1

Introduction

This manual specifies actions to take in the event of an earthquake with **a seismic intensity of 5-Lower or greater.**

According to tables explaining the JMA (Japan Meteorological Agency) Seismic Intensity Scale, intensity 5-Lower is explained as follows.

People	Many people are frightened and feel the need to hold on to something stable.
Indoor situation	Hanging objects such as lamps swing violently. Dishes in cupboards and items on bookshelves may fall. Many unstable ornaments fall. Unsecured furniture may move, and unstable furniture may topple over.
Outdoor situation	In some cases, windows may break and fall. People notice electricity poles moving. Roads may sustain damage.
Wooden houses	Slight cracks may form in walls of low-earthquake-resistant houses.
Ground situation	Small cracks may form and liquefaction may occur.
Slopes, etc. situation	Rock falls and landslips may occur.
Lifelines	Gas, electricity and water services may be interrupted.

In preparation for an earthquake with a seismic intensity of 5-Lower or greater, this manual summarizes what you should do to protect yourself during an earthquake, overcome the several hours of confusion after the earthquake, and cope with post-quake situations until minimum social infrastructures are restored several days later.

2

From Earthquake Occurrence to Evacuation

Emergency earthquake warning

When an earthquake strikes

When the shaking subsides

Protect yourself

Stay calm and check the situation around you.

- Check to see that there are no fires.
- Check for injured persons around you.

- Stay away from windows and shelves.
- Take cover under a sturdy desk.
- Protect your head with a bag, etc.
- Stay away from chemical substances.
- If you are outdoors, keep away from buildings.

As soon as the shaking stops, Institute of Science Tokyo will set up local emergency headquarters at evacuation sites.

Evacuate from the building

When evacuating, check the following:

- Make sure that all possible sources of fire are extinguished.
- Call out to each other to make sure no one has been left in the building.

- Never use an elevator.
- Evacuate from the building with composure, without pushing others.
- After getting outside, watch out for falling objects.
- Cover your nose and mouth with a handkerchief or the like, trying not to inhale smoke and dirt.

Institute of Science Tokyo will collect information on traffic conditions and surrounding circumstances and give instructions to faculty and staff stationed at the evacuation sites on whether students can return home or not.

Take refuge at the nearest, pre-designated evacuation site.

Put your Safety Confirmation Card into the collection box, or report your status to your instructors/advisors or other faculty or staff.

- At evacuation sites, act on the instructions given by faculty and staff.

Public transport services do not operate.

Return home only after receiving instruction to do so.

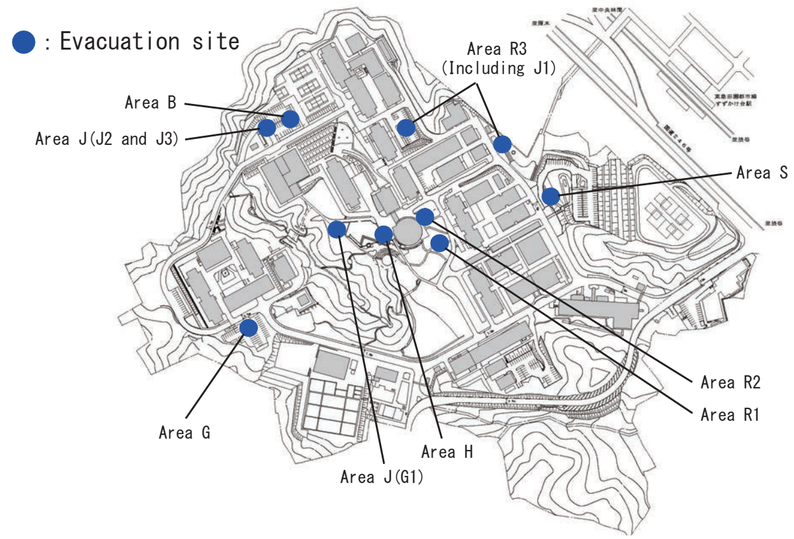
Can you walk home?

Yes → **Go home.**

No → ***Move to the place designated by the Institute.***

- Judge if you can return home on foot. (In general, the distance one can walk back home is considered to be within 10 km.)
- If possible, contact your family before going home.
- Wait at the designated place for information provided by the Institute.

Suzukakedai Area



Each year, Institute of Science Tokyo holds a disaster prevention drill. You are encouraged to participate in the drill and confirm the locations of evacuation areas and routes.

