

Disaster Prevention

Manual

**Disaster
Outbreak!!!**

incident

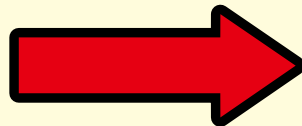
accident

fire

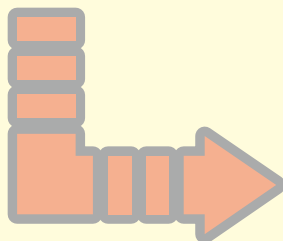
earthquake

**Affected Party
/ Accident
Discoverer**

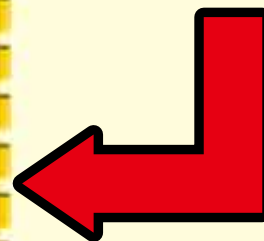
Students Faculty Members



**Police Affairs
Staff Room
(795-7577)**



Police 110
Fire Department 119
(Fire Trucks, Ambulance)



Contents



1 Text

1. Heightening Awareness of Disaster Prevention — **p1**
2. Disaster Prevention Activities — **p1**
3. Operations and Designations in Case of Disaster — **p2**
4. Measures to be Taken After a Disaster — **p3**
5. Assignment of the Person Responsible for Checking Fire Valves — **p3**

2 Figure

- Figure 1 Primary Evacuation Point — **p4**
- Figure 2 Fire Prevention Equipment and Hydrant Location Map — **p5**
- Figure 3 Communication System following Disasters — **p6**
- Figure 4 Room Condition Check Sheet — **p7**

Under the Tohoku University Health and Safety Administrative Guidelines, Tohoku University's Graduate School of International Cultural Studies has prescribed the following disaster prevention manual:

1. Heightening Awareness of Disaster Prevention

The Dean of the School is responsible for the cultivation of knowledge regarding disasters, means of prevention, and safety education for the faculty and students

2. Disaster Prevention Activities

In order to enable protection of the health and lives of faculty members and students from disasters, the Dean of the School must practice the following disaster prevention activities:

- 1) Perform disaster prevention drills periodically.
- 2) Help faculty and students master rescue and aid techniques and knowledge through drills demonstrated by professionals.
- 3) Conduct instruction regarding the measurement of safety provisions regarding hazardous conditions around School facilities, equipment, and grounds.
 - a) Perform periodic safety inspections inside and outside buildings and affiliated facilities, and immediately repair any damage, if found.
 - b) Provide instruction in evaluating prevention of situations where lockers and/or book shelves inside buildings could fall down or over.
 - c) Ensure that storage of hazardous items are properly managed and clearly labeled.
 - d) Bear in mind the amount of hazardous medicines in stock and manage them thoroughly.
 - e) Serve to accurately grasp hazardous circumstances (that might result from climate conditions).
- 4) Organize a means of communication to transmit information.
 - a) Arrange a communication system between faculty members and students.
 - b) Manage personal contact information of faculty members and students.
 - c) Arrange a communication chart within and between departments.
- 5) Perform thorough recognition of the surroundings in order to devise an evacuation plan to the primary evacuation spot. (Figure 1)
 - a) Do not place any items in the hallway.
 - b) Make all evacuation routes visibly apparent.
- 6) Make the placement of indoor disaster prevention devices/fire hydrants apparent. (Figure 2)
- 7) Keep emergency first aid kits in departmental offices in case of disaster.

3. Operations and Designations in Case of Disaster

(1) Circumstances whereby a significant disaster has occurred during working hours

- 1) Evacuation
 - a) When faculty members and students are using flammable materials, immediately undertake safety measures and evacuate all personnel to a safe location.
 - b) Faculty members and students must pay close attention to the occurrence of secondary disasters and check whether buildings and corridors are safe before evacuating.
- 2) Establishment of a Provisional Disaster Headquarters and obtaining of workers
 - a) The Dean must immediately act as Chief Administrator (called "Chief Administrator" from hereon) of the Provisional Disaster Headquarters and establish its administration.
 - b) The organization, responsibilities and contact network of this administration is illustrated in Figure 3.
 - c) This administration should be established within the department buildings (the Dean's office—unless the building is not safe due to previous damage. In such cases, the administration will be moved to a better location) and immediately inform faculty members and the university administration of the place.
 - d) The Chief Administrator will begin assigning workers for this administration based on whether the faculty member has successfully confirmed the safety of his/her family members and home.
 - e) The Chief Administrator must pay close attention to the well-being of the faculty members since the possibility of this administration assuming round-the-clock control is likely.
 - f) The Chief Administrator must comply and let faculty members return home in circumstances where family members of those faculty members are injured. In such cases, actions must be taken after accurately grasping traffic and road conditions. Those who have returned home should then return to work as soon as possible after attending to those who are injured or their damaged homes.

