

Earthquake Response Manual

What to Do If You're on Campus When an Earthquake Occurs

Sophia University

7-1 Kioicho, Chiyoda-ku, Tokyo 102-8554

<https://www.sophia.ac.jp/>



List of University Emergency Contacts

Main Gate Guard Station: 03-3238-3000 (24 hours/day)

Disaster Prevention Center: 03-3238-3119 (24 hours/day)

Center for Student Affairs: 03-3238-3525

Health and Wellbeing Center: 03-3238-3394

(If using the University internal telephone system, last 4 digits only)

1 Procedure in Case of an Earthquake

An earthquake strikes

First of all, ensure your own safety.

When the shaking subsides

Stay calm and assess your surroundings.

- Check yourself for any injuries.
- Is anyone else injured?
- Is it safe where you are (broken glass, etc.)?
- Has a fire broken out?
- Are chemicals or other hazardous substances leaking?
- How much damage have buildings or equipment sustained?

- If you are injured, shout or bang on something to attract attention and get aid.
- If others are injured, work with other people to aid them; give first aid if necessary. → ②
Contact the Main Gate Guard Station or the Health and Wellbeing Center as soon as possible.

Measures to take later

Follow information or instructions given by the university.

- Pay attention to the campus public address system and information or instructions from university staff.
- Move to the evacuation location specified by the university.
- Cooperate with disaster volunteers recruited by the university. (The university and Chiyoda Ward have a cooperation agreement in the event of a disaster.)

- Get yourself under a desk or table.
- Protect your head with a bag, etc. and watch out for falling objects.
- Open a door to secure an escape route.
- Move away from windows and objects likely to fall.
- Do not rush outside.
- Move away from chemicals and other hazardous substances.
- If you were using any sources of fire or heat, turn them off immediately. (If the shaking is strong, wait until the shaking subsides.)
- In a strong earthquake, elevators are programmed to stop at the nearest floor, get off as soon as the door opens. (If you are trapped in an elevator, press the emergency button and wait for assistance.)
- If you're outdoors, move away from buildings and trees.

- Beware of aftershocks, fires and other damage.
- Find a place you believe is safe and observe the situation.
- Stay calm when evacuating and do not push or shove.
- Do not use elevators; use stairs instead.
- If a fire breaks out, alert those around you and push the first alarm button of the nearby fire hydrant and contact the Main Gate Guard Station.
- If possible, use a fire extinguisher to start putting the fire out. (But evacuate immediately if the fire is not extinguishable.)
- Cover your mouth and nose with a handkerchief or towel to avoid inhaling smoke, move with a low posture.

- Obtain reliable information; don't be misled by rumors or hearsay.
- Confirm the safety of family and friends. → ③
- Check the traffic and road condition and decide whether to go home or stay on campus for a while. → ④

② First Aid

When you find an injured or suddenly ill person, it is very important to give prompt and appropriate first aid.

If someone has collapsed

- ① Call out to the person or tap the shoulder to check whether the person is conscious.
- ② If the person is unconscious → Ask others to bring an AED and contact the nearest Guard Station.
- ③ Open the airway. Lift the chin, tilt the head backward gently.
- ④ Check whether the person is breathing normally (if breathing, place person on his/her side).
- ⑤ If the person is not breathing → Continue repeating the cycle of 2 rescue breathing (can be omitted) and 30 chest compressions.
- ⑥ When the AED arrives, switch it on immediately and follow the prompts for using the device.

Bleeding

- Apply a clean towel, etc. to the wound and press firmly to stop bleeding.
- Raise the wound above the level of the heart to slow the flow of blood, if possible.
- Cover your hand with a plastic bag, etc. to prevent infection.

Burns

- Cool the burned area immediately and thoroughly with clean water.
- Take care not to break any blisters that may have formed.
- Don't try to remove clothing unnecessarily; pour water to cool burned area over clothing.

Broken bones

- In case of severe swelling or pain, or if the area is deformed, the likelihood of a broken bone is high, so use anything stiff—board, cardboard, magazine—to immobilize the fracture.
- If the arm or shoulder is broken, fix the joint with a towel and so on.

Actively participate in first-aid courses offered by the fire department or other bodies.
Develop a good knowledge of procedures so that you can respond calmly in an emergency.

③ Confirming Safety

It is important to decide in advance how to confirm safety with your family and friends in preparation for a large-scale disaster.

Disaster Emergency Message Dial (171)

- ① Dial 171 and to record a message, press 1; to replay a message, press 2.
- ② Dial the landline number of the person inside the disaster-stricken area that you want to contact.
- ③ Record / replay to a message. (Within 30 seconds per message / Message will be saved until the end of service.)

