

**Large-scale
Disaster Response
Manual

(For Students)**



Lage-scale Disaster Response Manual

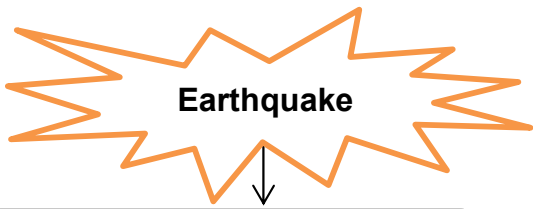
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Disaster Preparedness

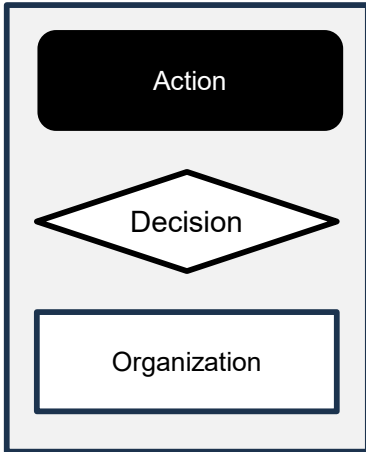
- Learn about **disaster prevention** beforehand
- Check **evacuation shelters, routes and AED Installation Location** beforehand
- Check **How to contact us in case of emergency** beforehand
- Prepare for situations in case it will be **difficult to return home** beforehand
- Learn about **hazard map** beforehand
- Memorize **first aid** methods beforehand
- Be sure to participate in **disaster drills** beforehand





Post-Earthquake Action Flowchart

Follow the instructions in the Safe Action Manual



seismic intensity 5

Less

Proceed as normal

High

Where are you?

Off campus

On campus

Check fire and electrical sources
Turn off lab equipment

Wait at the home or evacuation shelter
If there are no obstacles in your life, Proceed as normal

Proceed as normal

Was there evacuation instructions from the university?

No

Yes

Move to evacuation shelter

Follow the instructions in the Safety Confirmation and Damage Assessment Manual

- ① Reply to System Center Safety Status Confirmation email
- ② Report status using the Safety Status Report Card
- ③ Notify the office of the faculty or graduate school you belong to of your status and status of any damage through fax, telephone or NTT's Disaster Emergency Message Dial

Contents of contact
 Date and time, Faculty or graduate school, Student Number, Full name, Whether you or family members have any injuries or not, State of damage at home, Evacuation location, Contact method (cell Phone umber, etc.)

Faculty or graduate school, etc.

Disaster response office
(Student survey / Rescue and First Aid Division)

When returning home or evacuating to a location different from what you previously reported, re-report the location you are moving to

Can you return home?

No

Yes

Follow university instructions and wait at the on campus evacuation shelter

Follow university instructions and return home

Safe Action Manual



1. Individual Action

Immediately Before an Earthquake

When an Earthquake Early Warning is issued, inform those around you and prepare to protect yourself!

Eliminate all sources of fire. Retreat to a safe area, hide under a desk, etc.

At the Start of an Earthquake

1. Always protect yourself!

Stay low, protect your head, and do not move.

Move away from bookshelves and cabinets, hide under a table.



2. Quickly eliminate all sources of fire!

Gas valve, electrical outlets, lab equipment.

3. Secure emergency exits!

Persons near doors, etc. should open them, if there is room.

*For specific examples of how to respond, see the following page

After an Earthquake

1. Check for sources of fire!

If you discover a fire, calmly take initial measures to put it out.

2. Confirm the safety of others in the room!

Confirm no one is trapped under a fallen bookcase, etc. and provide aid if necessary (call for rescue or help).

3. Turn off lab equipment, etc.!

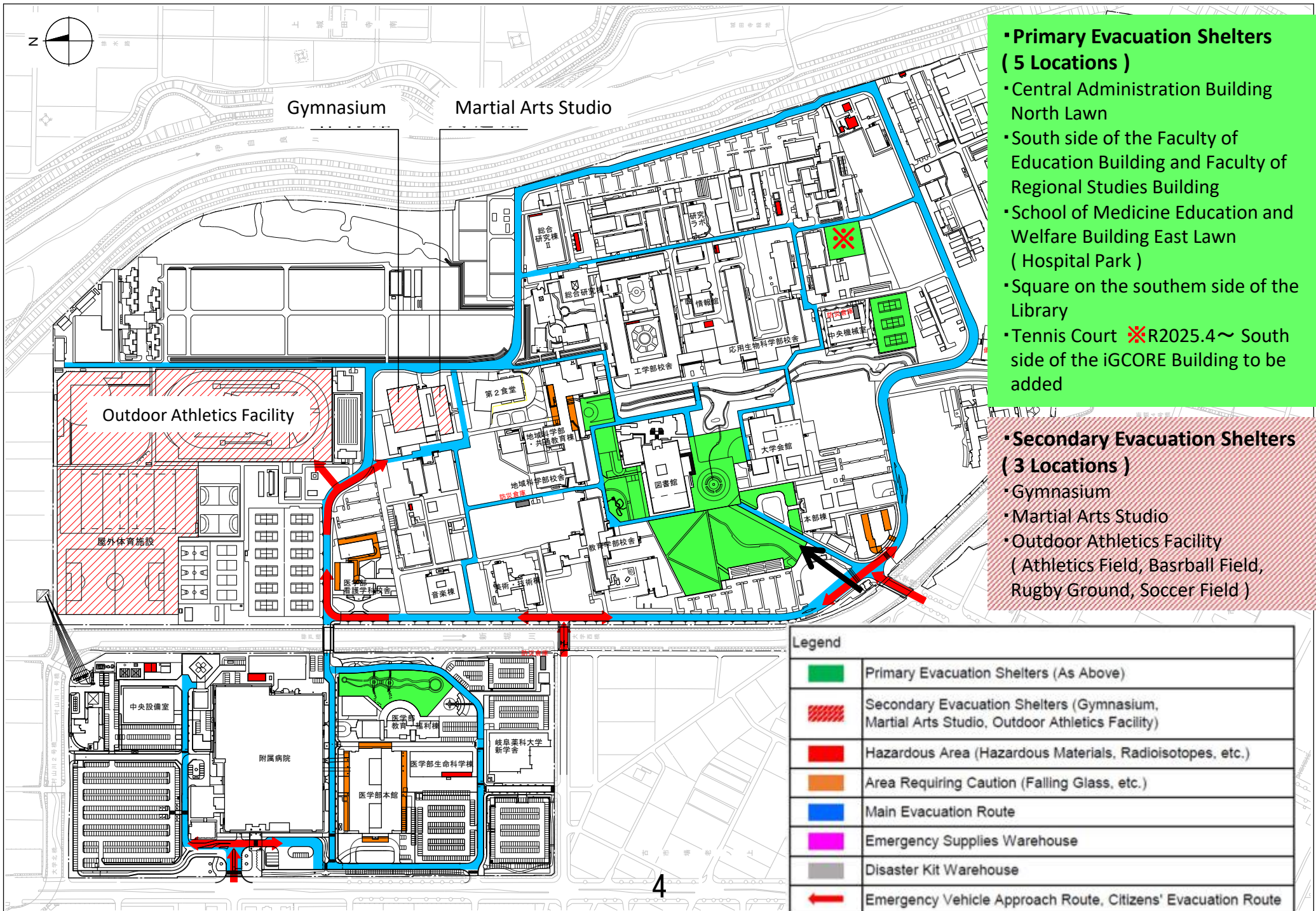
4. Help people in nearby rooms!

Check for people trapped by fallen bookshelves, etc. in other rooms and provide aid if necessary (call for rescue or help).

5. Be careful of aftershocks!

Until it is determined there is no risk of the building collapsing due to aftershocks, leave the building and proceed to the nearest primary evacuation shelter (see following page).

Afterwards, proceed to a secondary evacuation shelter (Gymnasium, Martial Arts Studio, Outdoor Athletics Facility – see following page) in accordance with instructions from the Disaster Response Office.



- **Primary Evacuation Shelters (5 Locations)**
- Central Administration Building
- North Lawn
- South side of the Faculty of Education Building and Faculty of Regional Studies Building
- School of Medicine Education and Welfare Building East Lawn (Hospital Park)
- Square on the southern side of the Library
- Tennis Court ❌R2025.4~ South side of the iGCORE Building to be added

- **Secondary Evacuation Shelters (3 Locations)**
- Gymnasium
- Martial Arts Studio
- Outdoor Athletics Facility (Athletics Field, Baseball Field, Rugby Ground, Soccer Field)

Legend	
	Primary Evacuation Shelters (As Above)
	Secondary Evacuation Shelters (Gymnasium, Martial Arts Studio, Outdoor Athletics Facility)
	Hazardous Area (Hazardous Materials, Radioisotopes, etc.)
	Area Requiring Caution (Falling Glass, etc.)
	Main Evacuation Route
	Emergency Supplies Warehouse
	Disaster Kit Warehouse
	Emergency Vehicle Approach Route, Citizens' Evacuation Route

2. Responses to Specific Situations



On Campus

During Class

- (1) If you sense an earthquake, hide under a desk or lab bench and protect your head with a bag or coat.
- (2) When the earthquake stops, proceed to the nearest primary evacuation shelter.

When Listening to a Lecture in a Lecture Hall or Auditorium

- (1) If you sense an earthquake, first crouch between chairs and protect your head with a bag or coat.
- (2) When the earthquake stops, proceed to the nearest primary evacuation shelter.

During an Experiment

- (1) If you sense an earthquake, first move to a safe area.
- (2) When the earthquake stops, stop the experiment, put out any fires, and proceed to the nearest primary evacuation shelter.

