

# **Class Operations During Emergencies: Instructor Manual**

Effective Date: May 29, 2026

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# Quick Guide

If there is a risk of a disaster, you are requested to **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 Morning Classes Are Canceled

### ① If any of the following are issued:

- Special Warning or Urgent Warning**  
(Designated areas: **Fukuyama City** including the 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 shall be conducted. **Make-up classes shall be scheduled for a later date** for any cancelled classes.
- ➔ **Focus on your safety and evacuate if necessary.**

## When Face-to-face Classes Are Not Conducted 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 the 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**)

- ➔ **Only on-demand online classes shall be conducted.**
- ➔ Courses originally scheduled as face-to-face classes are encouraged to be conducted by **switching to on-demand online instruction**, where feasible. Instructors shall promptly inform enrolled students, via the **Cerezo course news**, whether classes will be canceled or conducted in an alternative format.

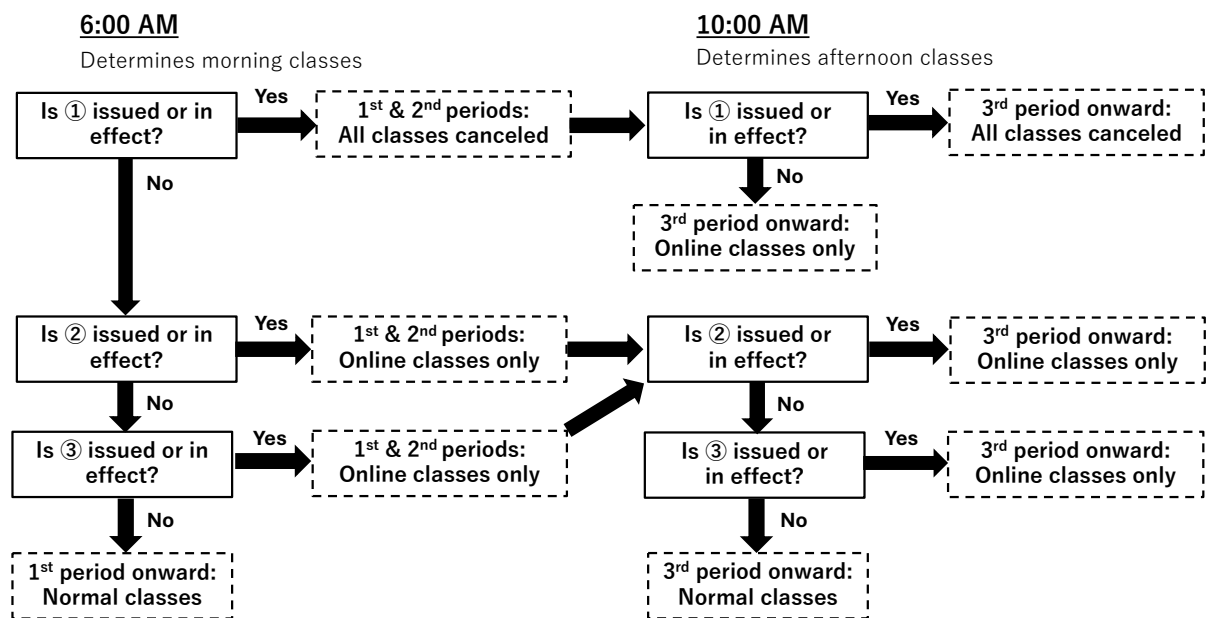
## When Morning Classes Are Conducted as Usual

If none of ①, ②, or ③ are issued:

- ➔ All classes shall be conducted as scheduled, beginning with the first period.

## 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.**
- Any warnings or information **issued between 6:00 a.m. and the start of the first period** shall be treated in the same manner as those issued at 6:00 a.m.
- **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 classes are being conducted, **the current class and all remaining classes will be canceled immediately**. Please take appropriate action to protect your safety, such as evacuating if necessary.

