

Class Operations During Emergencies: Student Manual

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Quick Guide

If there is a risk of a disaster, please **check whether any of the following ①, ②, or ③ have been issued** (as of 6:00 a.m. or between then and the start of the first period) before deciding whether to come to campus.

Sources to Check

[Hiroshima Prefecture Disaster Prevention Web](#)

[West Japan Railway Company \(Chūgoku Area : Train Status Information\)](#)



When All Morning Classes Are Canceled

① If any of the following are issued:

Special Warning or Urgent Warning

(Designated areas: **Fukuyama City** including Ashida River and Takaya River or **Onomichi City**)

Emergency Safety Measure or Evacuation Order

(Designated areas: **Fukuyama City** — entire city, or Matsunaga-cho, Imazu-cho, or Kamura-cho, or **Onomichi City** — entire city, or Nishifuji-cho or Minogo-cho)

➔ Neither face-to-face nor online classes will be conducted. Make-up classes will be scheduled for a later date for any canceled classes.

➔ **Focus on your safety and evacuate if necessary.**

When Face-to-face Classes Are Not Held in the Morning

② If any of the following are issued and ① does not apply:

Heavy Rain Warning + Flood Warning (issued at the same time), Storm Warning, Heavy Snow Warning, or Snowstorm Warning

(Designated areas: **Fukuyama City** including Ashida River and Takaya River or **Onomichi City**)

Evacuation for the Elderly, etc.

(Designated areas: **Fukuyama City** — entire city, or Matsunaga-cho, Imazu-cho, or Kamura-cho, or **Onomichi City** — entire city, or Nishifuji-cho or Minogo-cho)

③ If the following is issued and ① does not apply:

JR Sanyo Line suspension (disaster response or planned suspension)

(Designated sections: Sections including **Matsunaga Station**)

➔ Classes shall be held as on-demand online classes.

➔ **Courses originally scheduled as face-to-face classes may be conducted as on-demand online classes**, where feasible. In such cases, instructors will notify students via **Cerezo Course News**.

➔ However, depending on the course content, it may not be possible to switch to online instruction, and such classes may be canceled.

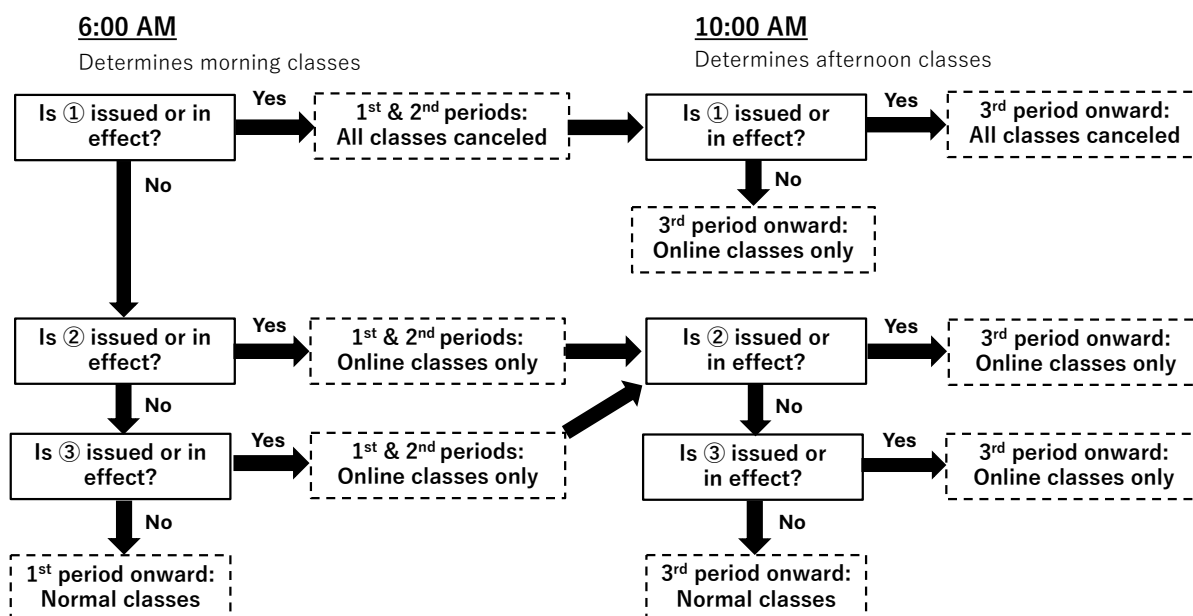
When Morning Classes Are Held as Usual

If none of ①, ②, or ③ are issued:

➔ All classes will be conducted as scheduled.