While Moving Around Campus

- (1) If you sense an earthquake, be aware of everything around, above, and below you, watching out for falling glass, etc., and move to the safest place you can find nearby.
- (2) When the earthquake stops, proceed to the nearest primary evacuation shelter.

In an Elevator

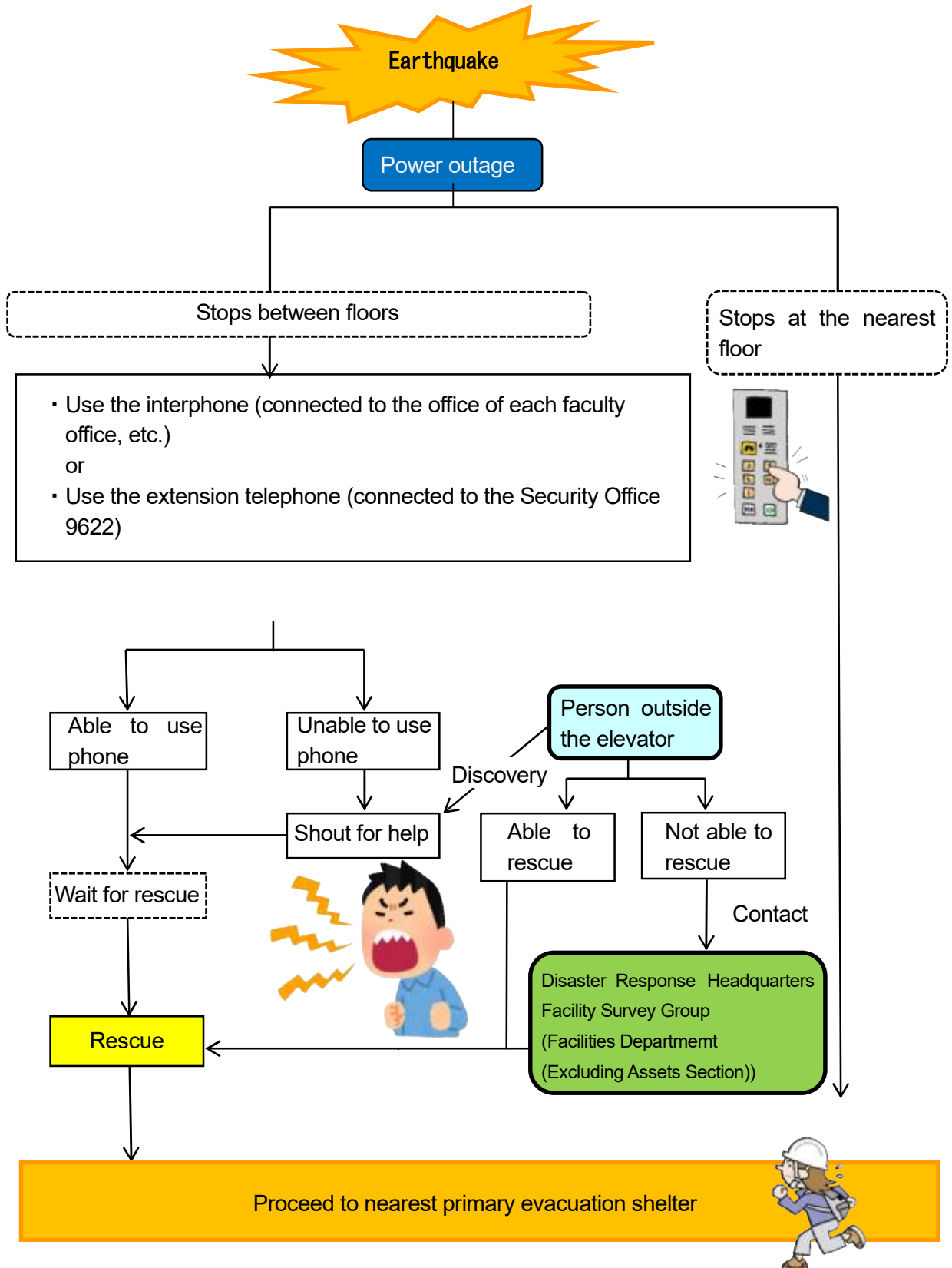
- (1) If the elevator stops at the nearest floor, use the stairs to evacuate (to secure your own safety).
- (2) If you become trapped in the elevator, use the interphone (connected to the office of each faculty office, etc.) or extension telephone (connected to the Security Office) and wait for help (extension telephones are equipped with emergency batteries; they will work up to six hours after a power outage as long as they have not been damaged). If you are unable to get help using an interphone or extension telephone, call for help in a loud voice.
- (3) If someone is trapped in an elevator, contact the office of each faculty and the Disaster Response Headquarters, etc.
- (4) After you exit the elevator, proceed to the nearest primary evacuation shelter.

In a Student Dormitory

- (1) Basically similar to when in a classroom, do not run outside; hide under a desk, etc. until the earthquake stops.
- (2) When the earthquake stops, proceed to the nearest primary evacuation shelter.



In an Elevator (Flowchart)



Off Campus

1. When Riding a Train, etc.

- Prepare for a sudden stop and quickly grasp a strap or handrail.
- Even after the vehicle has stopped, do not use the emergency handle to leave the train or jump out of train windows; wait for conductor instructions.
- Be aware that the tracks in subways, etc. are under high electrical current and are extremely dangerous.

2. When Underground

- Do not panic and rush towards an exit; stay close to walls or thick support pillars and follow official instructions.
- Even in the event of a power outage, emergency lights will come on soon, so act calmly.
- In the event of a fire, quickly extinguish it using a nearby fire extinguisher.
- Underground areas can quickly fill with smoke and poisonous gasses in the event of a fire and are dangerous. Cover your mouth and nose with a handkerchief, etc. and creep along the ground close to walls in the direction the smoke is flowing to escape.

3. When on a Road

- Do not stop where you are; cover your head with clothing or other objects and move to the nearest open space or park or enter a sturdy building and avoid areas that pose a danger of falling debris.
- Do not approach concrete block walls, vending machines, or objects set up in the same way, or the walls of buildings.
- Do not approach dangling power lines.
- The ground around cliffs and riverbanks is loose and can easily collapse; do not approach them.
- Beware fissures and cave-ins in the ground and falling telephone poles and walls, etc.

4. When at Home

- Basically similar to when in a classroom, do not run outside: hide under a desk, etc. until the earthquake stops.
- Watch out for fallen objects and rubble around your feet and commence appropriate evacuation procedures, etc.



Safety Status Confirmation and Damage Assessment Manual

Student Safety Status Confirmation Manual

1. Safety Status Confirmation

When an earthquake with a seismic intensity ranking 5, all students will simultaneously receive a Safety E-mail.

Please Reply with information on safety and damage.

In the event that students are unable to receive email, the university will use the following measures once affairs settled down.

i . When an earthquake occurs while on campus

The university will distribute Safety Confirmation Cards at evacuation shelters to be recorded and collected on-site.

ii . When an earthquake occurs while off campus

Please notify the office of the faculty or graduate school you belong to of your status and the status of any damage through e-mail, fax, telephone or NTT's Disaster Emergency Message Dial.

Safety Confirmation Card (for Students)

安否報告カード Safety Confirmation Card	
記入日時 Date of Listing	月 日 時 分 Month Day Time :
所属 Affiliation	教育・地域・医学・工学・応生・学環・その他 (Education, Regional Studies, Medicine, Engineering, Applied Biological Sciences, School of Social System Management, other)
学籍番号 Student ID Number	
氏名 Name	
負傷の有無 Your Safety Status	無 有 () Safe Injured ()
連絡方法 Contact (携帯電話番号等) (Mobile Phone Number)	

【University Contact Phone Numbers, etc.】

When contacting the University by phone or fax, report the following information.
Faculty, Grade, Name, Injury, Family Situation, Home Situation, Evacuation Site, Contact Information, etc.

<List of Contact Numbers>

Department	Fax	Telephone
Faculty of Education/Graduate School of Education	058-293-2207	058-293-2206
Faculty of Regional Studies/Graduate School of Regional Studies	058-293-3008	058-293-3009
School of Medicine/Graduate School of Medicine (other than Nursing)	058-230-6074	058-230-6075
School of Medicine/Graduate School of Medicine (Nursing)	058-293-3219	058-293-3217
Faculty of Engineering/Graduate School of Engineering	058-293-2379	058-293-2371、2828
Faculty of Applied Biological Sciences	058-293-2841	058-293-2838
School of Social System Management	058-293-3441	058-293-3440
Graduate School of Natural Science and Technology (Engineering)	058-293-2379	058-293-2377
Graduate School of Natural Science and Technology (Applied Biological Sciences)	058-293-3841	058-293-2840
Joint Graduate School of Veterinary Sciences	058-293-2992	058-293-2987
United Graduate School of Agricultural Science	058-293-2992	058-293-2984
United Graduate School of Veterinary Sciences	058-293-2992	058-293-2987
United Graduate School of Drug Discovery and Medical Information Sciences	058-293-7604	058-293-7602
Inbound and Outbound Student Affairs Office, International Engagement Division, Student Affairs Department	058-293-2143	058-293-2137
School Affairs Division, Student Affairs Department	058-293-3382	058-293-2133

【NTT's Disaster Emergency Message Dial (171)】

Record message: 171+1+ Telephone number as reported to the University . (include area code)

Playback message : 171+1+ Telephone number as reported to the University . (include area code)

※Messages may be 30 seconds long.

※Learn about NTT's Disaster Emergency Message Dial before an earthquake occurs.

※Contents of recording

Faculty, Grade, Name, Injury, Family Situation, Home Situation, Evacuation Site, Contact Information, etc.

