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# EMERGENCY

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DISASTER RESPONSE  
HANDBOOK

For Students

When disaster strikes...

Will you be able to respond calmly?

## Making the right decisions and staying safe

The basis of risk management is the ability to recognize, assess and prevent risk before it happens and to act quickly, accurately and flexibly to minimize damage in the event of said risk. Protecting the life, physical well-being and property of its students, faculty and staff is a core mission of the university.

To date, Ritsumeikan Asia Pacific University (APU) has striven to prepare for disasters, protect the life and physical well-being of its constituent members and ensure the safety of university property. APU has also engaged in risk management to maintain the safety of the school buildings and AP House.

Until now, there has been no disaster preparedness manual for students, so we have formulated *this Emergency Disaster Response Handbook (For Students)* so you will know how to make good decisions and stay safe in the event of a disaster.

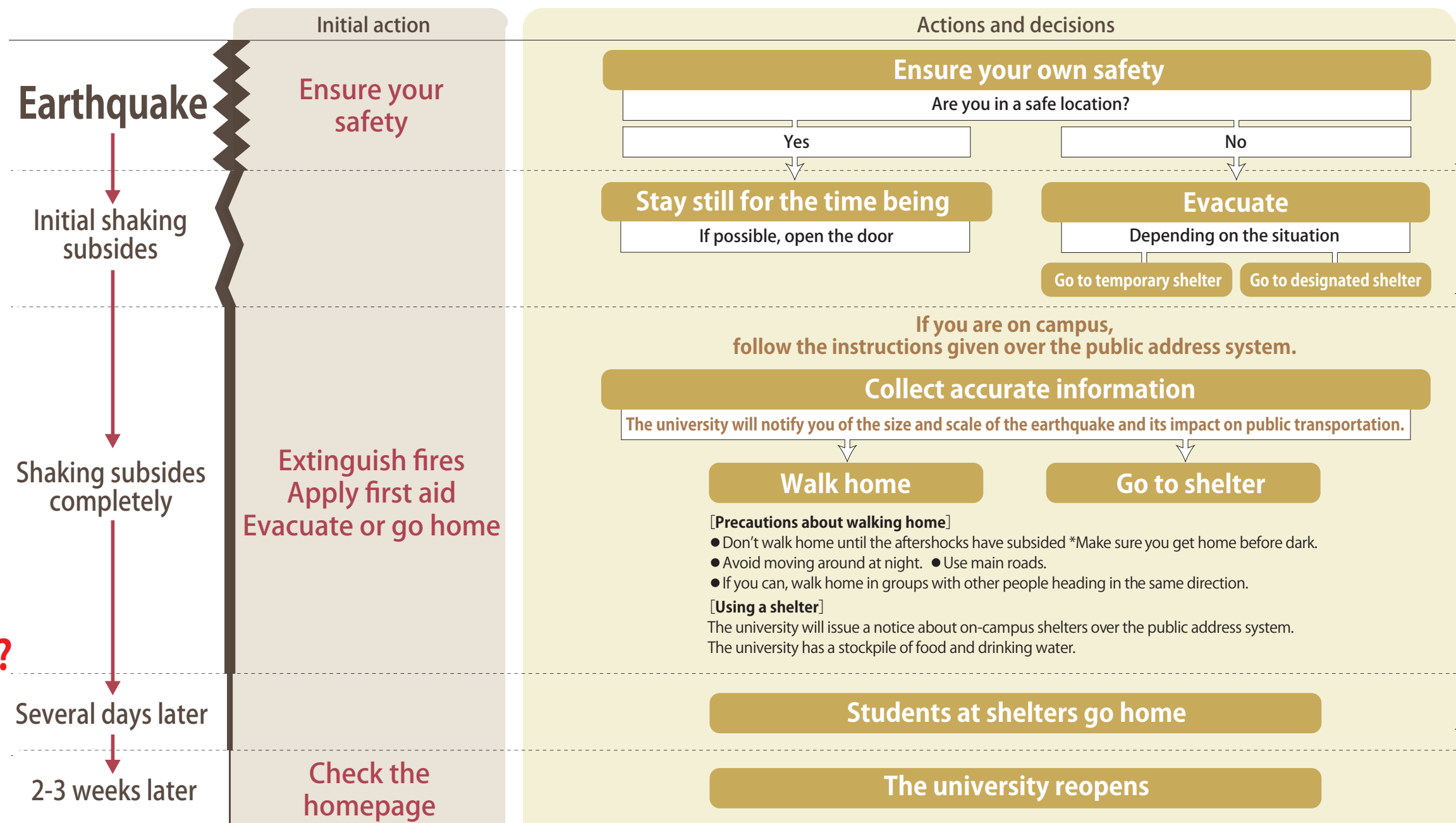
This Handbook provides clear explanations of how to prepare for earthquakes, storms and fires and how to act during and after these kinds of disasters. We hope you will read this Handbook carefully and use it to enable your flexible and accurate response in case of an emergency.

