

Earthquake Response Drill in Komaba

October 23rd (Mon) 12:00– (2nd period)

All Students Teachers Staff

At 12:00 on Oct. 23

on the Komaba I campus,
**Please participate in the
earthquake response drill**

outside the Komaba I
campus, no need to
participate in it.

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

(rain or shine)

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

(cancelled in case of rain)

12:01 Announcement of evacuation

Ask your students to evacuate the building with their bags and proceed to the designated evacuation area outside the building.

– **12:10 Safety Confirmation** Teachers collect safety cards from any students. The drill is finished for the students who have submitted their card.

– **12:15** Count the number of cards, put them in an envelope, and give it to an admin. staff member in front of Bldg #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) (rain or shine)

12:55– in front of the Admin. Office

– Safety confirmation drill by email.

Earthquake response drill on the Komaba I campus

On October 23rd (Mon), 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.

(Applicants only) 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

Instructions for the Earthquake Response Drill on Komaba I Campus 2017

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

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 23rd (Mon) 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)

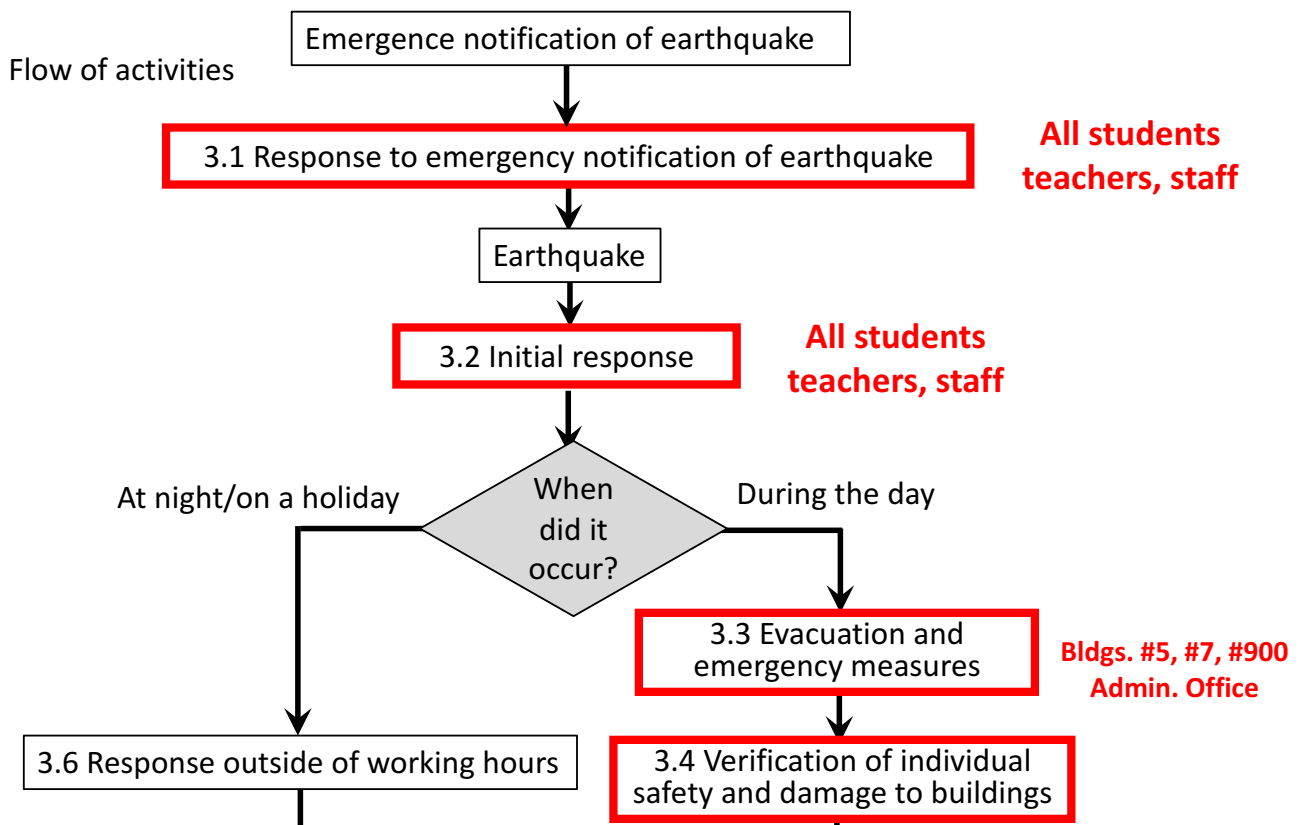
Place Komaba I campus (including Grad. Sch. of Math. Sci.)

