



## When a Disaster Strikes

### Obtain information from reliable sources.

- Watch out and stay clear of objects that may fall.
- Remain calm and confirm safety before moving.
- Open doors and/or emergency exits to secure an evacuation route.
- Evacuate on foot with the minimum required items. (Before you evacuate, turn off cooking range, kerosene heater and whatever else may cause a risk of fire.)
- Use stairs to evacuate from the building. (SIT elevators will automatically stop in the event of an earthquake.)
- Obtain information from reliable sources and avoid taking action on your own.
- Cooperate in giving aid to the injured and extinguishing fires.
- Contact your family, friends, and supervisor / Respond to the emergency mail from SIT



Please refer to the backside of this manual when an earthquake hits.



## Everyday Preparation

Even though it is impossible to prevent a big earthquake, you can reduce potential damage through adequate preparation. Please make the following preparations:

- Know the locations of evacuation sites and refuge shelters in your neighborhood. (Most evacuation sites are parks. All the SIT campuses are also designated as evacuation sites. Most refuge shelters are public schools and community centers.)
- Confirm in advance how to contact your family and where to meet.
- Register with and know how to use disaster voice-mail service. (Refer to the instructions below.)
- Check alternative routes to your home and the time required when you follow them on foot. (Calculate using the walking speed of 2.5 km/h or 1.6 mph in a disaster.)
- Fill out emergency information and keep it updated.
- Check specific ways of obtaining information.
- Secure furniture to prevent it from falling and prepare items for emergency evacuation. (Refer to the list on the right.)
- Create a contact information list that includes SIT staff, supervisors, and your friends.
- Conduct the test for SIT Emergency Mail. (See bottom-left.)

This manual can be downloaded from mobile sites of various phones and tablets.

<http://www.shibaura-it.ac.jp/>

### Mobile site:

Access in advance from the QR code on the right and save it by [save screen]. Please carry this manual in paper form in case an emergency occurs when the battery of your mobile is running out.

The service is chargeable when you are connected to the Internet.



## Items for Emergency Evacuation

### Items that should be carried at all times:

- Cash (with small change)
- Health insurance card (Copy allowed)
- ID card (Copy allowed)
- Passport (Copy allowed)
- Manual for Earthquake Response
- Mobile phone
- Portable radio
- Portable battery packs
- Map between SIT and your home
- Extra batteries
- Permanent markers and notepads
- Address book of families and friends
- Family photos
- Flashlight
- Compass
- Whistle
- 100-500ml PET bottle/water bottle (with/without drink)
- Chocolate/candy/snacks
- Allergy-free Food (if you have allergies)
- Medications you regularly take
- Surgical Masks
- Bandana or large-sized handkerchief
- Tissue paper and wet tissue paper
- Personal disposable toilet
- Plastic bags
- Bandage (Band Aid)
- Rain gear (rain jacket)
- Feminine hygiene products
- Disposable heating pad (Kairo)

memo

Fill out using permanent marker



芝浦工業大學



## Manual for Earthquake Response

for your Reference in Case of Disaster



Please refer to this manual in the event of a big earthquake that makes you fear for your safety or that causes great disruption to public transport. This will help you to ensure your safety and behave appropriately.

March 2016 (Edition 2)

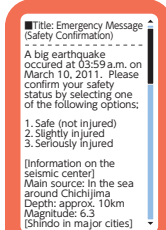


## Contact from the University

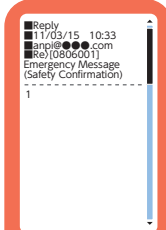
### SIT Emergency Mail

When an earthquake stronger than or equal to Japanese scale level 5 (Japan Meteorological Agency seismic intensity scale) occurs, the following SIT Emergency Mail is automatically sent to all the students. Please reply to it as soon as you have ensured your safety.

This is the Disaster Relief Headquarters, Shibaura Institute of Technology. A major earthquake occurred at (time, date). Please confirm your safety status by selecting one of the following options: (1) Safe, (2) Injured; (3) Seriously injured.



