

Instructors, please go over the flow chart below with students on the first day of class every semester.

Earthquake Response Instructions

Earthquake Early Warnings(EEW) >>> You will hear an alert from the PA.

(Kinkyu Jishin Sokuhou)

- You will hear a test EEW announcement annually on the first Monday of June and December every year at 5:45pm.
- If an earthquake does not occur after you hear an EEW announcement, it may be a false alarm or
- You may hear the announcement at the same time as when the strong tremors arrive or
- The tremors will come, but there may not be an EEW announcement due to the tremors not being detected by the Japan Meteorological Agency (JMA).

1. **Be aware of imminent tremors.** "Tsuyoi yurega arukamo shiremasen. Miwo mamotte kudasai."
2. **Stop what you are doing and remain calm.**
3. **Open the door when you hear the EEW announcement or when you feel tremors.**

Remind students of the following when an earthquake occurs:

1. Do not rush out! "Soto ni denai de."
2. Open a door for immediate evacuation. "Doa wo akete."
3. Protect your head and body by getting under a desk or cover your head with a bag or piece of clothing. "Atama wo mamotte kudasai. Ochite kuru monokara mi wo mamotte kudasai."

When the shaking stops, check the following:

1. Look around for injured individuals. "Kega wa arimasenka?"
If possible, take attendance.
2. There is a possibility of aftershocks. Stay away from all glass objects and windows and be aware of falling objects from the ceiling.
3. Find a safe place in the classroom, and remain there. "Mado kara hanarete kyoushitsu no naka no anzen na tokoro de taiki shimashou."
4. After securing your safety, please work with others to give assistance to anyone who is injured.

Big Earthquake

Small Earthquake

Listen to the PA >>> PA will tell you what to do.

Keep students safe.

If you don't hear an announcement:

Please check with the other instructors and students in your building for information.
Stay calm.

If a fire starts after an earthquake, put it out quickly. There is at least one extinguisher on each floor. (Check where it is in advance!)

1. If a fire breaks out, extinguish the fire quickly. Press the fire alarm to notify others. (Fire = *Kaji*)
2. If the fire reaches the ceiling, do not try to put it out by yourself. Call 119.

Evacuate if ...

- * Building appears to be on the verge of collapsing.
- * Fire breaks out and spreads.
- * You feel that the building is unsafe.
- * You hear an announcement from a member of *Taisakuhonbu*.

How to evacuate >>> Do not panic!

1. Take all your belongings with you. Once you evacuate, you may not return to the classroom. "Mochimono wa subete motte kudasai. Ichido soto ni detara kono kyoushitsu niwa modoremassen."
2. Do not rush toward the exit. "Junban ni demasu. Abunai node Ichidoni doa kara denai youni shimasu."
3. 「おかしも」(お=Osanai/Don't push、か=Kakenai/Don't rush nor run、し=Shaberanai/Don't talk, stay calm、も=Modoranai/Don't return.)
4. Please assist the disabled, the elderly and the injured.
5. Cooperate with others.
6. If a blackout happens, follow the lighted exit signs in the corridor. "Hijoutou wo mejirushi ni hinan shimasu."
7. Evacuate on foot. Do not use the elevator. "Eleveta wo tsukattewa ikemasen."
8. If possible, make sure all occupants are out of the classroom. "Zenin kyoushitsu kara demashita ka? Daremo nokotte imasenn ne?"

Report to a *Taisakuhonbu* member

1. Instructors take attendance.
2. Count the number of injured persons.
3. Report the information to a *Taisakuhonbu* member. (You will be given instructions later on how to contact *Taisakuhonbu*.)

After disasters

The tasks that we need to do will be different depending on the scale or classification of each disaster. We will notify you of any changes to the regular procedures of the university. If you are on campus, we will appreciate your patience and cooperation for the recovery and reconstruction of the university. You might not be able to go home immediately, however you may be able to contact your family through NTT 171 emergency service.