

# Major Disaster Response Manual (For Students)



岐阜大学  
GIFU UNIVERSITY



# **Major Disaster Response Manual**

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# Earthquake Preparedness



- Learn about **disaster prevention** beforehand



- Check where **evacuation routes and shelters** are beforehand



- Check **information networks** beforehand



- Prepare for situations where it will be **difficult to return home** beforehand



- Learn about **hazard map** beforehand



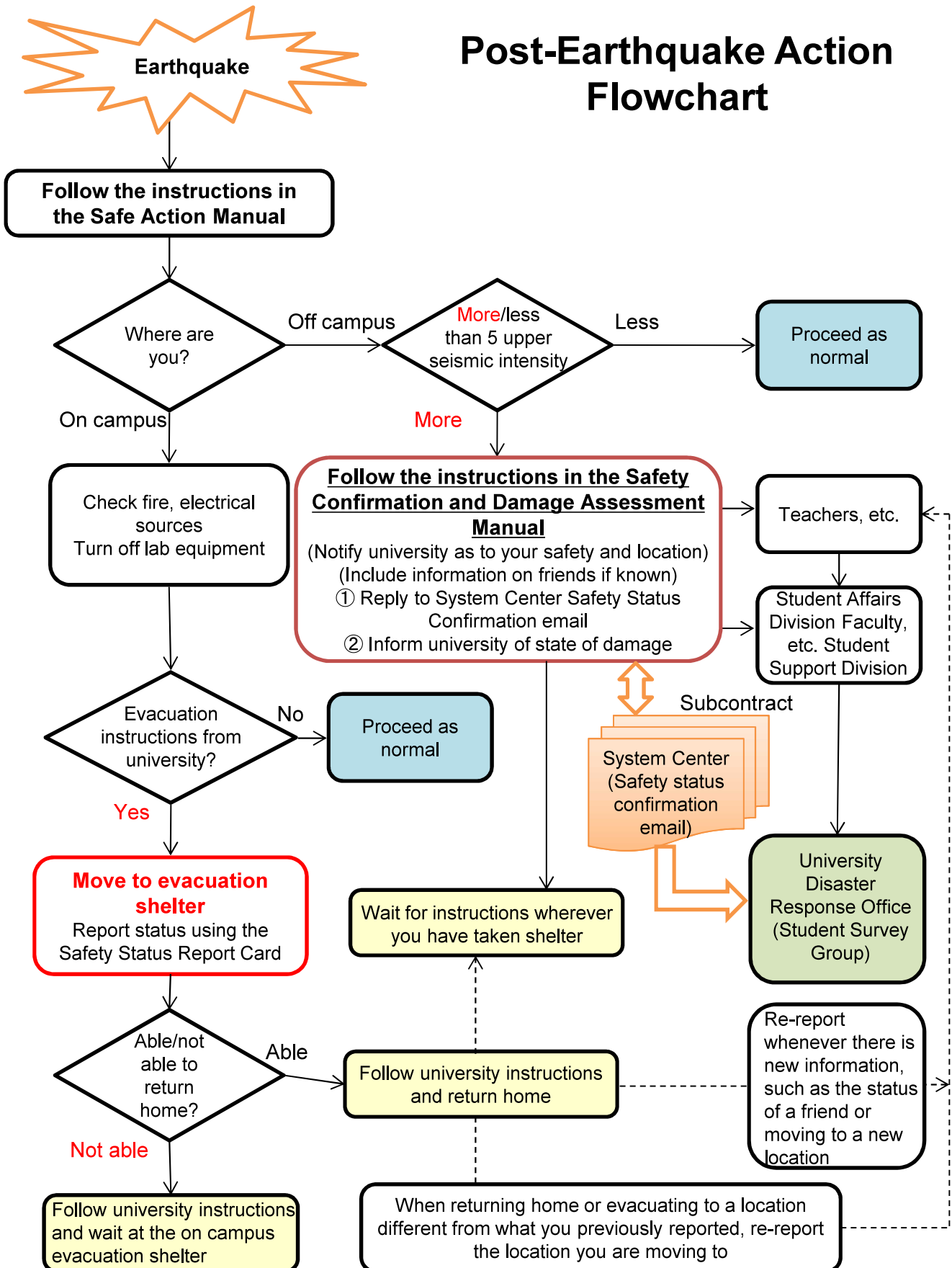
- Memorize **first aid** methods beforehand



- Always participate in **disaster drills** beforehand



# Post-Earthquake Action Flowchart





# **Safe Action Manual**



## **1. Individual Action**

### **Immediately Before an Earthquake**

When an Earthquake Early Warning is issued, inform those around you and prepare to protect yourself!

Eliminate all sources of fire. Retreat to a safe area, hide under a desk, etc.



### **At the Start of an Earthquake**

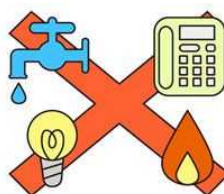
1. Always protect yourself!  
Move away from bookshelves and cabinets, hide under a table.
2. Quickly eliminate all sources of fire!  
Gas valve, electrical outlets, lab equipment.
3. Secure emergency exits!  
Persons near doors, etc. who are able to do so should open them.

