

The “University of Aizu Manual for Actions to Be Taken, Following Receipt of an Earthquake Early Warning”

1. Overview

The purpose of this manual is to facilitate appropriate actions, following emergency announcements for earthquake early warnings (hereinafter referred to as “Earthquake Early Warnings”).

The primary purpose of Earthquake Early Warnings is to minimize earthquake-related damage by effective use of a very short period of time between the time when a faint tremor occurs at the beginning of an earthquake (a primary tremor) and the time when a strong tremor (a powerful tremor) hits relevant locations.

When an Earthquake Early Warning is received from the Japan Meteorological Agency, an announcement will be made to send out an alert throughout the University premises. However, as the period of time between the time when the announcement is started and the time when a strong tremor hits the University is very short, it may be extremely difficult to evacuate buildings. Furthermore, leaving buildings under these circumstances may lead to injuries due to falling objects.

Therefore, when an announcement is made following the receipt of an Earthquake Early Warning, “the first action to be taken is to keep calm and ensure personal safety, according to relevant situations (where you are and what you are doing)”.

Please take appropriate actions in accordance with the instructions in this manual, when you hear an announcement or feel the shock of the earthquake.

We hope that this manual will help ensure personal safety when an Earthquake Early Warning is received and recognized at home, or when outdoors.

2. Manual

(1) Announcement Following the Receipt of an Earthquake Early Warning

- ① When an Earthquake Early Warning is received from the Japan Meteorological Agency, an announcement will be made to send out an alert throughout the University premises as follows:

“Beep, beep, beep” → “A strong earthquake coming now.” (in English)
→ “強い地震がすぐに来ます” (in Japanese) → (This announcement will be repeated three times.).

* For example, if an earthquake occurs off the coast of Miyagi Prefecture, it is predicted that a strong tremor will hit the University approximately 20 seconds after the start of the announcement.

- ② If the seismic center is close to the University, a strong tremor may hit the University before an announcement is started. Therefore, if you feel the shock of the earthquake, please take appropriate actions in accordance with the instructions in the manual even without an announcement

(2) Important Attitude

- ① Keep yourself calm and ensure your personal safety according to situations you are in.
- ② Alert other people around you not to panic and guide them to take appropriate actions.

(3) Actions

If you are in:

- ① The University buildings (in your office, research rooms, lecture rooms, exercise rooms or club rooms)
 - Seek shelters under desks or tables (excluding movable equipment)
 - If a desk or table is not large enough to shelter your whole body, protect your head first.
 - Pay attention not to place articles under your desks on a routine basis to ensure a shelter.
 - If there are no desks or tables nearby, get down on your knees at places which do not pose danger of falling objects and protect your head with a cushion, bag, jacket or hands.
 - Stay away from bookshelves, lockers, movable tables, furniture, refrigerators or other large appliances, and windows
 - It is advisable to attach bindings or hooks to equipment to prevent them from tipping over, and take other preventive measures, for example, keeping offices and research rooms clean and making preparations to prevent books from tipping over.
 - Do not stay under skylight windows and hanging lamps/lights.
 - Open doors and windows to ensure evacuation routes.
 - Avoid rushing to exits or stairways all at once, as it may create a panic at those locations.

- Avoid rushing to outside of buildings, as you may be hurt from falling objects or broken glass.
 - When going out of buildings, be sure to wear shoes and bring a handkerchief/towel with you in order not to be hurt from broken glass or smoke inhalation.
 - Do not touch electric pots, tea cups or soup bowls to avoid burns.
 - Immediately put out a cigarette.
- ② The Auditorium and the Lecture Hall, etc.
- Avoid rushing to exits and stairways all at once.
- ③ The University Cafeteria and Restaurant Keyaki
- If you are seated when you hear an announcement, please remain seated.
 - Gather items on tables to the center and prevent hot water from spilling.
 - If you are moving holding a tray when you hear an announcement, put the tray on the floor or on another safe location.
- ④ The swimming pool and locker rooms
- If you are not dressed when you hear an announcement, first take clothes that can be put on quickly and easily in preparation for evacuation.
- ⑤ The cafeteria kitchen
- Turn off all sources of fire and stay away from pots, pans and boiling water.
- ⑥ Elevators
- When you are in an elevator, stop the elevator at the nearest floor and get off the elevator immediately.
 - Do not use elevators.
 - Refrain from using elevators until an instruction is given by the Administrative Office, stating that it is safe to use them.
- ⑦ Outdoors
- Stay away from buildings, watching out for falling broken glass or other collapsing items.
 - If you are driving when you hear an announcement, turn on the hazard lights to indicate an emergency situation and gradually lower your speed. If you feel a strong tremor, pull off to the left side of the road or to a vacant area and stop the engine.

- ⑧ At construction work
 - Turn off all sources of fire.
 - Stop work in high places and operation of heavy machinery, and ensure evacuation routes from dangerous locations.
- ⑨ What you should advise guests or students to do:
 - In order to avoid a panic, faculty, administrative staff or part-time staff, etc. must inform their guests or students to remain calm.
 - In cases where a great number of guests or students, etc. are in the Auditorium or lecture rooms, faculty or administrative staff, who are MCs for relevant activities, must promptly instruct guests/students what to do in a calm manner.

3. Quake-resistance of University Buildings and Equipment

- (1) Buildings on campus and in Matsunaga Faculty Housing Complex are built according to the present quake-resistance standards.

【Present Quake-resistance Standards】

Specification requirements in the present standards have been set to prevent buildings/houses from collapsing in case of an earthquake of intensity 6 or higher.

However, if strong tremors hit buildings or houses, it may damage interior/exterior finishes, causing oscillating motions and displacement.

- (2) Equipment installed on campus automatically stop when the level of quakes reaches the designated limit for earthquake intensity set separately for relevant equipment.

【Example】

In case of an earthquake of intensity 4 or higher, elevators installed on campus automatically stop at the nearest floor and doors automatically open there. An intercom installed inside of each elevator is always active for emergency contact.