Safety and Emergency Protocol

Disasters

■ Emergency Drills

1. Prevention

Natural disasters include events that are unpredictable, such as earthquakes, and those we can prepare for, such as typhoons. These events may cause secondary disasters such as fire, landslides or floods.

With sufficient preparation, damage may be kept minimal. Therefore, it is important to acquire sufficient knowledge and make specific preparations before anything happens. Preparedness for disasters is a crucial measure.

2. Emergency Drills

When a natural disaster occurs, it is critical to remain calm, think of what can be done and take appropriate action. In order to do so, it is necessary to have regular emergency drills and to prepare yourself.

※Have plans of action for emergency situations.
※Learn and practice first aid measures.
※Actively engage in emergency drills

It is also important to think of others and try to help them when necessary.

※Emergency or first aid measures can be learned by participating in workshops offered by the Japanese Red Cross Society, Hirakata Fire Department and your community. Kansai Gaidai invites an instructor from the Neyagawa Driving School to give lectures on this topic.

3. Emergencies during class periods

When there's an emergency during class, follow instructions given by faculty/staff and if necessary report the situation to the administrative office immediately. Depending upon the emergency level, evacuation instructions will be given via intercom system to direct you to an evacuation area. You must refrain from acting independently, and your consideration and cooperation is necessary to ensure orderly evacuation.

4. 10 Tips for Safe Emergency Evacuation

(1) Protect yourself

All your preparedness will be in vain if you injure yourself. Make sure all furniture is secured in order to prevent it from falling.

(2) Put out fire immediately

Natural disasters can trigger secondary dangers such as fire. Make a habit of turning off heating devices, etc. when finished using them and keep any flammable items away from ignition sources.

(3) If a fire starts, put it out quickly

If the fire hasn't reached the ceiling yet, do not panic, for it's still extinguishable. If the fire reaches the ceiling, evacuate immediately and do not return to the ignition source.

(4) Make sure you have ways of escape.

Make sure to open doors and windows, especially for those who live in high rise apartments. You will have nowhere to escape from a fire once you lose track of the way out.

(5) Don't rush out in a panic

Sometimes it is safer to stay inside. Remain calm and observe the situation carefully. Watch out for falling objects such as roof tiles and broken glass when evacuating a building or apartment.

(6) Keep away from narrow lanes and walls

Keep distant from places which may fall over. Evacuating to open spaces such as a park or designated evacuation area is recommended.

(7) Evacuate on foot

Try to evacuate light. Do not use vehicles for evacuation. Follow the instructions of volunteer organizers for disaster prevention and evacuate in a group. Give precedence to the elderly and sick people. If you are evacuating with children, hold their hands and keep an eye on them.

(8) Watch out for landsides and rock falls

Check out your neighborhood for evacuation routes to safe places.

(9) Help each other

In an emergency situation, medical facilities overflow with people seeking care. Help each other with first aid measures.

(10) Obtain accurate information

Don't panic due to misleading information, but rather try to obtain accurate information from the radio, fire stations and local authorities to take appropriate action.

■Earthquake

1. Preparedness

The most important aspect of earthquake preparedness is to be actively involved in emergency drills held by local authorities.

2. Intensity and Expected Damages

Intensity 0	A tremor is recorded on seismograph but imperceptible to people.
Intensity 1	Only a few people in a room feel the tremor.
Intensity 2	Some people recognize the tremor. Hanging objects such as lamps may slightly swing following the quake.
Intensity 3	Most people in a room feel the tremor. Some unsecured furniture may rock slightly.
Intensity 4	Most people are awakened. Small objects such as vases may fall off shelves. People feel a tremor even when walking.
Intensity 5 (lower)	Buildings shake strongly enough to knock dishes and books off the shelves, and crack windows.
Intensity 5 (upper)	Large and tall objects indoors such as dressers, and vending machines outdoors, may fall over. It is hard to drive vehicles.
Intensity 6 (lower)	People are barely able to stand. Tiles and windows are cracked and doors are jammed shut.
Intensity 6 (upper)	It is impossible to move without crawling, there are landslides, cracks in the ground appear, and buildings start collapsing in some areas.
Intensity 7	A geological fault slips causing cracks in the ground, landslides, and buildings to collapse in most places.

