

Large-Scale Disaster Response Manual (For Students)



April 2015

– Basic Concepts for the Creation of the Large-Scale Disaster Response Manual –

The “Disaster Prevention Manual” has been reviewed from the perspective of ensuring the safety of students, faculty and staff members, etc., and performing crisis management in line with the University’s social responsibility. This is due to the extremely high probability of continuous seismic activity in the Tokai, Tonankai and Nankai regions and occurrence of a major earthquake along the far reaching Nankai Trough fault, and the lessons learned from Japan’s largest inland earthquake, the Nobi Earthquake and more recently, the wide-spread devastation caused by the Great East Japan Earthquake. In reviewing the manual, attention has been paid to the fact that the manual was not systematic, and that the anticipated damage was not on a large-scale level. The purpose of the improvement was to simplify the required conduct in order to implement our basic responsibility regarding education, research and medical care at the University.

Disasters 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 prevention beforehand.
- Memorize first-aid methods beforehand.
- Always participate in disaster drills beforehand.

Safe Action Manual

1. Individual action

Everyday preparedness

Always keep the area under your desk and your personal surroundings in a clean and tidy state in order to ensure that there are no obstacles at the time of an earthquake.

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 Exhibit 1, Exhibit 1-2). At such time, evacuate with the emergency supplies (helmet, loudspeaker).

6. Afterwards, proceed to a secondary evacuation shelter (i.e., Gymnasium, Japanese Martial Arts Gymnasium, Outdoor Sports Facilities) (see Exhibit 1, Exhibit 1-2) in accordance with instructions from the Disaster Response Office.

(Note)

- Be prepared for outages such as power failures and water stoppages in performing initial fire extinction (fire extinction for self-protection).
- Perform fire extinguishing activities using fire extinguishers. (Do not take risks and promptly seek shelter if fire is too strong.)

2. Response 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 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>

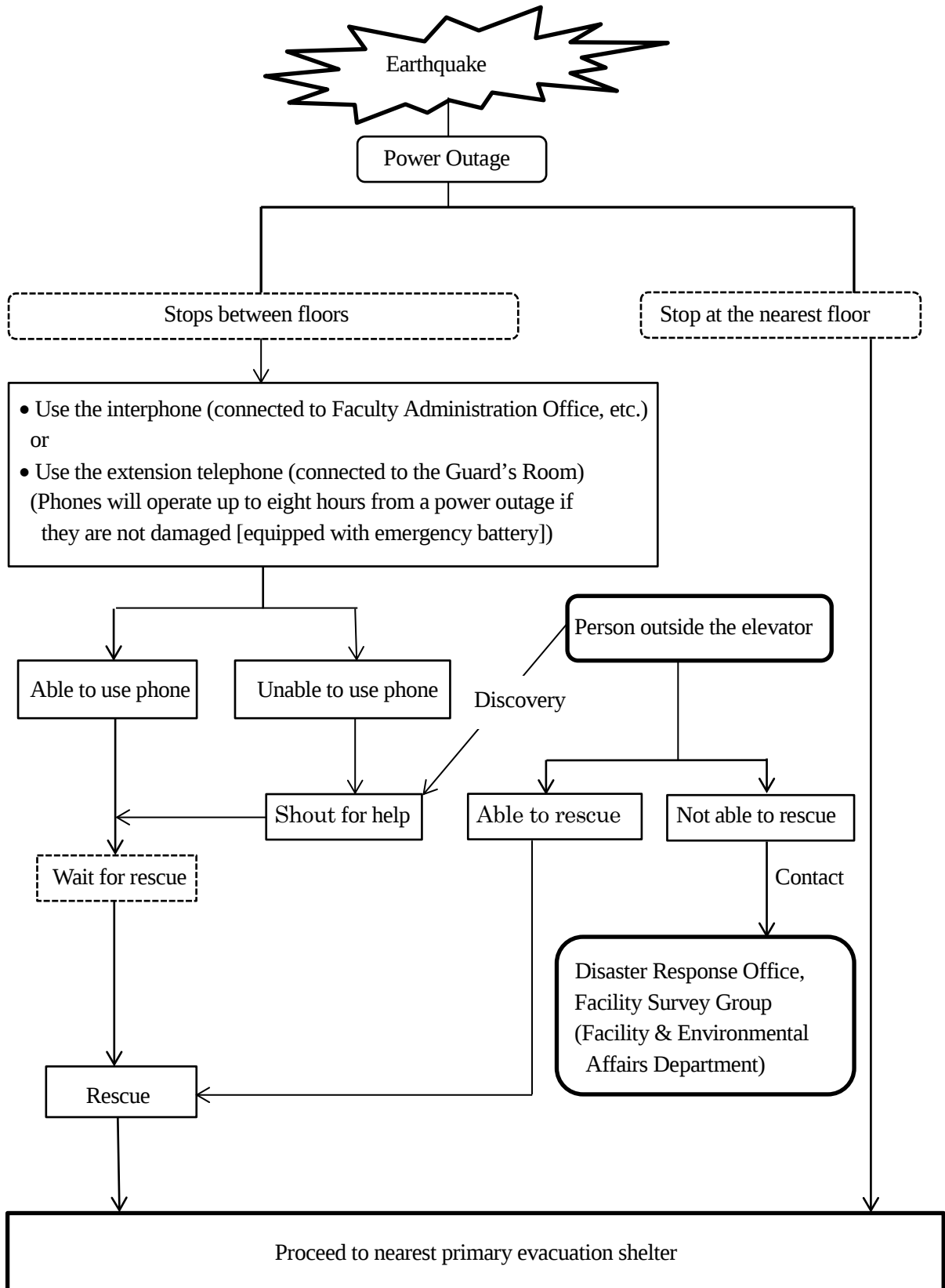
- (1) If the elevator stops at the nearest floor, use the stairs to evacuate (to a safe area).
- (2) If you become trapped in the elevator, use the interphone (connected to the Faculty Administration Office, etc.) or extension telephone (connected to the Guard's Room) and wait for help (interphones and extension telephones are equipped with emergency batteries; they will work up to eight 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.