2. Family Safety Status Confirmation

To contact and confirm the safety of family and friends, use NTT's Disaster Emergency Message Dial, or use your cell phone or computer to search disaster message boards. Decide in advance how you will contact friends and family in the event of an earthquake.

○NTT's Disaster Emergency Message Dial (171)

Record message: 171+1+home phone number, etc. (include area code)

Play message: 171+2+home phone number, etc. (include area code)

※Messages may be 30 seconds long.

※Learn about NTT's Disaster Emergency Message Dial before an earthquake occurs.

Please also use "web171 (disaster emergency message service)" if connections are disrupted by a disaster.

※Web171 : <https://www.web171.jp/>

○Disaster Message Board (web171)

Safety confirmation service provided by NTT in the event of a disaster such as a major earthquake.

Users can register text, voice, and image messages on the dedicated disaster message board site (<https://www.web171.jp/>).

The registered information can be viewed from anywhere in Japan and overseas.

○Use of Disaster Message Boards (provided by each cell phone carrier)

Using the Internet connection function of cell phones, people in the affected area can register messages by text, and messages can be checked from all over the country based on cell phone numbers.

3. For Students with Disabilities

Please give full consideration to students with disabilities in time of evacuation.

4. Contact Concerning Class Cancellation and Resumption

Notifications concerning the cancellation or resumption of classes will be provided promptly after a decision has been made through the university's website, Information System for Academic Affairs (Campus-G) , the media (TV, radio, newspapers), and Safety Status Confirmation System.

Safety Status Confirmation System

1. Operation for Safety Status Confirmation System

(1) How Safety Status Confirmation Emails are sent

- ① Safety confirmation e-mails are automatically distributed when an earthquake of intensity 5 or higher on the Japanese seismic intensity scale occurs in Gifu and Aichi prefectures.
- ② Used for manual distribution during safety confirmation drill, etc.

(2) How to Confirm or Reply to Safety Status Confirmation Email

- ① After receiving a safety confirmation e-mail, access the URL in the e-mail and report your safety status. (See image of safety confirmation system).

URL(https://anpic*jecc.jp/****)

Gifu University uses the THERS e-mail address as the primary emergency contact for safety confirmation.

Since it is impossible to know when and where an earthquake will strike, it is necessary to have a system in place to receive safety confirmation e-mails anytime and anywhere, such as via smartphones.

Set up to receive safety confirmation e-mails in one or more of the following ways.

1. Receive safety confirmation e-mails sent to THERS e-mail addresses via smartphones, etc.
2. Log in to the ANPIC site with your student ID number, register the email address registered with your cell phone or provider as your second or third emergency contact, and send a safety confirmation email from those email addresses.
3. Install the ANPIC app from the App Store or Google Play and receive a safety confirmation e-mail from the app. (In this case, you can reply from the app.)

<Image of Safety Confirmation System>



2. Safety Status Confirmation for those who are unable to use Safety Status Confirmation System

- If an earthquake occurs while you are on campus.

The university will distribute Safety Confirmation Cards at evacuation shelters to be recorded and collected on-site.

- If an earthquake occurs while you are off campus.

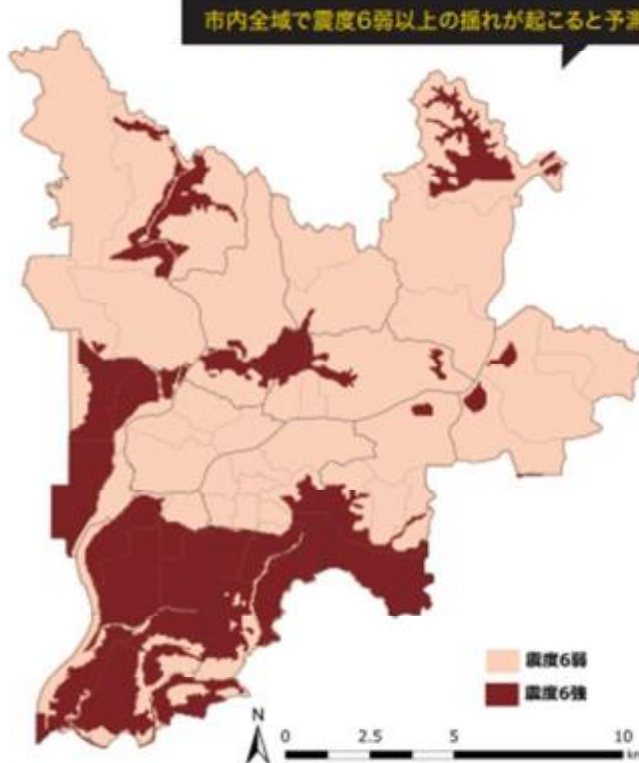
Please notify the office of the faculty or graduate school you belong to of your status and the status of any damage through e-mail, fax, telephone or NTT's Disaster Emergency Message Dial.

If you do not contact us, based on student data updated by faculties, schools, etc. university staff calls the number of a student's mobile phone and calls his/her home to confirm safety. If telephone communication is not available, staff strives to obtain student information through his/her friends, members of circles, clubs, etc.

Predicted damage in the event of a huge Nankai Trough earthquake

岐阜市では、南海トラフ巨大地震のうち、本市への影響が最も大きくなる宮崎県日向灘沖を震源とする地震を対象に、被害想定調査を実施しました。

震度分布図



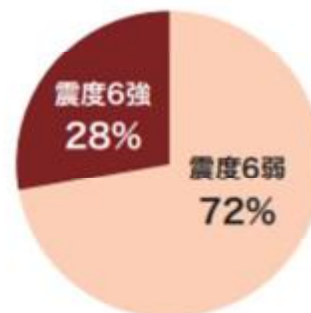
人的・物的被害

建物被害	全壊	11,255棟
	半壊	31,874棟
	焼失棟数	293棟
人的被害	死者	412人
	負傷者	4,118人
避難者数	34,275人	

被害が最大となる瞬間-発生時刻の結果を資料(令和2年度調査)

ハザードマップ P54

震度6弱	震度6強
固定していない重い家具の多くが移動、転倒する。	立っていることができず、固定していない家具のほとんどが移動し、倒れるものが多くなる。



これらの被害は、みなさんが日ごろから家庭でできる地震対策をし、揺れがあった時に適切な行動をとることで減らすことができます。地震は突然起こるので、日常からの備えがどれだけできているかが大切です。日常の対策編に記載されている家の耐震化や家具固定、防災用具の備蓄に取り組むとともに、本章を参考に地震発生後に適切な行動をとりましょう。

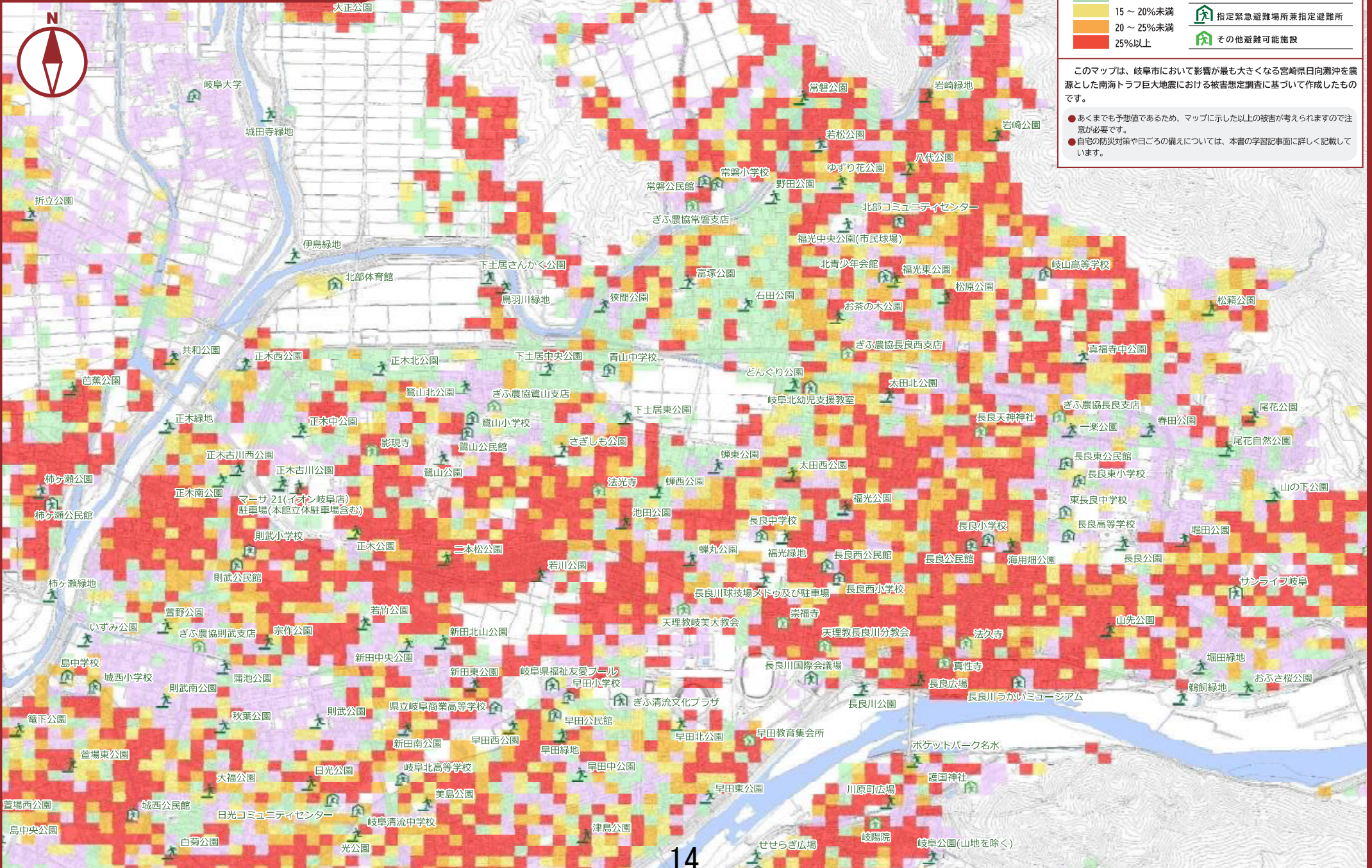
出典：岐阜市 HP「岐阜市総合防災安心読本」（次ページ以降のハザードマップも同様）