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.

From “Komaba I Campus Disaster Prevention Manual”

3. Response to Earthquakes



From “Komaba I Campus Disaster Prevention Manual”

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.

From “Komaba I Campus Disaster Prevention Manual”

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.

From “Komaba I Campus Disaster Prevention Manual”

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.

Preparations Teachers & students (Bldgs. #5, #7, #900; 2nd period on Mon)

Give a safety card to each student

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

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

Teachers (Bldg. #5, #7, #900; 2nd period on Mon) → 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; 2nd period on Mon)

Give a safety card to each student

(For students)
Fill in your name
and student ID

<p>避難場所</p> <p>本キャンパスでは、避難場所が以下の通り指定されています。</p> <p>：建物ごとに指定されている避難場所で、各号館の前の広場等が指定されています。各号館の玄関付近に、一次避難場所の位置が記載されています。</p> <p>：一次避難場所に留まることが危険な場合に避難する場所で、ラグビー場が指定されています。</p>  <p>・一次避難場所については、普段から場所を確認しておいてください。 ・一次、二次避難場所へは、その場にいる教員、職員の指示に従って移動してください。</p>	<p>災害対応 ポケットマニュアル</p> <p>駒場Iキャンパス 学生版</p>  <p>パーソナルメモ</p> <p>氏 名 <input type="text"/></p> <p>所 属 (学籍番号) <input type="text"/></p> <p>学 年 (学部・修士・博士) <input type="text"/> 年</p> <p>※詳しくは、[東京大学環境安全本部HP]にて公開されている防災対策スライドをチェックしてください。</p>  <p>平成26年3月作成</p>
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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 Mon.

- 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 Mon.

- 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
- For 30 sec after the mock warning**

(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

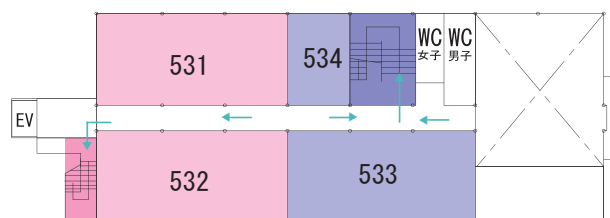
Teachers in Bldgs. #5, #7, #900 in the 2nd period on Mon.

- 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 Mon.

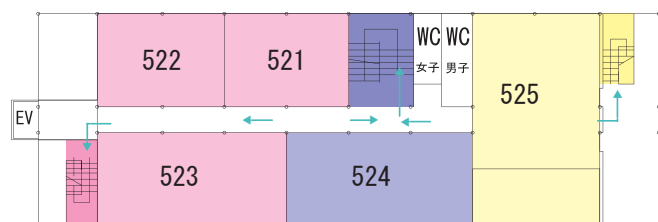
- Evacuate the building with your bags and proceed to the designated evacuation area outside the building.
- Help disabled students evacuate the building.

