The cover features a large blue circle in the center, surrounded by several concentric light blue circles. A thin horizontal line crosses the blue circle. On the right side of the blue circle, there is a yellow seismic waveform. The text is centered within the blue circle.

Earthquake Response Manual

for students



GAKUSHUIN UNIVERSITY

➤ How to Respond to an Earthquake

1 Earthquake evacuation – Flow

1. When you hear a beep from the earthquake early warning system*, prepare for a quake and take the following actions, if possible.

- Open doors
- Turn off the stove



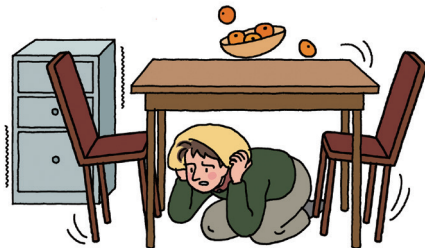
*Note: The earthquake early warning system detects first mild shakes and issues prompt alerts through a number of channels, including TV, radio and mobile telephone networks, to have people prepared to protect themselves before strong tremors arrive. For details about the system, please visit this site:



<https://www.jma.go.jp/jma/en/Activities/eew1.html>

2. When an earthquake strikes, protect yourself.

- Stay away from windows and shelves.
- Stay away from chemical substances.
- Take cover under a solid desk/table.
- Protect your head with a bag, clothing or other items.
- If you are outdoors, keep away from buildings.



How to protect yourself – Details

REMAIN CALM AND ACT CAUTIOUSLY

In a classroom

- ✓ Cover your head with your jacket or bag to protect yourself from falling objects.
- ✓ Crawl under a desk.

In a hallway

- ✓ Evacuate to the nearest classroom and crawl under a desk.
- ✓ If there is no classroom nearby, stay away from windows and other falling objects, and crouch down covering your head with your belongings.

On the field

- ✓ Move to an area where there is little risk of falling objects and crouch down until the shaking subsides.

Inside an elevator

- ✓ Push all of the buttons and get off when the elevator stops. Elevators with earthquake sensors are designed to stop automatically at the nearest floor.
- ✓ If the elevator stops between floors, press the emergency button to call for help.
- ✓ If you get trapped inside, do not panic and attempt to escape. Remain calm and wait for help.

Inside your apartment

- ✓ If you are in a wooden building and see a risk of collapsing, protect your head with a helmet or clothing and leave immediately.
- ✓ If there is no risk of collapsing, evacuate into a walled room with several pillars and crawl under a desk/table.
- ✓ Do not walk around barefoot. You may step on broken glass and/or ceramics.
- ✓ If possible, open the entrance door to secure an escape route.

On a train or bus

- ✓ Firmly grasp a strap or handrail for a quick stop. If you are sitting on a seat, protect your head with your belongings. If you are standing, crouch down, if possible, to protect yourself. If you can't do so, plant your feet firmly.
- ✓ Do not leave the vehicle until a crew member tells you to do so even if it has stopped. It is dangerous to get off a train without permission because high-voltage currents flow near railroad tracks.
- ✓ If you are on a platform in a station, protect yourself from falling objects and move closer to a pillar to keep yourself from falling. If you can't move, lower your stance.

In an underground arcade

- ✓ Protect yourself from falling objects near a large pillar or wall and wait for the shaking to subside.
- ✓ If the power goes out, people may rush to emergency exits in panic and you may get injured. Try to remain calm and wait for instructions.

On the street

- ✓ Cover your head with your belongings and evacuate to the nearest open space or relatively new, quake-resistant building.
- ✓ Stay away from vending machines and walls. They may fall over.
- ✓ Try to stay calm in a crowd.



3. When the shaking subsides, **stay calm and check the situation around you.**

- Make sure that you don't see a fire and that all possible sources of fire have been extinguished.
- Make sure that nobody is injured or trapped.
- Assess how much the building has been damaged.

4. Before evacuating...

- Shut off the main gas valve.
- Turn off the circuit breakers.

5. Evacuation

If you are on campus,

- Evacuate as instructed.

- Watch out for falling objects and broken glass pieces on the floor.
- Help others who need assistance.
- Support each other.

- ✓ Never use an elevator.
- ✓ Cover your mouth with a handkerchief or the like to avoid inhaling smoke or dust.
- ✓ Take the safest route.
- ✓ Don't push others.

- Ask for help when you face an unmanageable situation.

- When you find someone in need of rescue but cannot handle it by yourself, secure your own safety first, then call for help.
- If you need help to evacuate, call out for it.

- Take refuge at the pre-designated evacuation sites (north ground & baseball field) on campus.

- If either of the pre-designated evacuation sites is not usable for some reason, follow the instructions given by the emergency headquarters.
- Prepare for aftershocks.
- Report your safety to a university staff member.

If you are on the way to/from the University,

- In principle, return home.
- If you are very close to the campus, make it to the University.
- Report your safety to the University. (See below.)

If you are home,

- After things have calmed down, report your safety to the University. (See below.)
- If you are an exchange student, follow the instructions of the manager of your dormitory and/or its evacuation rules.

II Confirm your safety

In the aftermath of a large-scale earthquake, the University will try to confirm whether individual students are safe or not. This is necessary to see if there is anybody left behind in a building in order to conduct a swift rescue operation, as well as to make a right judgment based on available information on the status of students who may be on the way to/from the University or at home.

How to report your safety to the University

Whenever possible, contact the International Centre, using either of the following means to report your status.

(1) Telephone: 03-5992-1024

(2) Email: guic-off@gakushuin.ac.jp



III How to judge whether it is safe to go home from the campus

If you are on campus when an earthquake hits, follow the instructions from the emergency headquarters that will be established immediately after the shaking subsides.