<https://www.city.gifu.lg.jp/kurashi/bousai/1001378/index.html>



Earthquake Hazard Map

Building Collapse Hazard Map



建物の倒壊危険度

- 0～10%未満
- 10～15%未満
- 15～20%未満
- 20～25%未満
- 25%以上

指定緊急避難場所

- 指定避難所
- 指定緊急避難場所兼指定避難所
- その他避難可能施設

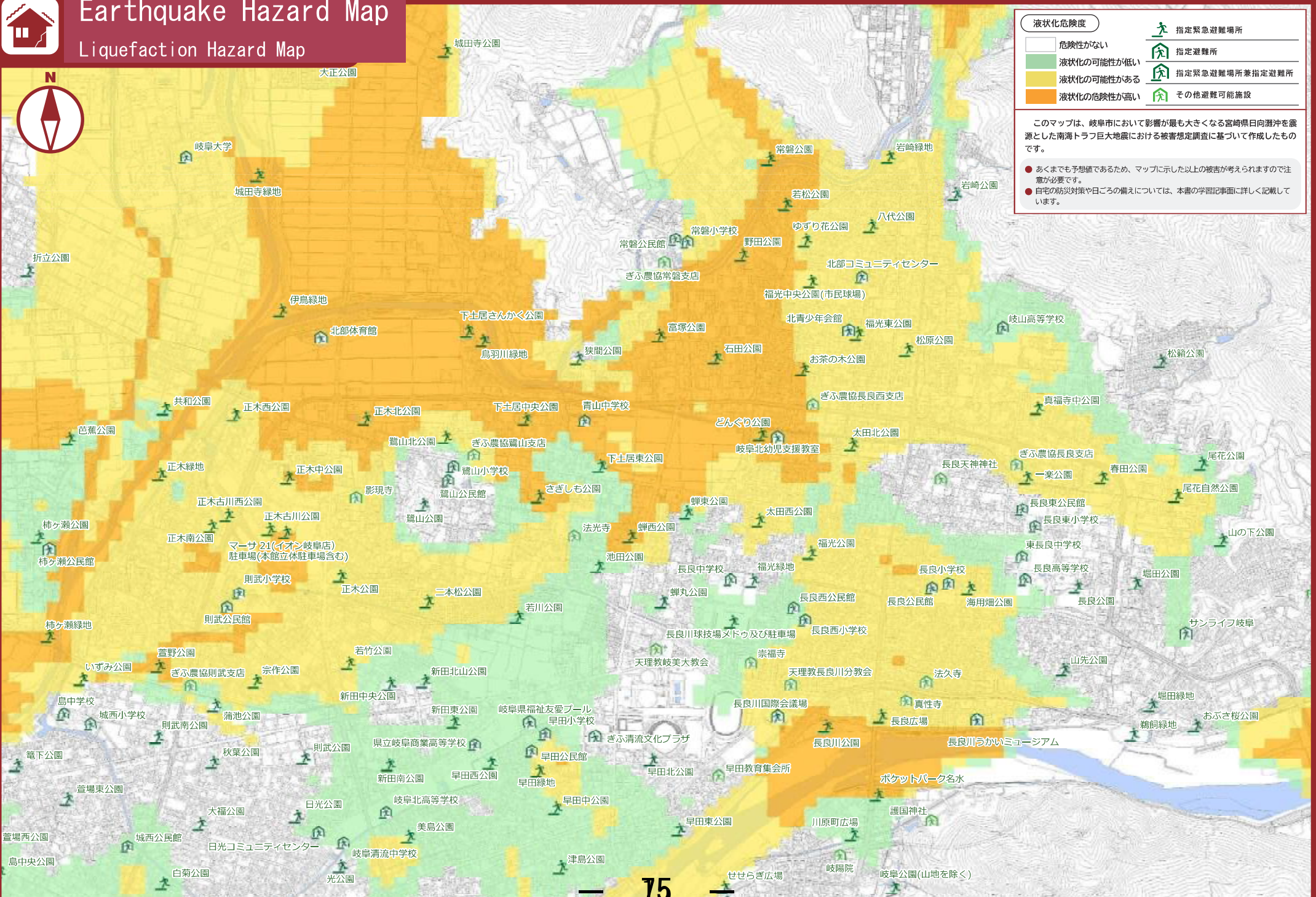
このマップは、岐阜市において影響が最も大きくなる宮崎県日向灘沖を震源とした南海トラフ巨大地震における被害想定調査に基づいて作成したものです。

- あくまでも予想値であるため、マップに示した以上の被害が考えられますので注意が必要です。
- 自宅の防災対策や日ごろの備えについては、本書の学習記事面に詳しく記載しています。



Earthquake Hazard Map

Liquefaction Hazard Map



液状化危険度

危険性がない	指定緊急避難場所
液状化の可能性が低い	指定避難所
液状化の可能性がある	指定緊急避難場所兼指定避難所
液状化の危険性が高い	その他避難可能施設

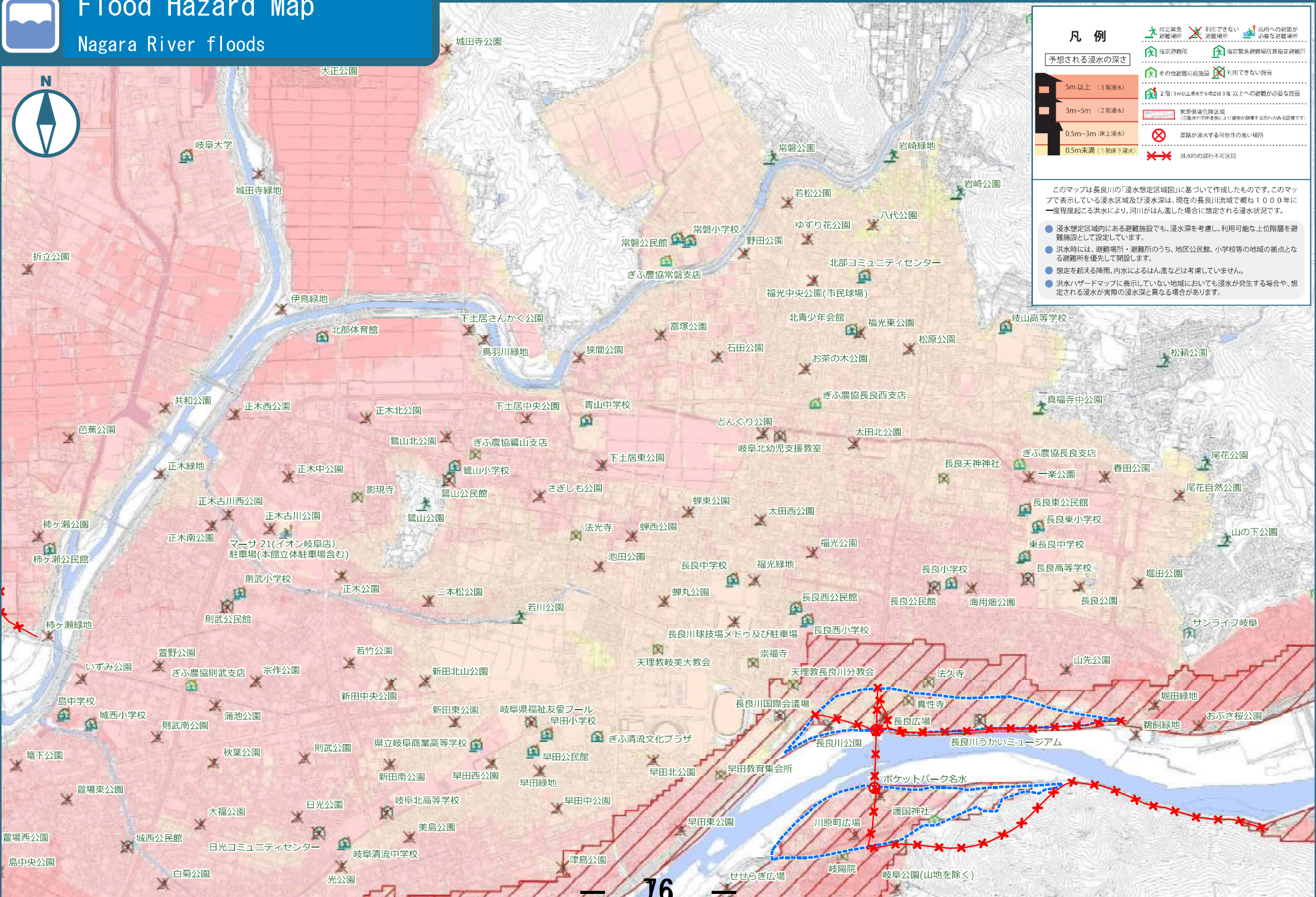
このマップは、岐阜市において影響が最も大きくなる宮崎県日向灘沖を震源とした南海トラフ巨大地震における被害想定調査に基づいて作成したものです。