Information on Earthquakes
Official Website of the Japan Weather Association (http://tenki.or.jp/index.html)

3. Initial Response

(1) Protect yourself from falling objects

Classrooms have a large number of glass windows. In order to avoid being injured by glass, gather in the middle of the classroom. Crawl under a desk, and cover your head for protection. If the desk is unsecured, make sure you hold on to it. If you are walking along a corridor enter the closest classroom in order to stay away from glass windows.

(2) Make sure you have ways out

The closest person to the classroom door must open doors to make sure there are ways out.

(3) Movement to Evacuation area

University staff will guide all the people on campus to evacuation areas in accordance with emergency levels.

4. Don’t panic or be misled by false information.

It is likely that people mislead by false information will panic. In order to prevent panic, make sure to get accurate information from the police, firemen or local authorities and follow the instructions of volunteer organizations for disaster prevention.

■Fire

1. Causes of Fire

The major cause of fire is careless behavior. The most common cause of fire is arson, followed by careless smoking. Heating equipment fueled by kerosene, gas and electricity can also causes fires. As for fires caused by cigarettes, smokers' lack of safety awareness may result in fire.

2. Fire Safety Awareness Tips

A fire can easily occur when flammable items, oxygen, and sources of heat are in close proximity. This can be prevented by checking the following things.

(1) Keep flammable items away from heating equipment

(2) Check electrical equipment on a regular basis.

(3) Use an ashtray whenever smoking and never discard cigarette butts on the street.

(4) Do not use any spray cans that have “flammable” written on them near sources of heat.

(5) Make sure all electrical equipment is turned off when not in use.

3. If you see a fire on campus, report it to the administrative office or security office immediately.

4. Fire Alarm System

If fire detectors in the building detect smoke or heat, the alarm system will automatically announce, “The fire alarm system on the Xth floor has been activated and our staff is currently investigating the situation. Please wait for further instructions.” If the fire grows, there will be an emergency announcement, “There is a fire emergency situation on the Xth floor. Please remain calm and evacuate the building immediately.” As the fire alarm system is activated at the administration office, our staff will immediately deal with the situation and will guide you when evacuations are required.

In case of fire during classes, you should immediately leave the building following the instructions given by faculty/staff.

※Do not use the elevators during an emergency.

5. 3 Tips on Evacuation

(1) Evacuate immediately if the fire reaches the ceiling or other objects catch fire.

(2) When evacuating through smoke, cover your mouth with wet fabric.

(3) Evacuate along the wall when inside a classroom and in the middle of a corridor when outside.

■Typhoon

1. Expected Damage by Wind Storms

Wind Speed 10m/s	People are unable to continue to use umbrellas.
Wind Speed 15m/s	Sign boards and tin roofs start to blow away.
Wind Speed 20m/s	Branches are broken off trees.
Wind Speed 25m/s	Roof tiles are blown away and TV antennas fall down.
Wind Speed 30m/s	Storm shutters come off. Some houses may collapse.

According to the Ministry of Land, Infrastructure, Transport and Tourism

The data is based on the average wind speed over 10 minutes.

2. Class Cancellation Policy in Case of Storm Warning

Classes will be cancelled when a storm warning (bofu keiho) is in effect in all or any one of the five districts of Osaka prefecture (Northern Osaka, Eastern Osaka, Osaka City, Minamikawachi and Senshu).

For further information please refer to section 43 of the school regulations.

Illness and Injuries

1. Reporting Illness or Injuries on Campus

(1) Report to the administration office, security office or health center.

(2) Provide first aid measures and call an ambulance if it is required.

2. Dealing with Illness or Injuries off Campus

(1) Ask your landlord, custodian, or your friends for assistance.

(2) Call an ambulance when it is required. (119 is reachable from cell phones.)

Explain the situation and give the information on your address, the name of apartment buildding, room number, useful landmarks, your cell phone number, etc.

It usually takes 5 to 6 minutes for an ambulance to arrive.

3. Dealing with Illness and Injuries on campus

(1) Cramps

Since this may vary from individual to individual, ask the person herself for the proper treatment.

(2) Anemia

Place the head lower than the body, then have the person drink a hot beverage to warm up.