Ritsumeikan Asia Pacific University

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# What if an earthquake strikes?



If a large earthquake strikes suddenly, you may get scared and panic. To ensure you can act calmly, take time to imagine how you would confirm your safety and practice running mental simulations of the scenario.

**Evacuation precautions**

Give due caution to aftershocks when you evacuate. Act calmly and do not endanger the safety of those around you.

- When indoors, walk along walls but be careful of broken glass. Walk down the center of hallways.
- Always use stairs when evacuating. Never use elevators.
- If you can, open a door. Give priority to injured and disabled persons and help them evacuate.
- Make sure no one is left behind and leave the door open; however, if there is a fire in the room, close the door.

In a classroom or the library



- Cover your head with your jacket or other item and protect yourself from falling objects.
- Crawl under a desk and hold the legs to keep your body steady.
- Stay away from bookshelves, windows, monitors or other objects that could fall or break.

In a hallway



- Windows may break and walls may cave in, so if possible, evacuate to the nearest classroom and crawl under a desk.
- If there is no classroom nearby, stay away from windows and light fixtures, or other objects that could fall, and crouch down covering your head with your jacket or other item.

On the field or in the gym



- Gather in an area where there is little risk of falling objects and crouch down.
- If you are in a place where there is little risk of falling objects, stay there and crouch down until the shaking subsides.

Inside an elevator



- Push all of the buttons and get off when the elevator stops. Elevators equipped with earthquake sensors will automatically stop at the nearest floor.
- If the elevator stops between floors, press the emergency button or use the interphone to call for help.
- If you get trapped inside, do not attempt to escape. Remain calm and wait for assistance.



- If you're in a wooden house, protect your head and leave immediately; or evacuate into a walled room with several pillars and crawl under a strong table. Avoid spacious rooms that could collapse.
- Avoid furniture that may fall and windows that could break. Protect your body under a table or chair.
- Turn off the stove immediately and close the main gas valve. Turn off the circuit breakers.
- Do not walk around barefoot.



- Firmly grasp a strap or handrail and brace for a quick stop. If you are sitting down, firmly plant your feet and lean your body forward. Use your belongings to cover your head.
- Even if the vehicle has stopped, do not leave until the driver tells you to.
- \*High-voltage currents flow near railroad tracks, so it is dangerous to move about without permission.
- If you are on the stairs or a train platform, lower your stance to keep yourself from falling. Grab onto fixed objects and evacuate.



- Press your body against a large pillar or wall and wait for the shaking to subside.
- Underground arcades are relatively safe. If the power goes out, emergency lights will turn on immediately. Remain calm and wait for instructions.
- If a fire breaks out, use a handkerchief to prevent smoke inhalation and keep your body low. Walk along the wall and evacuate to the surface.
- Remain calm. There are exits about every 60m.



- Use your jacket or other item to protect your head from falling glass, tiles and signs. Evacuate to the nearest open space or sturdy building.
- Never evacuate into wooden buildings, next to vending machines or cinder block walls or against building walls.
- Stay away from fallen power lines.
- Watch out for cracks, depressions and bulges in the ground as well as fallen telephone poles, walls etc.