- あくまでも予想値であるため、マップに示した以上の被害が考えられますので注意が必要です。
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Flood Hazard Map

Nagara River floods



凡例

予想される浸水の深さ

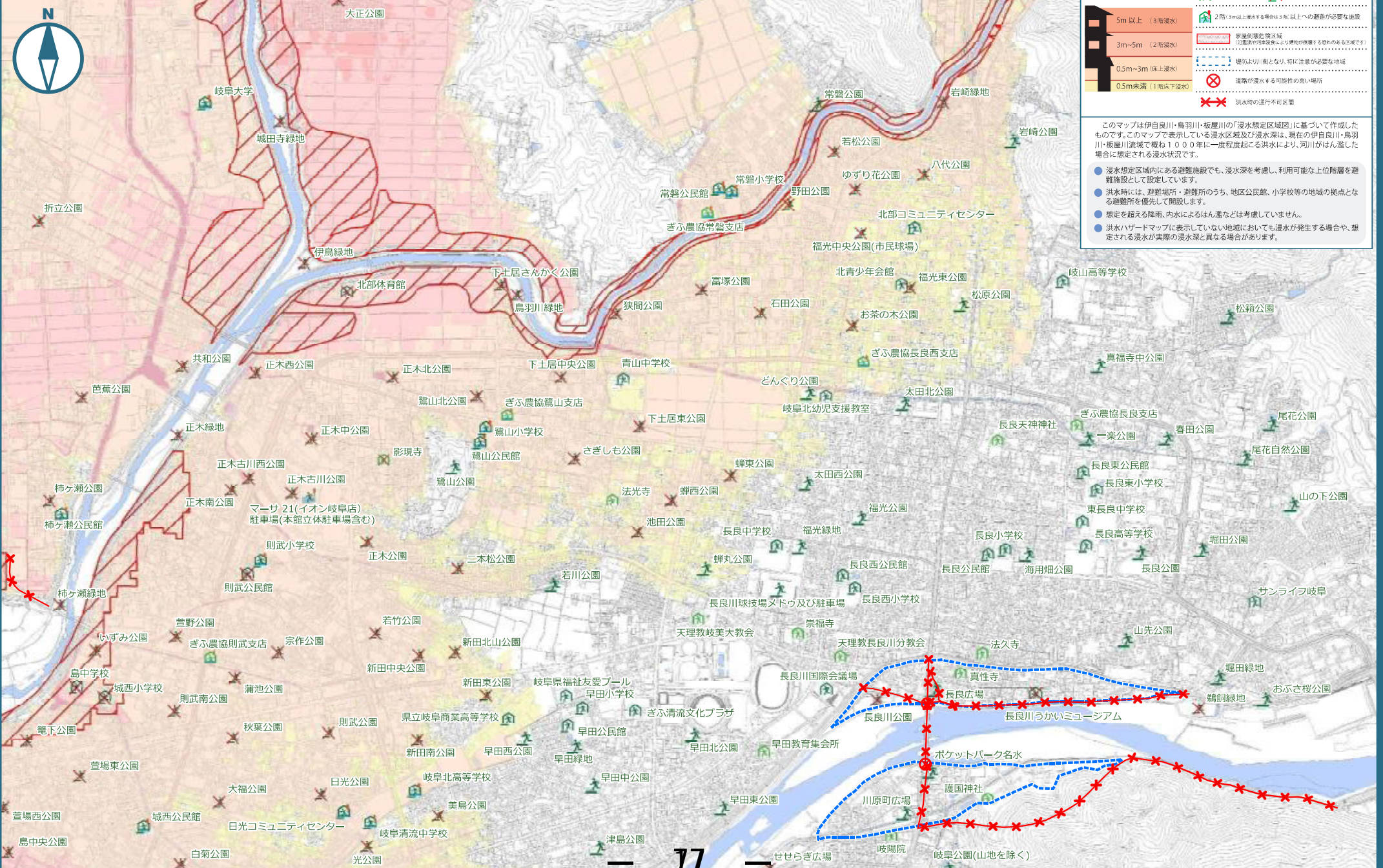
5m以上 (3階浸水)	指定緊急避難場所	利用できない遊戯場	高所への避難が困難な避難場所
3m-5m (2階浸水)	指定避難場所	指定緊急避難場所	指定緊急避難場所
0.5m-3m (床上浸水)	その他避難可能施設	利用できない施設	
0.5m未満 (1階床下浸水)	2階(3m以上)以上避難する場合は3階以上の避難が必要な施設		

● 浸水想定区域内にある避難施設でも、浸水深を考慮し、利用可能な上位階層を避難施設として設定しています。
 ● 洪水時には、避難場所・避難所のうち、地区公民館、小学校等の地域の拠点となる避難所を優先して開設します。
 ● 想定を超える降雨、内水によるはん濫などは考慮していません。
 ● 洪水ハザードマップに表示していない地域においても浸水が発生する場合や、想定される浸水深が実際の浸水深と異なる場合があります。



Flood Hazard Map

Ijira River · Toba River · Itaya River floods



凡例

予想される浸水の深さ

- 5m以上 (3階浸水)
- 3m~5m (2階浸水)
- 0.5m~3m (床上下浸水)
- 0.5m未満 (1階床下浸水)

指定緊急避難場所 (指定緊急避難場所兼指定避難所)

指定避難所 (指定緊急避難場所兼指定避難所)

その他避難可能な施設 (利用できない施設)

2階以上(3階以上)の上層階は3階以上への避難が必要な施設 (避難誘導区域 (公共施設等は避難誘導を要する恐れのある区域です))

避難より川側となり、特に注意が必要な地域

道路が浸水する可能性の高い場所

洪水時の通行不可区間

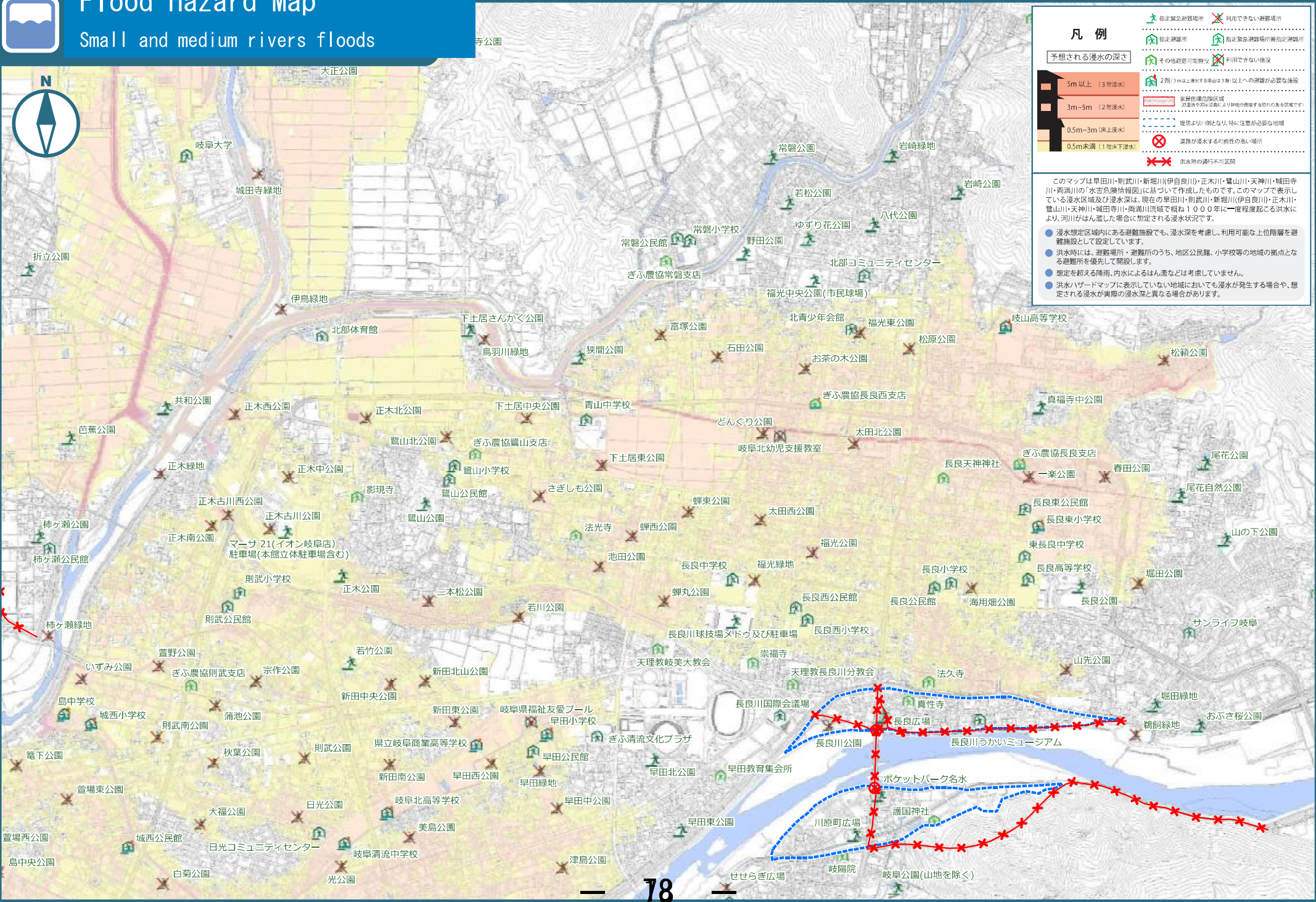
このマップは伊自良川・鳥羽川・板屋川の「浸水想定区域図」に基づいて作成したものです。このマップで表示している浸水区域及び浸水深は、現在の伊自良川・鳥羽川・板屋川流域で概ね1000年に一度程度起こる洪水により、河川がはん濫した場合に想定される浸水状況です。