Disaster Emergency Message Board (web171)

- ① Access <https://www.web171.jp/>
- ② Enter the landline or mobile phone number of the person inside the disaster-stricken area that you want to contact.
- ③ Register / view a message. (Within 100 characters per message / Message will be saved until the end of service.)

Disaster Message Board Service (mobile phone/PHS)

- ① When the top page appears, access the Disaster Message Board Service.
- ② Register / confirm a message. (Within 100 characters per message)
 - Register** · Choose from prepared text to describe your situation and enter your comments. (Message will be saved until the end of service)
 - Confirm** · Enter the mobile phone number of the person you are trying to contact and choose "search."

Safety Confirmation System

Safety Confirmation System has been introduced at Sophia University.
Please check the LOYOLA bulletin board for details and make initial setup.

- When an earthquake of seismic intensity 6 lower or more occurs, a safety confirmation email will be automatically sent to the subject in the area where the earthquake occurred, so please register the safety information.
- If you register your family profile, you can also share messages with your family.

4 Judging Whether to Go Home

In the event of a large earthquake, it is important not to start moving recklessly but to first calmly collect information and confirm the situation. Whether to go home on foot or not, please refer to the following.

Checklist

- Are public transport services expected to resume? Have roads or other infrastructure been damaged?
- Are you wearing comfortable shoes? Do you have physical strength to walk home?
- What about the weather? Will you be able to reach home in daylight? (Walking in the dark is dangerous)
- Do you know the way home on foot? Are roads congested?
- Were you able to confirm the safety of the family? How is the damage?

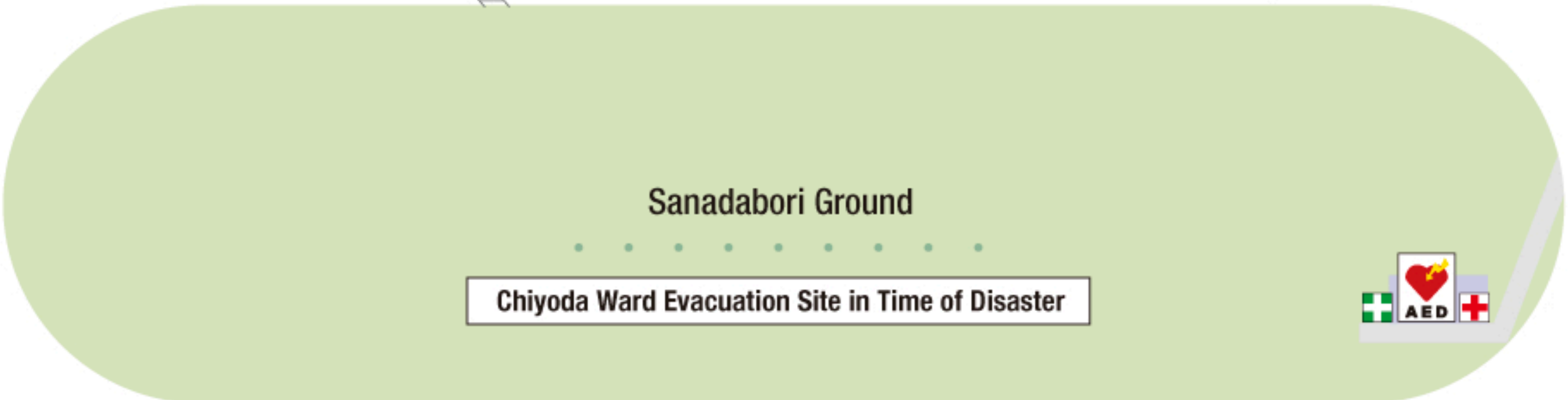
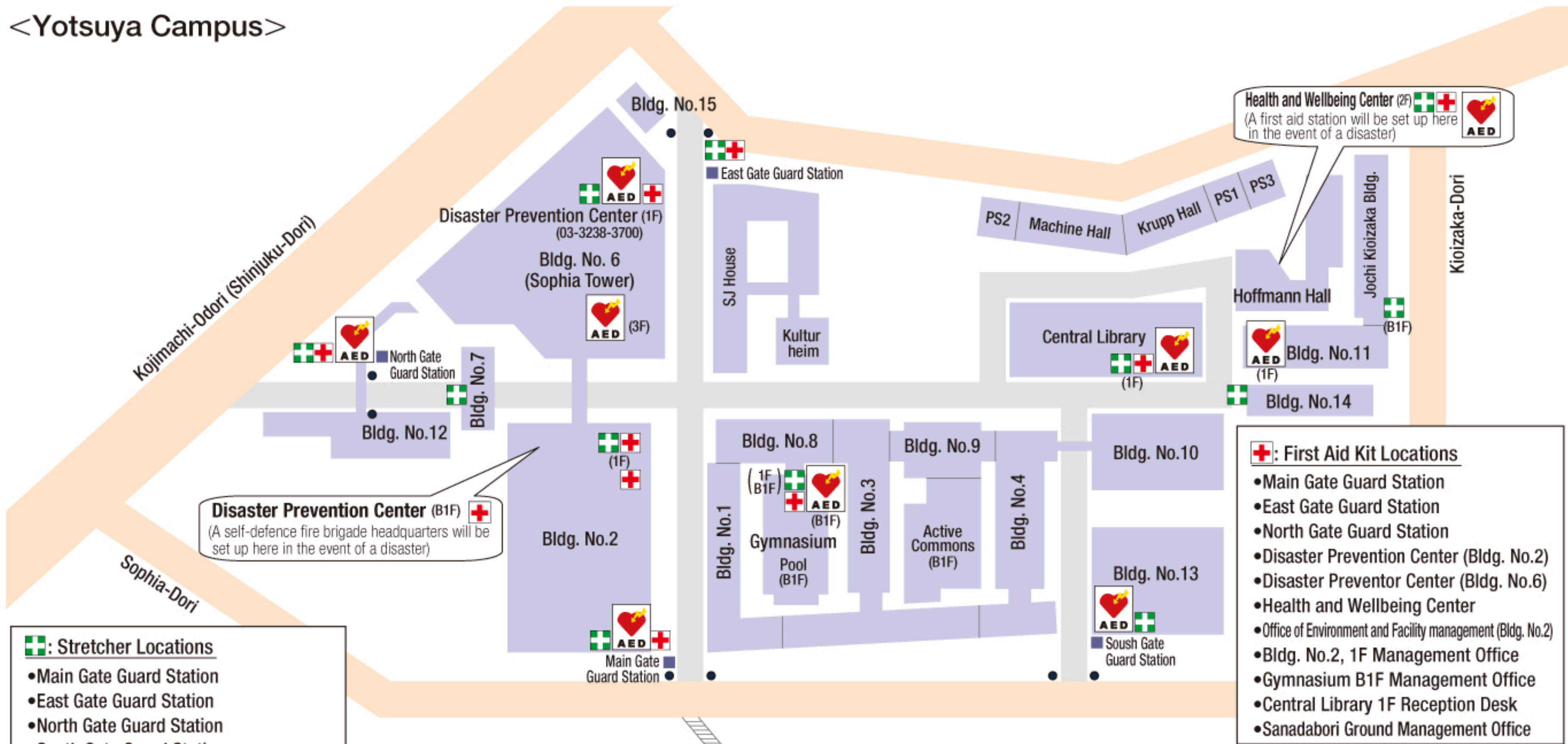
Points to bear in mind when you walk back home