Primary evacuation area (Bldg. #5)



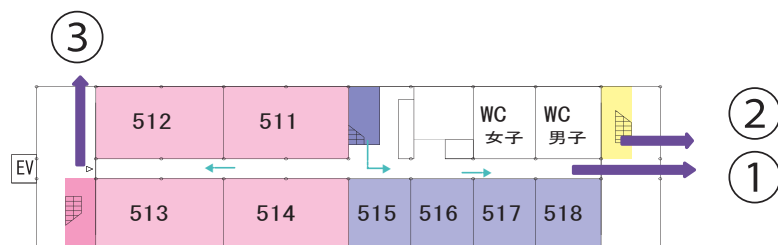
5号館 3階 732㎡ S=1/300

Evacuation area and the exit (#0, 1, 2, 3, or 4) are assigned to each classroom.

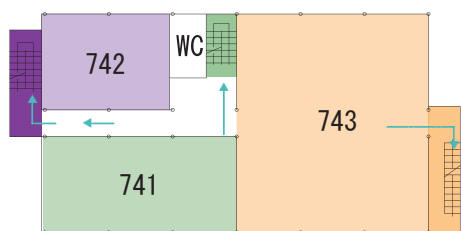


5号館 2階 984㎡ S=1/300

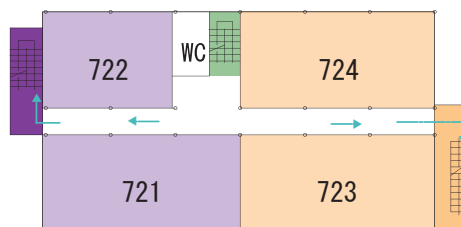
Notices will be posted in Bldg. #5 on the day of the drill.



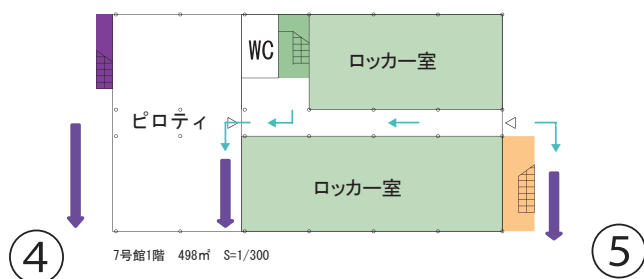
Primary evacuation area (Bldg. #7)



7号館3階 744㎡ S=1/300



7号館2階 744㎡ S=1/300

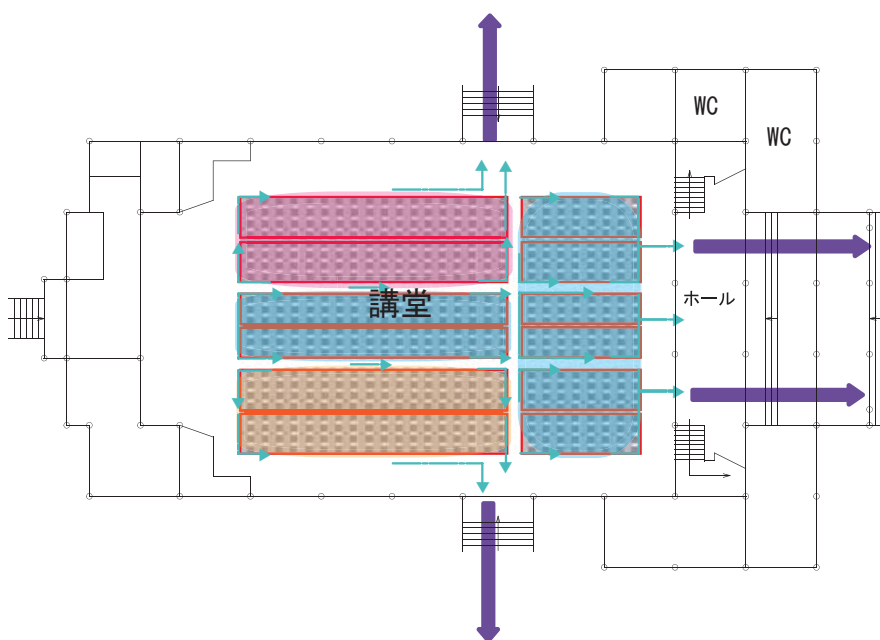


7号館1階 498㎡ S=1/300

Evacuation area and the exit (#0, 1, 2 3, or 4) are assigned to each classroom.