Inside your apartment or AP House

On a train or bus

In an underground arcade

Walking through campus or down the street

Exercise caution  
Act promptly

# What if a storm hits?

Actions and decisions	
Before the storm	<p><b>Prepare the exterior of your home</b></p> <ul style="list-style-type: none"> <li>● Close windows and shutters</li> <li>● Secure or remove objects that might fall or blow away</li> <li>● Clean areas that drain poorly</li> </ul>
	<p><b>Prepare for emergency</b></p> <ul style="list-style-type: none"> <li>● Prepare flashlights</li> <li>● Secure food and water</li> <li>● Check emergency kit</li> <li>● If necessary, move furniture and check dangerous goods</li> </ul>
During the storm	<p><b>Check storm damage information</b></p> <p>Seek the latest information from TV or radio. Be sure to check the APU Campus Terminal.</p>
	<p><b>Evacuate swiftly</b></p> <p>If an evacuation order has been issued or you feel in danger, contact your neighbors and evacuate quickly. Make sure you confirm evacuation methods and shelter locations in advance.</p>
	<p><b>Avoid dangerous places</b></p> <p>Avoid places where storm surges, floods or landslides may occur.</p>
Emergency measures	<p><b>Post-storm disinfection</b></p> <p>To prevent infectious diseases after a flood, sanitize the portions of your house that flooded and any furniture that got wet.</p>
	<p><b>Confirm danger</b></p> <ul style="list-style-type: none"> <li>● Make sure no flammable liquids, such as kerosene, have spilled.</li> <li>● If you find any downed electrical wires, call the power company, city hall, fire department or police department.</li> </ul>

Every year, there are reports of massive damage caused by typhoons and torrential rains throughout Japan. It is essential to routinely take measures to prepare for disasters and to gather the latest information when disasters are forecast.

## Storm preparation Typhoons, heavy rains, landslides



## Dangerous storm!

### ● Prepare for typhoons

Typhoons are predictable natural phenomena. Make sure you check the size of the storm and time of landfall.

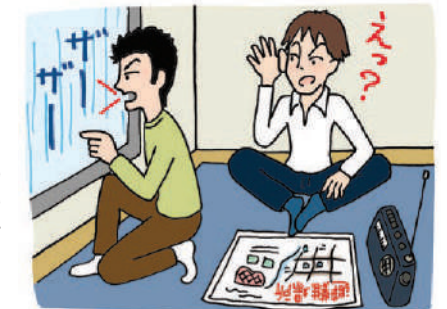
Typhoon intensity	
Classification	Maximum wind speed (m/s)
Typhoon	17 – 32 m/s
Strong typhoon	33 – 43 m/s
Very strong typhoon	44 – 53 m/s
Violent typhoon	54 m/s and up



Typhoon intensity and anticipated damage *Wind speed is approximate			
10 m/s	Umbrellas may break	30 m/s	Roofs may be blown off and houses and telephone poles may collapse or break
15 m/s	Poorly attached signs may be blown off	35 m/s	Train cars may be blown over
20 m/s	It is hard to stand upright and walk into the wind	40 m/s	You will be blown over if you don't bend your body 45°
25 m/s	Roof tiles blow away and trees break	50 m/s +	Most wooden houses will collapse and trees will be uprooted

### ● Prepare for torrential rains

Since torrential rains strike limited areas suddenly, they are harder to predict than typhoons. Become familiar with the land near your house and take sufficient measures.



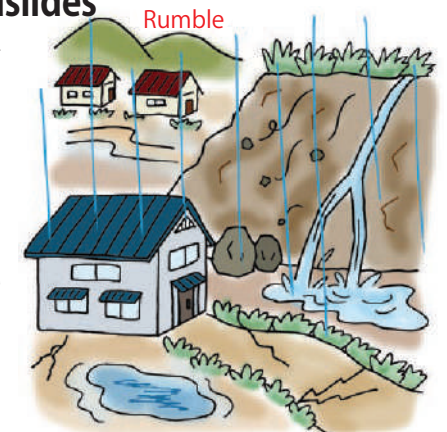
Hourly rainfall and its effects	
10 – 20 mm	The sound of the rain makes it hard to hear someone talking.
20 – 30 mm	Soaking rain. Ditches, sewer drains and small creeks overflow.
30 – 50 mm	Rain falls like it is being dumped from buckets. Roads flood.
50 – 80 mm	Rain falls like a waterfall. Landslide risk increases. Driving is dangerous.
80 mm+	The rain can cause a major disaster. Exercise extreme caution.