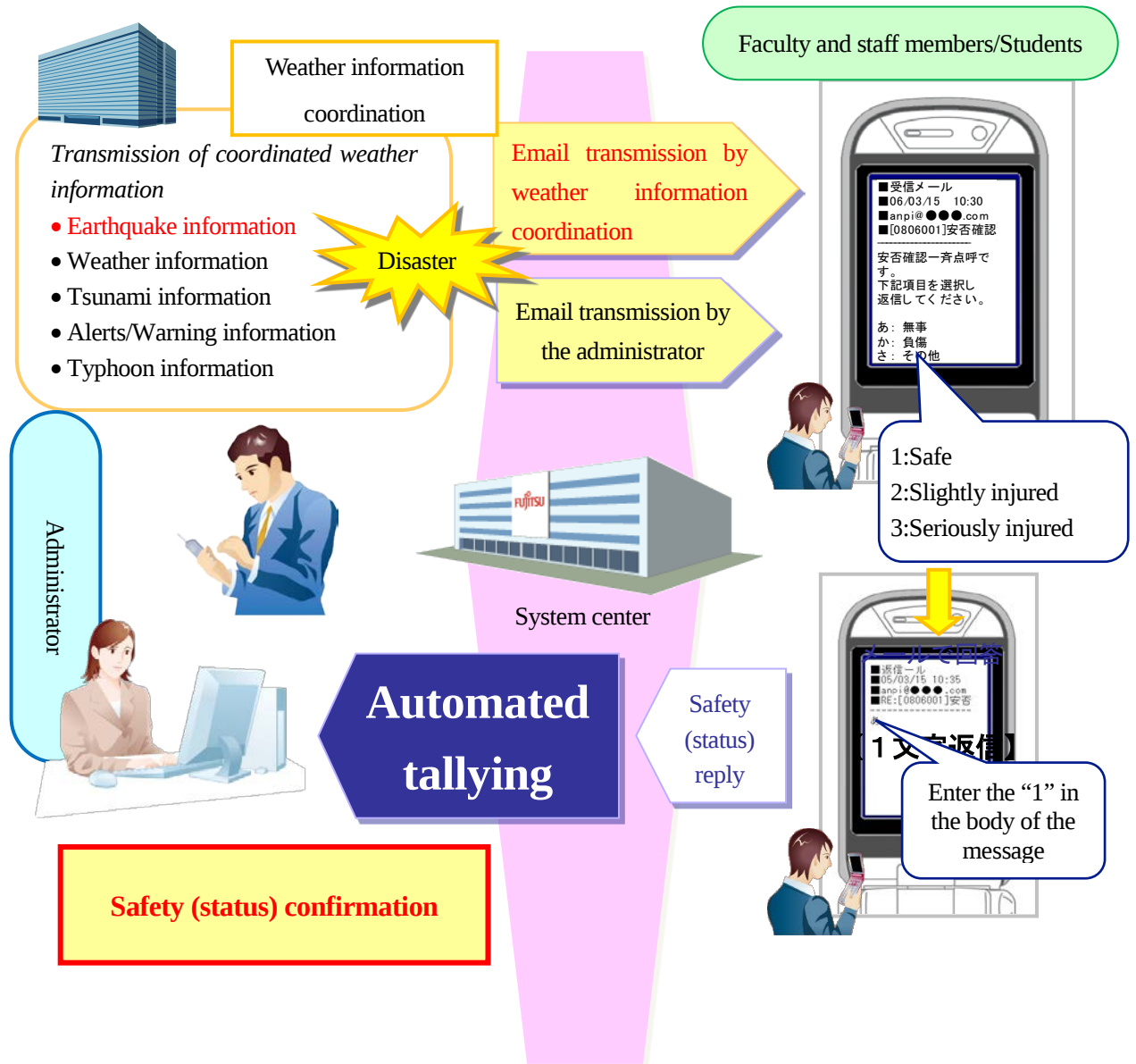
In an Elevator (Flowchart)