(3) Stomachache

Have the person lie on his back with a thin pillow under the head. Loosen the belt and buttons to reduce pressure on the stomach.

(4) Fever

Have the person lie on his back. Placing the ice pack on the forehead may be useful to help it cool down.

(5) Heatstroke

Move the person somewhere cool and have him lie down with his head lower than his body. Loosen the belt or buttons of the shirt so that the person can breathe easily. Cool down the body with a wet towel.

(6) Scratches and Cuts

After washing the wound, apply disinfectant, then apply a plaster, sterile gauze, or bandage. If the wound is bleeding a lot, take measures to stop the bleeding (see 5 below).

All the treatments above are merely first aid measures you can apply until staff from the health center or an ambulance arrives.

4. First Aid Measures: Emergency Transport

Before transporting the person, apply appropriate first aid measures.

The patient must be transported in an appropriate position. (Place the patient in a comfortable position)

5. First Aid Measures to Stop Bleeding

Losing too much blood may cause the patient to go into shock.
About one thirteenth of the body weight of an average adult is blood.
Rapid loss of 30 percent of total blood volume can severely affect one's life. Therefore, extra care must be taken when it comes to bleeding. Learning methods to stop bleeding can be very helpful.

(1) Direct Pressure

Place pressure on the bleeding wound with a gauze pad or handkerchief.

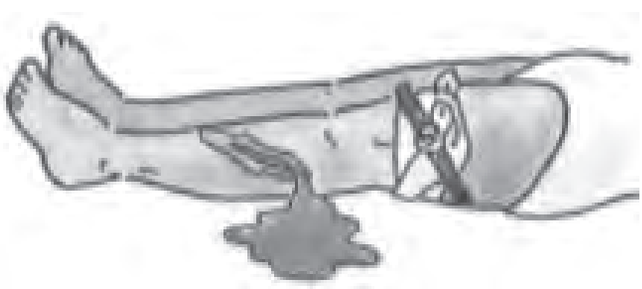
Bleeding from a limb can be easily stopped by raising the limb above heart level if it is wounded on either legs or arms.

Clockwise from the left:
Pile of gauze, Press hard, the bleeding wound, bone

(2) Tourniquet

A tourniquet is useful when a bleeding wound is so deep that it cannot be stopped by just applying direct pressure. When applying a tourniquet, be sure to record the time it was applied.