- Obtain emergency food and water from the university.
- Take sufficient rest breaks at evacuation areas along the way.
- Obtain information at support stations for stranded commuters or through your mobile phone.
- Watch for fallen objects and check where you step; don't go near hazardous spots.
- If road conditions are likely to make it impossible for you to reach home, opt to stay in a nearby safe location for the time being.
- Generally, you can walk home is considered to be within 20 km.
- If it is difficult to walk home, wait until public transport services resume operation.

☆ Gas stations with a green sticker and convenience stores, family restaurants and other businesses with a yellow sticker like those below are designated locations offering help during a disaster to persons returning home on foot. Assistance includes access to drinking water, toilets, maps for road information, and information about nearby evacuation facilities.



<Yotsuya Campus>



- Stretcher Locations**
- Main Gate Guard Station
 - East Gate Guard Station
 - North Gate Guard Station
 - South Gate Guard Station
 - Disaster Prevention Center (Bldg. No.6)
 - Health and Wellbeing Center
 - Bldg. No.2, 1F Security Office
 - Next to the entrance of Bldg. No.7
 - Gymnasium B1F Management Office
 - Next to the Office of Gymnasium 1F
 - Central Library 1F Reception Desk
 - In front of Bldg. No.14 down the stairs
 - Jochi Kioizaka Bldg. B1F Security Office
 - Sanadabori Ground Management Office

- First Aid Kit Locations**
- Main Gate Guard Station
 - East Gate Guard Station
 - North Gate Guard Station
 - South Gate Guard Station
 - Disaster Prevention Center (Bldg. No.2)
 - Disaster Prevention Center (Bldg. No.6)
 - Health and Wellbeing Center
 - Office of Environment and Facility management (Bldg. No.2)
 - Bldg. No.2, 1F Management Office
 - Gymnasium B1F Management Office
 - Central Library 1F Reception Desk
 - Sanadabori Ground Management Office