

# 2025 Komaba I Campus Earthquake Safety Drill Implementation Guidelines

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Graduate School of Arts and Sciences/College of Arts and Sciences,  
Graduate School of Mathematical Sciences  
Disaster Prevention Committee/Disaster Prevention Working Group

Boxes colored like this indicate action requests for students, faculty, and staff.

# Outline of the safety drills

## Earthquake Early Warning (Drill)

12:00 - earthquake of intensity close to 6  
(Japanese seismic scale),  
tremors lasting for about 30 seconds

(Held even if rain)

## 12:00 - Initial response (initial safety actions) drill for everyone

Students, faculty, and staff should secure their personal safety (protect their heads with a bag, etc.)  
Faculty members should stop their classes or research and instruct students to ensure their safety.

(Suspended during rainy weather)

## Evacuation drill Buildings 11, 12, 13, the Administration Building, and the Graduate School of Mathematical Sciences Building

### Around 12:01 - Broadcast of evacuation instructions

Under a faculty member's instruction, students evacuate to the primary evacuation site (outside the building).

### 12:10 - Reach the primary evacuation site (outside the building)

✂ Refer to the layout diagram on the next page

The evacuation drill of students and faculty ends.

## Other buildings

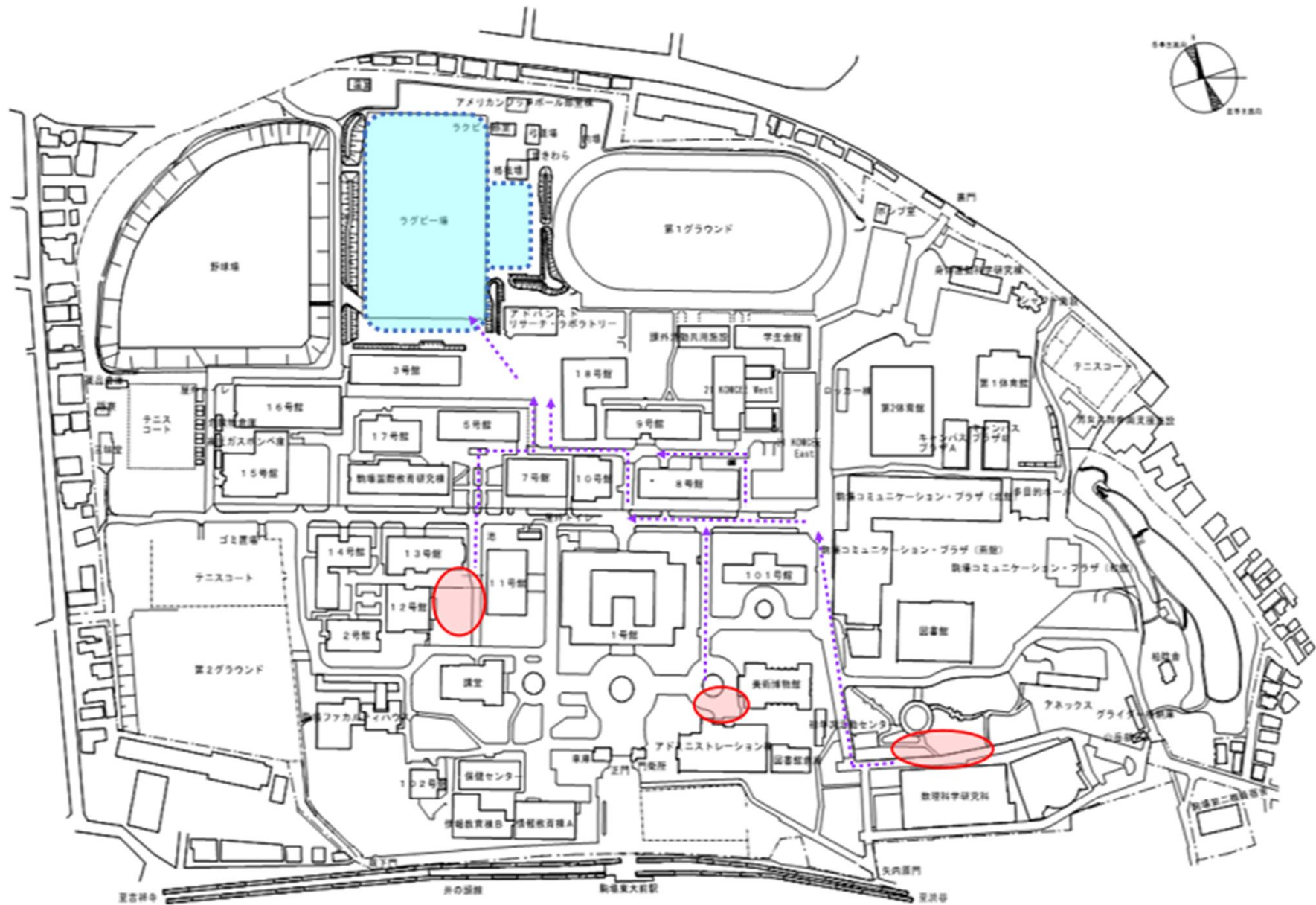
Drill ends at around 12:05 (scheduled broadcast)

3<sup>rd</sup> period classes held as normal!