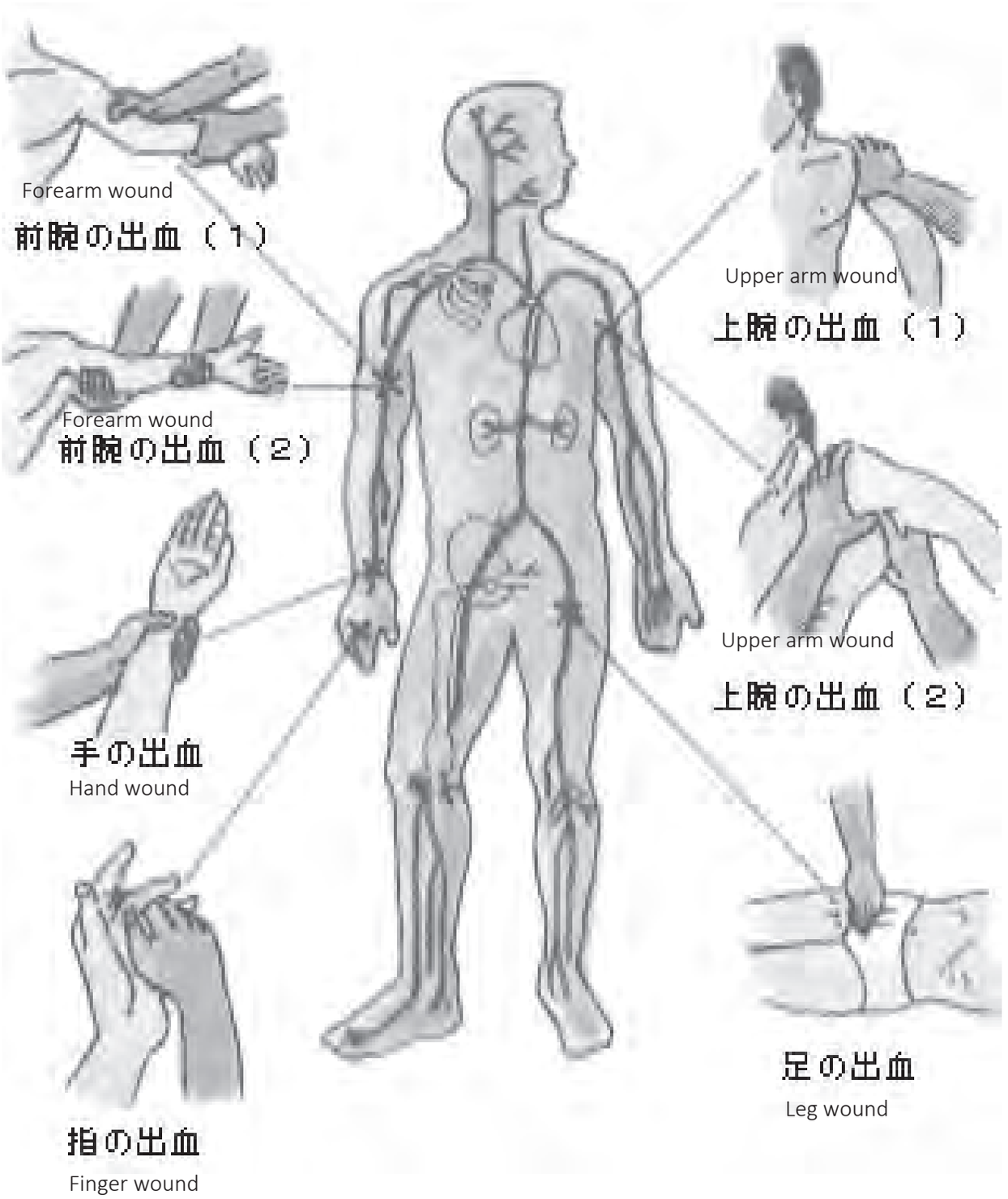
In case of arms



In case of legs

(3) Pressure Points

In case of bleeding from the arms or legs, it is possible to stop the bleeding by putting pressure on the pressure points closest to the heart between the wound and the heart as in the diagram below.



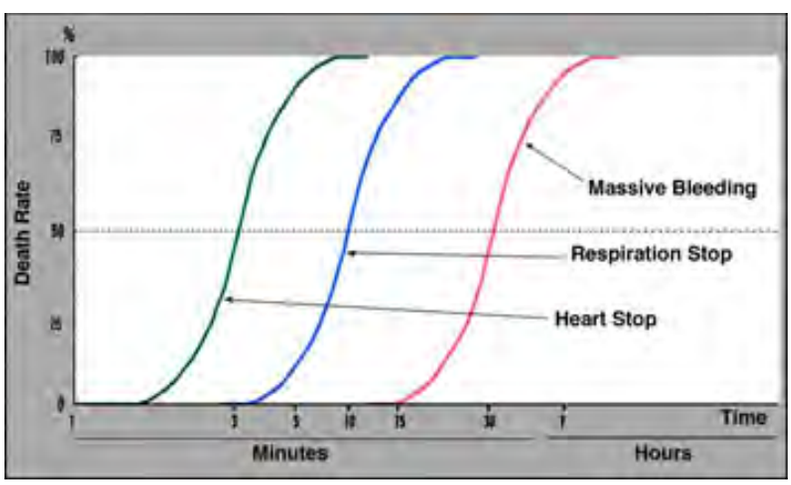
6. First Aid: Cardiopulmonary Resuscitation (CPR)

(1) Introduction

Although it is clear that in case of emergency situations, such as a seizure, sudden cardiac arrest or traffic accident, a person's survival rate can be greatly increased drastically depending on whether they are provided appropriate first aid measures by people nearby before a paramedic's arrival, it is also true that many of us fail to provide immediate first aid measures due to lack of knowledge. In order to prevent failure to save such lives, make sure to learn proper skills regarding first aid measures.

(2) What is Cardiopulmonary Resuscitation (CPR)?

