Earthquake Response Drill in Komaba
October 24th (Wed) 12:00–

All Students, Teachers, and Staff

12:00   Mock Earthquake Early Warning

   Strong shaking of an earthquake with an intensity of lower 6 lasts for 30 sec.

   Initial Response
   Suspend lectures and other activities. Protect your heads using bags. If possible, find shelter under a desk. Open the doors to secure an exit for escape, but do not rush outside.

12:05   Drill is finished except for Bldg. #5, #7, #900 & Admin.

Evacuation (Only in Bldg. #5, #7, #900, & Admin.)

12:00   Mock Earthquake Early Warning

   Initial Response
   Suspend lectures and other activities. Protect your heads using bags. If possible, find shelter under a desk. Open the doors to secure an exit for escape, but do not rush outside.

12:01   Announcement of evacuation (cancelled in case of rain.)
   Ask your students to evacuate the building with their bags and proceed to the designated evacuation area outside the building.

12:10   Safety Confirmation (cancelled in case of rain.)
   Teachers collect safety cards from any students. The drill is finished for the students who have submitted their card.
   Teachers count the number of cards, put them in an envelope, and give it to an admin. Staff member in front of Bldg. #5, #7, and #900. The drill is finished.

12:55   (Applicants only) Fire extinguishing drill in front of the Admin. Office

  3rd period will start at 13:00 as usual

   Briefing sessions will be held (in Japanese)
   October 17th, 12:20 – 12:50, Bldg. #5 room 518
Earthquake response drill on the Komaba I campus

On October 24th (Wed), starting at 12:00 (10 min before the end of the second period), the College of Arts and Sciences will have an earthquake response drill. All students and teachers on the Komaba I campus are asked to participate in the drill. Moreover, the students and teachers in Bldgs. #5, #7 and #900, and Admin. Office are also asked to participate in the evacuation and safety confirmation drills as follows:

(Bldgs. #5, #7 and #900) **At the beginning of your lecture**, please inform your students that an earthquake response drill will start at 12:00. Also, please give a “safety card” to each of your students and ask them to fill in their names.

(ALL students, teachers and staff) **At 12:00**, you will hear an advance notification of the earthquake response drill and then a mock “Earthquake Early Warning”. The drill will be conducted based on the scenario that strong shaking will come soon after the mock warning and will last for 30 sec.

(ALL students, teachers and staff) **[Initial Response]** As soon as you hear the mock warning, please stop your lecture and tell your students to protect their heads using their bags and, if possible, to find shelter under a desk. Open the doors to secure an exit for escape, but do not rush outside. All classroom buildings on the Komaba I campus are earthquake-proof.

(Bldgs. #5, #7 and #900) **[Evacuation] At 12:01**, you will hear an announcement asking you to evacuate Bldgs. #5, #7 and #900. Then please ask your students to evacuate the building with their bags and proceed to the designated evacuation area outside the building. Teachers are asked to check that all students leave the classroom and, if necessary, to help disabled students evacuate the building.

(Bldgs. #5, #7 and #900) **[Safety Confirmation]** At the designated evacuation area, please collect the safety cards from your students. For the students who submit their cards to the teachers, the drill is now finished. Teachers are asked to count the number of cards, put them in an envelope, write the number on the envelope, and give it to an administration staff member in front of Bldgs. #5, #7 and #900. All the above drills will be completed by 12:15. Note that in case of rain, the evacuation and safety confirmation drills will be cancelled.

(ONLY applicants) **A fire extinguishing drill** will start at 12:55 in front of the Administration Office. Teachers and students who are interested in this drill are welcome to participate.

If you have any questions, please ask the office of your department. Thank you for your cooperation.

Disaster Prevention Committee, Graduate School of Arts and Sciences / College of Arts and Sciences, The University of Tokyo

A briefing session will be held 17th Oct. at room 518, building #5 from 12:20 to 12:50 in Japanese.
Instructions for the Earthquake Response Drill on Komaba I Campus 2018

For teachers who have classes in Buildings #5, #7 and #900 in the second period on Wednesday

Disaster Prevention Committee
Graduate School of Arts and Sciences /
College of Arts and Sciences,
The University of Tokyo
Outline of the earthquake response drill

The College of Arts and Sciences will have an earthquake response drill. All students and teachers on the Komaba I campus are asked to participate in the drill.

