Earthquake Survival Manual

For university staff

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." If they are not sure about the procedures, contact the teaching staff or university personnel for guidance.
- All university personnel, including professors, staff, and students, must remain calm and follow the instructions given by the emergency broadcasting system.
- Do not panic and move outside.
- Get under a table to protect yourself.
- Move away from windows, bookshelves, etc.
- Protect your eyes from broken glass and/or other shattered debris.
- Open a door or window to ensure air circulation.
- **When evacuating...**
- Stay away from dangerous areas.
- If a fire has started, 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 campus emergency management and relevant faculty.
- When the aftershocks have ended and it is deemed safe to do so, start evacuation.
- Follow the instructions given by the emergency broadcasting system and act calmly.
- Members of the emergency task force and campus fire-fighting teams will perform their respective duties.
- The campus fire-fighting team will work in a safe place until all instructions from the emergency broadcasting system are carried out.
- Campus employees should cooperate with safety activities on campus, if required.
- Personnel other than those above should work in a safe place and cooperate with safety activities on campus if their positions need it.

**Step 2**
- Follow the instructions of emergency broadcasting, etc.
- Ensure all individuals understand the instructions.
- *These instructions are also posted in each classroom.*

**For university students and university personnel**

**Precautions**
- Make yourself familiar with escape routes and evacuation sites.
- Know how to use fire extinguishers.
- Get ready with first-aid kits and other supplies.
- Check campus evacuation plans, including escape routes and assembly points.
- Build a communication network with family members in case of an emergency.

**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 your eyes from broken glass and/or other shattered debris.
- Open a door or window to ensure air circulation.
- **When you are using gas or fire breaks out**
- Turn off the gas as soon as the shaking starts.
- Extinguish any fires as soon as they break out.

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**What to do if there is a fire**

**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 move.
- If a loud noise, ask someone nearby to call 119 and bring an AED.

**If breathing has stopped**
- Immediate first-aid/First aid
- If anything is blocking the mouth, remove it immediately and wipe blood or saliva.

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