



# Standards of action from before earthquake occurrence to the time of occurrence



For protecting yourself in emergencies

## Safety Guide for Major Earthquakes

SAFETY GUIDE



### 武蔵大学

### Items for advance confirmation (routine preparations)

#### Before earthquake occurrence ①

### Check the items of confirmation

#### Before earthquake occurrence ②

### Prepare items for emergency evacuation

### Reception of the earthquake early warning



**\*The 1-2-3 of action to protect your safety**

① **DROP!** Stay low!  
② **COVER!** Protect your head and legs!  
③ **HOLD ON!** Wait until the tremors subside!

### Occurrence of the earthquake



Find a way to protect yours! If without reckless movement etc.

See "Standards of action once tremors have subsided" on the reverse side

### Routine preparations

No one can prevent major earthquakes from occurring, but you can mitigate the damage by making proper preparations. Let's think in advance about what preparations are necessary.

- Confirmation of evacuation sites (near the university, in the vicinity of your home, etc.).
- Confirmation of ways of contacting the family and the place to meet up with them.
- Confirmation and registration for the Disaster Emergency Message services (Some require registration in advance, such as email addresses).
- Confirmation of routes for returning home and the time required for each.
- Preparation and writing an emergency memo.
- Confirmation of specific methods for gathering information.
- Measures to prevent toppling and confirmation of items for emergencies.
- Confirmation of means of contacting the university and friends, and preparation of a related list.

### Items for emergencies

Routine preparations and items that are convenient to carry around

- Cash (including coins)
- Health insurance card
- Towels, bandaids, bandages
- Radio & light that can be recharged with a manual crank
- Tissue & wet tissue
- Emergency blanket (aluminum sheet)
- Chocolate, candy, etc.
- Student ID card (driver's license etc. as well)
- Address book (with entry of contact information for family and friends)
- Rain gear (raincoats etc.)
- Mobile charger & cable
- Polyethylene garbage bags
- Felt-tipped marker with oil-base ink

Other items required in emergencies

- Bank passbook
- Medicine regularly taken and the prescription for it
- Sneakers
- Table-top burner (stove)
- Cord & rope
- Spare batteries
- Slippers
- Disposable pocket heater
- Seal
- Jackets, underwear & socks
- Backpack
- Flashlight
- Candles
- Toiletries
- Emergency store of food and water

**When at the university**

**When going to or from the university**  
When out of the house

- Look at the surrounding area and go to a safe place.
- Stay away from places with falling objects, glass, and objects that could come off.
- Get out of elevators.
- If you have the time, open entrance/exit doors and doors to evacuation passageways.
- If you are in a square, athletic field, or other open space with no falling objects, sit down there and wait for the tremors to subside.
- Practice the 1-2-3 of action to protect your safety.

### Personal memo for use in emergencies

Full name \_\_\_\_\_

Student ID number \_\_\_\_\_

Faculty \_\_\_\_\_

Person to contact in emergencies  
(Telephone number) \_\_\_\_\_  
(Email address) \_\_\_\_\_

Address \_\_\_\_\_

Date of birth \_\_\_\_\_

Blood type Rh ( ) \_\_\_\_\_

Do you have a chronic disease or condition? Yes No

Medicine regularly taken Yes No

Allergies Yes No ( ) \_\_\_\_\_

Evacuation site nearest to your home \_\_\_\_\_

Place for family rendezvous (meeting) \_\_\_\_\_

Share this information with your family \_\_\_\_\_

\* Enter information with a pen filled with oil-base ink



### Confirm safety information for family members

Services provided in the event of earthquakes and other major disasters.

#### Confirmation by telephone NTT Disaster Emergency Message Dial service

**Recording 1** Record using your password 3

**Play 2** Play using your password 4

Input the telephone number of the person in the affected area

**Record the message 1\*** (no more than 30 seconds long)

**Play a message 1\***

\* No need for operation with a dial-type telephone

#### Confirmation through the Internet NTT Disaster Emergency Message Board service

<https://www.web171.jp>  
**Access of web 171**

**Registration of the message**

**Message confirmation & play**

The Emergency Disaster Message Dial and web 171 are interconnected. See the NTT website for a detailed description of these services and procedure for using them. For information on the services provided by other mobile phone companies, see their respective websites.

#### Confirmation by mobile phone Disaster Emergency Message Board service Need for advance registration! (Do a test in advance)

The service also provides a function for sending an email to family and friends designated in advance, to notify them that you are registered with the Emergency Disaster Message Board. You can also confirm the safety of others using the Internet.

Here are the QR codes for each company.