Cardiopulmonary Resuscitation is an emergency procedure which is taken to restore cardiac and respiratory functions. A situation that requires cardiopulmonary resuscitation, such as an accident, sudden heart attack or cerebrovascular stroke could happen to anyone, even to a seemingly healthy person. In these emergency situations, the sooner the person receives emergency first aid, the better their survival rate will be. Conversely, the later the person receives treatment, the more likely it is that the person will not survive. Refer to the "Golden Hour Principle" in chart 1. Once the heart stops functioning and oxygen starvation to the brain continues for more than 3 minutes, there is a 50% chance of death. After 10 minutes of not breathing can result in 50% of patients' death. It is clear that the more time that passes decreases the survival rate. How long do you think it takes for an ambulance to arrive after receiving a call? The national average time required is 5 to 6 minutes while the brain can survive for 7 minutes without oxygen. Immediate first aid measures provided by faculty and staff, emergency transport and professional first aid treatment by paramedics, and specialized treatment at medical institutions are the three critical elements for life-saving. If any of these elements is lacking, the patient will have difficulty returning to function in society. Your skill at first aid measures skill is required.



(3) Automated External Defibrillator (AED)

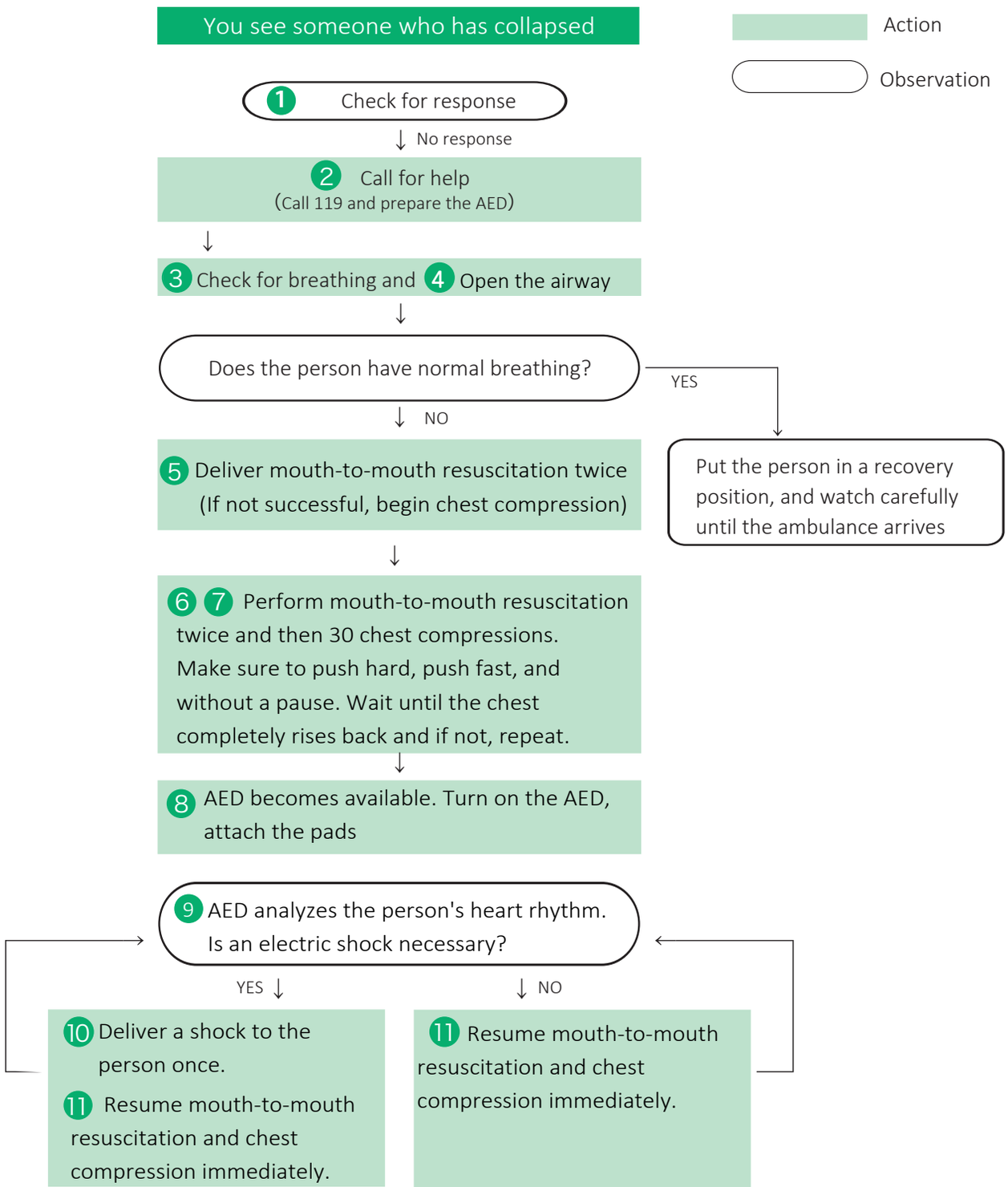
Automated External Defibrillator (AED) is a portable device to give an electric shock to the heart when a person has lost consciousness and respiratory functions. You may find an AED device at the following places.