\*For specific examples of how to respond, see the following page

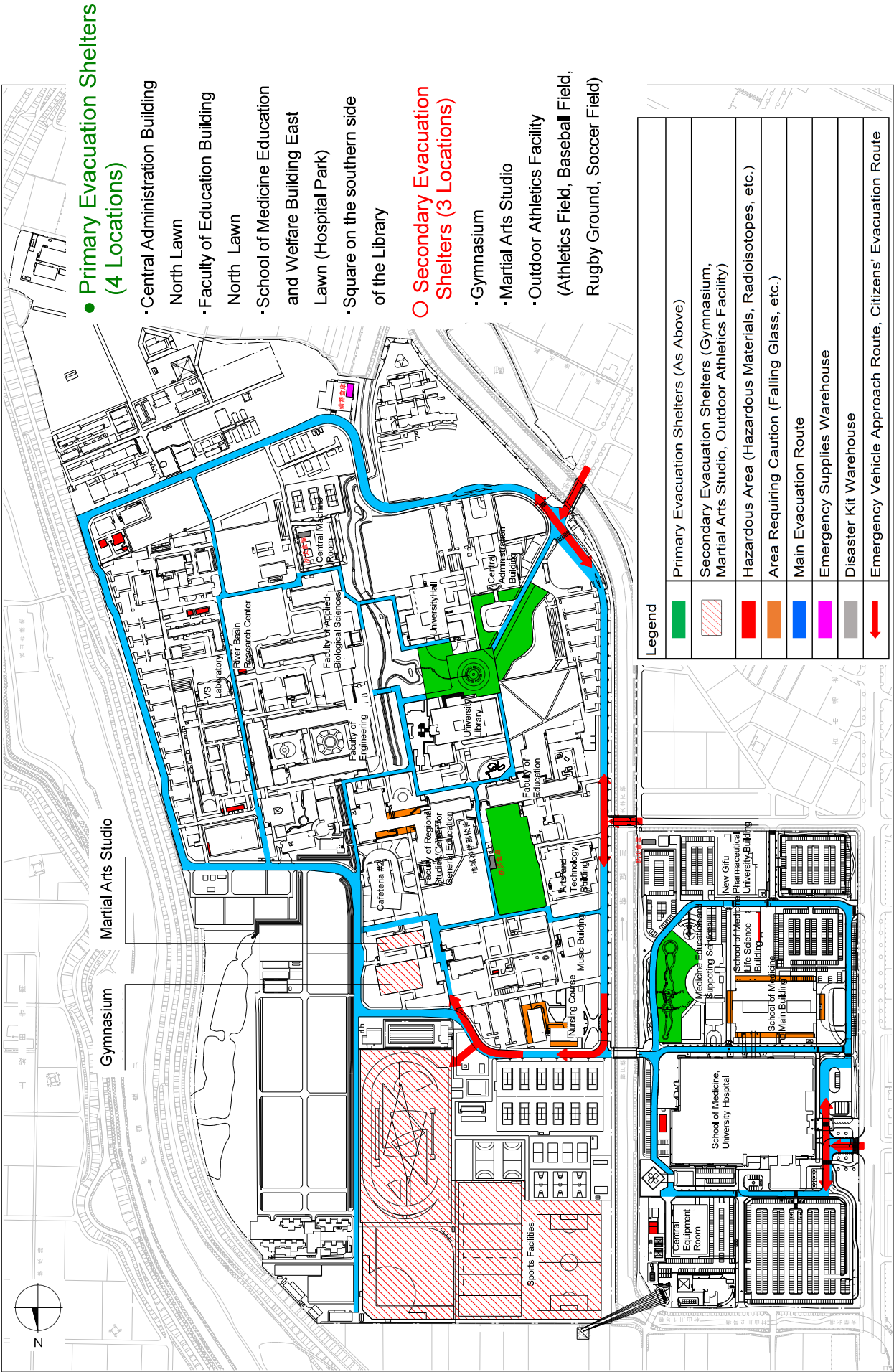


### **After an Earthquake**

1. Check for sources of fire!  
If you discover a fire, calmly take initial measures to put it out.
2. Confirm the safety of others in the room!  
Confirm no one is trapped under a fallen bookcase, etc. and provide aid if necessary (call for rescue or help).
3. Turn off lab equipment, etc.!
4. Help people in nearby rooms!  
Check for people trapped by fallen bookshelves, etc. in other rooms and provide aid if necessary (call for rescue or help).
5. Be careful of aftershocks!  
Until it is determined there is no risk of the building collapsing due to aftershocks, leave the building and proceed to the nearest primary evacuation shelter (see following page).
6. Afterwards, proceed to a secondary evacuation shelter (Gymnasium, Martial Arts Studio, Outdoor Athletics Facility – see following page) in accordance with instructions from the Disaster Response Office.



Gifu University Yanagido Campus Evacuation Shelters



## 2. Responses to Specific Situations



### On Campus

#### During Class

- (1) If you sense an earthquake, hide under a desk or lab bench and protect your head with a bag or coat.
- (2) When the earthquake stops, proceed to the nearest primary evacuation shelter.

#### When Listening to a Lecture in a Lecture Hall or Auditorium

- (1) If you sense an earthquake, first crouch between chairs and protect your head with a bag or coat.
- (2) When the earthquake stops, proceed to the nearest primary evacuation shelter.

#### During an Experiment

- (1) If you sense an earthquake, first move to a safe area.
- (2) When the earthquake stops, stop the experiment, deal with any fires, and proceed to the nearest primary evacuation shelter.

#### While Moving Around Campus

- (1) If you sense an earthquake, be aware of everything around, above, and below you, watching out for falling glass, etc., and move to the safest place you can find nearby.
- (2) When the earthquake stops, proceed to the nearest primary evacuation shelter.