JMA weather advisories and warnings (Oita District Meteorological Observatory)	
Heavy rain advisory	Issued when there is a risk of damage from heavy rain
Heavy rain warning	Issued when there is a risk of severe damage from heavy rain
Flood advisory	Issued when there is a risk of damage from flooding
Flood warning	Issued when there is a risk of severe damage from flooding
Gale advisory	Issued when there is a risk of damage from strong winds. Average wind speed: 12 m/s and up
Storm warning	Issued when there is a risk of severe damage from a storm. Average wind speed: 20 m/s and up

### ● Watch out for landslides

If there is a cliff with a height of 4 m or more near your house, watch out for the following signs and evacuate immediately if you feel uncertain.

- Signs of a coming landslide**
- Streams of water keep flowing even after the rain stops
  - Small rocks and dirt occasionally tumble down the cliff face
  - Streams suddenly become murky
  - Cracks appear in the ground
  - Unusual rumbling sounds



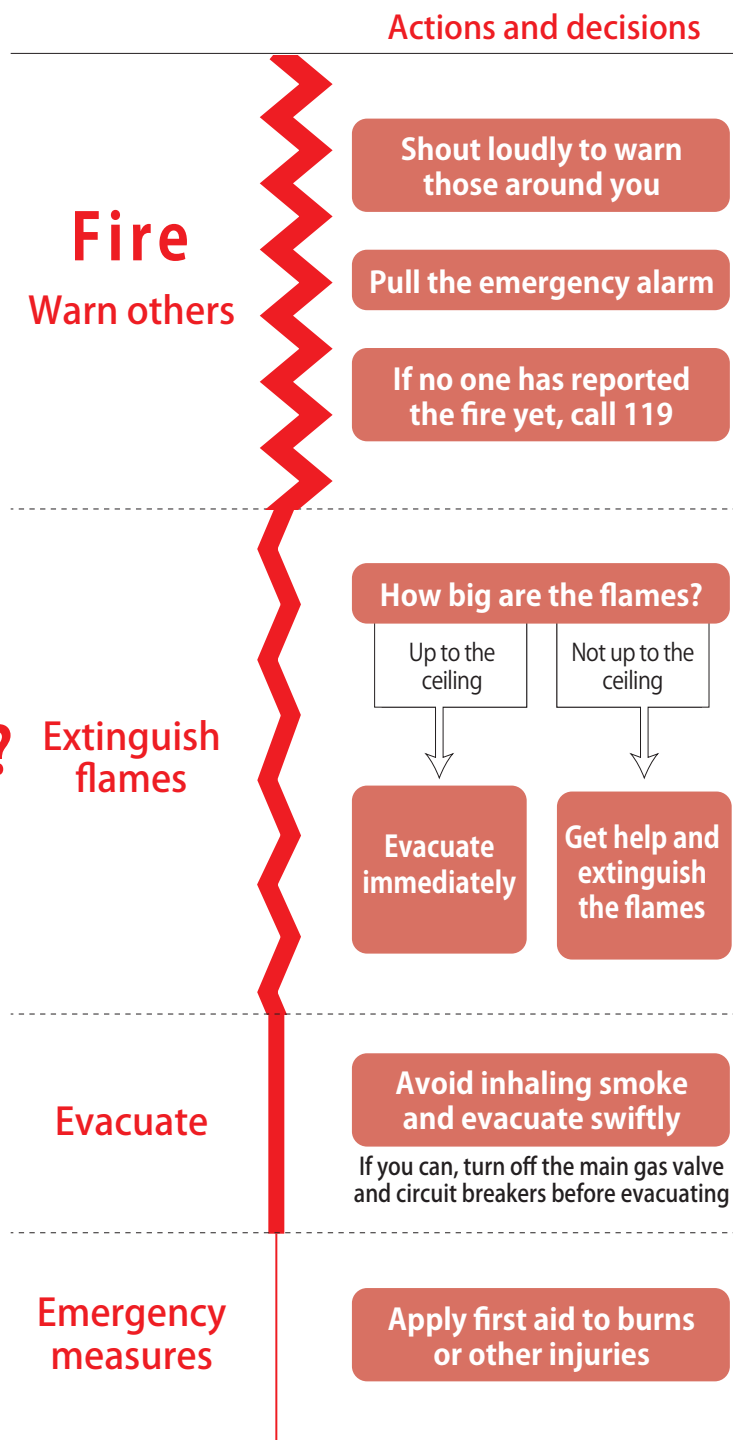
### ● If an evacuation order is issued

It is important to pay attention to the TV or radio during a typhoon or torrential rainstorm in order to get the latest information. After a certain amount of rainfall, evacuation orders will be issued, and people will be notified by way of media outlets, local government offices, fire stations and police stations. Follow their instructions and evacuate immediately.

#### KEY POINTS

- Turn off the main gas valve and circuit breakers before evacuating.
