

Earthquake Survival Manual

For university staff

Japan has many earthquakes.

This Earthquake Survival Manual outlines the steps we should take to prepare for an earthquake and what we should do in the event of a major earthquake. Be sure to read through the manual and always carry it with you.

[Let's carry this manual in your wallet or commuter pass holder.]

2020

Earthquake! Stay calm and act sensibly!!

What to do?

- Instructors who are in class at the time of the earthquake should stay calm and follow the instructions in the "Initial response manual for earthquakes."
- When it becomes necessary to leave or evacuate, the teaching staff and university personnel shall provide instructions to the students over the **emergency broadcast system**.
- Do not act alone, but work in groups if possible.

When evacuating...

- Do not use the elevators, use the stairs.
- Stay away from dangerous areas.
- If there is a fire, wrap a wet towel or handkerchief around your mouth to avoid inhaling smoke.

Campus safety activities

- Report the safety of students and personnel to the immediate manager and relevant faculty.
- When the aftershocks have ended and it is deemed safe to start activities
 - 1) Follow the instructions given by the emergency broadcasting system and act calmly.
 - 2) Members of the emergency task force and campus fire-fighting team shall perform their respective duties.
 - 3) The campus fire-fighting team should wait in a safe place until they receive instructions from headquarters and cooperate with safety activities on campus, if required.
 - 4) Personnel other than those above should wait in a safe place and cooperate with safety activities on campus if their assistance is needed.

* Information on how to confirm the safety of students and personnel, post-earthquake measures the University will take and resumption of classes, will be posted on Toyo's website.
[University web site address] <http://www.toyo.ac.jp/>

What to do when an earthquake strikes

STEP1

- ◆ Do not panic and rush outside.
- ◆ Get under a table to protect yourself.
- ◆ Move away from windows, bookshelves, etc.
- ◆ Protect yourself from broken glass fragments and other scattered debris.
- ◆ Open a door or window to secure an exit.

When you are using gas or a fire breaks out

- ◆ Turn off the gas as soon as the shaking starts.
- ◆ Extinguish any fires as soon as they break out.

STEP2

- ◆ Follow the instructions of emergency broadcasts, etc.
- * These instructions are also posted in each classroom.

Precautions

- Make yourself familiar with escape routes and evacuation sites.
- Learn how to use a fire extinguisher.
- Do not place luggage in corridors, passages or other escape routes.
- Take measures to prevent furniture from falling over or moving.
- Determine in advance how to communicate with family members in case of a disaster.
- Confirm your route home and how long it will take.
- Be sure to participate in fire drills.

Someone has fainted!

What to do?

*Continue following the respiratory tract, compressing the chest and AED procedures until you can find signs of life or the person can breathe normally, or leave these procedures to the rescue team.

First, check if they are conscious.

- Can they respond when called?
- Can they talk?
- Can they move their limbs?
- Do they react to pain?

If unconscious

- Do not shake the person or force them to sit.
- In a loud voice, ask people nearby to call 119 and to bring an AED.
- Perform airway management to free the airways and enable the person to breathe freely.

Check surroundings...

Move to a safe area.

If massive bleeding, immediately stop the bleeding

If breathing has stopped...

Immediately perform airway management

If anything is blocking the mouth, remove it immediately and wipe away blood or saliva.

Airway management

Chest compression

AED

* Methods for performing airway management, compressing the chest and how to use an AED are described on the next page.

In the event of fire, illness or injury, call the ambulance/fire service
☎ Call 119

Japanese words used in an emergency

危ない (Abunai)	Watch out. It's dangerous.
逃げて (Nigete)	Get away from here.
避難してください (Hinanshitekudasai)	Please evacuate from here.
震源 (Shingen)	Seismic source — the place where a land-based earthquake occurred
余震 (Yoshin)	After-shocks — earthquakes that continue after a big earthquake
警報 (Keiho)	Warning — a warning when a large-scale disaster is likely to occur
注意報 (Chuhoh)	Advisory — a notice to alert people to a possible disaster

Personal details for emergencies

Name

Teaching staff number

Address

Nationality : native language

Contact details in Japan

Emergency contact details in home country

Tel. no. of embassy in Japan

Chronic diseases Regularly taken medications

Allergies

* Fill in using an indelible ink pen.

