

Disaster (Earthquake) Prevention Guide (Digest version of BCP 4th edition) as of March 31, 2023

This is a digest version of the BCP* manual of actions to be taken in the event of an earthquake or other disaster for all residents and visitors of the following organizations

IMRAM, SRIS, and MaSC

What to do immediately after a disaster strikes:

1. In the event of a disaster, immediately stop all experiments and research, etc., secure your safety, and evacuate to a designated evacuation site designated for buildings.
2. If a fire breaks out, notify the people around you and call 119. Next, you should inform General Affairs Section and Security Guard Room.

Phone number list:

Day time: General Affairs Section, General Affairs Division: 022-217-5204

Night time, weekdays, holidays:

Security Guard Room, IMRAM Administration Bldg.: 022-217-5209

Security Guard Room, IMRAM West Bldg. 1 (Kaken S Bldg.): 022-217-5339

Security Guard Room, IMRAM East Bldg. 1 (Han-no 1 Bldg.): 022-217-5105

3. When the Disaster Countermeasures Headquarters is established, all members must follow the instructions of the Disaster Countermeasures Headquarters. If it occurs at night, on holiday, or on the way to the university, please refer to Tables 1 and 2.

Actions to take in the event of a strong earthquake*

- In the event of a strong earthquake, secure your safety first (protect your head).
- Turn off the main gas valve, shut off the power supply, etc.
- After the shaking stops, immediately evacuate to the evacuation site designated for each building (see diagram) following the evacuation guidance, and report your whereabouts to the person in charge of the laboratory, etc.
- Call out to international students, foreign researchers, and visitors and evacuate together.
- When evacuating, assess the current situation in the area as much as possible, and report to the person in charge of the laboratory, etc.
- Wear helmets and do not use elevators.
- If there are injured persons, cooperate with others to provide first aid.
- If a fire breaks out, notify the fire department and work with others to extinguish the fire in the initial stages.
- If the fire is not extinguished after initial firefighting, evacuate the building and wait for the arrival of fire trucks.
- If the initial fire is not extinguished, evacuate the building and wait for the fire trucks to arrive.
- Do not leave the evacuation site until you are notified by the Director General that the evacuation is lifted.

***What is a strong earthquake degree?**

- The Disaster Countermeasures Headquarters of Tohoku University will be established in the event of a Sendai City

"Japanese Seismic Scale" of more than 6-lower in the Sendai City. In the case of lower than scale-6-lower in Sendai City, it will be established when deemed necessary by the President. The same is stipulated for IMRAM, SRIS, and MaSC workplaces.