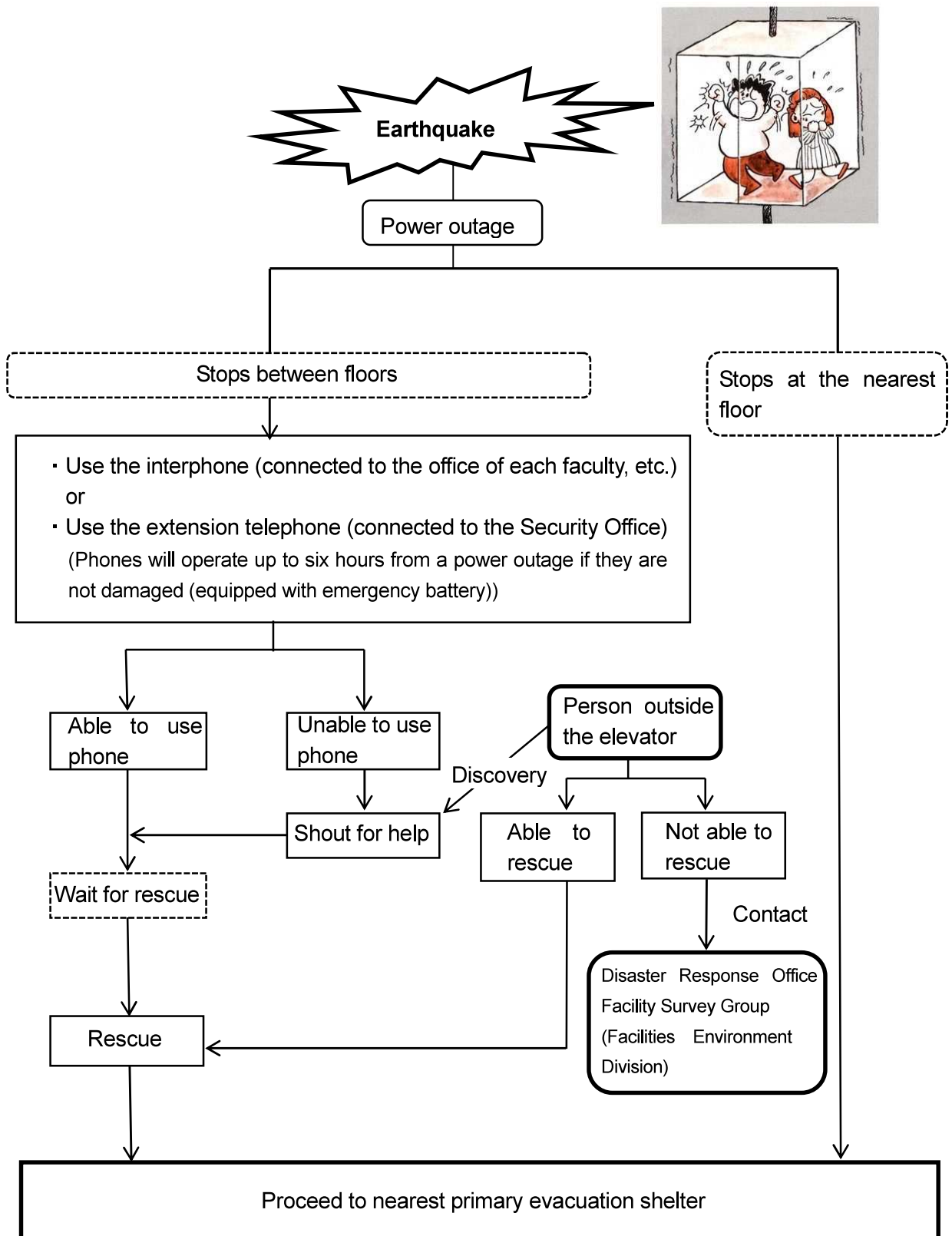
#### In an Elevator

- (1) If the elevator stops at the nearest floor, use the stairs to evacuate (to a safe area).
- (2) If you become trapped in the elevator, use the interphone (connected to the office of each faculty, etc.) or extension telephone (connected to the Security Office) and wait for help (extension telephones are equipped with emergency batteries; they will work up to six hours after a power outage as long as they have not been damaged). If you are unable to get help using an interphone or extension telephone, call for help in a loud voice.
- (3) If someone is trapped in an elevator, contact the Facility Survey Group.
- (4) After you exit the elevator, proceed to the nearest primary evacuation shelter.

#### In a Student Dormitory

- (1) Basically similar to when in a classroom, do not run outside; hide under a desk, etc. until the earthquake stops.
- (2) When the earthquake stops, proceed to the nearest primary evacuation shelter.

## In an Elevator (Flowchart)



# Off Campus

## 1. When Riding a Train, etc.

- Prepare for a sudden stop and quickly grasp a strap or handrail.
- Even after the vehicle has stopped, do not use the emergency cock to leave the train or jump out of train windows; wait for conductor instructions.
- Be aware that the tracks in subways, etc. are under high electrical current and are extremely dangerous.

## 2. When Underground

- Do not panic and rush towards an exit; stay close to walls or thick support pillars and follow official instructions.
- Even in the event of a power outage, emergency lights will come on soon, so act calmly.
- In the event of a fire, quickly extinguish it using a nearby fire extinguisher.
- Underground areas can quickly fill with smoke and poisonous gasses in the event of a fire and are dangerous. Cover your mouth and nose with a handkerchief, etc. and creep along the ground close to walls in the direction the smoke is flowing to escape.