(2) Circumstances where a significant disaster has occurred outside of working hours

- 1) The Dean must immediately establish the Provisional Disaster Headquarters in his capacity as Chief Administrator.
- 2) The organization and responsibilities of the administration are to be determined separately. If the agenda can't be executed as determined, the Chief Administrator will assign tasks accordingly to faculty members who are already at work.
- 3) This administration should be established within the department buildings (the Dean's office—unless the building is not safe due to previous damage. In such cases, the administration will be moved to a better location) and immediately inform faculty members and the university administration of the place.
- 4) Cautionary notes for those going to work
 - a) Faculty members must swiftly go to work after confirming the safety of their family members and home.
 - b) In regards to attending work, one must check the traffic and road information and grasp the circumstances of the devastated areas on the way.
 - c) Faculty members must prepare the necessities for living at the workplace since it is likely that round-the-clock control will be required.
 - d) Faculty members who cannot attend work must report to the Chief Administrator.
 - e) The Chief Administrator must modify instructions to enable the division and organization of work, as well as the execution of tasks once all staff members are present.

4. Measures to be Taken After a Disaster

(1) Measures devised to deal with situations where classes are interrupted

In circumstances where class is interrupted by an unexpected disaster, such as an earthquake, students are to be evacuated under the following safety measures, based on the professor's judgment:

- 1) Direct the students away from glass windows.
- 2) Open doors and check for exits.
- 3) In the case of laboratory classes, turn off the main gas valve and extinguish any active flames.
- 4) If fire has not yet spread to the ceiling, execute primary fire extinguishing actions.
- 5) Beware of falling objects.
- 6) Do not use the elevator.
- 7) In circumstances where one is out of doors, take action away from buildings.
- 8) If people have been injured, assist their evacuation and lead them to a safe place where first aid is possible. After evacuation, take action after obtaining correct, precise information that will enable unerring judgment based on the prevailing circumstances.

(2) Resumption of research activities

For research facilities that utilize hazardous items, research activities can only be resumed after a professional has deemed that it is safe to do so. In addition, any hazardous items must be eliminated from inside laboratories in order to create safe conditions, and before research activities are resumed.

5. Assignment of the Person Responsible for Checking Fire Valves

- (1) For individual research laboratories, each faculty member in charge must act as the responsible party in checking fire valves; the department chair is held responsible for those rooms shared between departments.
- (2) The person responsible for checking fire valves must inspect rooms according to the check sheet provided to ensure safety (see Figure 4).



School of International Cultural Studies Evacuation Point and Surrounding Facilities

