

Campus Safety and Security Handbook

— How to protect yourself from potential troubles —

Important information

To ensure a rich student life

Center for Student Affairs provides advice to students on various subjects. It also handles complaints from persons on and off campus about student's behaviors. Many of the troubles could be avoided if students were given appropriate information in advance.

This Handbook offers such information to you based on actual case examples so that you can be aware of potential troubles. The increased use of Internet may make any individual responsible, in most cases unintentionally, for a trouble of extensive impact. You must realize you are not an exception; read the Handbook for your own protection.

Should you be involved in any trouble that you cannot resolve, come and ask for help at the Center for Student Affairs. We offer our services to make your campus life safe and satisfying.

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◇ Center for Student Affairs

Issued by: Center for Student Affairs, Sophia University
April 2011

1. Alcohol drinking

Every year there are cases of acute alcoholic poisoning caused by rapid excessive ingestion of alcohol (often caused by forced chug-a-lug, ikki nomi); quite often students are carried to hospitals by ambulance.

Acute alcoholic poisoning causes nausea, slurred speech, and may result in losing consciousness and even death. Individuals react differently to alcohol; you must know your limits depending on your physical condition and never give in to forced drinking.

Underage drinking or encouraging to drink

Underage drinking or encouraging underage drinking are both serious illegal acts, but so is overlooking such acts. Also, forcing a drink is an unacceptable act of harassment even if the person is not underage.

2. Drugs

Your first step of taking drugs may be purely out of curiosity. You may be solicited by strangers in downtown entertainment districts or even by friends. You think, once would do no harm. You should know, there may be no turning back.

Drug use involves major risks of addiction, acute intoxication, mental and physical residual disability, and brain and mental damage. Abuse of drugs has effects that could last your life long from which no treatment helps to recover completely. Do not throw away your life. You must resist temptation.

It is a serious crime to use illegal drugs such as dope even if it is just once. The University strictly forbids any use of banned drugs and shall impose severe punishment on students who act illegally.

3. Student Loans and Credits

Consumer credit services and student loan services are easily available, but you must be very careful because borrowing money could result in huge amount of interest.

Credit cards can be quite useful when you have no cash at hand, but you must not forget that you are borrowing money. Plan carefully for returning the money.

4. Internet

Recently, the use of Internet has become widely available for students in different scenarios. With the growing popularity, troubles on the Internet are increasing and the University has to handle them. Anyone is liable to be involved in such troubles. Caution is required in the following:

Do not become a victim:	
Use of pay sites	Before you access a pay site, read carefully the terms of service and the fees charged. When you receive an invoice, check if you really need to pay.
One-click fraud	You may be unintentionally registered on a homepage simply by one-click on its link or on an image and be charged for the access. Even if your IP address should be registered against your will, personal information such as your name cannot be identified; ignore any charges for access you believe you have not made.
Phishing fraud	Mails are sent from spoofed sites that appear to be from legitimate credit card companies or banks trying to deceive you to disclose your password. If you click on the link in the message, you might access a fraudulent phishing website. Check if it is a legitimate mail by calling the company or visiting their official Homepage.
Trouble related to release of personal information	Release of personal information may lead to unexpected troubles. Avoid unnecessary release of such information, including your own. Take every precaution when releasing information on the Internet such as a person's real name, age, affiliation, which allow identifying the person. Cases have been reported in which a person received anonymous intimidation or harassment.
Victim of Stalking	Avoid releasing information such as name of school, commuting stations, travel schedule and hotels, which may endanger yourself or any person to become a victim of stalking.

Do not become an assailant

Violation of Rights of Others	Do not engage in any actions that could disgrace another or disclose personal information of others. Always check that information you release does not violate any copyrights, portrait rights or infringe on privacy. In some cases lawsuits have been filed.
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5. Scams

There are increasing troubles related to scams targeted at young people. Some are new types of Internet scams with clever ways to trick you into believing they are legitimate. The following are some examples:

Confidence Tricks

Strangers approach you on the street or in large bookstores to trick you into buying various expensive memberships.
(e.g. cinema, esthetic salon, travel, and cosmetics.)