12:10 - At the [Communication Plaza](#)

## Fire extinguisher training

(optional; suspended during rainy weather)



○ : Primary evacuation site 
   : Secondary evacuation site 
 ←--- : Evacuation Route  
 ※In this evacuation drill, we will not be moving to a secondary evacuation site.

### Primary evacuation sites for the 2025 Earthquake Safety Drills

## 3. Response during an earthquake

### 3.1 Response during early earthquake warning

**■ Don't panic, check your surroundings and ensure your own safety.**

- Call out to those around you and check that they are safe.
- If you are indoors, take shelter in a safe location such as underneath a sturdy desk; do not rush outside.
- Open the door to secure an escape route.
- If you are inside an elevator, stop at the nearest floor and exit quickly.
- Do not try to extinguish fires unless they are close by.
- If you are outdoors, be aware of collapsing brick walls and falling glass.
- If you are near a lecture hall or research building, find shelter inside.

## 3.2. Initial response

### ■ Hide in a safe place

- If you hear rumbling, hide under a desk first to protect yourself.
- Protect your head with a cushion, bag, or something similar.
- Do not move during tremors.

### ■ All lectures and the like are cancelled

- If there is a threat of damage to the campus, all lectures, experiments, meetings, and the like shall be cancelled.

### ■ Responding to fire

- Do not go near fires during tremors. Extinguish the fire only when the tremors stop.

### 3.3 Evacuation and first-aid measures

*Only for students, faculty, and staff subject to evacuation drills*

#### ■ Evacuate to a safe place

- Evacuate to the designated primary evacuation site for each building once the tremors stop.
  - Check your surroundings to see if anyone has not managed to escape or is trapped.
  - Assess the status of any students with disabilities and provide evacuation assistance.
- Etc.

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### 3.4 Confirmation of safety

#### ■ Confirming safety

- Respond to the safety confirmation email from the Safety confirmation system.
- Etc.

# Outline of the earthquake safety drills

A large-scale disaster prevention drill will be held during class hours for **all students, faculty, and staff** at the Komaba I campus.

Date and Time: **October 22, 2025 (Wed) 12:00** (10 minutes before 2nd period ends)

Major earthquake drills to be conducted (simultaneously at headquarters)

12:00      **(1) Initial response drill** (for everyone)

12:01      **(2) Evacuation drill**

(only Buildings 11, 12, 13, the Administration Building, and the Graduate School of Mathematical Sciences Building)

12:10      **(3) Fire extinguisher training** (optional)

Venue: All of Komaba I Campus

(Including Graduate School of Mathematical Sciences Building and Communication Plaza)

Participants: All students, faculty, and staff at Komaba I Campus during the drill

Please participate in the earthquake safety drills to the extent that your work allows.

## **Preparation before the drill** Faculty and Students (Buildings 11, 12, 13, and the Graduate School of Mathematical Sciences Building, Wed., 2nd period)

**Before the drill, students** will receive a notification, “About the Drill,” in **UTAS**.

→ **Faculty (Buildings 11, 12, 13, and the Graduate School of Mathematical Sciences Building, Wed., 2nd period)** → **Enrolled students**

- During the lecture, inform the students verbally about the drill and provide the location of the relevant primary evacuation site.

# Flow of the drill ①

**10:25 - At the beginning of the 2nd period**

**Faculty (in charge of the 2nd period classes on Wednesday)**

- Notify students that the earthquake safety drill will be held starting at 12:00.

**Faculty (in charge of the 2nd period classes on Wednesday)** (Buildings 11, 12, 13, and the Graduate School of Mathematical Sciences Building)

- Inform students about the primary evacuation sites and exits.

**11:58 Earthquake safety drill preliminary announcement (Everyone)**

“The earthquake safety drill for the Komaba I campus will begin.”