**Date**  October 24th (Wed)  10 min before the end of the second period  
(simultaneously with the drill at the headquarters of the Univ. of Tokyo)

12:00  (1) Initial Response  (All)
12:01  (2) Evacuation  (Bldgs. #5, #7 and #900 & Admin. Office)
12:55  (3) A fire extinguishing drill  (Applicants only)

**Place**  Komaba I campus (including Grad. Sch. of Math. Sci.)

**Participants**  All students, teachers, and staff on the Komaba I campus at the time of the drill

The drill is important in terms of education for both disaster prevention and the Fire Protection Law.
Outline of the drill

12:00 Mock Earthquake Early Warning
Strong shaking of an earthquake with an intensity of lower 6 lasts for 30 sec.

12:00 – Initial Response (All students, teachers, staff)
Suspend lectures and other activities. Protect your heads using bags. If possible, find shelter under a desk. Open the doors to secure an exit for escape, but do not rush outside.

Evacuation (Bldgs. #5, #7 and #900 & Admin.)

12:00 Announcement of evacuation
Ask your students to evacuate the building with their bags and proceed to the designated evacuation area outside the building.

12:01 Safety Confirmation Teachers collect safety cards from any students. The drill is finished for the students who have submitted their card to any teacher.

12:10 Count the number of cards, put them in an envelope, and give it to an admin. staff member in front of Bldgs #5, #7, #900. The drill is finished.

Other buildings

12:05 Drill is finished (with announcement)

3rd period will start at 13:00 as usual

- Fire extinguishing drill (applicants only)
12:55 – in front of the Admin. Office

- Safety confirmation by e-mail
3. Response to Earthquakes

Flow of activities

Emergence notification of earthquake

3.1 Response to emergency notification of earthquake

Earthquake

3.2 Initial response

When did it occur?

At night/on a holiday

During the day

3.3 Evacuation and emergency measures

Bldgs. #5, #7, #900 Admin. Office

3.4 Verification of individual safety and damage to buildings

3.6 Response outside of working hours

All students, teachers, staff

All students, teachers, staff
3.1 Response to emergency notification of earthquake

Do not panic, and first ensure your own safety in accordance with the circumstances you find yourself in

- Call to the people around you to verify that they are safe.
- If you are indoors, **take cover under a strong desk**, etc. Do not panic and run outside.
- **Open a door to secure an escape route.**
- If you are in an elevator, stop it at the nearest floor and get out immediately.
- If you are far away from the source of a fire, do not put yourself in danger in an attempt to extinguish it.
- If you are outside, be aware of the danger of collapsing walls and falling glass.
- If you are near a lecture building or laboratory building, take cover inside the building.
3.2 Initial Response

■ Take cover in a safe place

- When you feel an earthquake, protect yourself by taking cover in a safe place, such as under a desk.
- Use a cushion, handbag, or other such item to protect your head.
- Do not attempt to move before the shaking stops.

■ Suspend lectures and other activities

- If there is a danger of damage occurring on the campus grounds, suspend all lectures, experiments, conferences, and other activities.

■ Response to fires

- Do not approach a fire before the shaking has stopped.
3.3 Evacuation and emergency measures

- Evacuate to a safe area
  - Once the shaking has stopped, evacuate to the primary evacuation area designated for each building.
  - Check your surroundings to make sure no one has been left behind.
  - Provide assistance to students and faculty members who have disabilities.

3.4 Verification of individual safety and damage to buildings

- Verify safety
  - The person in charge of fire prevention for each building should swiftly verify the safety of those who were in the building (including their names and the number of people).
  - Respond to the safety verification e-mail from safety confirmation system.
Outline of the earthquake response drill

The College of Arts and Sciences will have an earthquake response drill. All students and teachers on the Komaba I campus are asked to participate in the drill.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
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| Place | Komaba I campus (including Grad. Sch. of Math. Sci.) |

| Participants | All students, teachers, and staff on the Komaba I campus at the time of the drill |

The drill is important in terms of education for both disaster prevention and the Fire Protection Law.
Preparations Teachers & students (Bldgs. #5, #7, #900; 2nd period on Wed)

Give a safety card to each student

Admin. Office ➔ Teachers (Bldg. #5, #7, #900; 2nd period on Wed)

Admin. staff members will send you the safety cards for your students in advance by mail.

Teachers (Bldg. #5, #7, #900; 2nd period on Wed) ➔ Students

- Please give a safety card to each of your students.
- Ask your students to fill in their names.
- You may give the cards to them beforehand.
- Ask your students to bring the cards on the day of the drill.
- Please give the card again to the student who forgets to bring it on the day of the drill.
Preparations Teachers & students (Bldgs. #5, #7, #900; 2\textsuperscript{nd} period on Wed)

Give a safety card to each student

(For students)
Fill in your name and student ID

The card is folded and is a bit bigger than a business card.
Flow of activities on the day of the drill (1)

10:25 – At the beginning of your lecture

**Teachers who have classes in the 2nd period on Wed.**
- Please inform your students that the drill will start at 12:00.