Fraudulent sales using emotional manipulation/fortune telling

A deceptive sales technique to approach you on the street “to read your palm” and tell you “that your ancestors are roaming as restless spirits” and trick you to buy expensive items (e.g. vase, seals)

Telemarketing scam/ appointment sale

A deceptive sales technique that sends out postcards or makes telephone calls to invite you to “pick up a free bonus gift because you are the lucky winner” or “come as a specially selected guest” and trick you into signing a contract to buy expensive items (e.g. English Conversation or qualification test or other text books/materials, jewelry, memberships.)

Multilevel marketing scam

A sales technique that tricks you to become a member and make money in “good business” by “introducing a friend” and obtaining a referral fee that far exceeds your membership fee. Actually you pay more than you earn and you could even lose your friends. (e.g. Water purifier, bed clothing, detergents, health food products, cosmetics)

Self-enlightenment seminars

These are seminars that require high registration fee and expensive text materials for courses “that teach you how to succeed in life” or “to change you into a better person”. After completing the course, you are forced to do sales activities. (e.g. fees for seminar and text materials)

Measures to prevent troubles

- Ignore any approaches from strangers inviting you to meet them or asking you to answer questionnaire or any other solicitations.
- Be cautious to give information such as your name, address, telephone numbers, PC or mobile mail addresses.
- Be firm in declining any sales or services if you do not need them.
- Be always on your guard, do not give in to solicitations.
- Do not place your signature or seal, unless you intend to do so.
- Do not sign up a contract on the spot; take your time to talk it over with friends or family members.
- If you are signing up a contract, have the contract terms explained to you until you fully understand them.

Cooling –off system

This is a system that allows a contract to be cancelled or withdrawn if you were tricked into signing up the contract by clever solicitation of the sales person.

The system can be applied in cases of door-to-door sales (such as confidence tricks, appointment sales) or telemarketing, within 8 days of signing the contract, and in cases of multilevel sales scam, within 20 days. Send out the cancellation notice by content-certified mail or delivery-certified mail (keep the photocopy of the notice) (postmark effective).

Where to file complaints about scams and product troubles

*Tokyo Metropolitan Comprehensive Consumer Center

(Tokyo shohisha seikatsu sogo center)(located in Iidabashi)

Direct number for complaints: TEL:03-3235-1155

Direct number for handling billing fraud: TEL:03-3235-2400

*National consumer affairs center of Japan (kokumin seikatsu center)

Consultation for consumers: TEL.03-3446-0999

6. Solicitations by religious groups

Troubles related to several religious groups are now becoming social problems. Some groups brainwash their members to perform various activities, or demand large amount of donation that may totally ruin your student life.

Please immediately notify the Center for Student Affairs if you are solicited on campus, or if you witness anyone else being solicited.

Various forms of solicitation

Solicitation by fake sport or volunteer circles	Religious groups may fake being a sport or a volunteer circle, so if you hear a lot of religious talk in the circle, be on your guard. Legitimate religious groups will always announce their names.
Solicitation by fake peace groups and motivational seminars for self enlightenment	The groups fake serious meetings and study sessions in which they show their videos to brainwash you. Be on your guard if the meetings and sessions go on for exceptionally long hours.
On-street solicitation	These groups will ask you to “answer questionnaire” or offer to “read your palm” to trick you into buying expensive items or to joining as member.

■ Cult groups

- They do not announce that they are a religious group. They threaten and intimidate you into joining the group.
- They demand blind obedience to the leader and the organization. They speak extremely ill of any society other than theirs.
- They deny the believer's past and their personal relations in an attempt to keep them away from their family and friends.
- They have abnormally strict rules for daily life and do not respect the individuality of the believers.
- They control any information from the outside society or deny them.
- They have extremely strong disrespect to traditional religion.