Refer to the Flowchart for Afternoon Class Operations

Decisions regarding morning classes will be made based on whether the **weather or evacuation information in ① and ②**, or **JR service suspensions in ③**, have been announced or issued as of **6:00 a.m.**, and **decisions regarding afternoon classes** will be made based on whether they have been issued as of **10:00 a.m.**



➔ If ① is newly issued while online-only classes are being conducted, **the current class and all remaining classes will be canceled immediately**. Please take action to protect your safety, such as evacuating if necessary.

IMPORTANT

- **Before leaving home, please check the information listed in ① to ③ again.** After departing, continue to monitor the latest information using a smartphone or similar device and act accordingly.
 - If you receive a **safety confirmation request** from the university via Zelkova, please **respond promptly**.
 - If you feel that your home or surroundings are **dangerous**:
- ➔ **Always prioritize your personal safety. Do not attempt to attend classes (face-to-face or online) if it puts your safety at risk.**
- ➔ Online classes will be conducted in an on-demand format. Please complete them only after ensuring your safety. **If you are unable to participate or meet deadlines due to safety concerns, you must inform your instructor and request appropriate accommodations, such as extensions.**
- ➔ **If you are unable to attend face-to-face classes** for this reason, you may apply to the Academic Affairs Office at a later date (within one week from the day you are able to return to campus), and **it will be treated as an officially excused absence.**
- When classes are canceled or conducted only online, **do not come to campus** under any circumstances, as university facilities will be closed.
 - For frequently asked questions during disasters, please refer to the **Q&A** section, and for unfamiliar terms, please consult the **Glossary**.

Q&A

Q1. The university has not contacted me. Can I go to campus today?

A1. First, please check the “Quick Guide” on pages 1 and 2 of this manual.

If you are unable to access the websites linked on page 1 due to reasons such as no internet connection, please check the following via television broadcasts or other available means: the status of weather warnings and advisories, evacuation orders, and JR train operations. After that, carefully read pages 1–2 of this manual and confirm whether there are any face-to-face classes you should attend. If there are none, **do not come to campus** under any circumstances, as university facilities will be closed.

Q2. In what situations are all classes cancelled?

A2. If a Special Warning, Urgent Warning, Emergency Safety Measures, or an Evacuation Order has been issued for each of the designated areas listed in section ① on page 1. In these cases, there will be no face-to-face or online classes. Please prioritize your safety.

Q3. A heavy snow warning or storm warning has been issued. Will there be classes?

A3. If a heavy snow warning or storm warning has been issued for each of the designated areas listed in section ② on page 1. There will be no face-to-face classes that require attendance on campus. Only online classes will be conducted. Even classes originally scheduled as face-to-face may be switched to online format, so please check your instructor’s announcements on Cerezo course news.

Q4. A heavy rain warning has been issued. Will there be classes?

A4. If a heavy rain warning and a flood warning have been issued simultaneously for the areas listed in section ② on page 1, there will be no face-to-face classes that require attendance on campus. If only a heavy rain warning is issued, classes will be held as usual, even if it applies to those areas, provided that no evacuation information has been issued and there are no JR service suspensions.

However, if there is danger in commuting due to flooding around your home or similar conditions, do not force yourself to go to campus. For face-to-face classes that were held, you will be eligible to submit an official absence notice; please complete the procedure at the Academic Affairs Office within one week from the day you are able to return to campus.

Q5. JR services are suspended. What should I do?