**Teachers who have classes in Bldgs. #5, #7, #900 in the 2nd period on Wed.**
- **Please check that all your students have safety cards** and have filled in their names on the cards.
- Please give the card again to any students who have forgotten to bring it on the day of the drill.
- **Please inform your students about the primary evacuation area and the designated exit beforehand.**

11:58 Announcement on the disaster prevention drill

”This is an advance notification of the earthquake response drill.”

12:00 Mock Early Earthquake Warning
Flow of activities on the day of the drill (2)

12:00    Mock Early Earthquake Warning
Strong shaking will come soon after the mock warning and will last for 30 sec.

12:00    **Initial Response** (All students, teacher, staff) *(rain or shine)*

- Suspend lectures and other activities
- Do not move before the shaking stops
- Protect your heads using bags
- If possible, find shelter under a desk
- Open the doors to secure an exit for escape

*(Bldgs. #5, #7 and #900 & Admin. Office)*

12:01    Announcement of evacuation

*(Other buildings)*

12:05    Drill is finished (with announcement)
resume the 2nd period
Flow of activities on the day of the drill (3)  Bldgs. #5, #7, #900

12:01  Announcement of evacuation
“Please move to the primary evacuation area.” (cancelled in case of rain)

12:01  Evacuation to the primary evacuation area

Teachers in Bldgs. #5, #7, #900 in the 2nd period on Wed.
- Ask your students to evacuate the building with their bags and proceed to the designated evacuation area outside the building.
- Please check that all students leave the classroom.
- Help disabled students evacuate the building.

Students in Bldgs. #5, #7, #900 in the 2nd period on Wed.
- Evacuate the building with your bags and proceed to the designated evacuation area outside the building.
- Help disabled students evacuate the building.
Primary evacuation area (Bldg.#5, #7, #900, admin. office)
Primary evacuation area (Bldg. #5)

Evacuation area and the exit (#①, #②, or #③) are assigned to each classroom.

Notices will be posted in Bldg. #5 on the day of the drill.
Primary evacuation area (Bldg. #7)

Evacuation area and the exit (#4 or #5) are assigned to each classroom.

Notices will be posted in Bldg. #7 on the day of the drill.
Evacuation area and the exit (#6, #7, or #8) are assigned to each classroom. Notices will be posted in Bldg. #900 on the day of the drill.
Flow of activities on the day of the drill (4) Bldgs. #5, #7, #900

After evacuation: (cancelled in case of rain)

Safety confirmation (by collecting safety cards)

Students in Bldgs. #5, #7, #900 in the 2nd period on Wed.

– 12:10 The drill is finished for the students who have submitted their card to any teacher.

Teachers in Bldgs. #5, #7, #900 in the 2nd period on Wed.

– 12:10 Please collect the safety cards from any students, put them in an envelope, and write the number of cards on the envelope.

– 12:15 Give the envelope to an administration staff member in front of Bldgs #5, #7, #900. The drill is finished.

– 12:30 Drill is finished (with announcement)

13:00 3rd period will start
Outline of safety confirmation by collecting safety cards

Primary evacuation area #0

Calculate the total number of the safety cards and report it to the emergency response center.
Flow of activities on the day of the drill (5)

3rd period will start at 13:00 as usual (rain or shine)

12:55  Fire extinguishing drill (applicants only)

Teachers and students who are interested in this drill are welcome to participate. Please come to the front (main entrance) of the Administration Office building.

You will learn how to use a fire extinguisher.

Participants will receive emergency food and bottles of water that are close to their expiration dates.

14:45 – Safety confirmation by e-mail (All)

Please respond to the safety verification e-mail from the Komaba-alert notification system.
Flow of activities on the day of the drill (6)  

Admin. Staff members only

Administration staff members (other than the following members)

12:00  Initial response (all)  Protect your heads with your bags
12:01  Evacuation to the primary evacuation area (in front of the Admin. Office building)
– 12:20  Safety confirmation by collecting safety cards

Members who help the evacuation drill in Bldgs. #5, #7 and #900

- Safety staff: patrol the inside of Bldgs. #5, #7 and #900 during the drill
- Evacuation guide staff: help students evacuate Bldgs. #5, #7 and #900
- Staff for collecting safety cards: collect safety cards from the teachers of Bldgs. #5, #7 and #900 and report the total number of safety cards to the emergency response center.

Emergency response center  (Dean, Vice-deans, & Assistant Deans; Head and Vice-head of the Environment, Health, and Safety Office; Head of the Public Relations Committee; emergency response faculty members; building safety inspector; and the in-house firefighting team)

12:01  –  Set up the emergency response center in front of the Admin. Office building.
– 12:30  Receive reports on safety confirmation