■ What to do if you notice something is wrong:

- Firmly reject when solicited. Do not give in even if the solicitor may be an attractive person with friendly manners, and invites you with good intention to join, because the solicitor is confident it is a good religious group.
- Talk it over with friends or family members. If the solicitors ask you not to talk about the matter with your friends or family, then you can be certain it is a cult group. You must refuse to join them.
- If you are not certain that it is a cult group, ask the Center for Student Affairs for advice.
- Also consult the Center for Student Affairs if a friend of yours starts to act strangely and may be involved in a cult group.

7.Theft

We receive numerous reports of theft on campus, in classrooms, library, and gymnasium lockers. Precaution in daily life helps to prevent thefts of your belonging.

■ Do not become a victim:

1. Always take your valuables with you
2. Always keep an eye on your belongings.
3. Do not set an easily detectable code number or password.

■ Actual cases of victim students:

- A student's bag was stolen in the canteen, when the student took out the wallet and left the bag on the chair to reserve the seat.
- Wallets were stolen in classrooms and library, when students left their bags on the desks and left the seats for just 2 to 3 minutes.
- Bags were stolen in the reference room of the library, when the student was drowsing for a while.
- Bags were stolen when the student took out the valuables and left the bag on the chair to go to the restroom.
- All the belongings were stolen in the gymnasium locker when the student was practicing in the gym.
- Bags were stolen from the corridor outside the classroom in which the student was practicing circle activity.

■ What to do if your belongings are stolen:

Immediately submit a "Theft report" to the Center for Student Affairs. If your money or credit cards are stolen, you must also report it to the police. Sometimes the stolen items may be turned into the Information Service Office; also check at the office.

If you notice any suspicious person, please immediately notify the Guards, the Center for Student Affairs, or any nearby office.

8. Harassment

Harassment is often regarded as a complicated issue, but basically it is quite simple: “avoid any action that the other person finds unwelcome”

The University takes every reasonable effort to prevent sexual harassment to ensure a fair and safe environment for the students.

■ If you become a victim:

- Try to talk about it with someone before it grows into a serious problem.
- If possible, try to tell the harasser that you find the action “unwelcome”. If you cannot express your feelings, do not keep it to yourself but ask a person you can trust for advice.
- Do not blame yourself, if you cannot tell the harasser that you find the action “unwelcome”. In cases of harassment, it is often not easy to say “No” on the spot.
- If possible, keep a record of when, where and how the harassment occurred. An objective record helps to resolve the problem. If the harassment is repeated, a record should be kept.
- If you feel you are in physical danger, immediately notify the police.

■ Do not become a harasser

Individuals react differently to the behavior of another person. The person performing the behavior may regard it as a “light joke” or an “expression of friendliness” but the person receiving it may find it uncomfortable. The action may deprive the receiver of the rights to lead student life in a comfortable environment. This is harassment. Check your own behavior by the following criteria:

- (1) Can you say or do the things to your own family in the same manner?
- (2) What would you feel if similar things were said or done to your own family?
- (3) Would you say or do the things if your own family was there on the spot watching you?

■ Where to ask for advice:

Request for consultation by calling or viewing on our homepage.

Details are given on Sophia University official homepage.

* visit 「Official homepage」⇒「About Sophia」⇒「Aiming for a campus without harassment」

9. Stalking

Stalking is an act that seriously abuses the human rights of the victim and devastates the student life of the victim as well as that of the stalker him/herself. If you believe that you are being stalked, take measures immediately before the stalking becomes more intense and you become victim of a grave damage. On the other hand, you yourself could be unaware of acting like a stalker; check your own behavior by reading the following.

■ What to do if you are being stalked

- Talk to your family or friend, or consult the Center for Student Affairs. If you feel you are in physical danger, immediately notify the police.
- Keep any evidence such as mails and photos to provide as material when consulting the police or attorneys. Keeping a diary could also help.
- If you are living alone, take all possible precautions for your security.

■ Do not become a stalker

You may be unaware that your behavior may be regarded as stalking. Sending someone mails or making telephone calls very often and then waiting for that someone outside his/her classroom or at campus gates because he/she does not return your mails or calls could be seen as stalking.