- 浸水想定区域内にある避難施設でも、浸水深を考慮し、利用可能な上層階層を避難施設として設定しています。
- 洪水時には、避難場所・避難所のうち、地区公民館、小学校等の地域の拠点となる避難所を優先して開設します。
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Flood Hazard Map

Small and medium rivers floods



凡例

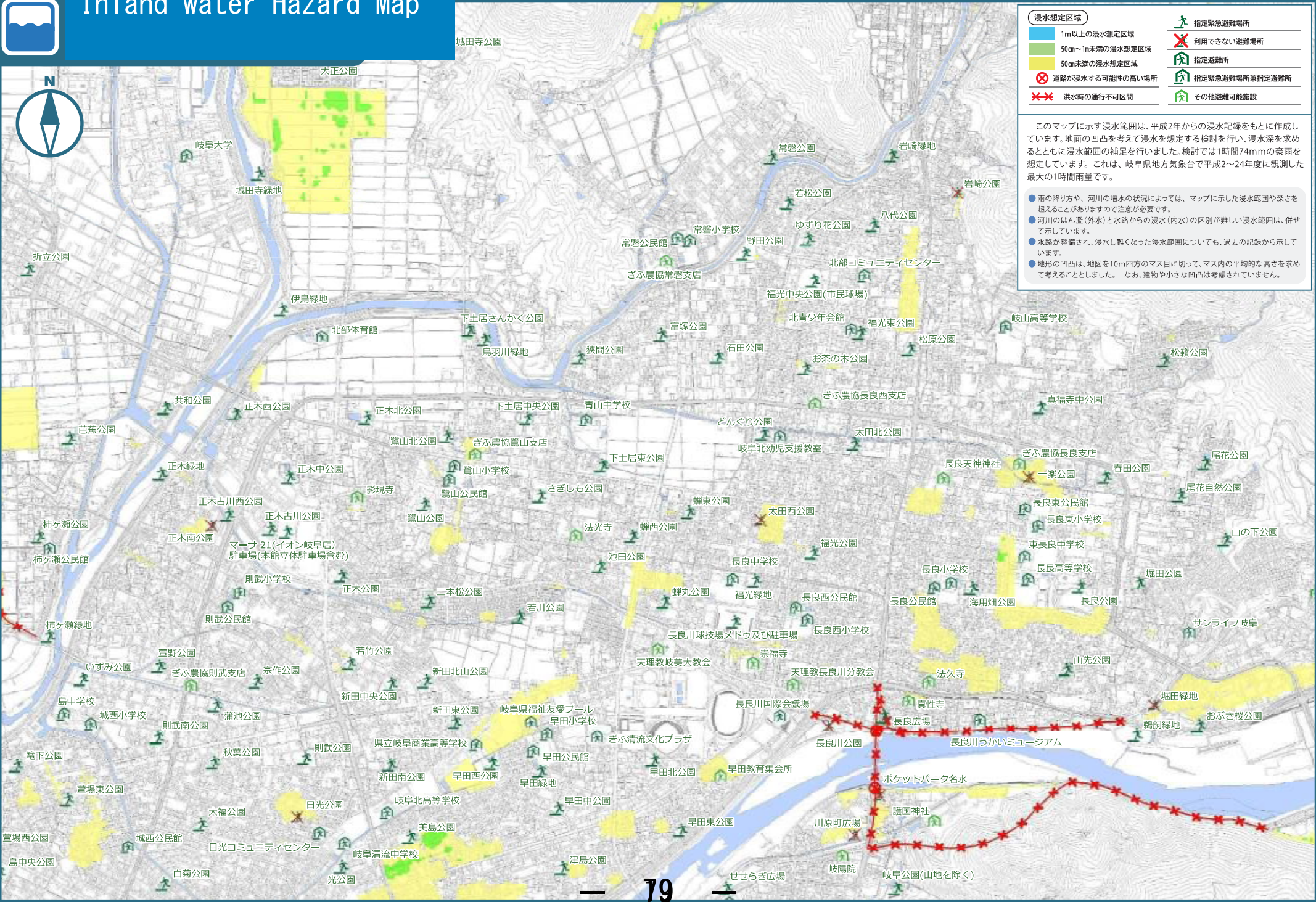
	指定緊急避難場所		利用できない避難場所
	指定避難所		指定緊急避難場所兼指定避難所
	その他避難可能施設		利用できない施設
	5m以上 (3階浸水)		家屋移築危険区域 避難中(河川法第11条)より土地の陥没が予想される区域(河川法第11条)
	3m~5m (2階浸水)		堤防より1割以上なりたつ必要がある地域
	0.5m~3m (1階浸水)		道路が浸水する可能性の高い場所
	0.5m未満 (1階床下浸水)		洪水時の通行不可区画

このマップは早田川・則武川・新堀川(伊自良川)・正木川・鷺山川・天神川・城田寺川・高瀬川の洪水危険性地図に基づいて作成したものです。このマップで表示している浸水区域及び浸水深は、現在の早田川・則武川・新堀川(伊自良川)・正木川・鷺山川・天神川・城田寺川・高瀬川流域で概ね1000年に一度程度起こる洪水により、河川がはん濫した場合に想定される浸水状況です。

- 浸水想定区域内にある避難施設でも、浸水深を考慮し、利用可能な上位階層を避難施設として設定しています。
- 洪水時には、避難場所・避難所のうち、地区公民館、小学校等の地域の拠点となる避難所を優先して開設します。
- 想定を超える降雨、内水によるはん濫などは考慮していません。
- 洪水ハザードマップに表示していない地域においても浸水が発生する場合や、想定される浸水が実際の浸水深と異なる場合があります。



Inland water Hazard Map



浸水想定区域

- 1m以上の浸水想定区域
- 50cm～1m未満の浸水想定区域
- 50cm未満の浸水想定区域

指定緊急避難場所

- 指定緊急避難場所
- 利用できない避難場所
- 指定避難所
- 指定緊急避難場所兼指定避難所
- その他避難可能施設

その他

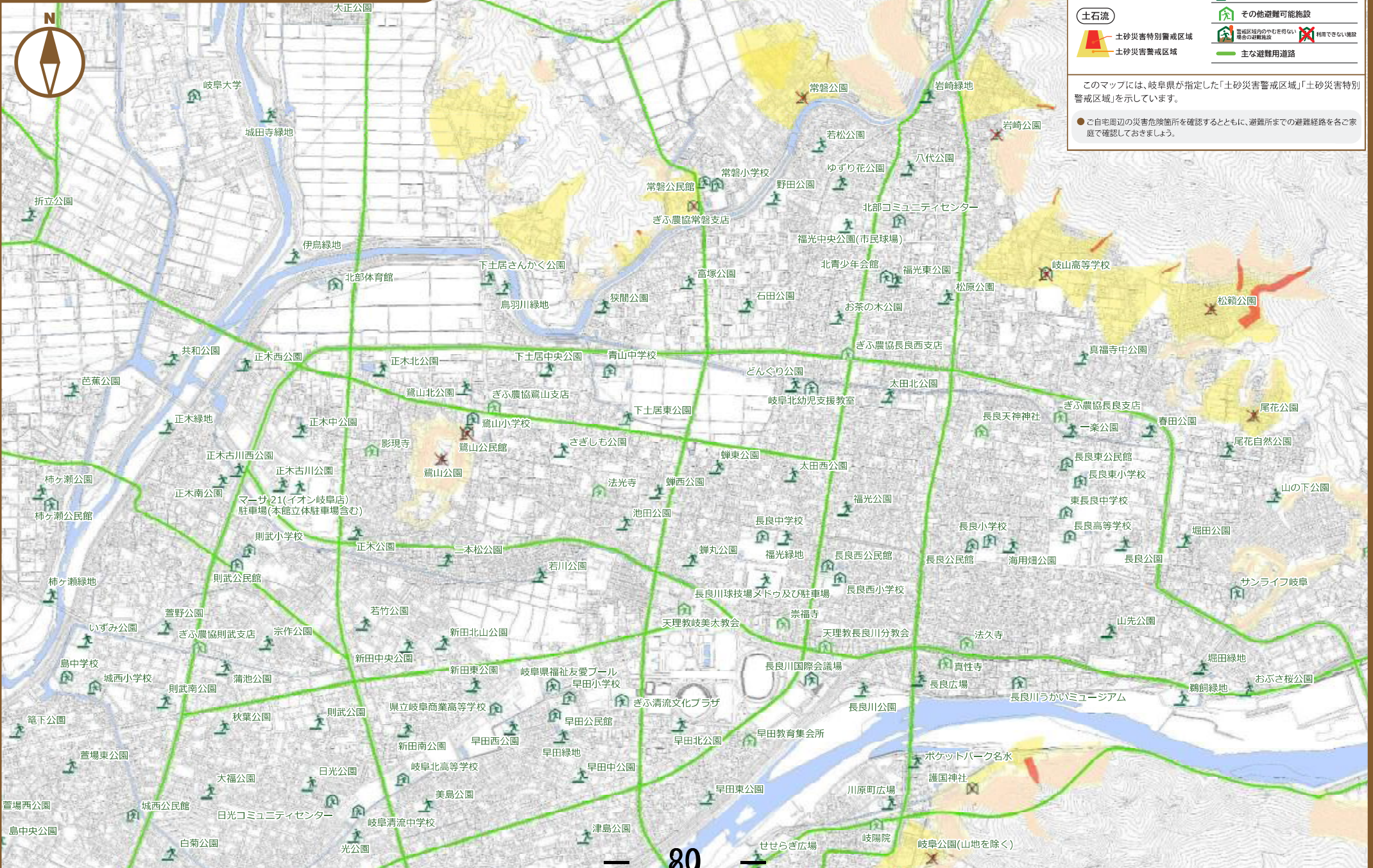
- 道路が浸水する可能性の高い場所
- 洪水時の通行不可区間

このマップに示す浸水範囲は、平成2年からの浸水記録をもとに作成しています。地面の凹凸を考えて浸水を想定する検討を行い、浸水深を求めるとともに浸水範囲の補正を行いました。検討では1時間74mmの豪雨を想定しています。これは、岐阜県地方気象台で平成2～24年度に観測した最大の1時間雨量です。