Safety Confirmation System

1. Purpose

To implement a system that automatically contacts and verifies the safety of all University staff members and students in the case of a large-scale disaster for the purpose of quickly ascertaining the safety of students, faculty and staff members and promptly recommencing University operations.



This system utilizes the “Emergency Contact and Safety Confirmation Service” provided by Fujitsu Limited. It verifies the safety of individuals in real time by automatically transmitting emails at the time of a disaster and receiving confirmation from the receiver and tallies information for each organization.

2. Operation of the Safety Confirmation System

(1) Transmission of safety confirmation emails

- (i) Automatic transmission of safety confirmation emails in coordination with the Japan Weather Association's weather information

(The administrator can set the conditions under which the emails are transmitted, such as the seismic intensity and the epicenter of an earthquake.)

- (ii) Manual email transmission is also possible for the purpose of safety confirmation drills, etc.

Content of safety confirmation emails

Subject: [XXXXXXXX-X] Safety Confirmation Drill

From: anpi-gidai@ems8.e-ansin.com

To Mr./Ms. _____:

[THIS IS A DRILL.]

As an Emergency Drill, Gifu University is sending an emergency email message to all staff through the registered email addresses under the assumption that an earthquake with seismic intensity of 5+ or greater hit Gifu Prefecture.

Please respond by replying to this email about your safety status.

This message is from Gifu University Disaster Response Office. An earthquake occurred. Please respond to this email to confirm your safety. When replying, enter the code (number) for Q1 and Q2 on the first line in the body of the message.

If you would like to add a comment about your safety or location, enter that after the code for Q1 and Q2.

(Please do not change the subject name of this email.)

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.

Earthquake occurred on Month Date, at Time.

[The epicenter of the earthquake]

The epicenter was the south of _____, at a depth of ____ kilometers, magnitude ____.

[Information on Seismic Intensity at each site]

●Seismic Intensity of 5+

(2) How to reply to safety confirmation emails

- (i) The receiver confirms the content of the sent safety confirmation email and replies with their status.
- (ii) Replies are made by input of only two digits such as “14” (safe in the University) or “25” (at home with minor injury), etc.

* Reason for replying by email

- Replying by email using a small amount of digits is the easiest method of reply at the time of a disaster.
- Communications traffic can be minimized and there is less impact caused by information congestion at the time of a disaster.

(3) Safety confirmation and tallying

- (i) Possible to verify the safety of the individuals
- (ii) The results of replies from students, faculty and staff members are automatically collected and tallied in real time at the faculty level.
- (iii) The administrator can access the tallied results either on the webpage or mobile phone screen.

* See Exhibit 5-5 for how to register individual mobile phone email addresses on the Safety Confirmation System.