## 3. When on a Road

- Do not stop where you are; cover your head with clothing or other objects and move to the nearest open space or park or enter a sturdy building and avoid areas that pose a danger of falling debris.
- Do not approach concrete block walls, vending machines, or similar objects, or the walls of buildings.
- Do not approach dangling power lines.
- The ground around cliffs and riverbanks is loose and can easily collapse; do not approach them.
- Beware fissures and cave-ins in the ground and falling telephone poles and walls, etc.

## 4. When at Home

- Basically similar to when in a classroom, do not run outside: hide under a desk, etc. until the earthquake stops.
- Watch out for fallen objects and rubble around your feet and commence appropriate evacuation procedures, etc.





# **Safety Status Confirmation and Damage Assessment Manual**

## **Student Safety Status Confirmation Manual**

### **1. Safety Status Confirmation**

When an earthquake with a seismic intensity ranking 5 upper or stronger on the Japanese scale of 0-7 occurs, all students will simultaneously receive a Safety Status Confirmation email from the System Center (Fujitsu Limited), and the Center collects students' replies.

\*Please see p12 for Safety Status Confirmation System.

#### **【How to Register Safety Status Confirmation System】**

Safety Status Confirmation System email will be sent to an individual email address registered at "Campus-G." If you have not registered your address yet, please log in "Campus-G" and register /correct your email information by clicking 1) "学生支援 (Student Support)" 2)"各種申請/現住所変更 (Application/Address Change)" and 3) "現住所申請 (Registration)."

### **2. Damage Assessment**

- (1) All students will simultaneously receive a "Damage Status Report" email from the System Center two hours after an earthquake strikes (Please see page 9 "University Contact Email").
- (2) In the event that students are unable to receive email, the university will use the following measures once affairs settled down (within four hours after an earthquake)
  - i . When an earthquake occurs while on campus  
The university will distribute Safety Status Report Cards at evacuation shelters to be recorded and collected on-site.
  - ii . When an earthquake occurs while off campus  
Please notify the office of the faculty or graduate school you belong to of your status and the status of any damage through e-mail, fax, telephone or NTT's Disaster Emergency Message Dial.

### **Safety Status Confirmation Card (for Students)**

Safety Status Report Card	
Date and time	Month:            Day:            Time:
Faculty or graduate school	Education, Regional Studies, Medicine, Engineering, Applied Biological Sciences, Other
Student number	
Full name	
Injuries	Uninjured            Injured (            )
Contact method (cell phone number, etc.)	
Will you return home or go to another area?	Home            Evacuation location (            ) Other (            )

**【University Contact Email】**Email address: **anpi@gifu-u.ac.jp** (example)

Information to Be Reported	
Date	
Faculty or graduate school	
Student number	
Full name	
Whether you or family members have any injuries or not	
State of damage at home	
Evacuation location	
Contact method (cell phone, etc.)	

**【University Contact Phone Numbers, etc. 】**

Report the same information as above when contacting the university through phone or fax.

&lt;List of Contact Numbers&gt;

Department	Fax	Telephone
Faculty of Education/Graduate School of Education	058-293-2207	058-293-2206
Faculty of Regional Studies/Graduate School of Regional Studies	058-293-3008	058-293-3326
School of Medicine/Graduate School of Medicine (other than Nursing)	058-230-6074	058-230-6075
School of Medicine/Graduate School of Medicine (Nursing)	058-293-3219	058-293-3217
Faculty of Engineering/Graduate School of Engineering	058-293-2379	058-293-2377
Faculty of Applied Biological Sciences	058-293-2841	058-293-2838
Graduate School of Natural Science and Technology	058-293-2379	058-293-2377
Joint Graduate School of Veterinary Sciences	058-293-2992	058-293-2987
United Graduate School of Agricultural Science	058-293-2992	058-293-2984
United Graduate School of Veterinary Sciences	058-293-2992	058-293-2987
United Graduate School of Drug Discovery and Medical Information Sciences	058-293-3273	058-293-7602
Inbound and Outbound Student Affairs Office, International Engagement Division, Student Affairs Department	058-293-2143	058-293-2137



School Affairs Division, Student Affairs Department	058-293-3382	058-293-2133
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### 3. Family Safety Status Confirmation

To contact and confirm the safety of family and friends, use NTT's Disaster Emergency Message Dial, or use your cell phone or computer to search disaster message boards. Decide in advance how you will contact friends and family in the event of an earthquake.

#### **【NTT's Disaster Emergency Message Dial (171) 】**

Record message: 171+1+home phone number, etc. (include area code)
Play message: 171+2+home phone number, etc. (include area code)

※Messages may be 30 seconds long and will be saved for 48 hours.

※Learn about NTT's Disaster Emergency Message Dial before an earthquake occurs.

Please also use "web171 (disaster emergency message service)" if connections are disrupted by a disaster.

#### How to Register

1. Access "Disaster Message Board" from your mobile phone / PHS.
2. (In time of a disaster, "Disaster Message Board" will appear on carriers' website ("HOME"). Please tap "trial" at "Menu List" if you want to try the Board
3. Select "Registration" from "Disaster Message Board." (registration is possible through mobile phones / PHS within disaster-hit areas.)
4. Select "Safe," etc. to describe your status. Making comments (less than 100 words) is also possible (multiple selection for your status and posting comments only are also fine.)
5. Tap "Registration" and registration is completed.