A5. If the section including Matsunaga Station on the Sanyo Line is suspended, there will be no classes that require attendance on campus. However, temporary suspensions due to accidents or equipment failures are excluded from this policy.

If other JR lines, such as the Fukuen Line or the Kure Line, are suspended while the Sanyo Line is operating, this policy does not apply. However, students who live along those lines do not need to force themselves to come to campus. For face-to-face classes that were held, you will be eligible to submit an official absence notice; please complete the procedure at the Academic Affairs Office within one week from the day you are able to return to campus.

Q6. The warning was lifted in the morning. What will happen to classes?

A6. Class arrangements vary depending on the time the warning is lifted and whether any evacuation information has been issued or JR train services are suspended. Please read the 'Quick Guide' on pages 1 and 2 carefully and check the flowchart on page 2.

Q7. What if a warning is issued during a class?

A7. That class will be cancelled immediately. Please follow the instructions of your instructor and the university.

Q8. May I go to campus even when only online classes are being held?

A8. No. When classes are cancelled or only online classes are held, do not come to campus under any circumstances, as university facilities will be closed.

Q9. It is dangerous around my home, and I cannot attend even online classes.

A9. Ensuring your safety takes priority over attending classes. Online classes are conducted in an on-demand format, so please complete them after your safety has been fully secured and you can do so. If you find it difficult to meet the deadlines for viewing course materials or submitting assignments, you must inform the instructor and request an extension.

Q10. Where can I check whether classes will be held?

A10. First, please check the "Quick Guide" on pages 1 and 2 of this manual. If you are unable to access the websites linked on page 1 due to reasons such as no internet connection, please check the following via television broadcasts or other available means: the status of weather warnings and advisories, evacuation orders, and JR train operations. After confirming this information, refer to the flowchart on page 2 and make your decision accordingly.

Q11. After the warning was lifted, I left home for the university, but the roads are flooded and I feel it is dangerous. What should I do?

A11. If you feel it is dangerous, you do not need to go to campus. Your safety comes first. For attendance regarding face-to-face classes you could not attend, please refer to the answer to Q4.

Q12. A warning was issued while I was on my way to campus. What should I do?

A11. If, while commuting to campus, any of the warnings that affect class operations listed in sections ① or ② on page 1 have been issued for the designated areas, please return home immediately. If you have already arrived at the university, follow the instructions provided by the university. Traveling on flooded roads or in strong winds is extremely dangerous. Remain in a safe place until weather conditions and surrounding safety can be confirmed, and resume movement only after conditions improve. If possible, inform your family and the university (your class advisor or academic advisor) of your situation.

Glossary

① Terms Related to Disaster Prevention Weather Information

Special Warnings (for heavy rain, river flooding, landslides, and storm surge, corresponding to Alert Level 5 and labeled as “Level 5 Special Warnings”) 特別警報 (大雨、氾濫、土砂災害、および高潮に関する場合は警戒レベル 5 相当、レベル 5 特別警報と表記される)

This is the highest-level warning, indicating an extremely high likelihood of an unprecedented disaster. Actions to protect life must be the top priority.

Urgent Warnings (corresponding to Alert Level 4 and labeled as “Level 4 Urgent Warnings”) 危険警報(警戒レベル 4 相当、レベル 4 危険警報と表記される)

A warning indicating a higher level of danger than a standard warning. It is issued when everyone should evacuate immediately from dangerous areas.

Warning 警報

Issued when there is a risk of a major disaster. Note that even warnings at the same alert level may result in different class arrangements depending on the type.

Heavy Rain Warning (corresponding to Alert Level 3 and labeled as “Level 3 Heavy Rain Warning”) 大雨警報(警戒レベル 3 相当、レベル 3 大雨警報と表記される)

Issued when there is a risk of landslides or flooding due to heavy rainfall. You should prepare for possible warnings and evacuation, and evacuate voluntarily if necessary.

Flood Warning (corresponding to Alert Level 3 and labeled as “Level 3 Flood Warning”) 氾濫警報(警戒レベル 3 相当、レベル 3 氾濫警報と表記される)

Issued when there is a risk of rivers overflowing. In areas around the university, this mainly refers to the Ashida River and Takaya River in the Ashida River system. You should prepare for possible warnings and evacuation, and evacuate voluntarily if necessary.

