

Operation of Kyushu University Safety Confirmation System

1. Objectives

In the event of a disaster such as an earthquake, typhoon, or fire, a pandemic caused by a new strain of influenza or the like, an outbreak of a serious infectious disease within the hospital, or a serious air, railway or subway accident, accurately and appropriately confirming the safety of students and faculty/staff members of Kyushu University (the "University") and ascertaining their evacuation status and the extent of any harm is a fundamental element of disaster management to prevent a secondary disaster. It is also essential from the perspective of prompt rescue, first aid and recovery activities. In order to fulfill these objectives, the University operates a safety confirmation system (the "Safety Confirmation System") provided by an external service provider (Avance System) to gather the necessary information without delay.

The University also uses the Safety Confirmation System to send mass emails to faculty/staff members for various other purposes.

2. Departments in charge of operating the Safety Confirmation System

The departments with primary responsibility for the operation of the Safety Confirmation System are shown below. They work together to ensure its operation.

Oversight and coordination in relation to the introduction and use of the Safety Confirmation System	General Affairs Division, General Affairs Dept.
Support for the introduction, use and maintenance of the Safety Confirmation System	Information Technology Infrastructure Division, Information System Dept.
Linkage between the Safety Confirmation System and the Student Affairs and Information System (Student Portal)	Student Affairs Planning Division, Student Affairs Dept.
Linkage between the Safety Confirmation System and personnel data	Human Resources and Salaries Division, Human Resources and Planning Dept.

3. Scope of use

(1) Confirming safety in an emergency

- The Safety Confirmation System will be used to confirm the safety of students and faculty/staff members of the University in the event of an emergency such as an earthquake (intensity 5 upper or greater), a major disaster other than an earthquake, or a serious accident.
- The Safety Confirmation System will only send an automatic mass email in the event of an earthquake of intensity 5 upper or greater in Fukuoka Prefecture or neighboring prefectures.

In other cases, the system administrator will manually send mass emails.

- Information concerning the evacuation status and the extent of any harm ascertained through the safety confirmation process will be used in carrying out rescue and recovery activities and taking steps to prevent secondary disaster.

(2) Mass emailing for purposes other than confirming safety

- Mass emails to students for purposes other than confirming safety will be sent via the Student Affairs and Information System (Student Portal).
- The Safety Confirmation System may be used to send mass emails to faculty/staff members both to confirm safety and for various other purposes.

Category	Mass emailing to confirm safety in an emergency	Mass emailing for various other purposes
Students	<u>Safety Confirmation System</u>	Student Affairs and Information System (Student Portal)
Faculty/Staff	<u>Safety Confirmation System</u>	<u>Safety Confirmation System</u>

- Mass emailing of all faculty/staff members via the Safety Confirmation System will be conducted according to the following guidelines.

[Purposes]

Mass emailing via the Safety Confirmation System may be used only if:

- A. it is necessary to communicate important and urgent information (excluding information on various on-campus or off-campus events) to all staff members of the University or all of its staff members in a particular category;
- B. it is necessary to make all staff members of the University or all of its staff members in a particular category fully aware of important matters concerning the organization and administration of the University; or
- C. the President or Vice Presidents consider it to be necessary for any other reason.

[Authorized senders]

Only the President, Vice Presidents and Faculty Directors are authorized to send mass emails via the Safety Confirmation System.

[Procedure]

- A. The director of a division of the Administrative Bureau wishing to use the Safety Confirmation System to send a mass email fills out an application form and submits it to the Director of the General Affairs Department.
- B. The Director of the General Affairs Department examines whether the application is in line with any of the purposes of use of the Safety Confirmation System and permits the use of the system for mass emailing only when the Director finds it to be in line with the purpose.

(3) Conducting questionnaires for surveys

- The Safety Confirmation System may be used to conduct questionnaires for surveys targeting all faculty/staff members or all students.
- The following guidelines will be adhered to when using the Safety Confirmation System to conduct questionnaires for surveys.

[Purposes]

Questionnaires for surveys may be conducted via the Safety Confirmation System only if:

- A. it is necessary to survey the opinions of all staff members or all students of the University or all of its staff members or students in a particular category with regard to important matters concerning the organization and administration of the University; or
- B. the President or Vice Presidents consider it to be necessary for any other reason.

[Authorized senders]

Only the President, Vice Presidents and Faculty Directors are authorized to send mass emails via the Safety Confirmation System.

[Procedure]

- A. The director of a division of the Administrative Bureau wishing to use the Safety Confirmation System to conduct a questionnaire for a survey fills out an application form and submits it to the Director of the General Affairs Department.
- B. The Director of the General Affairs Department examines whether the application is in line with any of the purposes of use of the Safety Confirmation System and permits the use of the system for conducting a questionnaire for a survey only when the Director finds it to be in line with the purpose.

4. Scope of those subject to safety confirmation and mass emailing

Students	All students registered in the Student Affairs and Information System (including research students, auditors and other students taking regular courses; excluding students taking only extension courses)
Faculty/Staff	All faculty/staff members who have SSO-KID (excluding emeritus professors and non-members of the university)

5. Email address used

Students	Email address for the Primary Email Service and email address registered with the Student Portal
Faculty/Staff	Email address for the Primary Email Service

[Notes]

- * For students: the Safety Confirmation System is linked to each student's email address for the Primary Email Service and email address registered with the Student Portal, and will send a mass email to both registered email addresses (students may add a new email address or change the one already registered for the system by changing the email address registered with the Student Portal).
- * For faculty/staff members: the Safety Confirmation System is linked to each faculty/staff member's email address for the Primary Email Service and will send a mass email to this email address alone (faculty/staff members are able to add a new email address to this system) .

6. Organizational units with ultimate responsibility for confirming safety

Students	Undergraduate school, graduate school, etc.
Faculty	Graduate faculty, research institute, center, office, initiative, etc.
Staff	Administrative Bureau department/division/office, administrative offices of each faculty, etc.

[Notes]

- * If the safety status of any student or faculty/staff member cannot be confirmed via the Safety Confirmation System, the organizational unit responsible should confirm their safety via its emergency contact network.

7. Confirmation by campus unit

Ito Campus, Hakozaki Campus, Hospital Fukuoka Campus, Hospital Beppu Campus, Chikushi Campus, Ohashi Campus, Farm Campus, Forest Campus, Momochihama Campus, Ropponmatsu Campus, other

[Notes]

- * Safety confirmation will be carried out by campus unit in the case of staff members whose employment status was previously changed from national government official to national university corporation employee.
- * The safety status of part-time or temporary staff members is to be confirmed by the organizational unit to which they are affiliated.

8. Information to be collected from faculty/staff members and students for safety confirmation

- Safety information: Information on the safety status of the individuals concerned and incidental information related to their safety (Japanese/English)

Safety status	Safe / slightly injured / seriously injured / other
Present location	On campus / at home / at evacuation shelter / other

* A free text field for comments is provided.

9. Responsibilities of faculty/staff members and students

- Faculty/staff members and students of the University should report their safety status as soon as possible upon receiving an email asking them to confirm their safety.

Safety Confirmation via ANPIC