#### How to Confirm Messages Posted at Disaster Message Board

1. Access "Disaster Message Board" (accessing to the Board from PC is also possible)
  - NTT Docomo <http://dengon.docomo.ne.jp/top.cgi>
  - KDDI (au) <http://dengon.ezweb.ne.jp/>
  - Softbank <http://dengon.softbank.ne.jp/>
  - Y-Mobile <http://dengon.ymobile.jp/info/>
2. Select "Confirmation" from "Disaster Message Board" (confirmation is possible anywhere across Japan)
3. Enter mobile phone / PHS numbers of your families, friends, etc. and tap "Search."
4. A list of messages appears. Select messages you want to read.

### 【Cell Phone Disaster Message Boards】

Use the disaster message board services provided by each cell phone company to check for messages from friends and family in a disaster.

NTT docomo	Disaster Message Board <a href="http://www.nttdocomo.co.jp/english/info/disaster/">http://www.nttdocomo.co.jp/english/info/disaster/</a> iMode → iMenu Top→ Disaster Message Board
au	Disaster Message Board <a href="https://www.au.com/mobile/anti-disaster/saigai-dengon/fp-usage/">https://www.au.com/mobile/anti-disaster/saigai-dengon/fp-usage/</a> Service Ez Button → Top Menu → Disaster Message Board

### 【Internet-Based Disaster Message Boards】

Use the disaster message board services provided by major search engines in the event of a disaster by following the link that will be displayed on their homepage.

## 4. For Students with Disabilities

Please give full consideration to students with disabilities in time of evacuation.

## 5. Contact Concerning Class Cancellation and Resumption

Notifications concerning the cancellation or resumption of classes will be provided promptly after a decision has been made through the university's home page, AIMS-Gifu, the media (TV, radio, newspapers), and NTT's Disaster Message Dial.

### 【NTT's Disaster Emergency Message Dial (171) 】

Play message: 171+2+university phone number (include area code)
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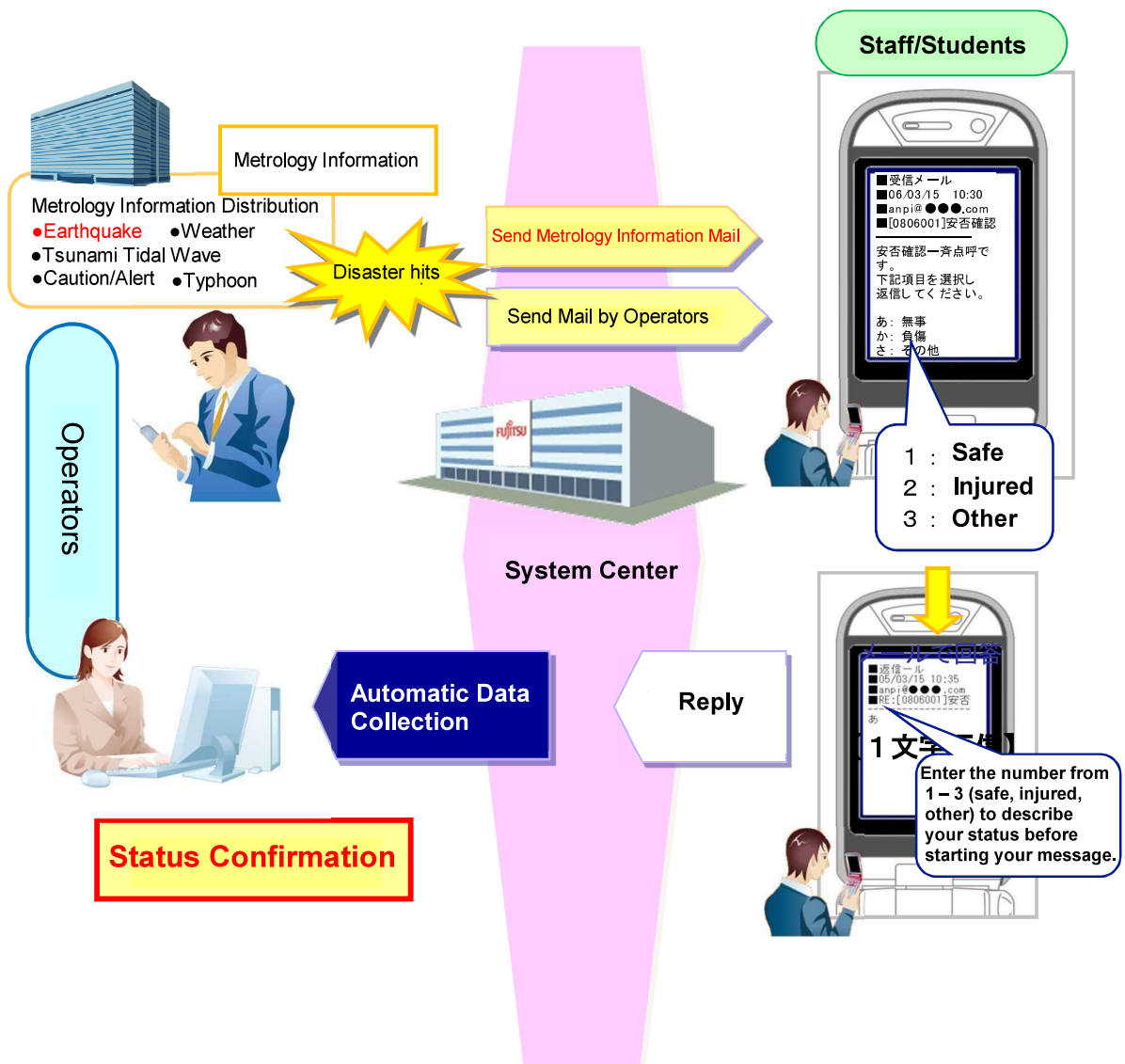
※University phone number: 058-230-1111

※Learn about NTT's Disaster Emergency Message Dial before an earthquake occurs.

