

Preparation for emergency

5 Do you know the appropriate actions after an earthquake strikes?

Things to be careful of evacuation

- 1 Do not use an elevator.
- 2 Teaching staff actively and preferentially assist disabled people, students, and visitors who are unfamiliar with the facilities.
- 3 Leave doors open when evacuating because the door would not be opened by deformation. But in case of a fire, close doors and windows to prevent the fire spreading.
- 4 Protect your head from falling objects, such as glass and signboards.
- 5 Stay away from things which have a risk of collapse and fall, such as an inclined building, walls, furniture and fixtures.
- 6 In case of a fire, make yourself as low as possible, covered your mouth and nose with a wet handkerchief or a towel so as not to breathe the fume.
- 7 Once you get outside, never go back to the building again.

Gathering information

- 1 Gather accurate information from reliable sources, such as teaching staff, TV, radio, fire department, and government. Before turning on TV and PC to obtain information, make sure any risk of electrical leakage and reset a breaker.
- 2 Be aware of uncertain information, like false rumors.
- 3 Each dean of department timely reports the damage to the disaster countermeasures office as well as orders students later actions in view of the damage of the said faculties according to the policy by the office.
- 4 Confirm students and teaching staff's safety in case of a large earthquake.

To teaching staff

<How to order an evacuation>

- 1 Use a broadcast facility. If it is not available, teaching staff go around each room and order an evacuation in a loud voice.
- 2 Refrain from calling except an emergency call to avoid telephone congestion (A condition that a phone call cannot be connected due to congestion).

Example: "A fire breaks out from the kitchen of the OO faculty on the third floor"
"Please evacuate immediately to OO in order to avoid fire origin please."

“Please do not use an elevator, take stairs please.”

“A person in charge (or chief of division) confirm evacuation situation of students and teaching staff immediately after evacuation.”

<Confirm and report evacuation situation>

1 Inform specifically the number of evacuated people, injured people, and people who need for aid.

“ OO attendees of OO lecture in OO faculty evacuated safely.”

“ O people are injured, and O staffs of OO division are helping them. Rest of the people, O people evacuated safely.”

“O people failed to escape and wait for help on the rooftop. Rest of the staff, O people evacuated in safety.”

2 Report to the office in charge of department based on the emergency contact communication network.

Help each other and cooperate with your family and your neighbors.
Gather accurate information.