Institute of SCIENCE TOKYO

Large Earthquake Response Manual

For Students

Flow of time | Action | Reference page

Emergency earthquake warning 2

When an earthquake strikes

Ensuring Safety

Immediately after the earthquake

- Evacuation 2
- Notifying Your Status 3
- Status Notification to/from Family and Friends 6
- First-aid 7

Several hours later

- Contact with the Institute 5
- Judging Whether or Not You Can Go Home 4

After restoration

- Resumption of Classes 5

Map of facilities to help people walking home

Suzukakedai campus

4259 Nagatsuta-cho, Midori-ku, Yokohama, Kanagawa 226-8501

3 Notifying Your Status

After an earthquake, contact the Institute to inform whether you are safe or not.

After the occurrence of a large-scale earthquake, Institute of Science Tokyo will confirm whether students are safe or not. The purposes of this are to check if there is someone left behind in the buildings and conduct swift rescue operations if necessary, and to make appropriate judgments based on available information on the status of students going to/from the Institute or at home.

① After moving to an evacuation site after an earthquake occurs while you are at the Institute

- Put your Safety Confirmation Card into the collection box, or report your status to your instructors/advisors or other faculty or staff member.
- If you know someone is left behind in the building, immediately report it to a faculty or staff member.

② When you are on the way to the Institute

- Basically, you should return home.
- Continue to the Institute if you are already very close.

③ When you are at home

- Use the Disaster Emergency Message Dial or similar services to efficiently let your family know your status.
- Avoid unnecessary use of your mobile phone (to prevent draining the battery).
- take opportunity rest, so as to restore your strength and get information.
- Make effective use of facilities that provide support for persons stranded due to failure of the transport system.
- If you feel it is too hard to return home, consider going back to the Institute.

After arriving home, check the information provided by the Institute.

- Notify the Institute that you are safe at home, referring to the procedure described in "Contact with the Institute" on page 5.

Common to ①②③

- Those who receive e-mail to confirm safety must respond to it and report their safety status.

4 Judging Whether or Not You Can Go Home

If you are at the Institute when an earthquake occurs, act as follows.
* Stay at the Institute until instructed that you can go home.
* In general, the distance one can walk home is considered to be within 10 km from the campus.
* If it is difficult to walk home, wait until public transportation services resume operation.

Judging if you can go home or not

- Distance: Is your house located within walking distance of the campus?
- Shoes: Can you walk a long distance and walk through rubble with your shoes?
- Clothing: Can you endure the sunlight and cold in your current clothing?
- Physical strength: Do you feel confident to walk home?
- Route home: Do you know the route you need to go on foot? Are there any other persons who go home in the same direction?
- Time: Can you get home before it gets dark?
- Food: Do you have handy food for carrying around (e.g., chocolate, candies, water)?
- Communication device: Do you have a mobile phone or other communication device?
- Weather: Is the weather turning bad, or worsening weather predicted?

Precautions when returning home

- Use the Disaster Emergency Message Dial or similar services to efficiently let your family know your status.
- Avoid unnecessary use of your mobile phone (to prevent draining the battery).
- take opportunity rest, so as to restore your strength and get information.
- Make effective use of facilities that provide support for persons stranded due to failure of the transport system.
- If you feel it is too hard to return home, consider going back to the Institute.

After arriving home, check the information provided by the Institute.

- Notify the Institute that you are safe at home, referring to the procedure described in "Contact with the Institute" on page 5.

5 Contact with the Institute

Communication to and from the Institute

(1) Website of Institute of Science Tokyo (https://www.isct.ac.jp)

All the notifications from the Institute will be posted on its website.

(2) Mail delivery

The division in charge of student affairs will send a e-mail as necessary.

Contact: General Administration Group, Student Division
Email: stu.gen@adm.isct.ac.jp
Tel: 03-5734-3003, 7640

Emergency Information Card

Fill in the information as required and always carry this card with you, along with this manual and your Safety Confirmation Card.

Institute of Science Tokyo Emergency Information Card

Name:

Student ID:

Emergency contact information:

Postal address:

Phone number:

Date of birth (yyyy/mm/dd): - -

Chronic diseases: Regular medications

Allergies: Blood type

6 Status Notification to/from Family and Friends

This page provides how to make contact with your families and friends to notify whether you are safe or not. You should decide beforehand the contact method and place to meet. The following tools can be used when an earthquake with a seismic intensity of around 6-Lower or greater occurs.