# Safety Status Confirmation System

## 1. Purposes

If a natural disaster hits, the Safety Status Confirmation System simultaneously sends emails to all members of Gifu University and confirms their safety. It can immediately grasp the status of students, staff, etc. hence the university can reopen without delay.



When a disaster strikes, the Safety Status Confirmation System simultaneously sends safety confirmation email to every user and receives their replies via Fujitsu Limited "Emergency Contact/Safety Confirmation Services." Safety of users can be confirmed real time and tallying results are automatically compiled by faculties, schools, etc.

## 2. Operation for Safety Status Confirmation System

### (1) How Safety Status Confirmation Emails are Sent

- i. Emails are automatically sent to users in response to meteorology information delivered by the Japan Weather Association (JWA) (\*Operators can set a level of earthquake intensity, epicenter location to determine whether to send emails or not to users)
- ii. For trial, manual email sending is possible.

#### Safety Status Confirmation Email Details

◆ Title: 【Gifu University】 Please reply for your post-quake status.

◆ Sample Message:

- Please inform your status from “Reply to this email” or “WEB Reply URL.”
- Please do not change a mail title when you reply.

#### How to Respond

Please reply the numbers to indicate your safety status and location (refer to Q1 and Q2).

#### Sample Responses

- Safe & On Campus  
→ 14 (meaning (Q1) Safe, (Q2) On Campus)
- Seriously Injured & Other  
→ 36 (meaning (Q1) Seriously Injured, (Q2) Other) (e.g.) Leg injuries in front of Gifu Station

#### Q1:

1. Safe
2. Slightly Injured
3. Seriously Injured

#### Q2:

4. On Campus
5. At Home
6. Other

Please act in accordance with the disaster prevention manual and stay on alert.

(e.g.) Earthquake hit at 11:45 a.m., November 28

Epicenter at a depth of XXX (km), Magnitude XXX

Intensity of Earthquake (0-7): 5

Link:

For PHS

<https://ems8.e-ansin.com/gf01/angepidai/mobile/MobileWebAnswer.do?key=13qdfkjabsw0kpg9ik7esuldn6ifzii>

For Smartphone

<https://ems8.e-ansin.com/gf01/angepidai/smart/SmartWebAnswer.do?key=13qdfkjabsw0kpg9ik7esuldn6ifzii>

## (2) How to Reply to Safety Status Confirmation Email

1. A receiver checks email contents and reply his/her status.
2. Tap numbers only to describe your status (e.g. "14 (Safe & On Campus)," "25 (Slightly Injured & At Home)").

### \*Replying by email

- In time of a disaster, email with fewest words possible can be the surest way for communication.
- Email needs minimum data traffic, thus less likely be affected by data congestion in time of a disaster

## (3) Safety Status Confirmation and Tallying

1. Able to immediately confirm individual safety
2. Replies are automatically tallied and results are compiled by faculties, schools, etc. real time.
3. University staff can access results from PC and mobile phones

## 3. Safety Status Confirmation for those who are unable to use Safety Status Confirmation System

For those without mobile phones or cannot use the Safety Status Confirmation System:

Students:

Based on student data updated by faculties, schools, etc. university staff calls the number of a student's mobile phone and calls his/her home to confirm safety. If telephone communication is not available, staff strives to obtain student information through his/her friends, members of circles, clubs, etc. Staff is responsible for constantly updating student information.

Staff:

Based on the latest staff information, university staff calls the number of academic/administrative official's mobile phone and calls his/her home to confirm safety. Staff is responsible for constantly updating the officials' information.

#### **4. Handling of Mobile Phone's Mail Address for Safety Status Confirmation System Registration**

Individual mobile phone mail addresses registered at the Safety Status Confirmation System are used only for safety confirmation of individuals in time of a disaster and a disaster drill.

\*If you set your mobile phone to block unwanted mails, you cannot receive a safety status confirmation email. Please keep the following address accessible:

[anpi-gidai@ems8.e-ansin.com](mailto:anpi-gidai@ems8.e-ansin.com)