- Avoid evacuating alone if at all possible. Ask your neighbors to go with you.
- Help nearby elderly persons evacuate.
- Confirm the nearest evacuation shelter and choose a meeting place in case you get separated from your family and friends during the evacuation.

# What if a fire erupts?



Fire! Now what?

Remember to  
 1) warn others  
 2) extinguish flames and  
 3) evacuate, but most importantly, keep yourself safe. Do not attempt anything beyond your ability and evacuate swiftly.

## Warn others

- Yell "Fire" to let others know and seek help. If you cannot yell, make a loud noise by banging pots and pans.
- If there is an emergency alarm, pull it. Call 119 even for small fires.

## Remain calm and call 119

Clearly and accurately communicate the location of the fire.  
 Ex.: "I'd like to report a fire at Ritsumeikan Asia Pacific University in Jumonjibaru, Beppu."  
 "The XYZ on the western side of the campus is on fire."

## Extinguish flames

- **Make a judgment**  
 If a fire has been burning for less than three minutes and the flames do not reach the ceiling, it can be extinguished. Judge the situation quickly and act calmly and swiftly. If you determine the fire cannot be extinguished, evacuate immediately.
- **Precautions**  
 If there is a fire extinguisher, use it. Aim for the source of the fire.

### Using a fire extinguisher

- Pull out the safety pin
- Detach the hose and point the nozzle at the source of the fire (Effective distance: About 3m)
- Firmly grip the lever and spray the extinguishing agent

