



For protecting yourself in emergencies

# Safety Guide for Major Earthquakes

SAFETY GUIDE



武蔵大学

April 2020



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

### 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



### 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 for rendezvousing with them.
- Confirmation of and registration for the Disaster Emergency Message services (Also a need for advance registration of email addresses etc.).
- Confirmation of routes for returning home and the time required for each.
- Preparation of, and entry in, a memo for emergencies.
- Specific means of information collection.
- 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, band-aids, 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
- ☐ Undershirts, underpants, & socks
- ☐ Backpack
- ☐ Flashlight
- ☐ Candles
- ☐ Items for washing the face
- ☐ Emergency store of food and water



When at the university



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

- 1 Look at the surrounding area and go to a safe place.
- 2 Stay away from places with falling objects, glass, and objects that could come off.
- 3 Get out of elevators.
- 4 If you have the time, open entrance/exit doors and doors to evacuation passageways.
- 5 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.
- 6 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

Dial 1 7 1

Recording 1 Play 2

Record using your password 3 Play using your password 4

Input the telephone number of the person in the affected area

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

#### 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

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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.



### Contact the university to communicate information about 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. When you register with 3S in advance, you will receive an email notification of your registration.

#### 3S login procedure

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

\* We recommend advance registration by bookmarking.

If you cannot use 3S, contact us 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 Toyotama-Kami, Nerima ku, Tokyo, 176-8534 Japan  
Student Services Center, Student Affairs Division, Musashi University

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

- ① Full name; ② Faculty, year, student ID number;
- ③ Your situation and that of your family;
- ④ 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



#### 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.

If there is a risk of risk that a ballistic missile may land in 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**

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

**NO**

**Stand by at a safe place**

**Follow the instructions issued by emergency broadcasts and faculty members**

**Stand by within the school**



**Confirm the safety of your family**



**Contact the university to communicate your safety**

\* See the reverse side

- 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.
- 4 If people are injured, give them first aid without sacrificing your own safety while obtaining those around, and contact the faculty.

**»**

- 1 **Standards of judgment 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 a teacher. 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.

### 1 On-campus evacuation site 1

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



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**

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

**YES**

**Evacuation to high ground**

**NO**

**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 tsunami, 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.



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



**AED**



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]

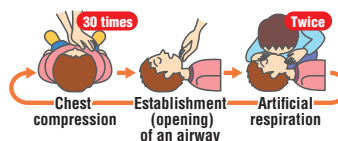
- Within the front gate guardhouse
- Staircase landing on the second floor of the Professor Research Building
- Hall on the first floor of the university gym

## 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

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— —

Also check the location of the wide-area evacuation sites and evacuation shelters near your home in advance.

memo

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.....  
.....  
.....

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

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



(Reference)

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