As in cases of various harassments, stalking is also an issue of what the other person feels. If you realize that your behavior is in any sense causing the other person to feel uncomfortable or threatened, you must stop immediately.

There are increasing cases of stalkers suffering that wish to “give up their behavior but simply cannot”. If you have trouble controlling yourself in romantic relation or friendship, ask for help at the Center for Student Affairs or Counseling Center.

■ What is stalking

Unwanted behaviors listed below or similar actions are regarded as stalking.

- follow someone, wait for someone, visit someone without being invited.
- tell someone that they are under surveillance.
- force someone to meet you or date you
- send someone filthy matter
- silent phone calls, incessant phone calls/facsimile
- abuse of sense of sexual shame
- remarks and actions that disgrace someone/ physically violent behavior

10. Overseas Trip

When taking an overseas trip, keep in mind of the following to avoid accidents such as sickness, injury or robbery.

- Let your parents or guarantor know of your itinerary, where you will be staying, or how you can be contacted.
- Terrorist attacks can occur anywhere. Try to avoid extended stay at places where many people gather, or that can be target of attacks. Always think of ways of evacuation in case of danger.
- Check the danger levels and areas on the Travel Warning Site of the Ministry of Foreign Affairs. Avoid traveling to countries and areas that are dangerous or have political unrest.
- Be careful not to lose your passport or to be caught in troubles related to money. Study in advance the procedures to have your passport reissued or credit card terminated, or how to cope with hazards.
- When buying an overseas travel insurance, check the coverage and the services you can receive during the trip.
- Always be aware of manners and customs of the countries or areas.
- When joining a group tour, carefully check if the tour organizer is trustworthy.
- When traveling as an extra curricular activities group, notify in advance of your trip to the Center for Student Affairs.

Travel Warning Site of the Ministry of Foreign Affairs:

<http://www.anzen.mofa.go.jp>

11. On-campus accidents and injuries

When you are injured on the campus, Health Center can give you emergency treatment. They can also recommend suitable hospitals. In case of emergency, notify the nearest office such as the Guard or Center for Student Affairs.

In case of accidents in the university buildings, or during the extra curricular activities, notify the Center for Student Affairs.

If you see a sick or injured person who needs help:

Contact the Guards, Health Center or Center for Student Affairs that is closest to you. If calling an ambulance, notify the Main Gate Guard.

* Guard: 03-3238-3000 * Health Center: 03-3238-3394

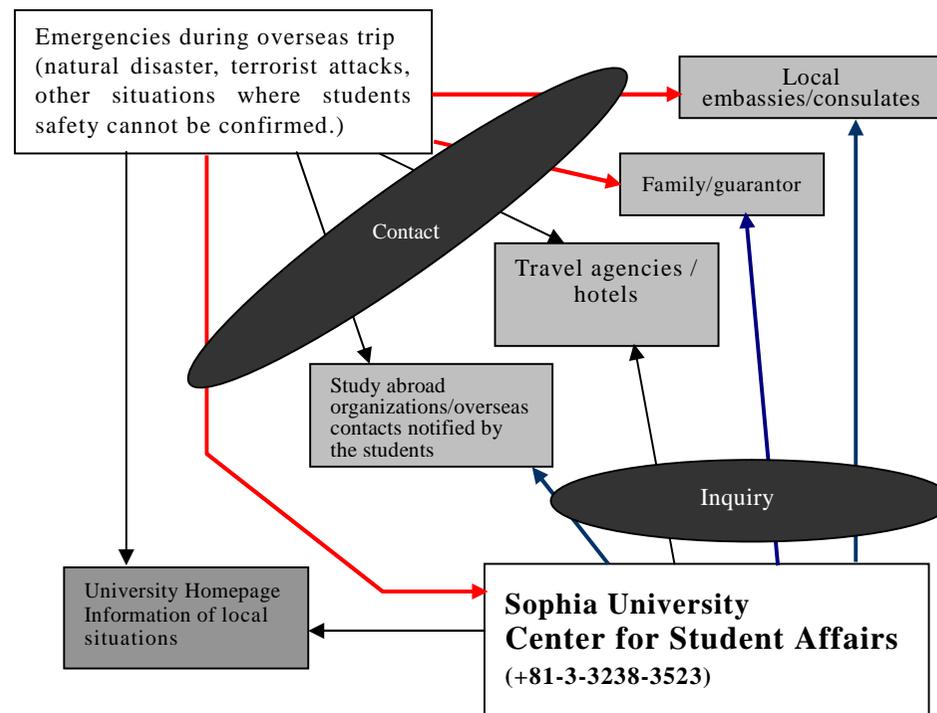
* Center for Student Affairs: 03-3238-3523

