Emergency Contacts and Emergency Response

	Main building	Laboratory building	ANNEX
Daytime (Head of Research Laboratory) General Affairs Section or Management Office for Safety and Health Security Guard Room	○○○○ 5922, 5970 4936 (North gate)	○○○○ 5922, 5970 2119 (Institute for Materials Research)	○○○○ 5922, 5970 -----Not permanently stationed
Nighttime (Security Guard Room) Days off/public holidays (Security Guard Room)	4936 (North gate)	2119 (Institute for Materials Research)	5105 (Institute of Multidisciplinary Research) Mon – Fri 17:00-8:30 Full day (days off / public holidays)
Injury/illness (Health Administration Center *) Sudden illness (Hospital Emergency Center)	795-7829 (Kawauchi) 717-7024	795-7829 (Kawauchi) 717-7024	795-7829 (Kawauchi) 717-7024
Emergency contact (Fire, sudden illness, accident, theft)	Fire department 119 Police 110	Fire department 119 Police 110	Fire department 119 Police 110

※To dial external numbers from the University's lines, dial "0" first. *) Katahira Health Center, TEL: 5022 (Internal medicine only on Fridays and afternoons, 1F Facilities Department)

Fires / Accidents

At the time of detection

Ill / Injured people

At the time of discovery

Shout to seek help from people nearby, contact the AIMR Administrative Office, and follow the directions given. In addition to providing first aid to the injured and ill, assess the risk, and provide assistance on dealing with fires (initial response to put out fires) and accidents if possible.

Earthquakes

When they happen

Please follow the directions of the emergency earthquake broadcasts.

Protect yourself. Do not panic, but evacuate to the nearest evacuation area and wait there.

Readiness for Earthquakes and Fires

The following is an outline of the preparations to be taken, as well as the appropriate responses during and after a disaster, in order to respond to an earthquake or fire. Make preparations and take part in exercises in ordinary times, in order to be prepared and not panic during an emergency.

1. Preparation

(1) For all disasters

(1) Verify beforehand the location of emergency lights, and whether they work.

(2) Verify beforehand evacuation routes and evacuation areas.

(3) Remove any obstructing objects in the evacuation route beforehand.

(4) Remove objects that are obstructing the entrance/exit of a room, and secure an evacuation exit.

(2) Earthquakes

(1) Take prior measures to prevent cabinets, shelves, etc. from falling over.

(2) Do not place heavy objects at the top of shelves, and take measures to prevent them from falling.

(3) Take prior measures to prevent glass equipment, chemical bottles, etc. from falling and breaking.

(4) Fix heavyweight equipment so that it cannot move (quake-resistance installation, locking of wheel casters, blocking wheels, etc.)

(3) Fires

(1) Verify beforehand the location of fire detectors, fire extinguishers, fire hydrants, and fire doors.

(2) Undergo training and become proficient in using various types of fire extinguishers.

(3) Put up emergency contacts where they are visible (fire department, persons-in-charge, University administration, nighttime contacts)

Readiness for Earthquakes and Fires

2. How to respond during and after an earthquake/fire

(1) Earthquakes: (2), (3), and (5) when the earthquake poses little danger to life

(1) Take steps to protect your life.

(2) Put out fires, stop the operation of machinery
(3) Open doors and windows to secure evacuation routes
(4) Assist those who are injured
(5) Deal with fires / leakage of harmful substances
(6) Escape to the nearest evacuation area
(7) Execute the safety confirmation system

Earthquake Early Warning

Know before it comes

(2) Fires: (2) and (3) when the fire is small. In times of danger, your priority is to contact the emergency contact and evacuate.

(1) Shout to warn others in the vicinity of the danger
(2) Remove flammable objects near the flame
(3) Take initial steps to put out the fire (if the fire has not reached the ceiling). Put out the fire with water or a fire extinguisher
(4) Contact the emergency contact or 119 (with address/location of the fire, current situation, etc.)
(5) Evacuate from the scene (when the scene is full of smoke, stay low to the ground and escape to the lower floors)
(6) Escape to the nearest evacuation area

Readiness for Earthquakes and Fires

Initial Response Manual for Earthquakes

Earthquake strikes



(1) First, protect yourself!
Hide under a desk, etc.
(2) Put out fires immediately!
Gas taps, power outlets, experiment equipment
(3) Secure an emergency exit!
Open the doors

*Prioritize your own safety in all your actions!

1-2 minutes after earthquake strikes



(1) Check sources of fires!
When fires start, first take steps to put out fires calmly
(2) Verify the safety of those in the room!
Check if anyone is trapped under fallen bookshelves, etc., or is injured
(3) Stop operation of all experiment equipment in use!

3 minutes after earthquake strikes


(1) Help people in other rooms!
Check if anyone is trapped under fallen bookshelves, etc., or is injured
(2) Beware of aftershocks!
(3) Evacuate to an evacuation area designated by AIMR!
(Refer to attached diagrams)
Use evacuation staircases, etc., to escape

Main Building

(1) Set up an AIMR Response Headquarters (Self-Defense Fire Brigade)
(2) Report the safety verification for each research lab to the AIMR Response Headquarters liaison group
(3) AIMR Response Headquarters issues directions

Info — **w/ transceivers** — **Info**

Laboratory Building

(1) Report the safety verification for each research lab to the staff from the researcher assistance office
(2) Follow the directions from the AIMR Response Headquarters (Self-Defense Fire Brigade)

ANNEX

(1) Report the safety verification for each research lab to the staff from the researcher assistance office
(2) Follow the directions from the AIMR Response Headquarters (Self-Defense Fire Brigade)