

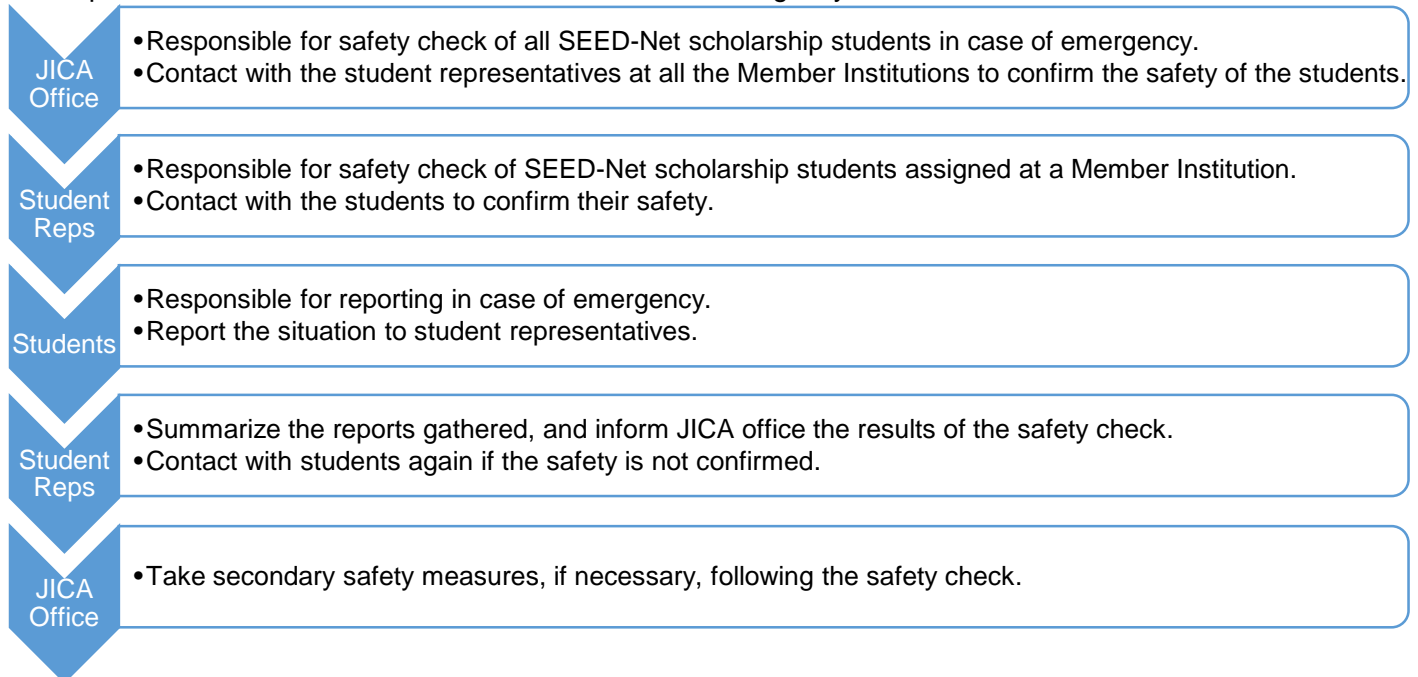


## **Emergency Measures for SEED-Net Scholarship Students studying in ASEAN region (PHL, MLS, IND)**

Reporting in case of emergency is a requirement of SEED-Net scholarship students for ensuring the safety. This document specifies the responsible parties, their obligations and the reporting methods.

### **1. Responsible parties**

JICA office in each country, student representatives in each member institution and all the students are responsible for the duties listed below in the event of emergency.



### **2. Obligations of the responsible parties in case of emergency**

JICA office in each country will

- (1) notify and liaise with the student representatives to conduct the first stage safety check of all SEED-Net students in the country.
- (2) take the second stage safety check, if necessary, following the first stage safety check.
- (3) update the students' lists regularly through AUN-SEED-Net Secretariat.

Student representatives are required to

- (1) hold the latest students' list which shall be provided by AUN-SEED-Net Secretariat.
- (2) understand the student group that each representative should communicate with.
- (3) upon receiving a notification and instruction from JICA office, contact with the students assigned to conduct the first stage safety check.
- (4) report JICA office the result of the first stage safety check as soon as possible.
- (5) ensure that all serious injuries are reported for post-incident assistance.

All the AUN-SEED-Net students should

- (1) know a student group that she/he is in, and report to the student representative immediately after receiving a notice from the representative.
- (2) If necessary, contact with an insurance company to cover the costs during the emergency.

### **3. Reporting methods**

JICA office will contact with the student representatives by telephone, SMS, SNS applications (such as WhatsApp) and so on. It may vary according to the system each JICA office is currently using. The student representatives are able to use any means to confirm the safety of the students, provided that the necessary information can be obtained in time.

### **4. Other remarks**

JICA office may hold a regular emergency drill to make sure that the system functions appropriately.