- Security office at the main entrance gate
- Health Center
- Entrance hall of the gymnasium at the Nakamiya Campus
- The Student affairs office at the Katahoko gymnasium.

To see exact locations, please refer to the campus map.

(4) CPR Procedures using an AED

For CPR procedures, follow the chart below.



Suspicious Persons

1. Unauthorized individuals are not allowed to enter the campus.
   Our university bans entry of outsiders without permissions.
2. If you see someone suspicious, what should you do?
   Report to the administration office or security office.

Disaster Prevention Information from Hirakata City

1. Disaster Prevention Information System
   Bidirectional communication tools can be critical to communicate among citizens in case of emergency.

2. One of the bidirectional communication tools that can be useful in case of emergency, is twitter.
- Hirakata City Official Account (http://twitter.com/hirakata_city)
- Fire and Disaster Management Agency (http://twitter.com/FDMA_JAPAN)

3. Emergency Dials
   Hirakata City Office・・・・・・・TEL 072-841-1221
   Police・・・・・・・・・・TEL 110
   Hirakata Police Station・・・・・・・TEL 072-845-1234
   Fire Brigade・・・・・・・・・・TEL 119
   Hirakata Fire Station ・・・・・・・TEL 072-852-9933
   NTT ・・・・・・・・・・TEL 113
   Osaka Gas ・・・・・・・・TEL 0120-5-94817
   Kansai Electric Power ・・・・・・・・TEL 072-841-1131
   Waterworks and Sewerage Bureau ・・・・・・TEL 072-848-5519
   Hirakata Holiday Emergency　Medical Center ・・・TEL 072-845-2656
   Hirakata Holiday Emergency Dental Center ・・・TEL 072-848-0841
   Kitakawachi Nighttime Emergency Medical Center・TEL 072-840-7555
   Hoshigaoka Medical Center ・・・TEL 072-840-2641
   Tsuda(Tuda) Hospital ・・・・・・・・TEL 072-858-8259
   FM Radio: FM Hirakata(77.9MHz)、NHK-FM(88.1MHz)
   AM Radio: NHK 1(666KHz)

4. Safety Confirmation Systems
【Telephone Service Providers】

- NTT DoCoMo：Disaster Message Board Service (https://www.nttdocomo.co.jp/english/info/disaster/index.html)
- au：Disaster Message Board Service(https://www.au.com/english/mobile/anti-disaster/saigai-dengon/)
- Softbank：Disaster Message(http://www.softbank.jp/en/mobile/service/dengon/)
- NTT West：Disaster Emergency Message Dial (http://www.ntt-west.co.jp/dengon/web171/english/)