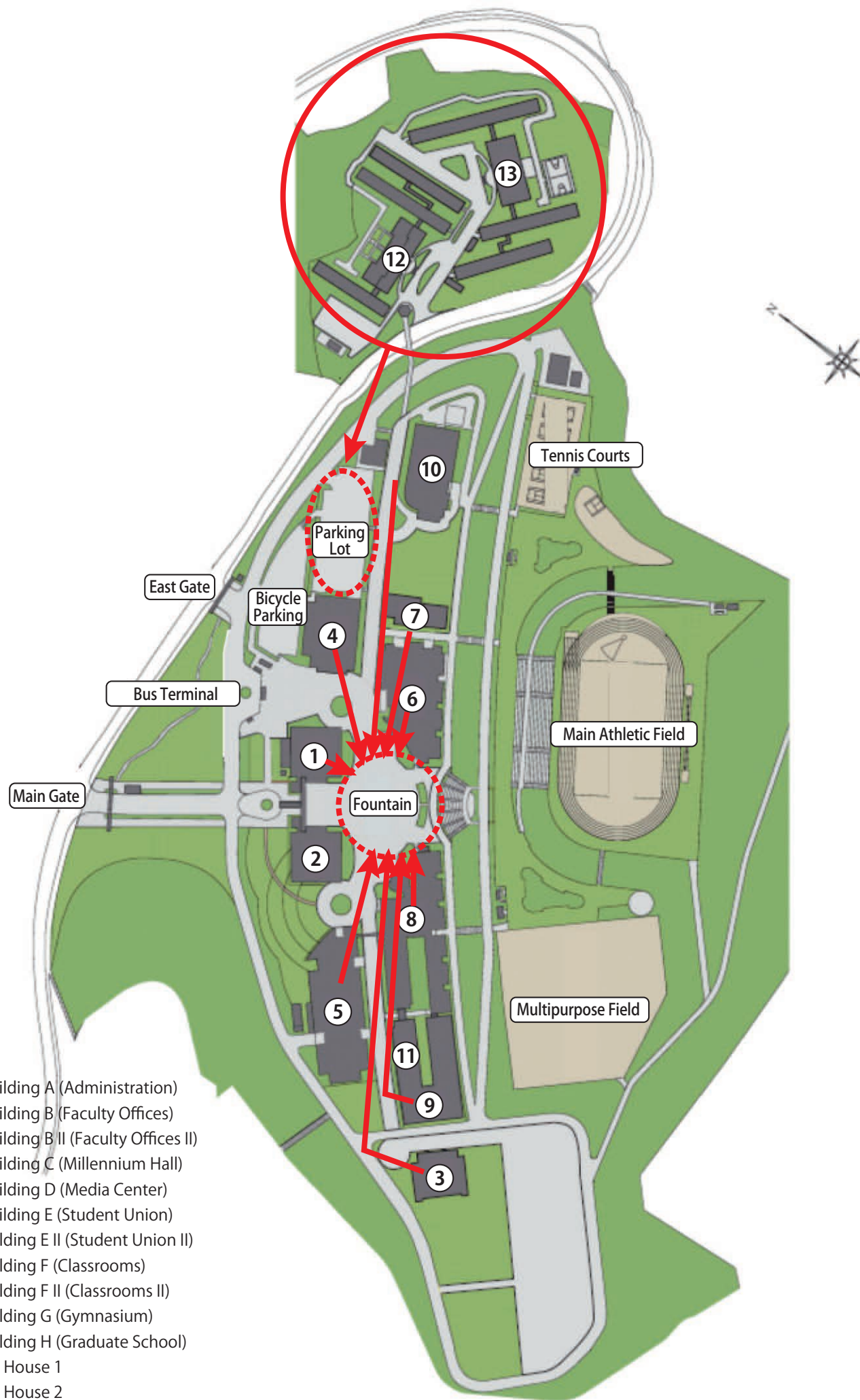
## Evacuate

If you decide a fire cannot be extinguished, evacuate in a timely manner.

- **Four "don'ts" of safe evacuation**  
 [Don't push / Don't run / Don't talk / Don't go back]
- Leave your belongings behind and evacuate immediately.
- Help children, the elderly and the sick evacuate first.
- Never re-enter a burning building once you leave it.
- If there are people left inside, let the firefighters know.

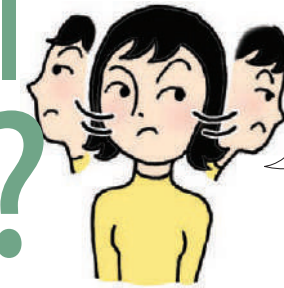
- **If you get enveloped in smoke...**  
 Smoke contains large quantities of toxic gas that can knock you unconscious if you inhale it. When you evacuate, place a towel over your mouth and nose to avoid smoke inhalation and keep your face low to the ground. Breathe in through your nose and out through your mouth.

- **Evacuating from a fire**  
 If a fire spreads to within 300m upwind, 150m laterally or 100m downwind, begin evacuating immediately. Keep an eye on the situation and evacuate along a safe route. Be sure to confirm these distances as part of your daily routine using landmarks on campus.



- ① Building A (Administration)
- ② Building B (Faculty Offices)
- ③ Building B II (Faculty Offices II)
- ④ Building C (Millennium Hall)
- ⑤ Building D (Media Center)
- ⑥ Building E (Student Union)
- ⑦ Building E II (Student Union II)
- ⑧ Building F (Classrooms)
- ⑨ Building F II (Classrooms II)
- ⑩ Building G (Gymnasium)
- ⑪ Building H (Graduate School)
- ⑫ AP House 1
- ⑬ AP House 2

# Am I safe?



If you are unhurt once the disaster or fire has subsided, keep calm and assess the situation around you. Consider your priorities and take action.