■ NTT docomo ■ au ■ SoftBank ■ Y!mobile

NTT docomo  
<http://dengon.docomo.ne.jp/top.cgi>

au  
<http://dengon.ezweb.ne.jp/>

SoftBank Y!mobile  
<http://dengon.softbank.ne.jp/>

2019.12

Telephone number \_\_\_\_\_ - \_\_\_\_\_

Make entries in advance



### Contact the university to inform your safety

#### When things have settled down, notify the university of your safety

In the event of a major earthquake, Musashi University will confirm the safety of its students. Once you have ensured your own safety, login to the Musashi Study Support System (3S) and communicate your safety. You will receive an e-mail notification to the e-mail address registered with 3S.

#### 3S login procedure

Click the "3S for Students" banner on the upper righthand part of the screen on the home page of the Musashi University website.

\* We recommend to bookmark 3S in advance.

If you cannot use 3S, contact Musashi University by email or postcard, using the addresses shown below.

1. Email: [anzen@musashi.ac.jp](mailto:anzen@musashi.ac.jp)

2. Postcard

1-26-1 Toyota-Kami, Nerima ku, Tokyo, 176-8534 Japan  
Student Services Center, Student Affairs Division, Musashi University

#### Contact items (for both 1 & 2)

- Full name; ② Faculty, year, student ID number;
- Your situation and that of your family;
- Address, telephone number, etc. of your evacuation site

The university will distribute information on its website.  
[www.musashi.ac.jp](http://www.musashi.ac.jp)

### Earliest possible notification of disaster information Earthquake early warning email and disaster prevention bulletins

In addition to the earthquake early warning, this service will distribute the disaster & evacuation information, tsunami warnings, and J-ALERT issued by national and local governments to mobile phones etc. We highly recommend use of this service.

#### In the case of a major mobile phone operator

■ NTT docomo ■ au ■ SoftBank ■ Y!mobile

#### In the event of an operator (MVNO) other than a major mobile phone operator

For details, contact the operator.

#### Yahoo! disaster prevention bulletin service

If you have a smartphone, you can download the application from here.

\* If you do not have a smartphone but have a regular mobile phone or computer, you can use the email edition. In this case, you must have a Yahoo! JAPAN ID.

**i** If there is a risk that a ballistic missile will fall on Japan, J-ALERT will be activated, and this will be followed by a siren and transmission of a message. Remain calm and immediately take action.

If you are outside: Take refuge in the nearest building or underground.  
If there is no building around: Hide behind something or lie face down on the ground and protect your head.  
If you are indoors: Stay away from windows or move to a room without windows.

Once tremors have subsided

If you go to the nearest safe place

If you go to a place of refuge or evacuation site

Once things have settled down



When at the university

**Calmly confirm the area**

**Is your current location really safe?**

**Is there any danger or risk of fire?**

YES  
NO

- Evacuation to the baseball ground of Musashi High School and Junior High School
- Evacuation to the Asaka School Ground

Stand by at a safe place

Follow the instructions issued by emergency broadcasts and faculty members

Stand by within the school

- 1 Calmly observe the situation for a while.
- 2 Stay where you are if there is no risk of objects toppling or falling. If you sense such a risk, go to a safe place.
- 3 If there is a fire, do what you can to extinguish it without sacrificing your own safety while obtaining the cooperation of those around. If you decide that you cannot extinguish it, promptly get away from it and contact the faculty and staff.
- 4 If people are injured, give them first aid without sacrificing your own safety while obtaining those around, and contact the faculty and staff.

- 1 **Standards of judgement for movement to another safe place**  
If there is no risk of objects around you toppling or falling, it is safer to stay where you are. Wait for instructions from the faculty and staff. If you think it is dangerous where you are, go to a safe place.
- 2 **Cautions when taking action**
  - If there is a fire etc., cover your mouth with a towel etc. to prevent inhalation of smoke.
  - Do not ride an elevator. Use the stairs.
  - You may take valuables along on your person, but leave behind large bags etc. that could impede evacuation.

**On-campus evacuation site I**

We anticipate use of the following places as places of refuge or evacuation sites on the university campus. Evacuate to the place that is safer under the particular circumstances in the event of an earthquake.

- The baseball field of Musashi High School and Junior High School
- The Asaka School Ground

- ☎ Confirm the safety of your family
  - ✉ Contact the university to communicate your safety
- \* See the reverse side

Should you stay at the university / evacuation site or go home?

- Stay at the university or evacuation site until safety has been confirmed.
- If you stay at the university**
  - If it would be difficult for you to return home, you may be instructed to stay at the university, based on a decision by the School Crisis Headquarters.
  - When going into buildings or to lodging facilities etc., follow the instructions of emergency broadcasts and faculty and staff.
  - The university has a store of emergency supplies. Faculty members will distribute them as necessary.
  - Confirm the safety of your family by yourself, using the message dial and board services etc. noted on the reverse side.