## IMPORTANT

- If you feel that conditions are unsafe due to a disaster, **you shall prioritize your personal safety over commuting to work or conducting classes**.
- In cases where classes are canceled or limited to online instruction only, university facilities shall, in principle, be **closed**. Instructors must ensure that **students do not come to campus** under any circumstances, as university facilities will be closed.
- **Make-up classes shall be conducted at a later date** for any courses that are canceled.
- In cases where only online classes are conducted, if students are unable to participate in online classes due to safety concerns at home or in their surrounding area, they must inform the instructor and request appropriate accommodations. In such cases, instructors will **provide reasonable support to ensure that students are not disadvantaged**. This may include extending deadlines for accessing course materials, extending assignment submission deadlines, allowing alternative methods of participation, or providing make-up opportunities where appropriate.
- **Regularly check the latest weather and traffic information** using a smartphone or similar device.
- If you receive a **safety confirmation request** from the university via Zelkova, **respond promptly**.

# **Class Operation and Emergency Response Checklist**

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## **Fundamental Principles (Always Follow)**

- Prioritize the safety and preservation of life of students, faculty, and staff above all else
- Give precedence to ensuring safety over conducting classes whenever there is any risk or danger
- Follow this manual strictly; do not make independent or discretionary judgments

## **Before Classes: Check Required Information**

- Check weather warnings:
  - Special Warning
  - Urgent Warning
  - Heavy Rain Warning + Flood Warning (issued at the same time)
  - Storm Warning
  - Heavy Snow Warning
  - Snowstorm Warning
- Check evacuation information:
  - Emergency Safety Measure
  - Evacuation Order
  - Evacuation for the Elderly, etc.
- Check JR Sanyo Line operational status (sections including Matsunaga Station):
  - Disaster-related suspensions
  - Planned service suspensions

## **Determine Class Operation**

- Cancel all classes (face-to-face and online) if any of the following are issued:
  - Special Warning
  - Urgent Warning
  - Emergency Safety Measure
  - Evacuation Order
- Conduct on-demand online classes only if any of the following apply:
  - Heavy Rain Warning + Flood Warning
  - Storm Warning
  - Heavy Snow Warning
  - Snowstorm Warning
  - Evacuation for the Elderly, etc.
  - JR rail service suspension
- Conduct classes as scheduled if none of the above conditions apply

## **During Face-to-face Classes**

- Suspend the class immediately if any of the above weather warning or evacuation order is issued
- Follow university instructions for subsequent actions

## **Instructor Responsibilities**

- Inform students promptly via Cerezo course news system about:
  - Changes in class format
  - Make-up classes
  - Assignments
- Ensure students are not disadvantaged due to:
  - Disasters
  - Transportation disruptions
- Inform students that such absences qualify for officially excused absence procedures

## **Additional Important Actions**

- Close university facilities in principle if classes are cancelled or online-only
- Suspend school bus services under the same conditions
- Prohibit extracurricular activities
- Do not allow students to come to campus under any circumstances (as university facilities will be closed)
- Refrain from commuting if it is unsafe
- Always prioritize safety whenever danger is perceived

# Detailed Class Operations During Emergencies

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## IMPORTANT

If there is a risk of a disaster and any weather warnings or higher-level disaster prevention information, or evacuation information, has been issued, **please act in accordance with this manual.**

### 1. Basic Policy

- In the event of a disaster or a potential threat thereof, the safety and well-being of students and faculty/staff must be given the highest priority.
- If faculty or staff perceive a risk to their own safety, they should refrain from commuting to work or conducting classes.
- Decisions regarding the continuation of classes, changes to class formats, or class cancellations should be made in accordance with this manual, with due consideration to ensure that students are not unduly disadvantaged.

### 2. Basic Factors for Decision-Making

Decisions will be made based on the following three types of information:

① **Status of weather warnings**

② **Status of evacuation information**

[Hiroshima Prefecture Disaster Prevention Web](#)

(Select your language from “Select Language”.)