緊急連絡先（EMERGENCY　CALL）

1．全ての火災・地震・事故・その他緊急トラブル

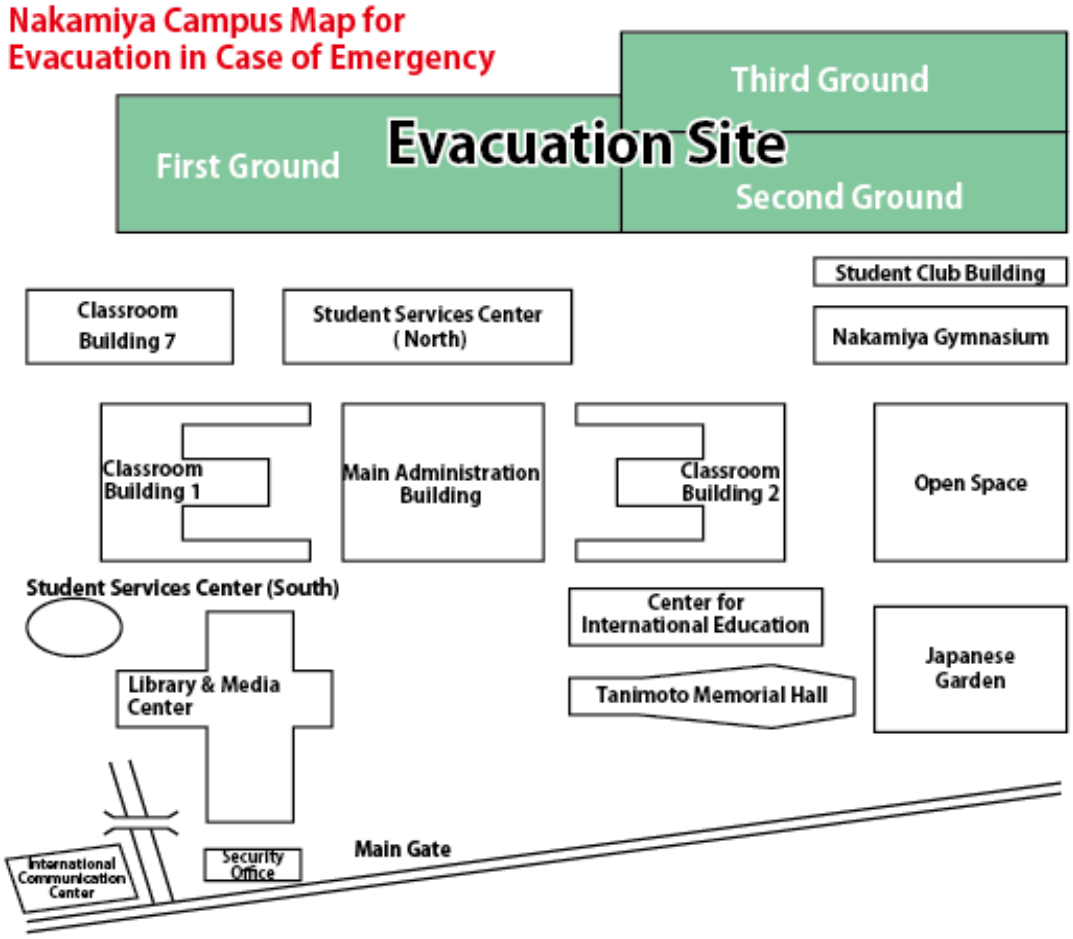
PLEASE　CALL　IN　CASE　OF　INCIDENTS

	内線（EXTENSION）
◇正門守衛室 MAIN　GATE　SECURITY　OFFICE	3990　・　3991
◇中央監視室 CENTRAL　MONITORING　ROOM	3050　・　3051
◇庶務部 LOGISTICS　AND　FACILITIES　MANAGEMENT	1147
◇総務部 GENERAL　AFFAIRS	1460　・　1471

2．ケガ・病人がいる場合の連絡先

PLEASE　CALL　IN　CASE　OF　INJURY　OR　SICKNESS

	内線（EXTENSION）
◇保健管理センター MEDICAL　SERVICE　CENTER	2100　・　2101



緊急連絡先（EMERGENCY　CALL）

1．全ての火災・地震・事故・その他緊急トラブル

PLEASE　CALL　IN　CASE　OF　INCIDENTS

	内線（EXTENSION）
◇北門守衛室 MAIN　GATE　SECURITY　OFFICE	9990　・　9992
◇中央監視室 CENTRAL　MONITORING　ROOM	9101　・　9102
◇庶務部 LOGISTICS　AND　FACILITIES　MANAGEMENT	8101　・　8102
◇Global Commons結-YUI- Global Commons-YUI-	1001　・　1002

2．ケガ・病人がいる場合の連絡先

PLEASE　CALL　IN　CASE　OF　INJURY　OR　SICKNESS

	内線（EXTENSION）
◇保健管理センター MEDICAL　SERVICE　CENTER	1011　・　1012

地震等災害発生時避難場所案内図