

Key Points When Reporting

☆Stay calm. Speak slowly and clearly.

- ①University Name :
Saitama University
- ②University Address :
255 Shimo-Okubo, Sakura-ku,
Saitama City
- ③Phone Number:048-858-3928
(General Affairs Division,
General Affairs Department)
- ④Your Information:
Name: _____
Student ID Number: _____
- ⑤Incident Details:
When did it happen?
Where did it happen?
What happened?
Current situation (any
injuries or damage?)
Description of the suspicious
person:
Facial features, Height,
Build, Approximate age,
Gender, Clothing,
Direction of escape

Related Emergency Contacts

区分	
Week days	General Affairs Division 0 4 8 - 8 5 8 - 3 9 2 8
	Campus Security Office 0 4 8 - 8 5 8 - 3 0 0 6
Nights/Week ends /	Campus Security Office 0 4 8 - 8 5 8 - 3 0 0 6
	Urawa-Nishi Police Station 0 4 8 - 8 5 4 - 0 1 1 0 (Police: 1 1 0)
Holidays	Sakura Fire Station 0 4 8 - 8 3 6 - 0 1 1 9 (Fire/Ambulance: 1 1 9)
	Sakura Fire Station, Okubo Branch 0 4 8 - 8 5 7 - 0 1 1 9 (Fire/Ambulance: 1 1 9)

Suspicious Person Response Manual (For Students)



Saitama University

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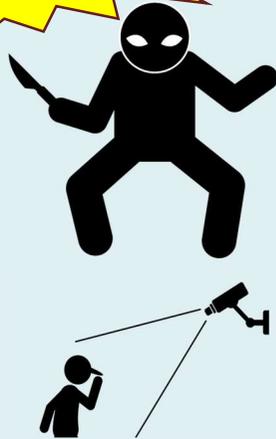


If you see a suspicious person,

immediately notify a nearby faculty or staff member!!

Students must **NOT** approach the suspicious person or contact the police directly. Ensure your own safety, evacuate promptly, and report the situation to the nearest administrative office or campus security office.

Witness



1. Secure your personal safety and **leave the area immediately.**

Evacuate



2. **Go to the nearest administrative office** or **inform a nearby faculty/staff member.**

Report



STAFF

3. Calmly explain the situation and provide as much detail as possible.

After Hours / Weekends Contact

Campus Security Office Tel: **048-858-3006**

Police: 110

