

Disaster Prevention Guidebook

Preparative measures

Tips for Disaster Preparation



Check and prepare in advance

Check the route and time required for you to walk home due to traffic problems during an earthquake. Until the aftershocks subside and you can safely return home, you should stay at the university or evacuation site. If public transportation has stopped, you may have to walk home. As a guideline, you can walk home if you live within 10km of the University. Confirm the distance and route between your home and the University, the plan for contacting your family members, and the location of your nearest shelter.

Disaster prevention check list

Important items to prepare and carry with you:

- | | | |
|---|--|--|
| <input type="checkbox"/> Cash (including coins) | <input type="checkbox"/> Student ID (and other forms of ID) | <input type="checkbox"/> Permanent marker |
| <input type="checkbox"/> Health insurance card | <input type="checkbox"/> Passport | <input type="checkbox"/> Bottled water or tea |
| <input type="checkbox"/> Towel/ bandages/ dressing | <input type="checkbox"/> Address book (Contact information for family and friends) | <input type="checkbox"/> Regular medications and prescriptions |
| <input type="checkbox"/> Hand-powered flashlight/ radio | <input type="checkbox"/> Rain gear | <input type="checkbox"/> Contact lens care products |
| <input type="checkbox"/> Tissues/ wet wipes | <input type="checkbox"/> USB cable for mobile phones | <input type="checkbox"/> Sanitary products |
| <input type="checkbox"/> Emergency blanket | <input type="checkbox"/> Chocolate/ candy | <input type="checkbox"/> Polyethylene garbage bags |

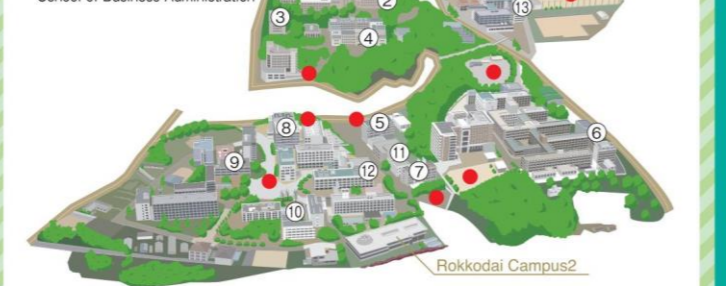
Other useful items:

- | | | |
|--|---|---|
| <input type="checkbox"/> Bank account passbook | <input type="checkbox"/> Disposable hand warmers | <input type="checkbox"/> Can/ bottle openers |
| <input type="checkbox"/> Running shoes | <input type="checkbox"/> Personal seal | <input type="checkbox"/> Face wash |
| <input type="checkbox"/> Portable stove | <input type="checkbox"/> Jacket, underwear, socks | <input type="checkbox"/> Emergency food/water |
| <input type="checkbox"/> String/ rope | <input type="checkbox"/> Backpack | <input type="checkbox"/> Work gloves |
| <input type="checkbox"/> Extra batteries | <input type="checkbox"/> Flashlight | <input type="checkbox"/> Lighter |
| <input type="checkbox"/> Slippers | <input type="checkbox"/> Candles | |

Campus Maps

Rokkodai Campus

- Rokkodai Campus1**
- Graduate School of Law / Faculty of Law
 - Research Institute for Economics and Business Administration
 - Graduate School of International Cooperation Studies
 - Graduate School of Economics / Faculty of Economics, Graduate School of Business Administration / School of Business Administration



Rokkodai Campus2

- Administration Office (Secretariat, Medical Center for Student Health)
- Graduate School of Engineering / Faculty of Engineering
- Graduate School of System Informatics
- Graduate School of Science, Technology and Innovation
- Graduate School of Agricultural Science / Faculty of Agriculture
- Graduate School of Humanities / Faculty of Letters

Kusunoki Campus

- The Kusunoki Area Evacuation Site is Okurayama Park



Myodani Campus

- Information Science and Technology Center
 - Graduate School of Science / Faculty of Science
- Tsurukabuto Campus1**
- Graduate School of Intercultural Studies / Faculty of Intercultural Studies / Faculty of Global Human Sciences
- Tsurukabuto Campus2**
- Graduate School of Human Development and Environment / Faculty of Human Development / Faculty of Global Human Sciences

Evacuation site of each district: Please refer to the URL below for further details.
<http://www.kobe-u.ac.jp/documents/info/project/crisis-management/refuge.pdf>

Campus Maps

Fukae Campus

- University Hospital
- Graduate School of Medicine/ School of Medicine
- Graduate School of Health Sciences / School of Medicine Faculty of Health Sciences
- Graduate School of Maritime Sciences / Faculty of Oceanology / Faculty of Maritime Sciences



Myodani Campus

- (If a tsunami occurs, evacuate to Motoyama Daisan Elementary School)

Someone collapsed! What should you do?