Incoming Mail



Reply

You may also reply via the SIT website:  
<http://www.shibaura-it.ac.jp/>



## How to Contact your Family/Friends in Japan

### NTT disaster voice-mail service

This service, provided by NTT, facilitates the confirmation of safety after an earthquake or other disaster when the jamming of phone lines occurs due to a sudden increase in private calls.

Recording a message
Replaying a message

1 171 Guidance will ask you either push 1 to record a message or push 2 to play back a message

2

3 Key in area code + your home phone number Key in area code + home phone number of somebody who lives in a disaster-affected area

Area Code

Phone Number

Fill out in advance

Directions for this voice-mail service are the same regardless of whether or not you live in the disaster-affected areas.

- Supported terminals: NTT home phones, public phones, and cell phones (docomo)
- Number of messages that can be recorded: Maximum of 10 messages per phone number
- Recording time: Maximum of 30 seconds per message
- Duration of storage: 2 days (automatically deleted after 48 hours from time recorded)

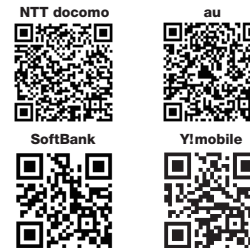
### Registration required in advance! (Testing recommended prior to use)

### Disaster message board service by cell phone companies

This service enables the exchange of information about safety status via a message board in the event of a major disaster.

This service also sends mail to your families and friends registered in advance that your message has been posted to a disaster message board. The safety status information can be also accessed via the Internet.

### The QR codes for each phone company are:



- NTT docomo <http://dengon.docomo.ne.jp/top.cgi>
- au <http://dengon.ezweb.ne.jp/>
- SoftBank <http://dengon.softbank.ne.jp/>
- Y!mobile <http://dengon.ymobile.jp/>

## Personal Information in Case of Emergency

Name \_\_\_\_\_

College \_\_\_\_\_

Student ID Number \_\_\_\_\_

Department \_\_\_\_\_

Emergency Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Chronic Illness Yes No Regular Medication Yes No

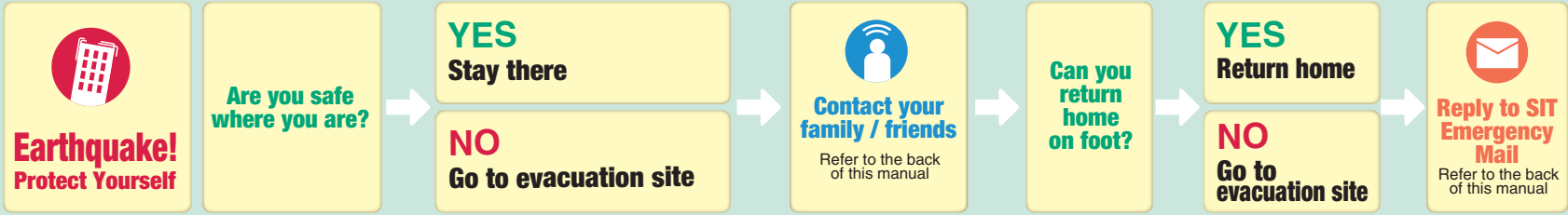
Allergy ( ) \_\_\_\_\_

Blood Type \_\_\_\_\_ RH ( ) \_\_\_\_\_

Evacuation Area in your Neighborhood \_\_\_\_\_

Meeting Place with your Caregivers (Share with your friends / supervisor / guarantor) \_\_\_\_\_

Fill out using permanent marker



When you are at the university

**If you feel severe shaking**

- **Get away from danger spots**  
Get away from windows and shelves to avoid potential injury caused by broken glass or objects that might fall from the shelves.  
In cases of experiments and extra-curricular activities, when there are any hazardous materials or objects around you, get away as quickly as possible.
- **Protect your head, arms and legs**  
Take cover under a sturdy desk or a bag to protect your head, arms and legs. When you are in a place where no object can fall upon you, just sit and wait.
- **Secure your evacuation route**  
If you are near to a door, open it to secure your evacuation route. (Provided you can do so without risk.)
- **Wait until the shake stops**  
Ensure your safety and wait for the shaking to become weaker.