Initial response manual for earthquakes

Earthquake Early Warning

A large earthquake strikes (assume an earthquake 5+ lower or greater)

Carefully check the manual and remain calm to secure the safety of your students.

Instructor

[During class]
Tell the students to follow STEP 1 in "What to do when an earthquake strikes."
[Outside class]
Follow STEP 1 in "What to do when an earthquake strikes."

* Wait until the shaking stops.

Staff

[Members of the campus fire-fighting team]
As soon as the shaking stops, the team leader should set up a task force to check the situation and take the necessary steps.
[Personnel who are not members of the campus fire-fighting team]
Such personnel should follow the instructions listed in the section "What to do when an earthquake strikes." If you find students around the reception area, instruct them to protect themselves.

Use the emergency broadcasting system to issue instructions to the campus fire-fighting team. Members of the campus fire-fighting team will discuss the tasks.

Instructions

Report

The fire-fighting team starts activities in their respective areas (activities in buildings, for example)



Determine that "evacuation is not necessary."

Instruct staff and students to remain in safe areas through the emergency broadcasting system.

Determine that "evacuation is necessary."

Provide information on where the evacuation sites are through the emergency broadcasting system.

Follow the instructions given by the emergency broadcasting system.

Members of the campus fire-fighting team: Start providing evacuation guidance

* In an earthquake with a seismic intensity of 5+ lower ① Most people feel fear and will want to grab onto something to brace themselves ② Furniture that has not been secured will move and unstable objects will fall over. ③ Roads will also suffer damage.

Fire!

What to do?

First of all ...

- Alert people around you to the presence of a fire.
- If you cannot use your voice, bang something that will make a noise.
- Hit the fire alarm or alarm bell, if available.

Smoke is more dangerous than fire!!

When evacuating through smoke...

- Keep as low a posture as possible.
- Cover your mouth with a wet towel or handkerchief to avoid inhaling smoke.

When evacuating...

- Do not worry about your clothing or belongings, but evacuate as soon as you can.
- Cover your body with a wet sheet or blanket to protect yourself.
- Help children, and old and sick people if you can.

How to use a fire extinguisher

- 1 Remove the safety pin in front of fire.
- 2 Hold the front end of the hose and point it at the fire.
- 3 Strongly squeeze the upper lever and lower lever of the fire extinguisher hard to discharge the extinguisher.



Disaster checklist

Advance preparations and items you should carry on you at all times

- | | |
|---|--|
| <input type="checkbox"/> Passport | <input type="checkbox"/> PET bottles of water or tea |
| <input type="checkbox"/> Money (including small change) | <input type="checkbox"/> Chocolate, candy |
| <input type="checkbox"/> Health insurance certificate | <input type="checkbox"/> Rainwear (raincoat) |
| <input type="checkbox"/> Identification (drivers license, etc.) | <input type="checkbox"/> USB cable for mobile phone |
| <input type="checkbox"/> Towels, handkerchief | <input type="checkbox"/> Polyethylene plastic bags for rubbish |
| <input type="checkbox"/> Adhesive plaster | <input type="checkbox"/> Indelible ink pen |
| <input type="checkbox"/> Address book (addresses of family and friends) | <input type="checkbox"/> Regularly taken medications and prescriptions |
| <input type="checkbox"/> Tissue paper and wet tissue | <input type="checkbox"/> Contact lens accessories |
| <input type="checkbox"/> Aluminum thermal foil sheet | <input type="checkbox"/> Sanitary napkins |
| | <input type="checkbox"/> Face masks |

Other necessary emergency accessories

- | | |
|--|---|
| <input type="checkbox"/> Backpack | <input type="checkbox"/> Spare batteries |
| <input type="checkbox"/> Sneakers | <input type="checkbox"/> Hand crank emergency radio |
| <input type="checkbox"/> Slippers | <input type="checkbox"/> Candles |
| <input type="checkbox"/> Jackets, underwear, socks | <input type="checkbox"/> Lighters |
| <input type="checkbox"/> Toilet articles | <input type="checkbox"/> Disposable hand warmers |
| <input type="checkbox"/> Cotton gloves | <input type="checkbox"/> Food and water for emergencies |
| <input type="checkbox"/> Toilet paper | <input type="checkbox"/> Can opener and Scissors |
| <input type="checkbox"/> String, rope | <input type="checkbox"/> Table-top gas cooker |
| <input type="checkbox"/> Flashlight | |

Hakusan Campus

♥ : Location of AED equipment
The location of evacuation sites will be announced over the broadcast system.