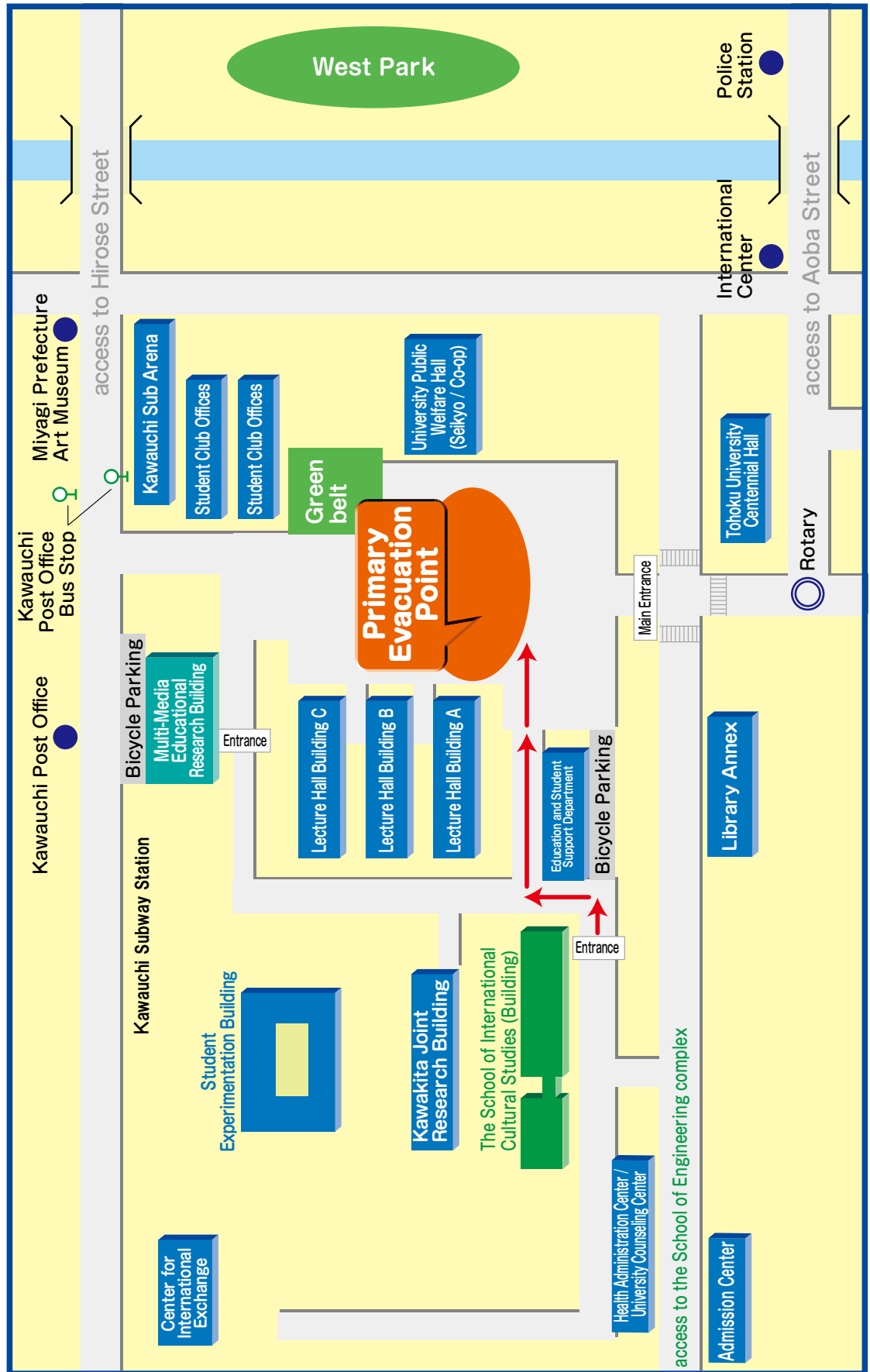


Figure 1

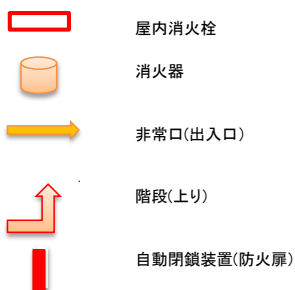
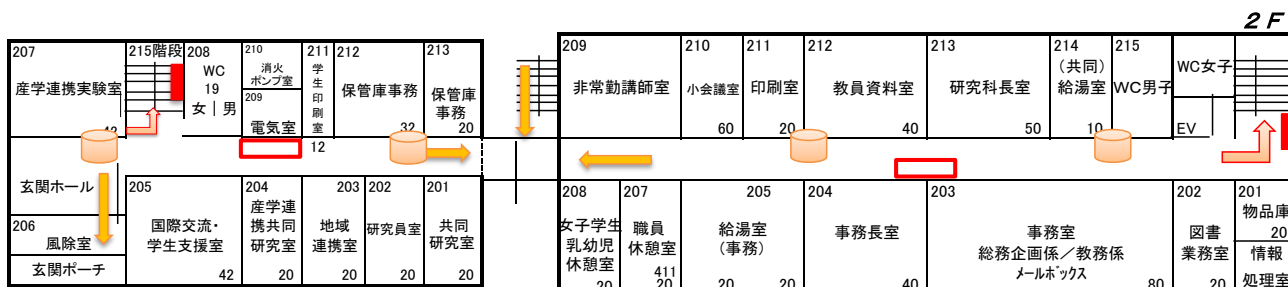