③ **Operational status of the JR Sanyo Line**

(sections including Matsunaga Station)

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



### 3. Designated Areas and Information

#### [Designated Areas or Sections]

- Weather warnings: **Fukuyama City including the Ashida River and Takaya River or Onomichi City**
- Evacuation information: **Fukuyama City** (entire city, or specifically Matsunaga-cho, Imazu-cho, or Kamura-cho) or **Onomichi City** (entire city, or specifically Nishifuji-cho or Minogo-cho)
- JR Sanyo Line: **Sections including Matsunaga Station**

### [Designated Information]

- Weather warnings: **Special Warning, Urgent Warning, and other weather warnings**
- Evacuation information: **Emergency Safety Measure, Evacuation Order, Evacuation for the Elderly, etc.**
- **JR train suspension** (disaster response or planned suspension; temporary suspensions due to accidents or equipment failure are excluded)

## 4. Cases Where All Classes Are Cancelled

If any of the following are issued for the designated areas:

- **Special Warning**
  - **Urgent Warning**
  - **Emergency Safety Measure**
  - **Evacuation Order**
- ➔ All classes shall be cancelled.
- ➔ Neither face-to-face nor online classes (including on demand format) shall be conducted.
- ➔ **Focus on your safety and evacuate if necessary.**
- ➔ **Make-up classes shall be conducted at a later date** for any courses that are canceled.

## 5. Cases Where Face-to-face Classes Are Not Conducted

If any of the following are issued for the designated areas or sections:

- **Heavy Rain Warning + Flood Warning** (only when issued at the same time)
  - **Storm Warning, Heavy Snow Warning, or Snowstorm Warning**
  - **Evacuation for the Elderly etc.**
  - **Disaster response and planned suspension on the JR Sanyo Line (including Matsunaga Station)**
- ➔ Face-to-face classes shall not be conducted.
- ➔ Classes shall be conducted only as on-demand online classes.
- ➔ Courses originally scheduled as face-to-face classes are encouraged to be conducted by **switching to on-demand online instruction, where feasible**. Instructors shall promptly inform enrolled students, via the **Cerezo course news**, whether classes will be canceled or conducted in an alternative format.
- ➔ Courses for which online instruction is not feasible may be canceled.
- ➔ For courses that are canceled without being shifted to online instruction, **Make-up classes should be conducted at a later date.**