Contact address in emergencies
(reception in Building 2)
☎ 03-3945-7220



Kawagoe Campus

♥ : Location of AED equipment
♿ : Evacuation site

Contact address in emergencies
(South gate guard facility)
☎ 049-239-1301



Asaka Campus

♥ : Location of AED equipment
♿ : Evacuation site

Contact address in emergencies
(Lecture Building reception)
☎ 048-468-6601



Itakura Campus

♥ : Location of AED equipment
♿ : Evacuation site

Contact address in emergencies
(reception in Building 1)
☎ 0276-82-9100



Akabanedai Campus

♥ : Location of AED equipment
♿ : Evacuation site

Contact address in emergencies
(reception)
☎ 03-5924-2617



Disaster information collection

"Safety tips" notifies a user with Earthquake Early Warnings, Tsunami Warnings, Volcanic Warnings, Weather Warnings, Heat illness Warnings and Civil Protection Information issued in Japan. It is a free application developed under the supervision of Japan Tourism Agency. The Application provides various functions useful for foreign tourists in Japan. The application is available in 12 languages: English, simplified and traditional Chinese, Korean, Spanish, Portuguese, Tagalog, Indonesian, Vietnamese, Nepali, Thai, and Japanese.

URL



Android <https://play.google.com/store/apps/details?id=jp.co.rcsc.safetyTips.android>
iPhone <https://itunes.apple.com/jp/app/safety-tips/id858357174?mt=8>

How to contact your family and friends

Prior registration is required! (Test beforehand)

Disaster message board services provided by mobile carriers

Disaster message board services make it possible for mobile phone users to confirm the safety of family and relatives (who have recorded a message) in the event of a major disaster.

The service includes features for notifying by mail family and friends whose mail addresses have been registered beforehand. This information can also be accessed via the Internet.

The QR codes for each carrier



NTT DoCoMo <http://dengon.docomo.ne.jp/top.cgi>
au <http://dengon.ezweb.ne.jp/>
SoftBank/Y!mobile <http://dengon.softbank.ne.jp/>

Information posted by the University

The University will post information as follows. Since information will be updated continuously, make sure you have the latest information.

① TOYO UNIVERSITY web site
<http://www.toyo.ac.jp/>



② TOYO UNIVERSITY's Twitter account name @Toyo_Uni
https://twitter.com/Toyo_Uni



* Information will be posted on Twitter only in the event of emergencies that affect the entire university.

It may not be possible to reach campus emergency contact numbers during a disaster. First, use the above sites to obtain information from the university.

Emergency support stations for those attempting to return home during a disaster

During a major disaster, most means of public transport may be suspended making it difficult for people to return to their homes or forcing them to walk home. "Emergency support stations" will be set up to help such people. Convenience stores and gas stations along major roads will provide water, toilet facilities, information on roads still usable and temporary resting places.

* Shops that have been damaged in the earthquake or that are located in areas that are deemed unsafe may not be able to provide such support.



General Sports Center

♥ : Location of AED equipment
♿ : Evacuation site

Contact address in emergencies
(reception)
☎ 03-6454-3340



When J-Alert warnings are issued...

The Japanese government will use the nationwide instant warning system (J-Alert) to distribute emergency information in case of an event that must be dealt with immediately, such as an earthquake, tsunami, and the launch of a ballistic missile.

If an alert is about the launch of a ballistic missile...

If you are outdoors Evacuate to a nearby sturdy building or underground area.
If there are no buildings nearby Hide behind anything that might offer protection or lie face-down on the ground to protect your head.
If you are indoors Move as far away from windows as possible or go to a room with no windows.