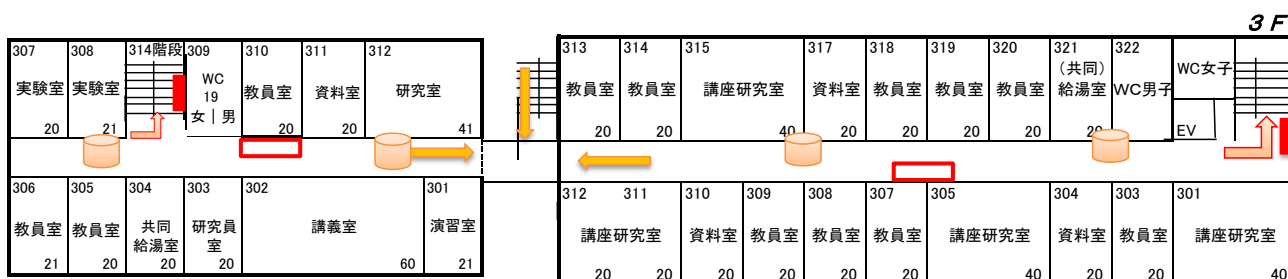
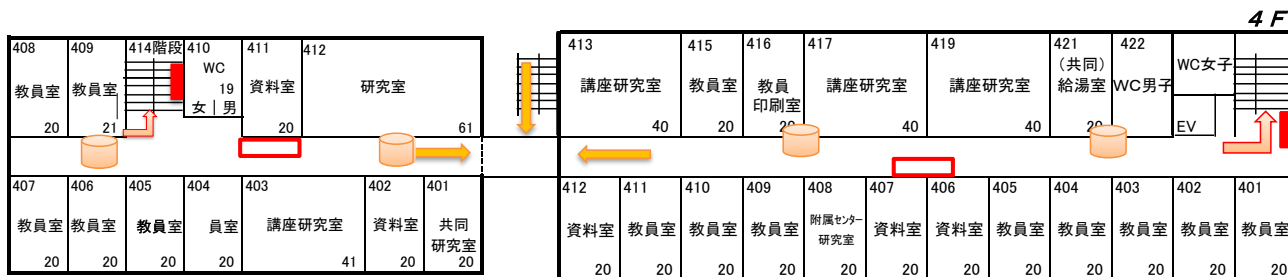
Fire Prevention Equipment and Hydrant Location Map