Alternate rescue breaths and chest compressions (i.e. CPR), or apply an AED if necessary. This should be continued until the rescue crews arrive or the person starts breathing normally.

- Check if the person is conscious by confirming whether they can:
- respond to their name
 - talk
 - move their limbs
 - respond to pain

If the person loses consciousness

- Avoid sitting them up or shaking them unnecessarily.
- Call for an ambulance immediately or call for help from someone nearby.
- Open their airway to make breathing easier.
- When opening airway, make sure not to tilt their head back too far.

If the person's breathing stops

Immediately give rescue breathing. If something obstructs their airway, remove it and wipe off blood or saliva.



How to use automated external defibrillator (AED)

- Turn on the AED.
- Place electrode pads on the person's chest. (Note: wipe clean if chest is wet.)
- Do not touch while diagnosing the heartbeat.
- Make sure that no one is touching the person and press the start button.
- Follow instructions given by the AED.

First aid in case of emergency

Use rubber gloves or a vinyl bag to avoid direct exposure to blood. If seriously injured or burned, seek medical treatment at a hospital.

For open wounds

- Cover the bleeding area completely with a clean cloth.
- Stop the bleeding by pressing firmly.
- Wrap with a bandage to keep the affected area clean.

For broken bones

- Firmly fix the broken bones and try not to move them.
- Do not forcibly push in protruding bones.
- Do not wash the wound.
- Make sure not to tighten bandages too much. Blocking blood flow may be dangerous.
- For observation purposes, do not wrap up finger tips or toes completely.
- Stop any bleeding.
- Secure the splint so that the patient feels no pain.
- Use a splint longer than the space between the joints above and below the broken bones.
- If the bones are protruding, cover the area with a clean cloth and wrap in bedsheet or similar.

For burns

- Cool the affected area with running water. If running water is unavailable, use a clean cloth wet with water at regular intervals.
- Do not break blisters.
- Cover the affected area with a sterile or clean cloth and bandage the area.

For broken arms

- Splint the broken arm above and below the break.
- Put the broken arm in a sling and then secure it to the chest.

For broken legs

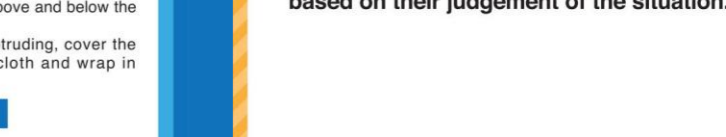
- Splint the broken leg on both sides.
- Splint the affected area to secure the joints in order 1-4.

Reporting your status during a disaster

Safety confirmation system ANPIC

- Kobe University uses the safety confirmation system "ANPIC".
- In the event of a natural disaster such as an earthquake, the ANPIC system will send an email to your University-registered address.

If an earthquake above magnitude 5 on the Japanese scale occurs in Hyogo, Osaka, Kyoto, Wakayama, Tokushima, Kagawa, Okayama, or Tottori, ANPIC will automatically send you an email. In other cases, staff will send an email based on their judgement of the situation.



How to report your status

- Access the URL within the ANPIC email.
- Select your safety level (safe/ light injury/ serious injury/ other) and your location (home/ university/ other). There is also a box for other comments.
- Click the Safety Confirmation Report button

Reporting your status during a disaster

Someone collapsed! What should you do?

Check and prepare in advance

Disaster prevention check list

First aid in case of emergency

Disaster Prevention Guidebook

On-site measures

Disaster! Even when facing a disaster, stay calm and quiet.



KOBE UNIVERSITY

Earthquake! Stay calm and protect yourself!

1 When an earthquake occurs, protect yourself.

- **Protect yourself.**
- Keep away from dangerous objects (e.g. glass and shelves) and get under a table, keeping your limbs close to you.
- Do not run outside or panic.
- Unplug electrical devices and turn off gas to prevent fires.
- If riding in an elevator, wait until the shaking stops.