Disaster Emergency Message Dial

Recording a message → Replaying a message

Call 171 → Directions will be given.

1 → Area code + Home phone number

2 → Area code + Phone number of the victim

* Only fixed-line phone numbers can be registered.

Information registration/search services on the Internet

You can also use services that enable individuals to register/check their safety status, and disaster message board services.

Example: Disaster message board (web171)

Using disaster message board services

Each mobile phone company provides a disaster message board service to help people inform family and friends of their safety status when there is a large-scale disaster. You can check the messages on these boards regardless of the person's mobile phone company. Note, however, that prior registration is necessary to use these services.

- To register a message: Select "Disaster Message Board" from the menu and register a message with "Register".
- To check messages: Select "Disaster Message Board" from the menu and check for messages with "Confirm".

For how to access other mobile phone companies, see the back cover of this manual

7 How to Administer Emergency First-aid

First, secure your own safety.

If you find someone lying down

Check for consciousness, breathing, pulse and injury.

- If the person is conscious → Ask the person about his/her symptoms, and give necessary first-aid.
- If the person is unconscious → call for assistance.
  → Conduct artificial respiration and perform chest compressions according to the conditions.

Bleeding due to cut, etc.

In most cases, bleeding can be stopped by applying pressure for several minutes.

- If there is a small amount of bleeding, wash the wound with clean water, cover the wound with a clean cloth and apply pressure to the wound.
- Raise the injured part above the level of the heart.

* If pieces of glass get stuck deep in the victim's body, do not pull out the glass but immobilize the injury, and immediately take the person to the hospital.
* Be careful to avoid directly contacting the blood of the injured person, by using a plastic bag, etc.

Burns

- Cool the burn with clean water. (If sufficient water is not available, dip a towel or the like in water and apply it to the burn.
- To treat a blister, apply a clean cloth while taking care not to burst the blister.

* Cool the affected part through the victim's clothes, without removing any clothes.