Figure 2

Graduate School of International Cultural Studies Main Building・West Building

West Building

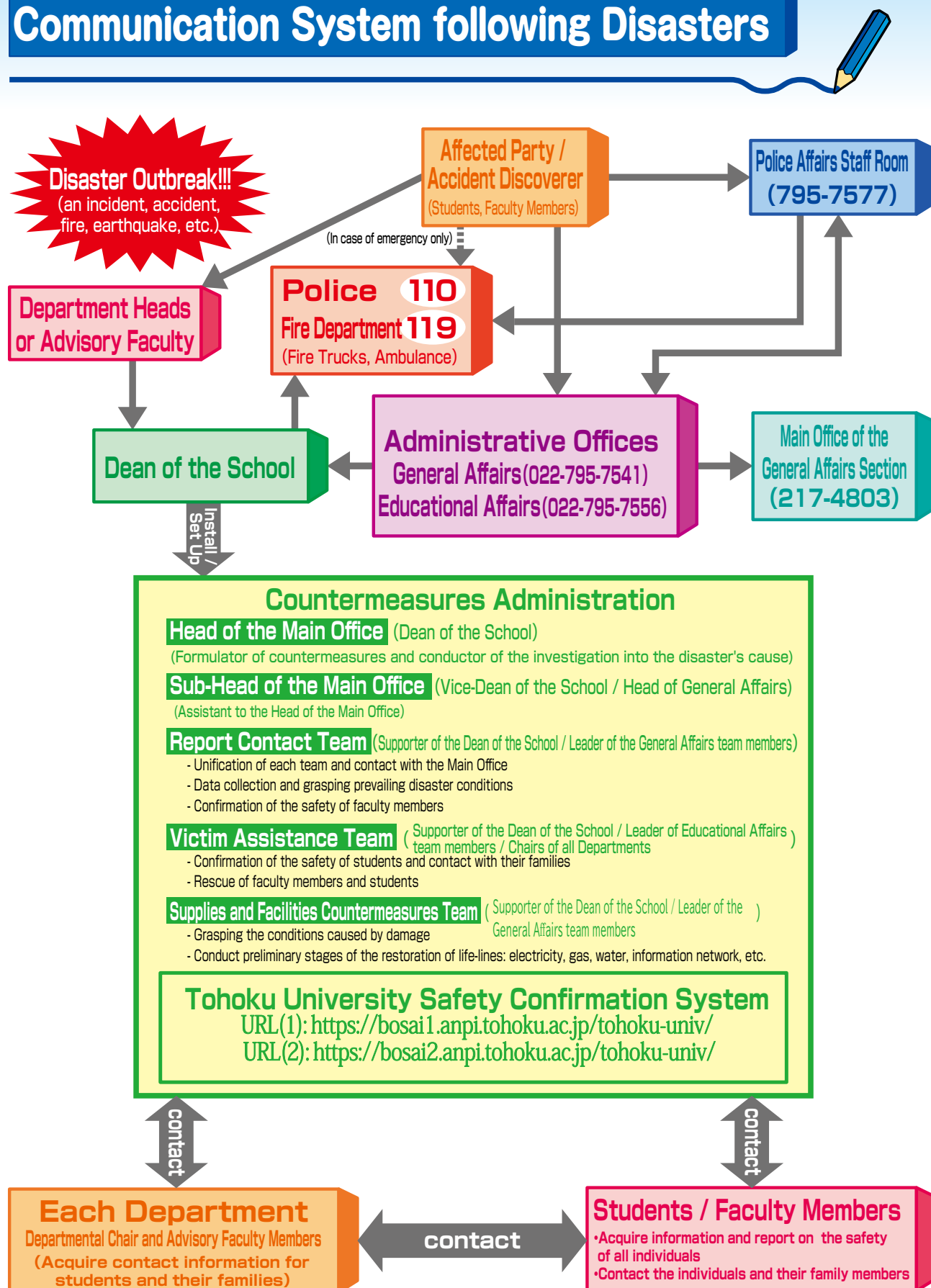
Main Building



School of International Cultural Studies'

Communication System following Disasters

Figure 3



Room Condition Check Sheet

Figure 4



国際文化 ○棟	部屋番号	部屋名称
記入者	所属講座	
	氏 名	
記入期間	令和〇〇年〇〇月～〇〇年〇〇月	

- できるだけ毎月初めに実施すること。
 - 講座で共有して使用する部屋の記入・保管・提出
→講座代表教員が管理すること。
- (1)全項目に○×記入。
該当しない項目には「-」を記入のこと。
- (2)チェックシートを各研究室で保管。
- (3)チェックシートを提出。(※〇〇年〇〇月〇〇日(○)まで)

項 目			○×を記入			
			〇月	〇月	〇月	〇月
全 体	A1	室内は整理整頓されている。				
出入口・通路	A2	部屋の出入り口に物品を置いていない。				
	A3	室内の避難通路として十分な幅が確保されている。				
高所対策	A4	ロッカー・書棚は固定されている。				
	A5	ロッカー・書棚など高い所に不安全に物品を置いていない。				
床上・窓際	A6	床は、段差がなく滑りにくくなっている。				
	A7	床に置いた物品は通路を妨害していない。				
	A8	暖房機は不安全に置かれていない。				
	A9	暖房機の周辺に可燃物を置いていない。				
	A10	窓際に不安全に物品を置いていない。				
	A11	机の周辺は整理されている。				
	A12	機器類の配線ケーブルが歩行時の障害となっていない。				
	A13	コンセント、テーブルタップ等は、タコ足配線になっていない。				
そ の 他	A14	都市ガス用ホースは、不適合品や古いものを使っていない。				
	A15	帰宅時にはガスの元栓をしめている。				
	A16	帰宅時は、使用中の機器を除く全機器の電源を切っている。				
	A17	無人運転機器がある場合、帰宅時には必要な安全措施をとり、緊急時の連絡先を部屋の入り口に掲示している。				
	A18	不在時(帰宅時)には部屋の施錠をしている。				
	A19	以上の項目を部屋の使用者(学生含む)全員に指導している。				

〇〇～〇〇月の目標

(例)整 理

(例) 要る物と要らない物に分け、不要物を処分しましょう。



..... School of International Cultural Studies
Evacuation Point