# 震度マップ

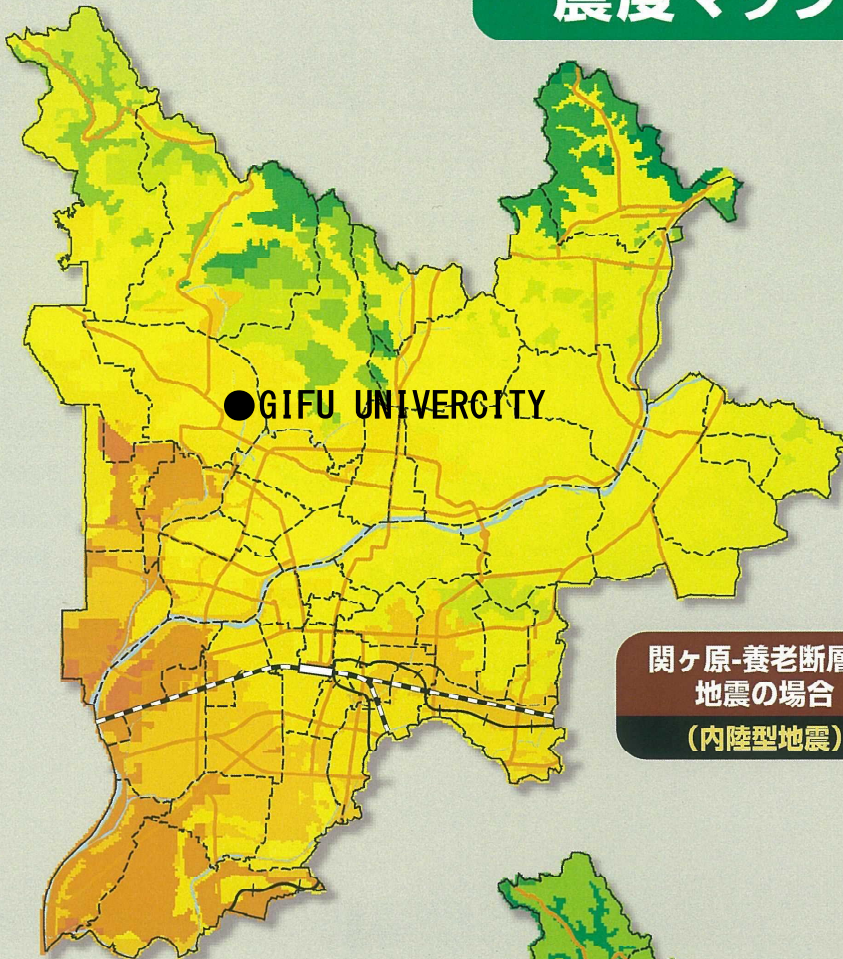
岐阜県内の主な内陸直下型地震と  
海溝型地震の断層概略位置



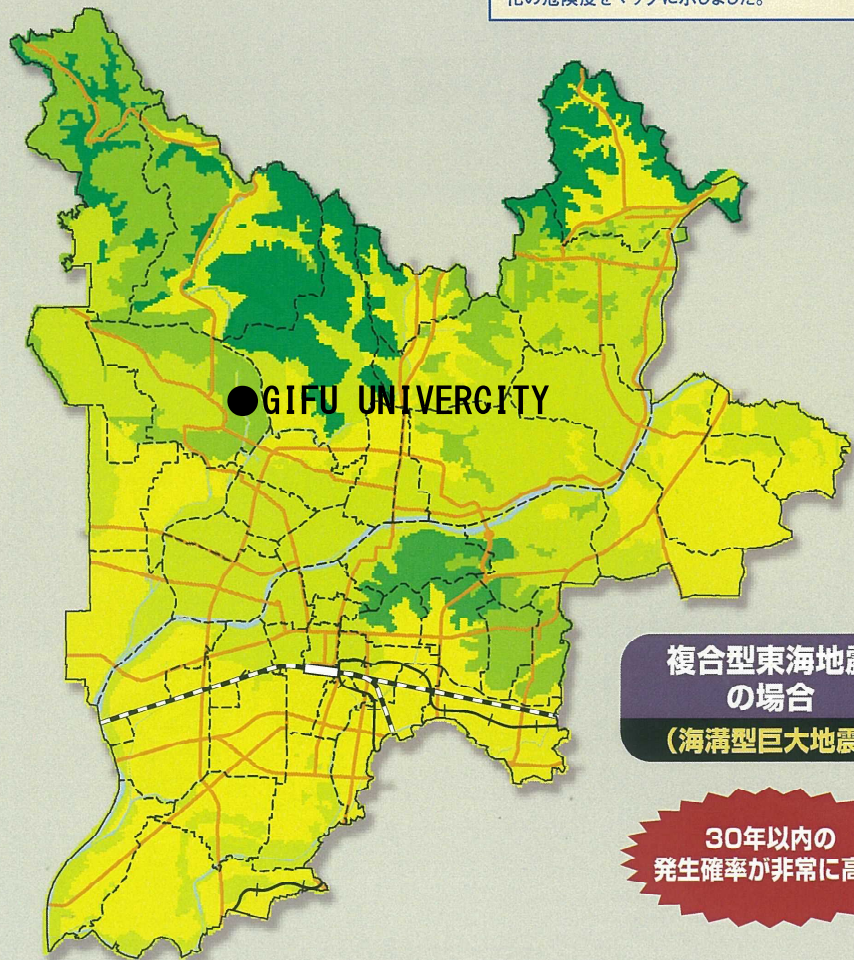
## 地震ハザードマップの見方

岐阜市では、地震による被害が大きいとされる上図に示した「関ヶ原-養老断層系」による地震と、切迫性の高い「複合型東海地震」を想定地震として、予想される震度等をマップに示しました。  
この面には、「関ヶ原-養老断層系」による地震及び複合型東海地震の岐阜市全域の震度を、裏面には、お住まいの地区毎の震度、建物の倒壊危険度、液状化の危険度をマップに示しました。

## 関ヶ原-養老断層系 地震の場合 (内陸型地震)

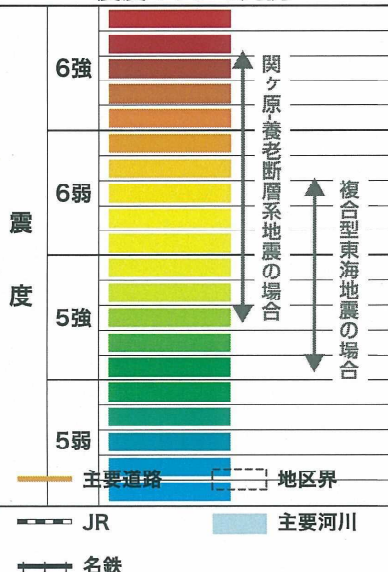


## 複合型東海地震 の場合 (海溝型巨大地震)



30年以内の  
発生確率が非常に高い

## 震度マップの凡例



## 災害時の情報入手先

(以下のホームページのほか、テレビ・ラジオなどからの情報収集に努めてください。)