12. Safety confirmation in cases of overseas disaster/terrorist attacks

When staying overseas, you should be responsible for your preparation, action and for the study of the local situation. Nevertheless, you may be caught in unexpected natural disasters or terrorist attacks.

In case of such emergencies, the university will endeavor to grasp the situation of the students on following channels. The students should directly inform their whereabouts and condition to their family, guarantor, or public offices as quickly as possible, or take any other actions to inform indirectly. In such circumstances, some communication channels can break down. So it is helpful to keep more than one emergency contacts. University will release necessary information on its homepage.

It is most important to i) always let someone know where you are, ii) protect yourself from such danger, iii) let others know of your situation once you are involved in such emergencies.



13. In cases of disaster (earthquakes and fire)

■ If an earthquake occurs when you are on the campus

Disaster Countermeasure Office
1st floor Lobby, Bldg 2

* Protect yourself
* Turn off gas, or any other fires.

* Do not panic.
Grasp the situation
* Cooperate with people around you

* Follow the instructions/
check information of the university
(listen to emergency announcement and instruction of the staff)

*Get yourself under a desk or a table
• Beware of falling or collapsing items
• Open doors to evacuate
• Don't rush outside
*In case of fire:
• Put out fire using your nearest extinguisher if possible
• Push the fire alarm button

*Beware of afterquakes and secondary disasters
• Protect yourself in a secure place
*If you are injured, or see an injured person:
• Ask for help and cooperation
• Notify below

*Evacuate to the area instructed by the university
• Check the transportation situation and the disaster situation, and if possible return to your home.
*You may take part in disaster volunteers

* **Main Guard: 03-3238-3000**

* **Center for Student Affairs: 03-3238-3523**

■ If you find a fire:

Push the nearest fire alarm button, or contact below:

* Guard: 03-3238-3000 * Disaster Center: 03-3238-3119

■ When evacuating from fire, keep in mind the following:

1. When evacuating in smoke, keep yourself low.
2. Cover your mouth and nose with a wet handkerchief not to inhale smoke.
3. Never use elevators.
4. The fire shutters will open if you push or pull.

■ Fire prevention

Keep in mind the following not to cause fire.

1. Smoke only in the designated smoking area. (smoking while walking, or throwing of cigarette butts into dustbin is strictly prohibited)
2. Do not keep dangerous items, or use fire without permission.
3. Do not use poor-maintenance electrical equipments.
4. Do not plug in many electrical appliances into one outlet.
5. When going home, pull out all electrical plugs.

■ Communication in disaster situations

When disasters such as earthquakes occur, telephone calls to the affected areas may suffer line congestion due to flood of calls or restriction of lines by telephone company. In such cases, try the following methods for communication. It is recommended you talk with your families which one you will use in case of emergencies.

1. Public phones.
2. E-mail by mobile phone.
3. Disaster message board ("dengon ban") of mobile phone.
4. Disaster voice mail ("dengon dial"), dial 171, of NTT.

Center for Student Affairs

The Center for Student Affairs will help you with any kind of troubles or concerns. Do not hesitate to consult the Center for Student Affairs for help. Your privacy is strictly protected.

* Place and office hours:

Any counter of the Center for Student Affairs Office

Monday – Friday, 9:30 am- 11:30 am, 12:30 pm to 5 pm.

* Privacy of consultation is strictly protected

* You can contact through Sophia's official homepage

* Official homepage → 「Student Life」 → 「Student Support」 → 「Student Consultation Services」