## 6. Decision Criteria Based on Time

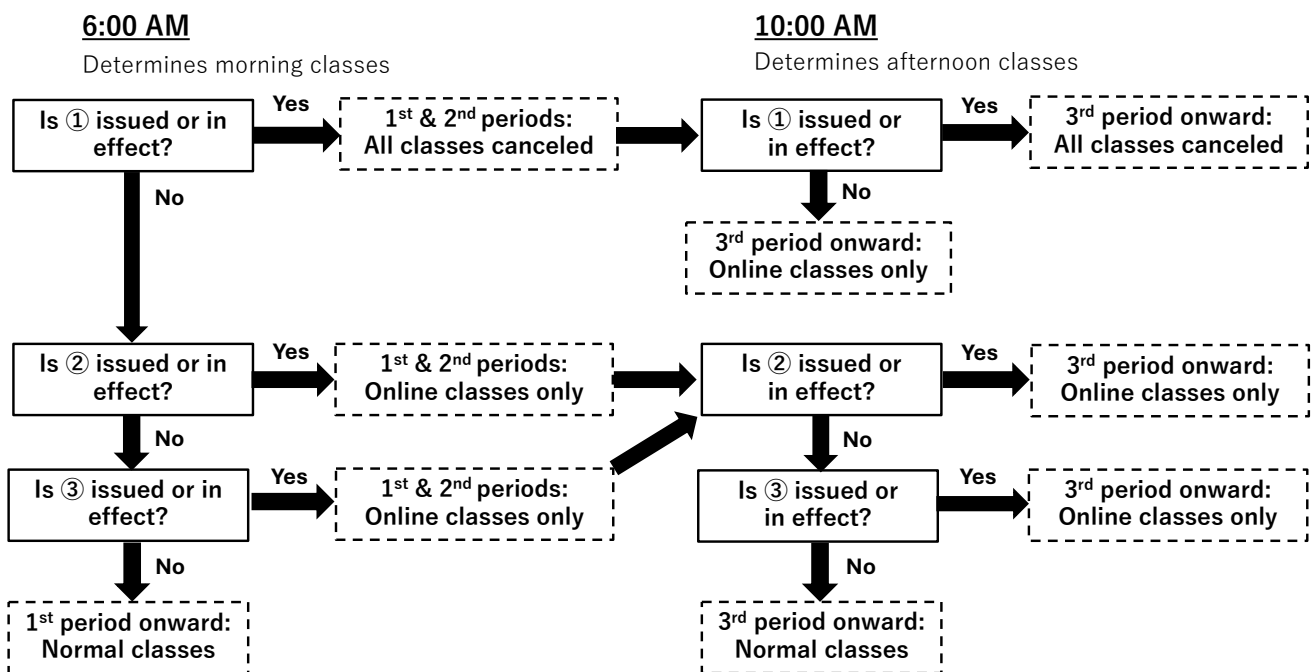
Decisions regarding morning classes will be made based on whether the **weather or evacuation information in ① and ②** have been issued for the designated areas, or **JR service suspensions in ③**, have been announced for the designated sections as of **6:00 a.m.**

Any warnings or information issued **between 6:00 a.m. and the start of the first period** shall be treated in the same manner as those issued at 6:00 a.m.

Decisions regarding afternoon classes will be made based on whether they have been announced or issued as of **10:00 a.m.**

- ① **Special Warning, Urgent Warning, Emergency Safety Measures, or Evacuation Order**
- ② **Heavy Rain Warning + Flood Warning (only when issued at the same time), Storm Warning, Heavy Snow Warning, Snowstorm Warning, or Evacuation for Elderly etc.**
- ③ **JR Train Service Suspension**

The decision process is summarized in the **flowchart below**.



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

## 7. If a Weather Warning or Evacuation Orders Requiring Action Are Issued During a Face-to-face Class

- If the university issues a notification such as a weather warning, **classes must be suspended immediately**.

- ➔ The safety and preservation of life of students, faculty, and staff shall be the highest priority.
- ➔ Follow instructions issued by the university regarding subsequent actions.

## 8. Notes During Class Cancellation or Online-Only Periods

- University facilities shall, in principle, be closed.
- School buses are suspended.
- Extracurricular activities are prohibited.
- ➔ **Students must not be instructed to come to campus** under any circumstances, as university facilities will be closed.

## 9. If Your Home or Commuting Route Is Dangerous

- If you feel that conditions are unsafe due to a disaster, you shall **prioritize your personal safety over commuting to work or conducting classes.**

## 10. Other Important Notes

- If students make inquiries, please respond in accordance with the standards set forth in this manual as well as the student manual.
- Please also review the student manual and ensure that you are familiar with its contents.
- Any changes to class formats, make-up classes, or assignments should be communicated to enrolled students via **Cerezo Course News.**
- Even if classes are conducted as usual at the university, if a student is unable to come to campus due to danger at or around their home, or due to suspension of JR lines other than the Sanyo Line, such absence will be eligible for an **officially excused absence.**
- When only online classes are being conducted, if a student informs you that they are unable to attend due to safety concerns in their home or surrounding area, please make appropriate accommodations, such as **extending access to course materials or assignment deadlines.**
- **If students are unable to return home safely due to adverse weather, transportation disruptions, or similar circumstances,** they shall not be required to leave campus. **Priority shall be given to ensuring their safety,** such as by having them remain in a safe location on campus. Appropriate actions shall be taken in accordance with university instructions depending on the situation.