## Post-disaster actions 1

### Help the injured

If anyone is injured, help them immediately and conduct first aid to the best of your ability.

#### ● Stopping bleeding

##### Who needs attention?

If someone is injured and losing a large amount of blood from an external wound, you must stop their bleeding immediately. First, check the type, nature and size of the wound as well as the person's complexion. Make sure he or she does not have any deformed limbs or symptoms of shock (i.e., cold sweat, facial pallor, cold extremities) and calmly assess the state of his or her entire body. Arterial bleeding is the most serious type of bleeding because a large amount of blood can be lost in a very short period of time and the injured person can bleed to death. It is characterized by bright red blood spurting out in sync with the heartbeat. Venous bleeding is typified by a steady flow of blackish-red blood, and if left unchecked, it can lead to substantial blood loss. Measures to stop this kind of bleeding are also necessary.

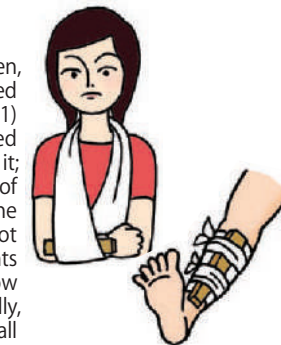
##### Direct pressure method

This is a technique for stopping bleeding by covering the bleeding area with a clean towel or piece of gauze and applying firm, direct pressure. If you cannot stop the bleeding with one hand, use both hands and the weight of your body to apply steady pressure. Most types of bleeding can be controlled with this method.



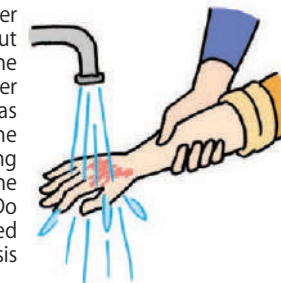
#### ● Broken bones

If you suspect a bone has been broken, apply splints and immobilize the affected area. Remember the following points: 1) Be careful not to move the fractured bone and the joints above and below it; 2) If the area is bleeding, stop the flow of blood first; 3) If the bone has pierced the skin or is otherwise deformed, do not forcibly try to straighten it; 4) Use splints to immobilize the joints above and below the broken bone. Apply first aid carefully, paying attention to the person's overall condition.



#### ● Burns

Immediately run the affected area under cold water for at least 15 minutes but avoid using high-pressure water. If the person is wearing clothes, run the water over their clothes. If the person has suffered a chemical burn, wash the affected area as you cool it in running water. To avoid dehydration, let the person drink water if they ask for it. Do not apply any medication to the burned area until the person receives a diagnosis from a doctor.



### Check lifelines

Disasters often cut lifelines. Respond calmly until they are restored.

#### ● Gas

Be sure to shut off the main valve. Even if service is restored, do not turn on the valve until a gas company employee inspects your equipment. If you notice a gas leak, open a window to ventilate the room. Turning on a ventilation fan could cause an explosion.

#### ● Electricity

Shut off the circuit breaker. This is the lifeline that is restored the quickest. Inspect your electrical equipment carefully before turning the power back on as there is a risk of short circuiting or shock.

#### ● Water

Get into the habit of leaving your bathtub full of water. Water from your apartment building's water tank and well water can be used as domestic water.

#### ● Telephone

If telephone service is interrupted, you will not be able to use phones, fax machines or the internet. You may also have trouble getting connections on mobile phones. Decide an emergency contact person in case of emergency. Briefly tell them you are safe and take other measures to streamline information flow.

**Stop blood-borne infections**

When you are trying to stop someone's bleeding, make sure their blood does not come into direct contact with your skin. Wear rubber gloves, if they are available, or use plastic bags or other items to prevent direct exposure to blood. Make sure you wash your hands when you are done applying first aid.

\*You may use an automatic external defibrillator (AED) even if you have not been trained, but you should take a Basic Life Support course if you have the chance.