### ●岐阜市防災のホームページ

<http://www.city.gifu.lg.jp/c/40113387/40113387.html>

### ●気象庁(地震情報)

<http://www.jma.go.jp/jp/quake/>

### 岐阜県総合防災ポータル

<http://www.bousai.pref.gifu.lg.jp>

### ●内閣府(防災情報のページ)

<http://www.bousai.go.jp/>

## 災害用伝言ダイヤル 171

(家族間などの、安否の確認連絡に)

### ●伝言の録音方法

171▶市外局番からダイヤル▶伝言を入れる

### ●伝言の再生方法

171▶市外局番からダイヤル▶伝言聞く



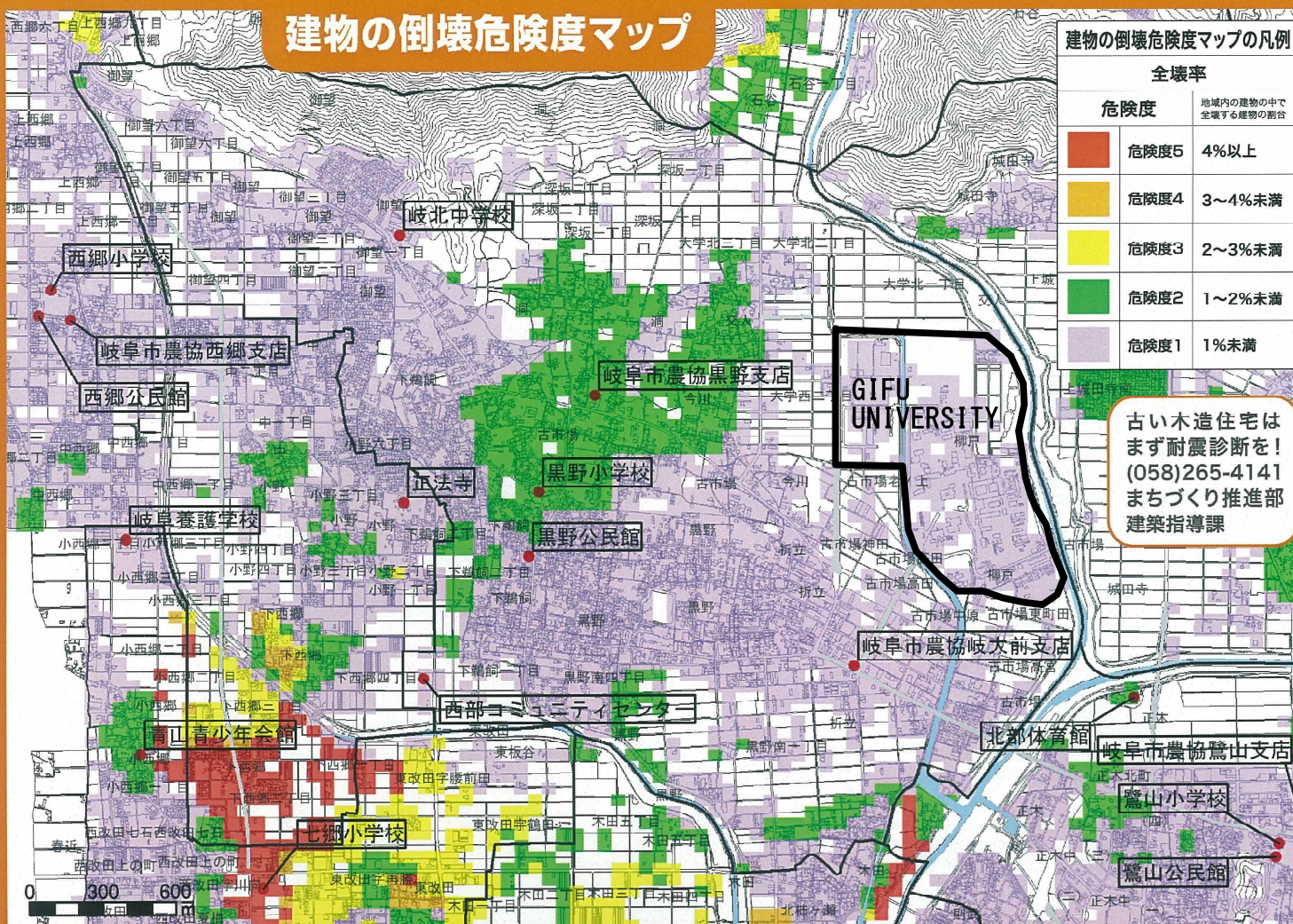
## 建物の倒壊危険度マップ

建物の倒壊危険度マップの凡例

### 全壊率

危険度	地域内の建物の中で全壊する建物の割合
危険度5	4%以上
危険度4	3~4%未満
危険度3	2~3%未満
危険度2	1~2%未満
危険度1	1%未満

古い木造住宅は  
まず耐震診断を！  
(058)265-4141  
まちづくり推進部  
建築指導課



## 液状化マップ

液状化マップの凡例

### 液状化の危険性(PL値)

液状化の危険性が極めて高い (15<PL)
液状化の危険性が高い (5<PL≤15)
液状化の危険性は低い (0<PL≤5)

液状化現象により、  
軽いものは浮き上がり、  
重いものは沈みます。  
道路の沈下や陥没、  
マンホールの浮き  
上がり、建物が傾  
くなどに注意しま  
しょう。