- 雨の降り方や、河川の増水の状況によっては、マップに示した浸水範囲や深さを超えることがありますので注意が必要です。
- 河川のはん濘(外水)と水路からの浸水(内水)の区別が難しい浸水範囲は、併せて示しています。
- 水路が整備され、浸水し難くなった浸水範囲についても、過去の記録から示しています。
- 地形の凹凸は、地図を10m四方のマスキングに切り、マス内の平均的な高さを求めて考えることとしました。なお、建物や小さな凹凸は考慮されていません。



Landslide disaster Hazard Map



崖崩れ		指定緊急避難場所
		指定避難所
		指定緊急避難場所兼指定避難所
土石流		その他避難可能施設
		指定区域の外へむきでけい 備品の確保施設
		利用できない施設
		主な避難用道路

このマップには、岐阜県が指定した「土石災害警戒区域」「土石災害特別警戒区域」を示しています。

●ご自宅周辺の災害危険箇所を確認するとともに、避難所までの避難経路を各ご家庭で確認しておきましょう。

Gifu University Safety Confirmation System (ANPIC) User Manual



Contact

General Affairs Division,
General Affairs Department,
Gifu University

anpi@t.gifu-u.ac.jp

Introduction

The 'Gifu University Safety Confirmation System' will be changed to ANPIC starting from April 1, 2024. **This system automatically sends emails to GU students and faculty members when an earthquake with a seismic intensity of 5 or higher occurs in Gifu or Aichi prefectures, requesting them to report their safety and disaster situation to the university.** ANPIC enables timely aggregation and confirmation of everyone's status during disasters, facilitating swift disaster responses by the university. Additionally, apart from the times of abovementioned scale of disaster, there may be cases where emails are manually sent to students and faculty members based on damage situations and other factors.

The method for reporting your safety status can be done not only through the email you will receive from the university but also via dedicated apps or LINE. Since the response methods are optional, please choose the method that you are most confident about. By referring to the 'User Manual' on the following page, please complete the pre-settings for ANPIC. In preparation for unpredictable large-scale disasters, we kindly ask that everyone ensures an environment where safety confirmation can be reliably performed. Thank you very much for your kind cooperation.

ANPIC Simple Operation Guide : Smartphone

Apr.2024

Gifu University ANPIC site

<https://anpic-gifu-u.jecc.jp/gifu-u>

Login ID : [Students] student ID number

[Staff] staff ID number

Password : Password registered at the initial setup site



How to Regist or change password or e-mail address

Login



Access to the ANPIC site.

Enter the login ID and password which have been set for you and press the “ログイン[login]” button to login.

※When you access the ANPIC site, use the URL given by the administrator or QR-code.

※ Be careful of typing mistakes.

How to display the menu



Since, by default, the menu is hidden on smartphones and tablets, you need to click on the menu button on the upper left in order to display the menu and access your desired page.

Registering or changing password or e-mail address

(*) is optional



Please access the account setting screen from “アカウント設定[Account settings]” in the menu and register or change your desired field with the “編集する[Edit]” button for 【ログインパスワード[Login password]】 and 【メール[Mail]】.

After registering your e-mail address, please check whether the address change confirmation e-mail has arrived. *If you do not receive the address change confirmation e-mail, please check your e-mail reception settings and, after changing the e-mail settings, try to send a “テストメール[test e-mail]” to confirm you are able to properly receive messages from 【no-reply@jecc.jp】. *Please be careful when entering your e-mail address.

(*) ★ If you register your e-mail address, the registered e-mail address can also be used as your login ID.

Edit basic information

To change the name, organization information, or login ID, please contact the administrator.

Setup Procedure

Smartphone user can use app and receive notification via LINE.

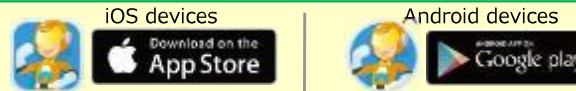
※Even if you receive notification on LINE, you still need to install ANPIC app.

Set according to the following procedure.

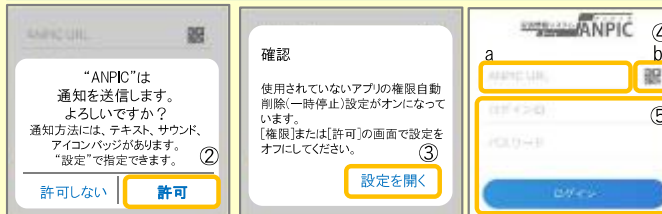
1. Install the app

Install from the black icon under 【スマートフォンアプリ 端末情報[Smartphone Apps Device Information]】 in “アカウント設定[Account settings]”, or search for “anpic” in the App Store/Play Store/Google Play and install.

※If the application is not displayed in the search results by the above steps, please Tap the following icon from the bottom of ANPIC’s HP (<https://www.anpic.jp>) “無料アプリのダウンロードはこちら! [Download the free app here!]” And transition to the download screen .



2. Launch the app and login



- Tap the icon of the installed app to launch the app.
- After launching the app, if a message asking to enable push notifications is displayed, Tap “OK” or “許可[permission]” to enable push notifications.
- When the confirmation screen in the center above appears, configure the settings on your smartphone device’s settings page. (Setting procedures and item names vary depending on the device. For details and procedures, please refer to “In both cases 2-1,2-2” in “If notifications are not delivered to LINE or ANPIC app and the other notes” on page 2 of this paper)

- Either:
 - Input your ANPIC site URL directly.
 - Tap the icon and read the QR code with your camera.
 - * If a message asking you to confirm permission to use the camera is displayed, tap [OK], etc. to accept.
 - * The QR code can also be displayed using “QRコード[QR code]” at the bottom of the login screen.

- Input your personal Login ID and password and Tap the “ ログイン [Login]” button to log in.
 - * If you have forgotten your password, please ask the manager to provide you with a new password

★If you log out, the next time you launch the app, you will have to input the URL, Login ID, and password again.

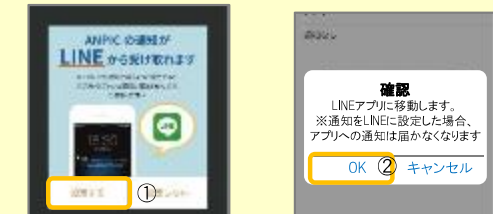
★If you change your device, please re-register your URL, Login ID and password

3. Configure notification options

To receive notifications via LINE

* If you receive notifications via LINE, you will not receive notifications from the app

★ The LINE app must already be installed.



- When the LINE notification settings screen appears, Tap “設定する [Configure]”
- When the confirmation message appears, Tap “OK”
- When the authentication screen appears, Tap “同意する[I Agree]” or “許可[permission]”.

[For iOS devices, the following steps may be required.]

- (4) “このアプリを開きますか? [Do you want to open this app?]” is displayed, tap the “確認[Confirm]” button.
- (5) “ANPICで開きますか? [Do you want to open with “ANPIC”?]” is displayed, tap “開く[Open]”.



6. When the Add Friends screen appears, Tap “追加[Add]”

7. Check the LINE chat screen for the above notification.

8. To finish setup, open the ANPIC app and confirm that “LINE” is checked in the “通知[Notifications]” screen within “設定 [Settings]”

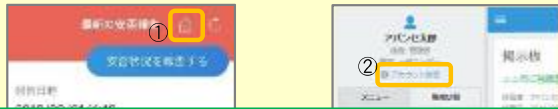
To receive notifications via the app

* If you receive notifications via the app, you will not receive notifications from LINE

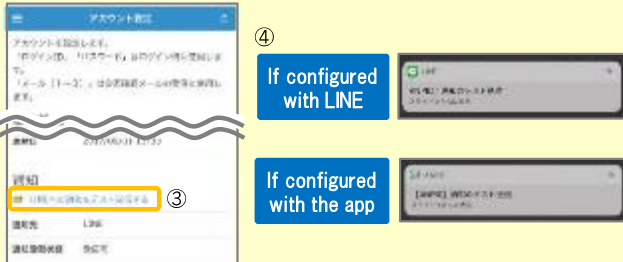


- When the LINE notification settings screen appears, Tap “設定しない [Don't Configure]”
- When a message about your configuration method appears, select “OK.”

4. Access the website and send a test message



1. Open the Safety Report screen and Tap the icon to go to the website.
2. From the menu, Tap “アカウント設定[Account Settings]” to open the “Account Settings” screen.



3. Underneath “スマートフォンアプリ端末末情報[Smartphone app device information]”, Tap “LINE通知をテスト送信する[Send a LINE notification test message]” or “プッシュ通知をテスト送信する[Send a push notification test message]”
4. If you receive the push notification in LINE or ANPIC, setup is complete. **If you do not receive the notification, please see “If notifications are not delivered to LINE or ANPIC app and the other notes” at the bottom of this sheet.**

How to use the ANPIC app

Open the menu



【iOS】
The menu is displayed at the bottom of the screen.