Evacuation Shelters in the University

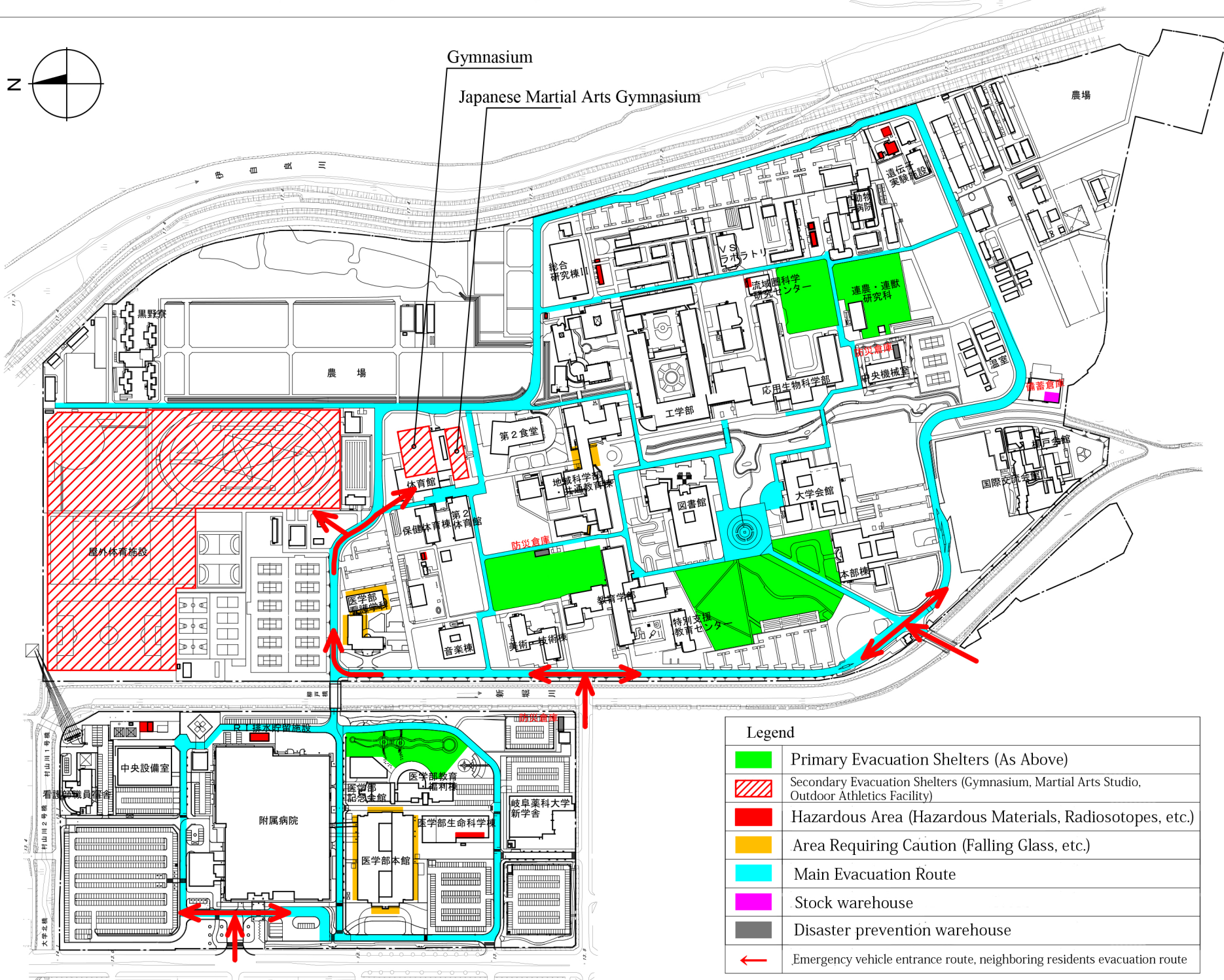
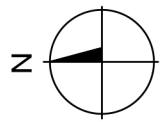
1. Primary Evacuation Shelters (4 Locations)

- Central Administration Office Building North Lawn
- Faculty of Education Building North Lawn
- School of Medicine Education and Supporting Services Building East Lawn (Hospital Park)
- Faculty of Applied Biological Sciences Building South Lawn

2. Secondary Evacuation Shelters (3 Locations)

- Gymnasium
- Japanese Martial Arts Gymnasium
- Outdoor Sports facilities (Athletic Field, Baseball Field, Rugby Field, Soccer Field)

- * • The above facilities are open to residents as an evacuation shelter pursuant to the Memorandum on the Opening of the Facilities at the Time of Disasters (September 2008) executed between Gifu City and the University.
- If Yanagido Bridge cannot be accessed, head toward the secondary evacuation shelters via agricultural road on the north side of the University.



Legend

	Primary Evacuation Shelters (As Above)
	Secondary Evacuation Shelters (Gymnasium, Martial Arts Studio, Outdoor Athletics Facility)
	Hazardous Area (Hazardous Materials, Radiosotopes, etc.)
	Area Requiring Caution (Falling Glass, etc.)
	Main Evacuation Route
	Stock warehouse
	Disaster prevention warehouse
	Emergency vehicle entrance route, neighboring residents evacuation route

Earthquake Survival Manual (Students)