2 Once the shaking stops, calm down.

- Open doors or windows to secure an escape path.
- Aftershocks are common, so observe the situation for a while.
- Stay where you are if there are no potential falling objects. If you judge the area to be unsafe, move somewhere safer.
- If fire breaks out, extinguish it calmly. Evacuate immediately if the fire is not extinguishable.



3 Listen to the University staff and emergency announcements, and act calmly.

- Stay where you are until you receive directions.
- When evacuating, stay calm and **don't push, run, shout, or go back.** (You can bring small, light-weight personal belongings with you.)

Earthquake! Stay calm and protect yourself!

- When evacuating, use stairs instead of elevators.
- When evacuating, stay away from places of potential danger.
- If a fire breaks out, cover your mouth with a wet towel to avoid inhaling smoke.

4 Confirm the safety of family members, and remain alert for aftershocks.

- After ensuring your own safety, use the "Disaster Message Dial Service" (*Saigai Dengon Dial*) or "Disaster Message Board Service" (*Saigaiyo Dengonban*) to confirm the safety of your family members. If possible, participate in rescue or fire extinguishing activities.
- Stay at the university or shelter instead of trying to go home (See reverse side).



5 Report your status

- Report your status to the University. Kobe University uses the safety confirmation system "ANPIC". If a disaster occurs, ANPIC will automatically send a message to all the staff and students of Kobe University (see reverse side for details).



6 Stay informed

- Do not be misled by false rumors. Gather accurate information via TV, radio, mobile phone, or the University Information Center and carry on as normal when possible.



7 Recovery activities

- Go home after confirming it is safe and prepare to continue daily life by securing daily necessities and emergency supplies for the appropriate number of people.



Earthquake! Stay calm and protect yourself!

Earthquake! What should you do if you are outdoors?

Near the beach

Immediately evacuate to a high point.

- Listen to tsunami warnings.
- Stay away from the beach until the caution or warnings are lifted.



On a train

- Hold the straps or handrails tightly with both hands.
- Even when the train stops, do not go outside or jump off.
- Follow the directions of the train crew and remain calm.



If you are driving

- Hold the steering wheel tightly and gradually decelerate.
- Park your car on the left shoulder and turn off the engine.
- Check the situation around you and use your radio to get information.
- Leave the key in the car and the door unlocked. Evacuate on foot.



Earthquake! What should you do if you are outdoors?

Fire! What should you do?

First of all...

- Inform those around you with a loud voice that there is a fire.
- If you can't shout, try to make a lot of noise. For example, banging a kettle etc.
- Sound the fire alarm or emergency bell, if there is one.



Beware of smoke

- When evacuating through smoke, keep as low as possible.
- Cover your mouth with a wet towel or handkerchief to prevent smoke inhalation.



When you evacuate:

- Evacuate immediately, leaving behind all belongings.
- Protect yourself by covering your head with bed linens or blankets soaked in water.
- Help small children, the elderly, and invalids to evacuate.

How to use a fire extinguisher

- 1 Pull safety pin.
- 2 Hold the hose with your left hand, and aim at the fire.
- 3 Squeeze the lower and upper levers firmly with your right hand to eject the extinguishing agent.

When a fire extinguisher or water is unavailable:
Fire ignites when three requirements are met: air (oxygen), fuel, and high temperature. You can prevent the fire spreading by covering it with flame-retardant objects to block airflow or by removing burnable objects.

Fire! What should you do?

Dial 171 Contacting family and friends during a disaster

To Record a Message: Call 171+1+Area code+ Home phone number

To Play a Message: Call 171+2+Area code+ Home phone number

Message style: audio only

Note: This service can only be used during an earthquake rated 6 or higher on the Japanese seismic scale.

Mobile phone Disaster Message Board Services from each Mobile Phone Provider

Note: prior testing is highly recommended.
These disaster message board services allow you to check the safety of a person (or register your own safety) from mobile phones after a major disaster occurs. The board can also be checked using web browsers.

QR codes



Disaster Message Dial Service

Disaster Message Board Service

Emergency contact information

1 Your name 2 Student ID number

3 Emergency contact (university)

Name Telephone Number

4 Emergency contact (family or friends)

Name Relationship

Address Telephone Number

Name Relationship

Address Telephone Number

5 Personal information

Date of birth Blood type

Chronic disease or allergy Regular Medication(s)

Place to meet with your family (shelter nearby your home)

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Address: 1-1 Rokkodai-cho, Nada-ku, Kobe City, Hyogo Prefecture 657-8501 Japan
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Emergency contact information