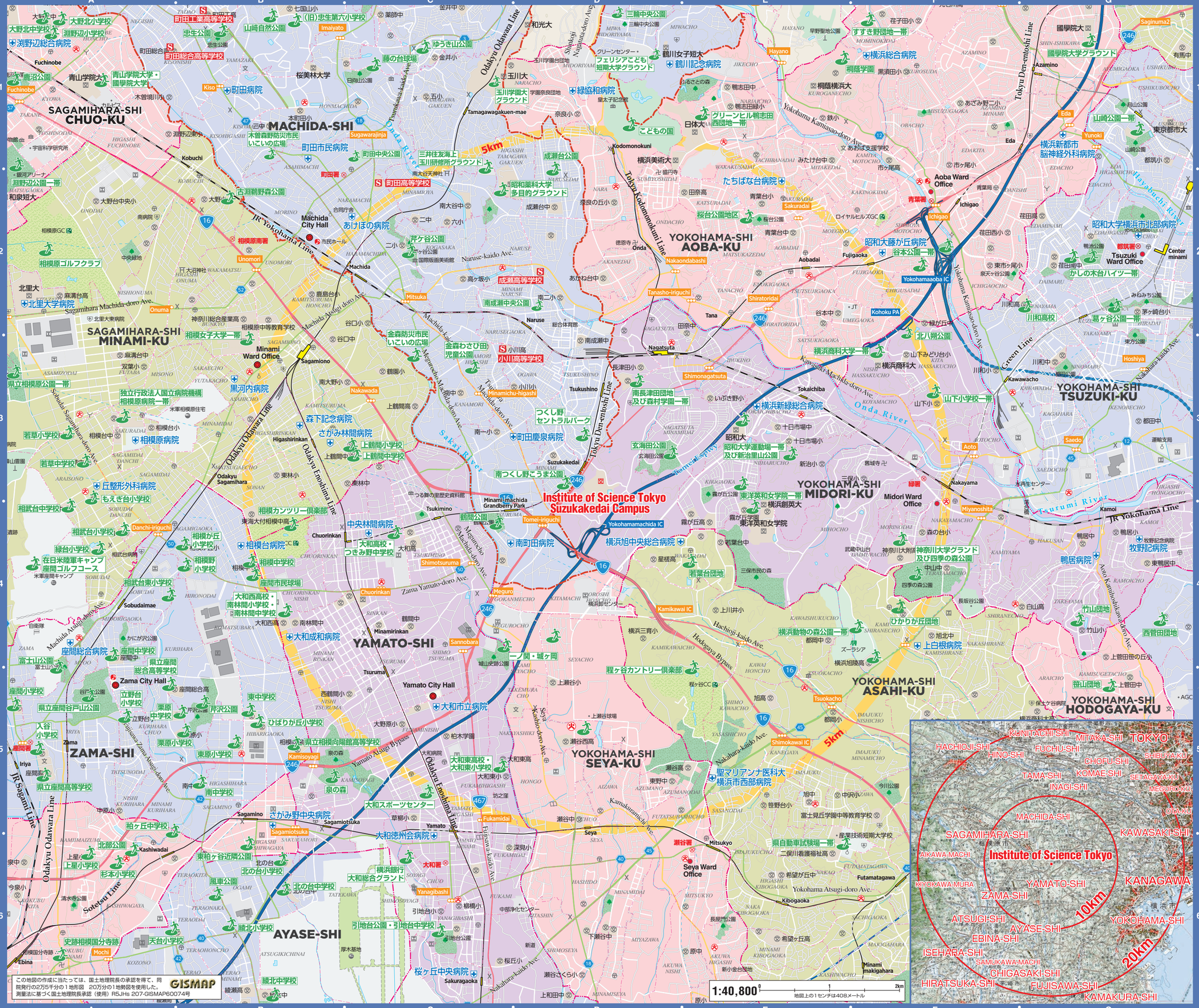
Fractures

- Immobilize a fracture by splinting it (using a plate, umbrella, corrugated cardboard, etc.) at the place where the victim does not feel pain, and take him/her to the hospital.

* Leave the fingertips and toes visible, to check that there is no disruption of blood circulation.
* If a bone is sticking out, apply a clean cloth and cover the affected part.

To be prepared for sudden disaster, injury and disease

- Participate in workshops on first-aid and cardiopulmonary resuscitation.
- Make it a rule to carry a clean handkerchief or towel with you or all times.



Give top priority to returning home safely.

Even if you are confident of your physical strength, it is important to never overreach yourself. Give top priority to returning home safely, and be mindful of maintaining appropriate pacing, giving yourself space. First, get information on the direction you will go and make sure it is a route that you can walk home. You should plan a leisurely journey to ensure that your physical and mental strengths are maintained until you reach home, by periodically taking a break.

Also, it can be dangerous to move around after sunset, when the town is plunged into darkness by power failure. Do not move around during nighttime but spend the night at a safe place. Then begin walking home again after the sun comes up the next morning.

Take time and periodically take a break.

Never be in too much of a hurry. Especially when first starting your walk home, you should start slowly while watching your physical condition. On the way home, take a break periodically according to your pace. It is generally recommended to take a break of 10 minutes every hour. Whenever you feel any pain or discomfort, provide early care. If foot blisters form, you will have difficulty walking. We recommend that you prepare high-calorie, pocket-size food and drinks, so that you can eat food and stay hydrated while walking.

During the hot season, drink more water. When it rains, wear a rain cape, raincoat or poncho to keep both hands free. Since you can become easily exhausted in these weather conditions, it is better not to walk too much.

Walk along arterial roads or roads you are familiar with. It is also important to set a short distance as a goal for each leg of your journey. If you have a traveling companion who walks at a pace similar to yours, you can mutually encourage and enjoy conversation with him/her to make the walk go easier.

Gas stations and convenience stores with the following stickers have agreed to serve as support stations to help people walking home due to failure of the transport system in a disaster. Specifically, these stations offer water and toilet facilities, as well as provide traffic information based on maps, information on accessible roads obtained from radio or other media, and information on evacuation areas in the vicinity.

Emergency support station (Gas stations in Tokyo)

Station that supports people walking home in disaster situations (Gas stations in Kanagawa Prefecture)

Station that helps people get home in disaster situations (convenience stores, etc.)

Disaster message board services (message registration/replay)

NTT docomo
http://dengon.docomo.ne.jp/Etop.cgi

au by KDDI
http://dengon.ezweb.ne.jp/

SoftBank
http://dengon.softbank.ne.jp/E

Legend

- Station providing support for those walking home (Tokyo only)
- Wide-area evacuation site
- Major designated emergency hospital or disaster-response headquarter hospital
- Police station
- Fire station