Notices will be posted in Bldg. #7 on the day of the drill.

Primary evacuation area (Bldg. #900)



Evacuation area and the exit (#0, 1, 2 3, or 4) 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)

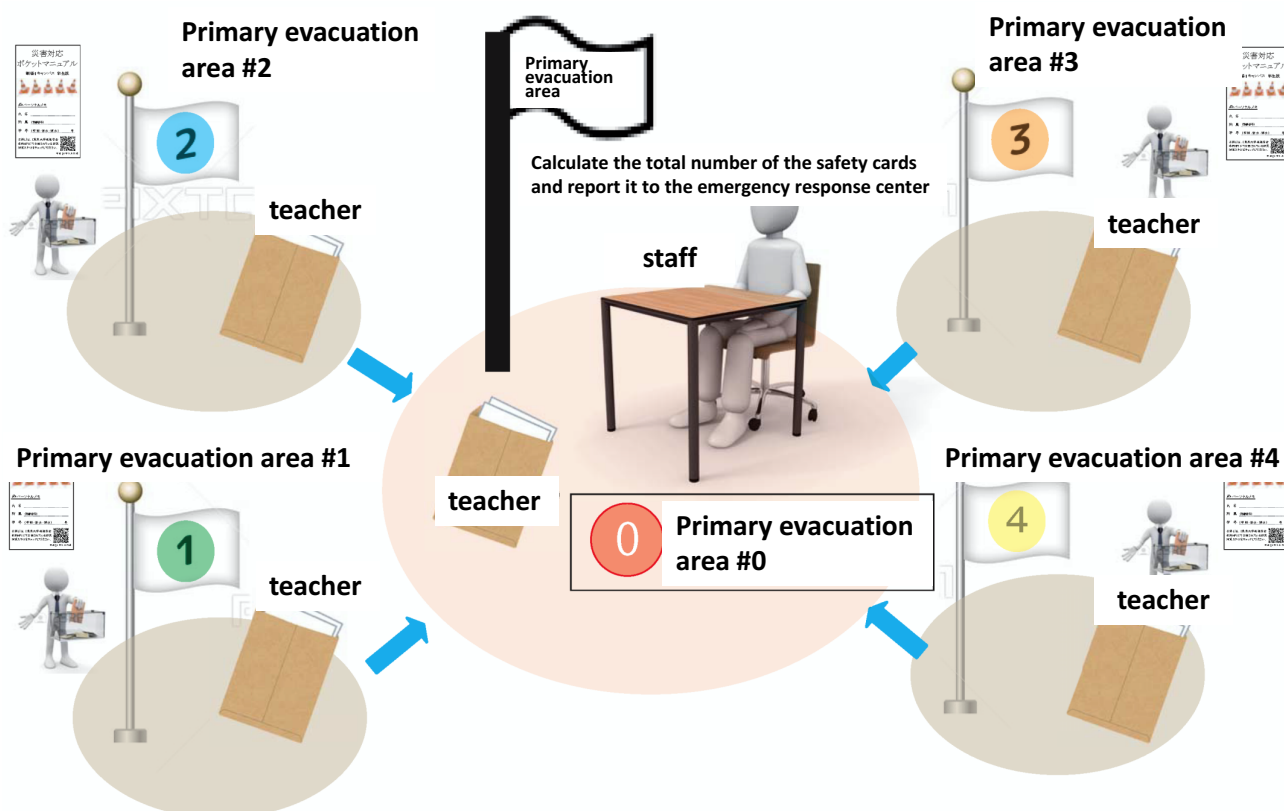
Students in Bldgs. #5, #7, #900 in the 2nd period on Mon.

- 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 Mon.

- 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 4th period will start

Outline of safety confirmation by collecting safety cards



Flow of activities on the day of the drill (5)

3th 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. #1, #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