The basic rule is **“DO NOT RUSH TO GO HOME.”**

Can you reach home?

Make a judgment whether you can reach home safely in consideration of the following factors.

- Have you received any instructions from the University about going home?
- **Distance:** Is your home located within walking distance from the University?
Remember that you might be able to walk only 2.5 km per hour in a disaster.
- **Shoes:** Can you walk a long distance through rubble with your shoes?
- **Clothing:** Will your clothing protect you from the sun or cold?
- **Physical strength:** Are you confident that you are physically strong enough to make it back home on foot?
- **Route home:** Do you know the route to take when you walk home? Do you have anybody who will come with you in the same direction?
- **Time:** Can you reach home before dark?
- **Food:** Do you have some food (chocolate or candies) and water with you to keep going?
- **Communication device:** Do you have any communication device, such as a mobile phone?
- **Weather:** Is the weather fine and not expected to be bad?

Points to remember in going back home

- Make sure to tell the University that you will go home.
- Use a disaster emergency message board or similar services to let your family know where you are and how you are doing.
- Avoid unnecessary use of your mobile phone to save the battery.
- On your way home, take a rest as appropriate to restore your physical strength and collect information.
- Make effective use of shelters for people stranded due to disruptions of traffic.
- If you feel it difficult to reach home, consider coming back to the University.

After you reach home, check the University's website as it will post important information, including the schedule for reopening the classes, there. It may provide the same information through G-Port as well.

Also, report to the University that you are safely back home.

Need help on you way home? Look for stickers!

Attention!



On your way home, you may see these stickers on the windows and/or walls of gas stations, convenience stores, and shops. Establishments marked with the stickers will provide support to those who walk home. For example, they will let you use the restrooms and provide information about road congestion or nearby shelters. Look for the stickers if you need any help to reach home.

IV Status notification to/from family and friends

There are several ways available to confirm your safety with your family and friends.

Discuss with them and decide in advance how to contact with each other and where to meet.

Internet-based message board services

Web 171 provided by NTT East and West, the major fixed-line telephone companies



https://www.ntt-east.co.jp/saigai/web171/web171manual_eng.pdf

Similar services provided by major mobile service providers

NTT DOCOMO



https://www.nttdocomo.co.jp/english/info/disaster/disaster_board/guidance_sp/?icid=CRP_en_INFO_disaster_disaster_board_txt01_to_CRP_en_INFO_disaster_disaster_board_guidance_sp



au



<https://www.au.com/mobile/anti-disaster/saigai-dengon/sp-usage/> (available in Japanese)



SoftBank



<https://www.softbank.jp/en/mobile/service/dengon/>

V How to provide first aid

FIRST, SECURE YOUR OWN SAFETY.

If you find someone lying down,

Check him/her for consciousness, breathing, a pulse and an injury.

- If the person is conscious, ask him/her about symptoms and give necessary first aid.
- If the person is unconscious, call for help.
- Give artificial respiration and/or cardiac massage, depending on the situation.

Bleeding from injury

Most bleeding stops when you apply pressure on the bleeding area for a few minutes.

- If you see only a small amount of bleeding, wash the wound with clean water, cover it with a clean cloth, and apply pressure.
- Keep the injured area above the heart level.

- ✓ If you see one or multiple pieces of glass stuck deeply in the injured person's body, don't pull them out. Immobilize the part and take him/her to a hospital.
- ✓ Make sure to avoid direct contact with blood by using a plastic bag or other materials.

Burns

- Cool the burn with clean water. If a sufficient amount of water is not available, dip a towel or the like in water and apply it to the burn.
- Be careful not to break a blister and apply a clean cloth to the burn.

✓ Do not force to remove the clothes but cool the burn over the clothes.

Broken bones

- Apply a splint (you can use a plate, umbrella, corrugated cardboard and other material available), immobilize the affected area, and take the person to a hospital.

✓ Keep the fingers and toes visible to see if blood circulation is disrupted.

✓ If a bone is sticking out, cover the affected part with a clean cloth.

To be prepared for a sudden disaster, injury and disease

- Participate in workshops on first-aid and cardiopulmonary resuscitation.
- Always carry a clean handkerchief or towel with you.

VI Sources of emergency information available in English

You can obtain disaster information in English from the following sites.

- Tokyo Fire Department



<https://www.tfd.metro.tokyo.lg.jp/eng/earthquakes.html>

- Japan Meteorological Agency



<https://www.jma.go.jp/jma/en/menu.html>

- Japan Tourism Agency app “Safety tips”



https://www.mlit.go.jp/kankocho/en/kouhou/page01_000336.html (to download the app)

- NHK World (Multilingual Emergency Updates)



<https://www.nhk.or.jp/nhkworld-blog/> (An app is also available)

VII Prepare an emergency kit

Create a compact kit of the basic necessities. It is important to keep it somewhere close to you in case you need to evacuate quickly.

Priority items in immediate need

Cash
Bank book
Health insurance card
Emergency food (canned food, cookies, crackers, chocolate bars, etc.)
Potable water
First-aid supplies (medicine, adhesive bandages, cotton gauze, antiseptic, etc.)
Masks
Clothing (including underwear)
Portable radio (with some extra batteries)
Flashlight and/or candles

Secondary items to survive in a longer term

Food (instant rice and noodles, canned food, etc.)
Additional potable water (3 liters per person per day)
Blanket and towels
Cell phone battery charger
Disposable heating pads
Toiletries
Portable gas stoves (with gas cartridges)



VIII In preparation for an earthquake

- Confirm the locations of the shelters near your home and the University and the evacuation routes.
- Check the hazard map.
- Decide contact methods with your family and friends.
- Confirm the route from the University to walk home and how long it would take. Please remember it would take you an hour to walk 2.5 kilometers in a disaster.

(All information contained here is as of December 2021)