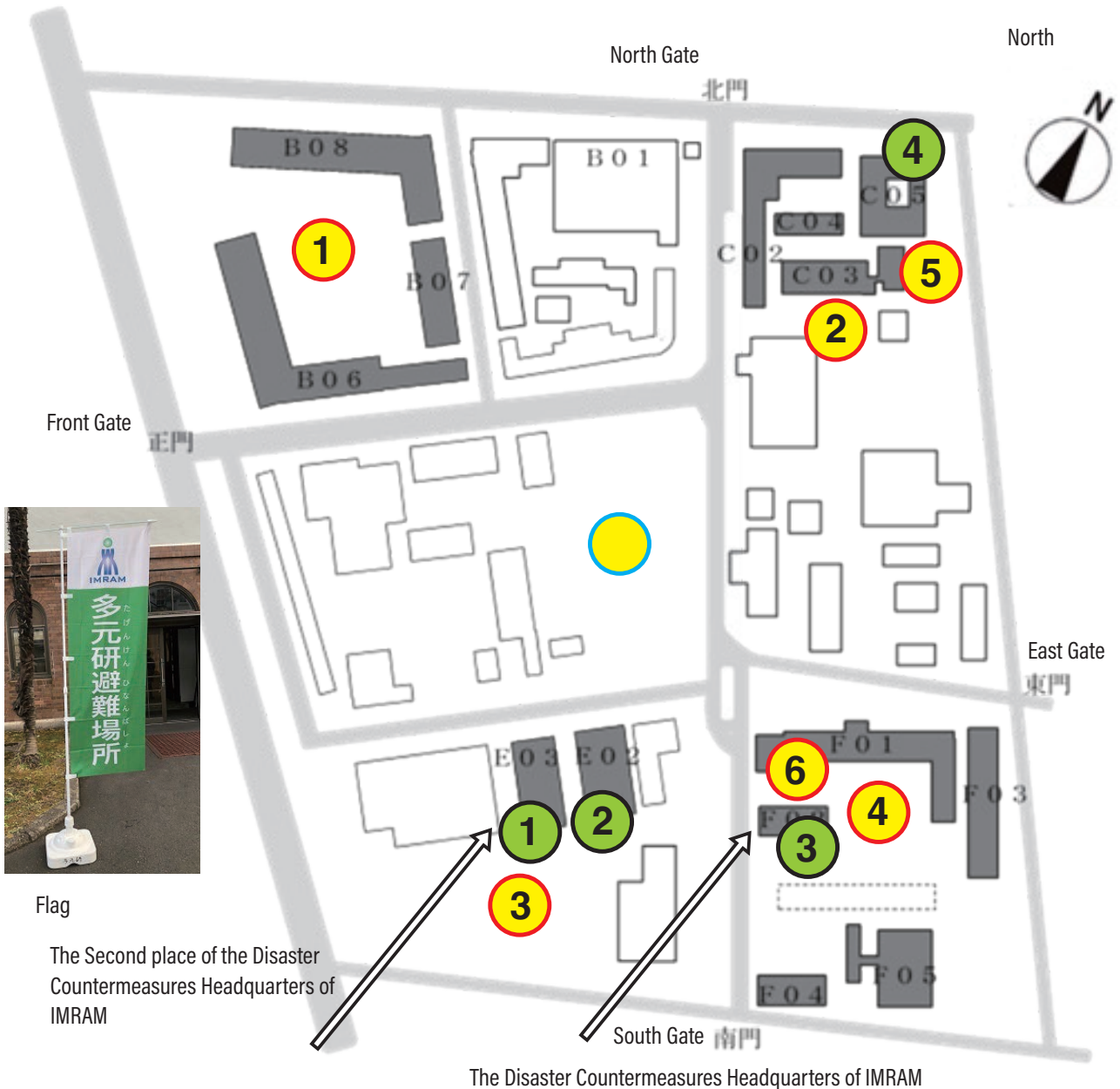
*The Japanese seismic intensity shall be the maximum intensity of Sendai City regardless of the administrative district (Aoba-ku, Taihaku-ku, etc.).

***What is a Business Continuity Plan?**

A plan that outlines policies, systems, and procedures to ensure that important business operations are not interrupted or are restored in the shortest possible time in the event of a natural disaster such as a major earthquake, the spread of infectious diseases, terrorist attacks, major accidents, supply chain disruptions, or sudden changes in the business environment.

In the case of the JEMAI, it is considered to be a disaster prevention and business continuity plan because it is considered possible and reasonable to plan and operate a plan that encompasses conventional plans for responding to disasters.

Evacuation Site



Flag

The Second place of the Disaster Countermeasures Headquarters of IMRAM

●	Evacuation Site #1	IMRAM West 1 & 2 (Kaken N & S Bldg.)	middle court
	Evacuation Site #2	IMRAM East 1, 2 & 3 (Han-no 1, 2 & 3 Bldg.)	Southeast side
	Evacuation Site #3	South Multidisciplinary 1&2 (Zaibutsu 1&2 Bldg.)	Southside
	Evacuation Site #4	IMRAM South 1, 2, & 3 (Sozai 1, 2 & 3 Bldg.) & Cooperative Research Bldg.	middle court
	Evacuation Site #5	MaSC Bldg.	South area
	Evacuation Site #6	IMRAM Administration Bldg.	In front of the Bldg.
●	Alternative evacuation site		Park
●	Rescue supplies storage facilities #1	South Multidisciplinary Research Bldg. 1	Machine room(1F)
	Rescue supplies storage facilities #2	South Multidisciplinary Research Bldg. 2	Office(1F)
	Rescue supplies storage facilities #3	IMRAM Administration Bldg.	Garage
	Rescue supplies storage facilities #4	MaSC Bldg.	Under the staircase A/Lounge

