

# Disaster Response Manual

## (For students)

### In case of Earthquake

#### 1. If an earthquake occurs while you are on campus

(1) About 2 minutes after the earthquake [Secure your own safety].

- If indoors, do not rush outside, but get under a desk or table to protect yourself from falling objects (especially your head), or move closer to a wall or pillar.
- If outdoors, protect yourself from glass windows and falling objects (especially the head).
- If you are in an elevator, press all floor buttons and get off at the floor where it stops. If trapped, press the emergency button and wait for rescue.

(2) When the shaking subsides

- Unplug appliances and other items that may cause a fire from the electrical outlet.
- Keep doors and windows open and secure emergency exits.
- Provide first aid to the extent possible for objects that are likely to fall.
- If a fire is discovered, loudly notify others, and if there is a fire alarm in the vicinity, push it. If there is a fire extinguisher nearby, extinguish the fire within a safe distance. However, if flames reach the ceiling, evacuate immediately.
- If an injured person is found, provide first aid to the extent possible and call for backup if necessary.
- Evacuate to an evacuation site (school ground) under the direction of a faculty member or on your own initiative, and follow the instructions of the faculty member.
- If you can confirm the safety of your family and you are sure of your physical condition, you should actively participate in volunteer activities of the university.

#### 2. If an earthquake occurs while you are off campus

(1) About 2 minutes after the earthquake [Secure your own safety]

In addition to the above 1. (1);

- If you are driving a car, slow down and pull over to the left side of the road before turning off the engine.
- If you are riding public transportation and are standing, hold on to a strap or handrail. If you are sitting, bend over with your upper body on your feet, and protect your head with your belongings.

(2) When the shaking subsides

- If you are driving a car, use a radio to gather information. When evacuating from a car, leave a note with your contact information in the car, keep the keys in the car, and evacuate with your car registration (inspection) certificate.
- If you are on public transportation, follow the instructions of the staff (do not leave the car without instructions, as there are parts of the train where high voltage current flows around the tracks.)

### **3. ANPIC Safety report (if intensity of earthquake in Shiga is stronger than a lower 5)**

- Please report your safety status, using SUMS ANPIC safety confirmation system.

\* ANPIC Log-in ID: Your e-mail address of SUMS

(In case ANPIC is unavailable, please email the Student Affairs Division,

[hqkagai@belle.shiga-med.ac.jp](mailto:hqkagai@belle.shiga-med.ac.jp))

## **In case of Fire**

### **1. Alerting others**

- (1) Immediately shout "fire" loudly to inform nearby individuals.
- (2) If available, activate emergency bells and dial 119 to notify fire station.

### **2. Initial firefighting measure**

- (1) Prioritize securing escape routes for personal safety. Use buckets, fire extinguishers, wet cloths, etc., to extinguish the fire, ensuring it does not spread. Note: Some chemical fires may require specialized extinguishing methods. (Generally, fires can be extinguished as long as they do not spread to the ceiling.)
- (2) When the firefighting team arrives, provide information on the fire's spread and assist in firefighting activities to the extent possible.

### **3. Swift Evacuation**

If a fire grows large, do not try to extinguish it yourself, but evacuate quickly according to the following steps.

- (1) Cover your mouth with a towel or handkerchief and evacuate as low as possible to avoid smoke inhalation.
- (2) If you cannot see in front of you due to smoke, evacuate while touching a wall to check your direction.
- (3) When evacuating, close windows and doors of burning rooms to prevent the spread of fire as much as possible.
- (4) Once evacuated, do not re-enter the building for any reason.

## **How to Contact in Emergency**

### **1. Disaster message dial service for landline phones**

- (1) When you want to leave a message (message recording)
  - Dial 171 and follow the guidance to dial "1" (no PIN).
  - Dial the landline phone number of you from the area code and record a message within 30 seconds.
- (2) When you want to hear the other's message (message replay)
  - Dial 171 and follow the guidance to dial "2" (no PIN).
  - Dial the landline phone number of the other from the area code to replay the message.

### **2. Internet and information services provided by mobile phone carriers**

Check in advance on the website of each cell phone carrier to see if they offer services allowing you to register and search for safety information messages.