**When the shaking stops**

- **Calm yourself down**  
Keep your head and look around. There is a strong possibility of aftershocks.
- **Check out your surroundings**  
If there is almost no risk of falling objects, stay where you are. If you judge there is a certain risk, move to a safer place.
- **In case of fire / Firefighting in early stages**  
If a fire breaks out, cover your mouth with a towel to avoid inhaling the smoke, and cooperate with other people in firefighting if possible while you secure your safety. If you judge that it is hard to extinguish the fire, get away from it as quickly as possible.
- **Save injured people / Assist needy people**  
If there is anybody injured, give first-aid with the help of others while ensuring your own safety. If you are at SIT, contact the university staff and report the situation. If you are unhurt or have sustained only minor injuries, try to help those who need assistance, such as the disabled, to evacuate safely.

**Cautions on evacuation**

- **Observe the "4N" rule**  
Calm yourself down and evacuate while observing the "4N": Never push. Never run. Never chat. Never go back. Follow the instructions given by the staff or by public announcement. You may take your personal belongings with you. You should leave behind big luggage that might be an obstacle when evacuating.
- **Use stairs**  
Do not use elevators. Use stairs when you go downstairs.

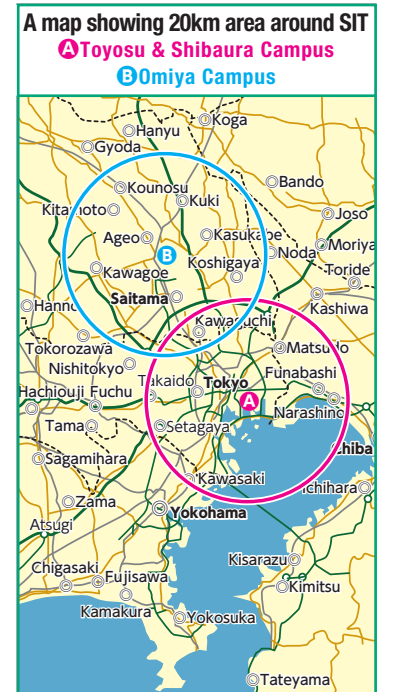
**Evacuation areas surrounding SIT**

Evacuation areas are mostly large areas where there is no risk of spreading fire.  
SIT has reserved emergency supplies and designated the following places as evacuation areas. Be prepared, however, for evacuation to even safer areas depending on the situation after an earthquake.

- Toyosu Campus**  
Evacuation Area ▶▶  
Toyosu Campus with emergency supplies
- Omiya Campus**  
Evacuation Area ▶▶  
Omiya Campus with emergency supplies  
A Baseball ground B Tennis courts C Bus stop for school bus
- Shibaura Campus**  
Evacuation Area ▶▶  
Shibaura Campus with emergency supplies

**Stay at SIT until you confirm your security.**

In principle stay at SIT or other evacuation areas until the aftershocks have stopped and you confirm the safety of your route home.  
If you are within 20 km from your home and wish to return there, you can consider this.  
Get information from radio and TV. Beware of unfounded rumors that might be circulated even by emails.



If you are on the way back home or to school

- Check carefully the conditions surrounding you. Give priority to your safety.
- Try to move away from buildings, walls, power/telephone poles, vending machines, and anything else that might fall on you.
- Judge by yourself whether to return home, go to school, or evacuate to the nearest shelter.
- Get an accurate perspective of the damage.
- Move to the evacuation site arranged by your family in advance if possible, while putting priority on your safety.
- Follow any instructions that might be given by policemen and firefighters.

**Phone numbers of your family / friends :**

|   |   |   |   |
|---|---|---|---|
| - | - | - | - |
| - | - | - | - |
| - | - | - | - |

Blank space for additional information or notes.