Note: In this manual, “a heavy rain warning and a flood warning issued at the same time” is particularly important.

Storm Warning 暴風警報

Issued when very strong winds pose risks such as damage to buildings or flying debris. Please refrain from going outside.

Heavy Snow Warning / Snowstorm Warning 大雪警報/暴風雪警報

Issued when heavy snow or strong snow and wind may cause hazards such as transportation disruptions. Please refrain from going outside.

② Terms Related to Evacuation Information

Emergency Safety Measure (Alert Level 5) 緊急安全確保(警戒レベル 5)

A situation in which serious danger is imminent or has already occurred.

Protecting your life must take priority over attending university classes.

Evacuation Order (Alert Level 4) 避難指示(警戒レベル 4)

Issued when the level of danger has increased and immediate evacuation from dangerous areas is necessary.

Evacuation for the Elderly, etc. (Alert Level 3) 高齢者等避難(警戒レベル 4)

A stage at which elderly people and those with disabilities should begin evacuating, although others should also remain cautious depending on the situation.

③ Terms Related to Classes and Campus Life

Face-to-face Class 対面授業

A class conducted in a university classroom where instructors and students gather physically.

Online Class 遠隔授業

A class conducted via the internet. Students attend from home or another location without coming to campus.

On-Demand Class オンデマンド型授業

A class format in which students are not required to participate at a fixed time and can view videos or materials and study at their convenience. However, attention must be paid to deadlines for viewing materials and submitting assignments that affect attendance.

Class Cancellation 休講

A situation in which a class is not conducted at all. Neither face-to-face nor online classes are held.

Change in Class Format 授業形態変更

A change in how a class is conducted, such as switching from face-to-face to online instruction.

Make-up Class 補講

A class held on a different date to make up for a canceled class.

④ Terms Related to Time and Class Periods

Decision Times (6:00 a.m. and 10:00 a.m.) 判断時刻(午前 6 時および午前 10 時)

The times used as benchmarks to determine class arrangements for the day based on warnings and JR service status.

1st Period, 2nd Period, 3rd Period onward 1 時限、2 時限、3 時限以降

The divisions of the university class schedule.

Class arrangements (cancellation, online classes, or normal classes) are determined based on the time period during which warnings are in effect.

⑤ Terms Related to Transportation and Commuting

JR Service Suspension (Disaster-related or Planned Suspension) JR 運休 (災害対応運休 または計画運休)

When JR suspends train operations in advance or for safety reasons due to disasters such as typhoons or heavy rain.

Note: Temporary suspensions caused by accidents or mechanical failures are not included.

Designated Section (JR Sanyo Line, including the section including Matsunaga Station) 対象区間(JR 山陽線の松永駅を含む区間)

In this manual, whether the section of the JR Sanyo Line including Matsunaga Station is suspended is particularly important.

⑥ Terms Related to University Communication and Procedures

Zelkova ゼルコバ

An information system through which important announcements from the university are delivered to students.

Cerezo セレソン

A learning support system used to check course-related information, distribute materials, and view course news.

Course News コースニュース

A section within Cerezo where instructors post announcements related to classes (such as changes, assignments, and make-up classes).

officially excused absence request form 公認欠席届

A formal request that can be submitted when a student is absent due to unavoidable reasons such as disasters or transportation issues.

As a rule, it must be submitted to the Academic Affairs Office within one week from the day the student is able to return to campus (for example, if a Urgent Warning is issued on July 7 and lifted at noon on July 8, the deadline would be July 16, one week after July 9).

After receiving confirmation from the Academic Affairs Office, the notification must be submitted to the course instructor within one week from the day following the confirmation date (unless special circumstances apply). If the student completes learning equivalent to the missed class as instructed by the instructor, the absence will be treated as attendance.

Academic Affairs Office 教務課

The university office responsible for procedures related to registration, grades, classes, and absence notifications. It is located on the second floor of Building No. 1.