Table 1 Set up Structure

Members	First Scale 5 lower	Second Scale 5 upper	Third Scale 6 lower
Director, Vice-Directors, Deputy Directors, Directors, Manager, (Director of General Affairs Division, Financial Affairs Division)	Yes	Yes	Yes
Director or Vice Directors of SRIS and MaSC, Manager of Technical Division, Other Section Leaders of Disaster Countermeasures Headquarters	No	Yes	Yes
Responsible persons at each evacuate site The other staff member All students	No	No	Refer to the Table 2

Table 2 Action

	Worktime	Night, Weekend, Holiday	In the middle of the way to the University
Professors/Responsible person of Laboratory	Evacuate. Guide Lab members. Assess the safety of lab members	Come to work when available	
The other staff member	Evacuate. Support professors, Guide lab members, and rescue the injured person		
All Students	Evacuate, Respond to the Safety Confirmation System.	Stay at home. Respond to the safety confirmation system and inform the person in charge of the laboratory of your safety by any possible means.	Return home. Respond to the safety confirmation system and inform the person in charge of the laboratory, etc. of your safety by any possible means.

Role in Disasters

Role	Position/Member	Action
Notification	Professors/Responsible person of the Lab	<ul style="list-style-type: none"> - Confirm the safety of laboratory members and report to the person in charge of the evacuation site. - Collect information on the occurrence of a disaster and report it to the person in charge of the evacuation site.
Evacuation guidance and rescue	Associate Professors/Senior Assistant Professors	<ul style="list-style-type: none"> - After the earthquake stops shaking, guide the victims from the building to the evacuation site. - If there are any injured people, provide first aid. - If there are people trapped in the elevator, rescue them. - Coordinate with the Fire Station.
Initial fire extinguishing	Research Associates Technical Staff MaSC staff	<ul style="list-style-type: none"> - Respond to the request of the person in charge of the laboratory and try to extinguish the fire in the initial stage. - If the fire is not extinguished after initial firefighting, evacuate the area and wait for fire engines to arrive.
Hazardous Materials Control	Research Associates Technical Staff MaSC staff	<ul style="list-style-type: none"> - Respond to the request of the person in charge of the laboratory by rushing to the site. - Respond to any damage caused by hazardous materials such as chemicals or high-pressure gas in cooperation with the laboratory manager.

Safety confirmation system, safety communication

Tohoku University Community

Tohoku University uses the Safety Confirmation System to ascertain the safety of students and staff during emergencies. In the event of a natural disaster, all students/staff are asked to respond to the safety confirmation e-mail message.

- ▶ **If you do not respond, the university will be unable to provide your family with any information if they contact us.**
- ▶ **It will also delay the identification of people who really are missing and in need of search/rescue.**



In the event of a major earthquake, respond to the safety confirmation system and, if traveling on business, notify the person in charge of the laboratory of your safety and whereabouts. In addition, immediately respond to the safety call from the university.

日本語説明 <https://bit.ly/3GYVQEK>

Guidance in English <https://bit.ly/3VGzdcr>





日本語



English

Appendix

What to do if a major earthquake strikes while you are at home:

1. Please protect your head. Secure your personal safety first.
Protect yourself by sheltering under a table/desk. If there is no place to hide, protect your head with a pillow or cushion.
Do not move until the main quake ceases.

2. Turn off all heat sources immediately.
After the main shock calms down, immediately turn off the gas appliances as well as the heating appliances. Anything that could cause a fire should be turned off.

3. Secure a way to evacuate the premise.
Open the doors of rooms and the entrance of the house. It is not safe to walk bare feet even in the interior of a house. Always wear shoes. There could be broken glass or other dangerous objects strewn on the floor.
4. Get ready to evacuate.
Before you leave the house, make sure you shut off the gas supply valve as well as the circuit breaker, to prevent fires. If you are in a building, always use the stairs to evacuate. You should not use elevators.
5. If you live in a university lodge, please stay there. Tohoku University will contact you soon.

Note "Earthquake early warnings provide notification"

When an earthquake is expected to have a big earthquake, an alert sound will be released by cell phones or devices such as television, radios. Stay calm and act accordingly.

<Reference>

Advice for Protecting Yourself in an earthquake (SenTIA)
https://int.sentia-sendai.jp/saigai/download/bousai_e.pdf

