

Earthquake Survival Manual

For university staff

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.

[It is small enough to carry in a wallet or commuter pass holder.]

Earthquake! Stay calm and act sensibly!!

What to do?

- Instructor 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 the 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 each headquarter 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.

* It will be posted on our web site that how to obtain information on the safety of students and personnel, the post-earthquake measures the University will take and resumption of classes.
[University web site address] <http://www.toyo.ac.jp/>

What to do when an earthquake strikes

STEP 1

- ◆ 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 use a fire or a fire breaks out

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

STEP 2

- ◆ 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 doing 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 force a lying person to sit or shake them.
- 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.

If breathing has stopped...

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



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

How to perform airway management

- 1 Lift the chin to tilt the head back.
- 2 Place the index finger and middle finger of one hand on the chin and the other hand on the forehead to raise the chin and gently push the head back.

How to do chest compression

- 1 Place one hand at the center of the chest and then place the other hand on top. Push your hands vertically downwards putting your body weight behind.
- 2 Push the sternum 4 or 5 cm downwards 100 to 120 times per minute.

How to use AED * If possible, receive training in how to use an AED

- 1 Turn on the AED.
- 2 Place the electrode pads on the chest of the person.
* If the person's chest is wet, wipe it dry.
- 3 Do not touch the patient while the machine checks the person's heart rhythm.
- 4 Making sure no one is touching the patient, press the shock button.
- 5 Operate the AED according to the instructions given by AED.

Personal details for emergencies

Name _____

Affiliation _____
Teaching staff number _____

Address _____

Phone number (Home) _____

Phone number (Relationship:) _____

Phone number (Relationship:) _____

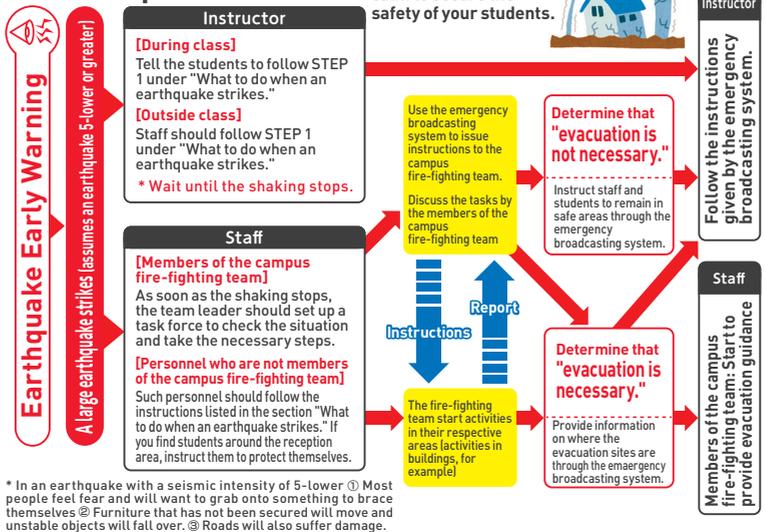
Illnesses _____
Regularly taken medications _____

Allergies _____

Family meeting place _____
Discuss in advance where to meet up

* Fill in using an indelible ink pen.

Initial response manual for earthquakes



* 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.
- Sound a fire alarm or alarm bell, if available.

Smoke is often a greater danger than the 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.
- Covering your body with a wet sheet or blanket is one way to protect yourself.
- When evacuating, help children, and old and sick people if you can.

How to use a fire extinguisher

- 1 Remove the safety pin.
- 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 your person at all times

- | | |
|---|--|
| <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, band aid, bandages | <input type="checkbox"/> Hand crank emergency radio |
| <input type="checkbox"/> Address book (addresses of family and friends) | <input type="checkbox"/> Polyethylene plastic bags for rubbish |
| <input type="checkbox"/> Tissue paper and wet tissue | <input type="checkbox"/> Indelible ink pen |
| <input type="checkbox"/> Toilet paper | <input type="checkbox"/> Regularly taken medications and prescriptions |
| <input type="checkbox"/> Aluminum thermal foil sheet | <input type="checkbox"/> Contact lens accessories |
| <input type="checkbox"/> PET bottles of water or tea | <input type="checkbox"/> Sanitary napkins |

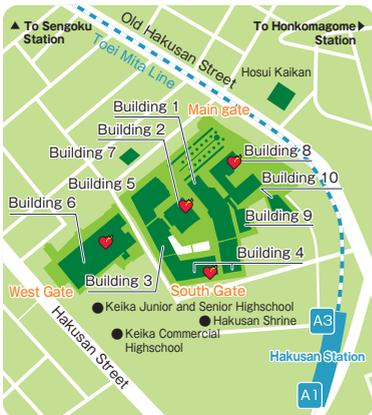
Other necessary emergency accessories

- | | |
|--|---|
| <input type="checkbox"/> Backpack | <input type="checkbox"/> Flashlight |
| <input type="checkbox"/> Trainers (sneakers) | <input type="checkbox"/> Spare batteries |
| <input type="checkbox"/> Slippers | <input type="checkbox"/> Candles |
| <input type="checkbox"/> Jackets, underwear, socks | <input type="checkbox"/> Lighters |
| <input type="checkbox"/> Face mask | <input type="checkbox"/> Disposable warmers |
| <input type="checkbox"/> Toilet articles | <input type="checkbox"/> Food and water for emergencies |
| <input type="checkbox"/> Cotton gloves | <input type="checkbox"/> Can opener and Scissors |
| <input type="checkbox"/> String, rope | <input type="checkbox"/> Table-top gas cooker |

Hakusan Campus

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

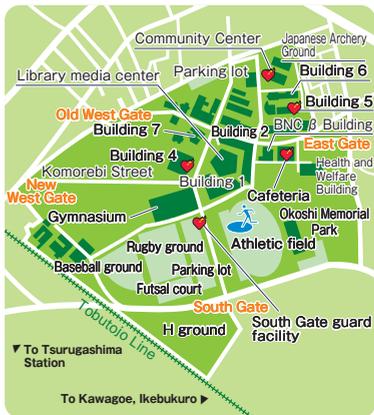
Contact address in emergencies
(reception in Building 2)
☎ 03-3945-7220



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



How to contact your family

NTT's Disaster Emergency Message Dial Service

This service is provided during earthquakes and other serious disasters when calls to confirm the health and safety of family members and relatives increase dramatically and it is difficult to establish a connection.

Record message Play message

- ☎ Dial 171. Listen to the instructions.
- 1 2
- Area code + home phone number Area code + phone number of disaster-stricken area

Area code Phone number Register in advance.

* This service is used the same way whether you are in a disaster-stricken area or elsewhere.

- Usable devices: Regular NTT phones, public telephones, mobile phones
- Number of messages you can save: 1 - 10 messages per phone number
- Recording time: 30 sec per message
- Time messages are saved: 2 days (auto deleted after 48 hrs.)

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

au

SoftBank/Y!mobile

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.



Sogo Comprehensive Sport 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...

When 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 like face-down on the ground to protect your head.

When you are indoors

Move as far away from windows as possible or go to a room with no windows.