【Android】
Tap the menu icon in the top left of the screen to display the menu.

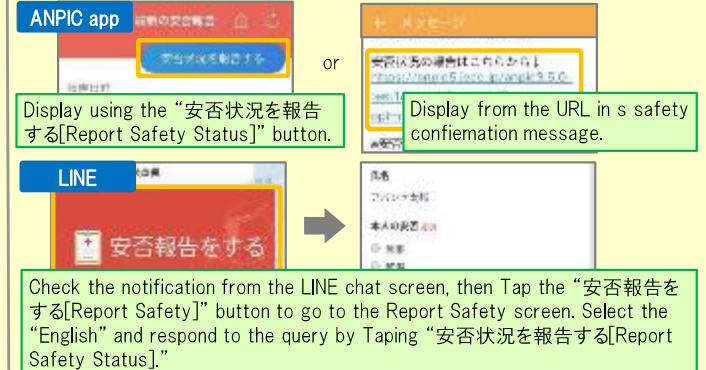
Changing where you receive notifications

From the menu, Tap “設定[Settings]” to open the Settings screen. Select “通知[Notifications]” to open the Notifications screen. Select from LINE/アプリ[app]/通知なし[don't notify me.]

- ★ If changing notification settings after initial setup (LINE/アプリ[app]/通知なし[disabled]), please change via the ANPIC options screen.
- ★ If receiving notifications via LINE, please be sure not to delete the ANPIC app.

How to answer from the ANPIC app or LINE

Report safety situation

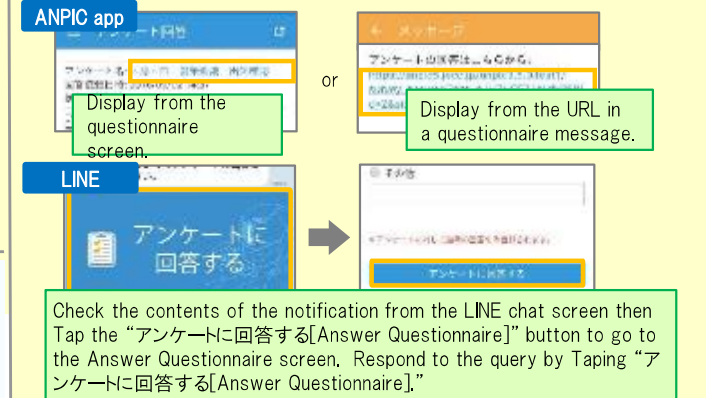


Display using the “安全状況を報告する[Report Safety Status]” button.

Display from the URL in s safety confirmation message.

Check the notification from the LINE chat screen, then Tap the “安全報告をする[Report Safety]” button to go to the Report Safety screen. Select the “English” and respond to the query by Taping “安全状況を報告する[Report Safety Status].”

Answer the questionnaire



Display from the questionnaire screen.

Display from the URL in a questionnaire message.

Check the contents of the notification from the LINE chat screen then Tap the “アンケートに回答する[Answer Questionnaire]” button to go to the Answer Questionnaire screen. Respond to the query by Taping “アンケートに回答する[Answer Questionnaire].”

If notifications are not delivered to LINE or ANPIC app and the other notes

If notifications are not delivered, please check the following points. (* The names of the screens may vary according to your smartphone.)

If receiving notifications via LINE

1. Unblock the ANPIC account.
2. Update LINE to the latest version.

If receiving notifications via the ANPIC app

1. Turn on push notifications in your smartphone device settings
Settings → Notifications → ANPIC
Settings → Apps → Manage apps → ANPIC
Settings → Sound and notifications → Manage notifications
2. Update app to the latest version.

In both cases [2-1]

If an app is not used for a certain period of time, the phone may automatically remove the app or limit the app's functionality. This will affect the ANPIC app and you will not receive notifications from ANPIC. Please refer to 2-2 on the right for how to deal with this issue.

★ **Manual videos, Q&A sites, etc. are also available.**

Please log in to ANPIC on the web with your own account, and click “関連サイトリンク集[Links to Related Sites]” in the menu.

Be careful in the future

- Do not delete app even if LINE is set.
- Do not log out of app regardless of settings.
- Only one device can be configured with an app per account. (Even if installed on multiple devices, notifications are sent only to the last device that installed or took action.)
- Log in to app again after changing your smartphone.
- Keep updated the latest version of LINE and app.

In both cases [1]

1. Check the “Account Settings” screen on the website. If your device information is not displayed, log out of the ANPIC app and log back in.
2. Check your OS version.
Recommended OS: iOS 14~16, Android OS 9~13
3. Verify that you do not have multiple communications devices connected to a single Wi-Fi connection.
4. Disable battery saver/low-power mode (Android only)
5. Disable Wi-Fi optimization(Android only)
6. Check the settings of any antivirus/task killer type apps. (Android only)

In both cases [2-2]

* The item name may differ depending on the device.

【iPhone】

[Settings] → [iTunes Store and App Store] → [Remove Unused Apps] is turned off.

* If [Remove unused Apps] is turned on, all Apps will be removed automatically. When [Remove Unused Apps] is turned on, all Apps will be removed automatically, but you can select any App and remove it by the following method. However, you can select and remove only the apps you want by using the following method.

With [Remove unused Apps] turned off [Settings] → [General] → [iPhone Storage] → [(App to be removed)] → [Remove App].

* **Do not turn on the ANPIC app.**

【Android】

Turn off the automatic deletion setting of permissions and the pause setting of apps by following the steps A or B.

A. [Settings] → [Apps and Notifications] → [ANPIC] → [App Info] → Turn off [Remove permissions when app is not in use].

B. [Settings] → [Apps] → [Manage Apps] → [ANPIC] → [Permissions] → Turn off [Delete permissions to increase free space]

(*) is optional

Gifu University ANPIC site

https://anpic-gifu-u.jecc.jp/gifu-u
 Login ID : [Students] student ID number
 [Staff] staff ID number
 Password : Password registered at the initial setup site



Login



Enter the login ID and password which have been set for you and press the “ログイン[login]” button to login.

How to display the menu



Since, by default, the menu is hidden on smartphones and tablets, you need to click on the menu button on the upper left in order to display the menu and access your desired page.

Registering or changing password or e-mail address



Please access the account setting screen from “アカウント設定[Account settings]” in the menu and register or change your desired field with the “編集する[Edit]” button for 【ログインパスワード[Login password]】 and 【メール[Mail]】.
 After registering your e-mail address, please check whether the address change confirmation e-mail has arrived.
 *If you do not receive the address change confirmation e-mail, please check your e-mail reception settings and, after changing the e-mail settings, try to send a “テストメール[test e-mail]” to confirm you are able to properly receive messages from [no-reply@jecc.jp].
 *Please be careful when entering your e-mail address.

(*) ★ If you register your e-mail address, the registered e-mail address can also be used as your login ID.

Edit basic information

To change the name, organization information, or login ID, please contact the administrator.

Report safety situation

When reporting from e-mail

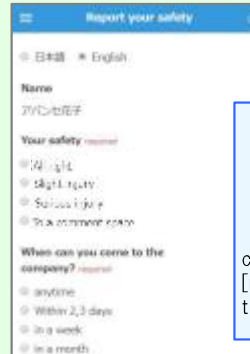
Subject : 安否状況をお知らせください
 (Please report your safety situation)
 ○×株式会社 アバンセ花子様
 地震が発生しました。(An earthquake has occurred.)
 以下のURLをクリックして、安否状況を報告してください。(Please visit the following URL and report your safety situation.)
 https://anpic*.jecc.jp/***** /
 ●上記URLにアクセスできない場合はこちらから↓(If you are unable to access the above URL, please report your safety situation here.)
 http://anpic*.jecc.jp/***** /

Access the safety report screen from the URL of the safety confirmation e-mail.
 *If you cannot access the above URL, please use the URL below.

When reporting from the website



Access the safety report screen from the “安否報告[Safety Report]” button on the menu.



On the safety report screen:
 - Question 1 (required)
 - Question 2 (Required)
 - Comment (optional)
 Select or input the above and click on the “安否状況を報告する[report safety situation]” button to complete the report.

Search for safety (*)



From the “安否検索[Safety Search]” button on the menu, access the Safety Search screen, enter at least two letters of the name or full name of the person whose safety information you want to search for, and then click on the “検索する[search]” button.

Answer the questionnaire

Please access the questionnaire answer screen from the URL in the email which has been sent to you and answer the questions.

To register or change your e-mail address and/or password, please do so from a computer or tablet by following the “web version” guide on the left.
 *You can also make safety reports from feature phones.

Report safety situation

Subject : 安否状況をお知らせください
 (Please report your safety situation)
 ○×株式会社 アバンセ花子様
 地震が発生しました。(An earthquake has occurred.)
 以下のURLをクリックして、安否状況を報告してください。(Please visit the following URL and report your safety situation.)
 https://anpic*.jecc.jp/***** /
 ●上記URLにアクセスできない場合はこちらから↓(If you are unable to access the above URL, please report your safety situation here.)
 http://anpic*.jecc.jp/***** /
 地震の詳細については以下の通りです。

Access the safety report screen from the URL of the safety confirmation e-mail.

*If you cannot access the above URL, please use the URL below.



On the safety report screen:
 - Question 1 (required)
 - Question 2 (required)
 - Comment (optional)
 Select or input the above and click on the “安否状況を報告する[report safety situation]” button to complete the report.

Answer the questionnaire

Please access the questionnaire answer screen from the URL in the email which has been sent to you and answer the questions.

Edit basic information

To change the name, organization information, or login ID, please contact the administrator.