When going to or from the university  
When out of the house

**Calmly confirm the area**

**Is your current location really safe?**

**Is there any danger of fire? Has a major tsunami warning been issued?**

YES  
YES  
NO

Movement to wide-open space (in parks etc.)

Evacuation to high ground

Movement to places of refuge / evacuation sites

No longer any risk of fire or tsunami

Movement to & standing by at safe places of refuge / evacuation sites

- 1 Confirm damage in the surrounding area.
- 2 If you are in a railway station or facility, follow the instructions of the staff.
- 3 If you are in an area at risk of tsunamis, take refuge on higher ground.
- 4 Collect factual information from public institutions, radio, TV, the Internet, etc.
- 5 If you are in the process of going somewhere, walk and stay away from concrete-block walls, utility poles, office buildings, and other such structures.

- 1 Confirm the situation in the surrounding area even after going to a safe place.
- 2 Follow the instructions of the local government (city, ward, town, or village), police, and fire department.
- 3 Continue to collect factual information from public institutions, radio, TV, the Internet, etc.
- 4 Do not go home or to the university at your own discretion; instead, go to the nearest place of refuge or evacuation site.
- 5 If you do not know where the evacuation site is, go to open space or a park where there is no risk of fire or the collapse of structures.
- 6 Go to the evacuation site which your family chose in advance as a place for rendezvous. However, if that site has been affected by the disaster or is otherwise dangerous, put top priority on safety and go to a different evacuation site.

If you stay at an evacuation site

- Follow the instructions from the staff.
- If you can go home**
  - If you are staying on the campus, you cannot leave and go home at your own discretion, until the school crisis headquarters issues an instruction permitting the same.
  - The maximum distance for returning home on foot is basically about 10 km. To walk 10 km would take about four hours.
  - Congestion may be expected to occur at many places when a large number of people try to go home at once. For this reason, leave an ample margin of time when taking action.
  - Movement after sunset is dangerous and also holds the risk of victimization by crime. Avoid taking action alone.
  - When going home, go with at least one other person going in the same direction, as far as possible.
  - Once you have ensured your own safety after returning home, contact the university to communicate your safety.

Map of the area around the university (circle = 10-km radius)

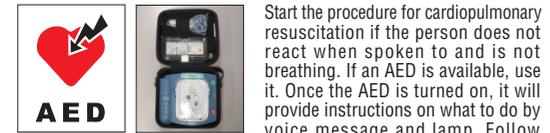


(Approximate time)

Date	Sunrise	Sunset
March 20	05 : 45	17 : 53
June 20	04 : 25	19 : 00
September 20	05 : 27	17 : 41
December 20	06 : 46	16 : 31

\* In bad weather, it becomes dark about one hour earlier.

**Life-saving procedure in the case of cardiopulmonary arrest**



Start the procedure for cardiopulmonary resuscitation if the person does not react when spoken to and is not breathing. If an AED is available, use it. Once the AED is turned on, it will provide instructions on what to do by voice message and lamp. Follow those instructions and calmly operate the AED. When performing cardiopulmonary resuscitation and operating the AED, seek the help of those around and do what you can with their cooperation, as far as possible.

Source (for life-saving procedure): Tokyo Fire Department

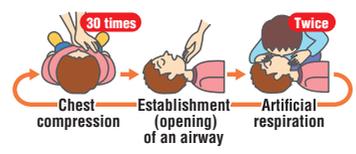
- [Places installed with AED on campus]**
- Within the front gate guardhouse
  - Staircase landing on the second floor of the Professor Research Building
  - Hall on the first floor of the university gym

**1 Confirmation of reaction & respiration**

Call to the person while tapping his (or her) shoulder. If there is no reaction, look at his chest and belly, and see whether or not he is breathing normally within 10 seconds.

**2 Cardiopulmonary resuscitation**

Repeatedly perform the combination of 30 chest compressions (heart massages) and two artificial respiration acts. Compress the chest by about 5 centimeters and perform from 100 to 120 compressions per minute, without a break (with minimum pauses). If it would be difficult to perform artificial respiration, perform chest compression only.



**3 Use of the AED**

If an AED is supplied in the middle of cardiopulmonary resuscitation, turn it on and start operating it while following the voice message instructions. (For preschool children, use the children's pad. If there is no children's pad, use the adult pad.)

**Telephone number of your family**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

memo

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\* Enter information with a pen filled with oil-base ink