ Situation of yourself and family members
- ⑤ Situation of home or evacuation site
- ⑥ Address of evacuation site, if applicable
- ⑦ Other (troubles, etc.)

Emergency Personal Memo

Name	Student No.
School	Dept
Address	
TEL	Emergency TEL relationship ()
Date of Birth	Blood type Rh ()
Chronic disease:	Yes () No
Necessary medicine:	Yes () No
Allergy:	Yes () No
Emergency site near my home	
Where to meet with family members (share with family)	

During an earthquake → Immediately after → Once things are calmer

Earthquake

Protect yourself

Are you in a safe place?

YES
Do not move from there

NO
Evacuate to a safe place

Confirm safety with family

* See reverse for details

Can you walk home?

YES
Go home

NO
Go to an evacuation site

Notify the university of your safety

* See reverse for details

At the university

- Be aware of your surroundings and ensure your safety first.
- Move away from windows and shelves.
- Protect your head and limbs by taking cover under a desk or covering your head with a bag.
- If possible, open a door to secure an exit.
- If there are dangerous objects nearby during practical training or extracurricular activities, leave the area immediately.
- If you are in an open area, such as a plaza or field with no falling hazards, sit down and wait until the earthquake stops.
- Ensure safety and wait for the earthquake to end.

- Stay calm and be prepared for aftershocks.
- Stay still and observe your surroundings unless there is a risk of falling or collapsing objects.
- If you judge it to be unsafe, evacuate to a secure location.
- Evacuation sites should be wide, open areas with no risk of fire spreading.
- At the university, the designated evacuation site is the ground, but move to a safer location if necessary.
- During evacuation, follow the rule: Do not push, do not run, do not talk, and do not return. Follow instructions from staff or emergency broadcasts and evacuate calmly.
- Do not use elevators during evacuation; use the stairs.
- If there is a fire, cover your mouth with a towel or cloth to avoid inhaling smoke.
- If there are any fires: Attempt initial firefighting within the limits of your safety and with the cooperation of others. If extinguishing the fire is impossible, leave the area immediately.
- If there are injured people: Provide first aid within the limits of your safety and seek help from others, then inform university staff.

While commuting or outside

- Be aware of your surroundings and ensure your safety first.
- Move away from walls, utility poles, and vending machines, and watch for falling objects.
- On trains or buses, follow the instructions of the crew. At stations, follow the directions of station staff.
- In elevators, press all the buttons and evacuate at the nearest floor after assessing the situation.
- Ensure safety and wait for the earthquake to end.

- Stay calm and be prepared for aftershocks.
- Move to the evacuation site agreed upon with your family in advance. However, prioritize safety and choose an alternative site if necessary based on the situation.
- Follow instructions from police, fire departments, and other authorities during evacuation.
- Avoid using cars for evacuation, as they can cause traffic jams and hinder emergency vehicles. Evacuate on foot instead.
- Do not use elevators during evacuation; use the stairs.
- If a fire occurs, cover your mouth with a towel or similar item to avoid inhaling smoke.

At home

- Be aware of your surroundings and ensure your safety first.
- Protect yourself from falling furniture and objects, and move away from glass windows.
- Hide under a desk to protect your head and limbs.
- If possible, open a door to secure an exit.
- Ensure safety and wait for the earthquake to end.

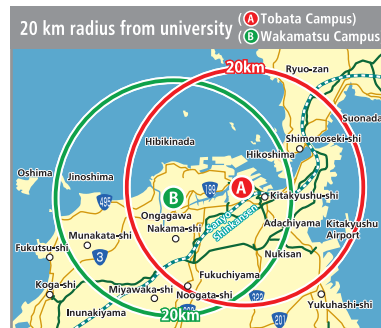
- Stay calm and be prepared for aftershocks/
- Move to the evacuation site agreed upon with your family in advance.
- Before leaving your home, leave a note, turn off the gas main valve, and, if there is a power outage, switch off the circuit breaker before evacuating.
- Follow instructions from police, fire departments, and other authorities during evacuation.
- Avoid using cars for evacuation, as they can cause traffic jams and hinder emergency vehicles. Evacuate on foot instead.
- Do not use elevators during evacuation; use the stairs.
- If a fire occurs, cover your mouth with a towel or similar item to avoid inhaling smoke.

Go home or stay at the evacuation site?

- Once aftershocks subside, wait for instructions from the university or authorities before deciding whether to return home.
- If public transportation is not operating, you may need to walk home. The recommended distance limit is 20 km.
- Walking speed during a disaster is approximately 2.5 km/h, meaning it would take about 8 hours to cover 20 km.
- If your home is farther than 20 km, it is safer to stay at the evacuation site.
- When many people go home at the same time, congestion occurs in various places, so it is important to have plenty of time.
- Avoid traveling after sunset, as it can be dangerous. Walking alone at night increases the risk of crime, so avoid solo actions.

Date	Sunrise	Sunset
March 20	6:22 AM	6:30 PM
June 20	5:08 AM	7:32 PM
Sep 20	6:05 AM	6:18 PM
Dec 20	7:18 AM	5:14 PM

* In bad weather it becomes dark one hour before the usual time.



How to collect information during disasters

Do not be misled by information on the Internet or SNS, and collect accurate information from the following sites, radio and television.

<Disaster Prevention Information>

Ministry of Land, Infrastructure, Transport and Tourism

<http://www.mlit.go.jp/saigai/bosajoho/>

Fukuoka Prefecture

<https://www.bousai.pref.fukuoka.jp/>

Kitakyushu City

<https://www.city.kitakyushu.lg.jp/contents/13801050.html>

Iizuka City

<https://www.city.iizuka.lg.jp/bosai/bosai/index.html>

Download in Advance!

Fukuoka Prefecture Disaster Prevention App:

"Fukuoka Disaster Prevention Navi - Mamoru-kun"

Easily access weather and evacuation information for your current location and registered municipalities in Fukuoka Prefecture.

https://www.bousai.pref.fukuoka.jp/lp/app_mamorukun/

