

# Earthquake Survival Manual

For students

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!!



### 1 When an earthquake strikes...

- **Protect yourself.**
  - Move away from dangerous areas such as windows or near shelves, etc. Get under a table to protect yourself.
  - Do not panic and rush outside.
  - Immediately extinguish any fires.

### 2 When the shaking stops...

- Open a door or window to secure an exit.
- Since aftershocks are likely to occur, wait awhile before your next move.
- If there is no risk of objects falling on you, stay where you are. If you find you are in an unsafe area, move somewhere safer.
- If there is a fire, extinguish it calmly. **Extinguish fires as soon as possible.**
  - If it's difficult to extinguish a fire, quickly move away.

### 5 Do not move aimlessly.

To prevent secondary disasters and traffic congestion, wait where you are until you have a good grasp of the situation. Use the following information to decide whether it is safe to return home. Follow any announcements or instructions that are given.

- Do not try to get home if you can't assess the situation.
- Check the state of public transportation, power outages and disasters in neighboring areas.

### 3 When evacuating...

- Do not rush, push other people, or chat in a frantic attempt to reach the exit. Act calmly leave in an orderly fashion and do not go back in. Leave any large belongings that will slow you down.
- Do not use the elevators, use the stairs.
- Stay away from dangerous zones.
- If there is a fire, wrap a wet towel or handkerchief around your mouth to avoid inhaling smoke.
- If there are any instructions to wait, follow them.
- Before evacuating, turn off electric breakers and shut off the gas main in order to prevent fire.

### 4 When you have reached safety...

- Use "Disaster Emergency Message Dial" or "Disaster Message Board Service" to confirm the safety of family and relatives.
- If you can, participate in fire extinguishing or rescue attempts.

- The distance you will be able to walk home after a disaster
 

Less than 10 km	Safe distance to walk home
10 km or more, but less than 20 km	Depends on the situation

Walking speed after a disaster is said to be about 2.5 km/hour, so 10 km will take roughly 4 hours. Maybe you can walk home less than 10km. As for between 10 to 20km, assess the situation to determine whether you can walk home or not.
- It is dangerous to move about after sunset. Check what time the sun will set.

## 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

- 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 \_\_\_\_\_

Student ID number \_\_\_\_\_

Address \_\_\_\_\_

Phone number (Home) \_\_\_\_\_

Phone number (Relationship: ) \_\_\_\_\_

Phone number (Relationship: ) \_\_\_\_\_

Illnesses \_\_\_\_\_ Regularly taken medications \_\_\_\_\_

Allergies \_\_\_\_\_

Family meeting place \_\_\_\_\_  
Decide in advance where to meet up.

\* Fill in using an indelible ink pen.

## 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.

\* 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.

## 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

(After you approach the fire within the reach of 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 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"/> Student ID (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                              |

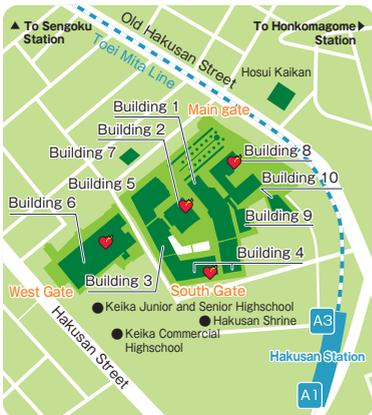
### Other necessary emergency accessories

- |  |   |
|--|---|
| <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.

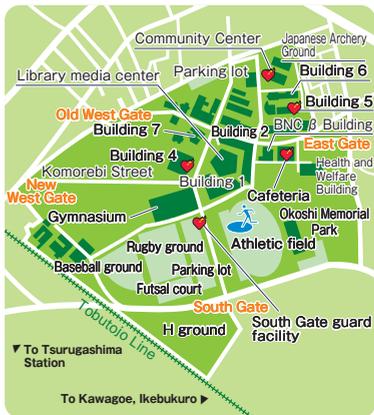
Contact address in emergencies  
(reception in Building 2)  
☎ 03-3945-7220



# 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](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...

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