**12:00 Emergency Earthquake Warning (NHK chimes sound) (Everyone)**

Earthquake with an intensity of close to 6 will be assumed for 30 seconds

# Flow of the drill ②

12:00

**Initial response** (All students, faculty, and staff) (held even if rain)

- Suspend all classes, research, etc.
- Do not move during tremors
- Protect your head with a bag or similar item
- Hide under a desk if possible
- Open the door and secure an escape route

After the warning,  
for about 30 seconds

- Around 12:01** Announcement of evacuation instructions  
(Only for Buildings 11, 12, 13, the Administration Building, and the Graduate School of Mathematical Sciences Building)
- Around 12:05** Safety confirmation emails sent from the safety confirmation system for each **individual to answer**
- Around 12:05** Announcement of the end of the evacuation drill; 2nd period resumes  
(Except for Buildings 11, 12, 13, the Administration Building, and the Graduate School of Mathematical Sciences Building)

# Flow of the drill ③

Buildings 11, 12, 13, and the Graduate School of  
Mathematical Sciences Building

## Around 12:01 Announcement of evacuation instructions

“Please confirm that you are safe and head to the primary evacuation site for your respective building.”

### Around 12:01

**Head toward the primary evacuation site (outside the building)  
(Suspended during rainy weather)**

**Faculty (In charge of the 2nd period on Wednesday)** (Buildings 11, 12, 13, and the Graduate School of Mathematical Sciences Building)

- Inform the students to “take your belongings and move to the evacuation site using the designated exit.”
- Leave the classroom last after confirming that all students have left.
- Students who have difficulty evacuating alone to be assisted by the faculty member and other students.

**Students (Wednesday 2nd period)** (Buildings 11, 12, 13, and the Graduate School of Mathematical Sciences Building)

- Take your belongings and move to the evacuation site using the designated exit.
- Students who have difficulty evacuating alone to be assisted by the faculty member in charge and other students.

# Flow of the drill ④

**Move to the primary evacuation site**

**Student and Faculty (Wed., 2nd period)**

**(Buildings 11, 12, 13, the Administration Building, and the Graduate School of Mathematical Sciences Building)**

**Around 12:10** Evacuation Drill ends

**\*Moving to the secondary evacuation site will not be practiced.**

\*Staff members in charge of the primary evacuation sites in **Buildings 11, 12, 13, and the Graduate School of Mathematical Sciences Building** will be on standby.

\*The primary evacuation site of the **Administration Building** will be used as the Disaster Countermeasure Headquarters.

**Around 12:30** Announcement of the end of the drill

**13:00** The beginning of the 2nd period

\*If students are late for their 3rd period classes because of their participation in the evacuation drill, please give them due consideration on this day only.

**12:10**

**Fire drill (optional) (Suspended during rainy weather)**

**Assemble in front of the Communication Plaza.**

Learn how to use a fire extinguisher by trying it with a fire extinguisher filled with water.

# Flow of the drill ⑥

## Administrative staff

### Administrative staff (Other than those indicated below)

- 12:00 Initial response (everyone) Protect your head with a bag or similar item
- ~12:01 Move to the primary evacuation site (in front of the Administration Building)
- ~12:01 Safety confirmation Report the number of people in each section.

### Evacuation personnel in Buildings 11, 12, 13 & Graduate School of Mathematics Building

- **Security personnel:** Patrol the building during the evacuation drill to prevent crime.
- **Evacuation personnel:** Provide evacuation guidance around the evacuation site.

### Disaster Countermeasure Headquarters

(Dean (Graduate School of Arts and Sciences, Graduate School of Mathematical Sciences), Vice Dean (Graduate School of Arts and Sciences, Graduate School of Mathematical Sciences), Assistant to the Dean, Director and Deputy Director of the Environment and Safety Management Office, Public Relations Committee Chair, Emergency Response Faculty and Staff, Building Emergency Risk Level Assessor, Self-Defense Firefighters)

- 12:01 Set up in front of the Administration Building  
(Automatically gather if the earthquake intensity is close to 6)
- ~ 12:30 Receive the report of the safety confirmation tally results

# Target of the Drills

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The drills are for all students, faculty, and staff members in the Komaba I Campus. This includes graduate students, researchers, non-full-time lecturers, and administrative staff. **Your cooperation and participation in the drills are requested to the extent that they do not significantly interfere with your work.**

When an actual earthquake occurs, experiments and the like are to be stopped, and fires should be extinguished once the tremors stop. However, **if students are in the middle of an experiment during this disaster prevention drill, participating in the drill by hiding in a safe place may interfere with the experiment.** In this case, it is left to the faculty in charge of the experiment (and the students) to review the details of the drill. They may continue the experiment. However, even if you are not participating in the safety drill, we request that you remind students at the beginning of your class that “during an actual earthquake, you must stop the experiment, open the door, secure an escape route, and protect your head with a bag or similar item.” Kindly remind the students to remember this once the emergency earthquake warning chimes are sounded.

If participating in the drill would interfere with your other duties, use your discretion as a faculty member or student to please consider participating to the extent that it does not significantly interfere with your duties. Thank you very much for your cooperation.