# Cooperation is key



When there is more damage than expected, you may become scared. You need to allay your fears one by one as you cooperate with those around you.

## Post-disaster actions 2

### Using telephones after an earthquake

- Telephone lines have a limited capacity. Keep your calls as short as possible.
- If you are having trouble making contact with regular service, try one of the following options:
  - Disaster Emergency Message Dial (171)
  - Disaster Emergency Broadband Message Board (web171)
  - Mobile phone disaster message services (NTT Docomo, au, SoftBank, emobile, Willcom)
  - Mobile phone e-mail
- It is easier to make calls from disaster-stricken areas using public phones.
- It is useful to decide with your friends and family how you will confirm each other's safety in the event of a disaster.
- It is difficult to establish a connection to disaster-stricken areas immediately after a disaster due to the large number of calls being made. To ensure that emergency calls within the affected area can be made smoothly, avoid making non-urgent calls and using the redial function and try calling back later.

### Disaster Emergency Message Dial 171

#### (1) To leave a message about yourself

Dial "171". Press "1". Enter your phone number. Record your message

- Dial "171"
- Listen to the instructions and press "1" (No PIN)
- Enter your phone number
- Record a message of 30 seconds or less

\*With PIN: Dial 171, press "3", enter 4-digit PIN, enter your phone number, record your message

#### (2) To play another person's message

Dial "171". Press "2". Enter other person's phone number. Play message

- Dial "171"
- Listen to the prompts and press "2" (No PIN)
- Enter the other person's phone number
- Play the message

\*With PIN: Dial 171, press "4", enter 4-digit PIN, enter other person's phone number, play message

Source: User guides for each disaster message service

### Disaster Emergency Message Service Trials

- 1<sup>st</sup> and 15<sup>th</sup> of every month
- Disaster Prevention Week (8/30 – 9/5)
- Disaster Prevention Volunteers Week (1/15 – 1/21)
- First three days of New Year (1/1 – 1/3)

\*Trials may not be available if an actual disaster occurs. (Sponsor: Telecommunications Carriers Association)

Using social networking systems (SNS) to confirm safety via computers and mobile phones  
SNS can also be used to confirm people's safety in the event of a disaster.

#### twitter Safety Confirmation:

<https://support.twitter.com/articles/20170078>

#### facebook "kokoiru-net":

<https://www.facebook.com/kokoiru.net>

Gather information from reliable sources and do not let rumors or baseless information sway you.

### Rules for living in a shelter

In a shelter, everyone suffers some uncertainties and inconveniences. Remember these rules for communal living and act with empathy.

- Do not use fire, smoke, drink alcohol or wear outdoor shoes inside the shelter.
- Cooperate with each other to make life in the shelter easier.
- If you fall ill, contact the shelter headquarters (office).
- Cooperate as much as possible with recovery efforts around the shelter.
- Follow the shelter's instructions for distributing relief supplies, disposing garbage and using the toilet.

If you know how to collect information and make the right decisions before a disaster strikes, you can alleviate your concerns about student life, classes and the like. Remember to remain calm and act appropriately.

## Make the right decisions



### Get information from the university

#### Emergency information from the university

If there is extensive damage from an earthquake or flood, take the following actions:

#### ● If you are on campus when disaster strikes

Follow the instructions of the university faculty and staff.

#### ● If you are off campus or overseas when disaster strikes

Check the Campus Terminal for information. APU offers scholarships and other kinds of financial assistance to students affected by disasters. You may be eligible for reduced tuition or delayed payments, so consult with the Student Office.

\*Please respond to the university when you are contacted to confirm your security.

### Cancellation and resumption of classes

Check the Campus Terminal in the following situations.

#### Cancellations

- When a storm alert (boufu keiho) or other weather-related emergency warning is issued for Beppu.
- When both Oita Kotsu Bus and Kamenoi Bus completely stop their service to and from APU.

Time of Decision	Time of Announcement	Response
6:30 a.m.	Approx. 6:45 a.m.	Periods 1 and 2 will be cancelled
10:30 a.m.	Approx. 10:45 a.m.	Classes from Period 3 onward will be cancelled
After 10:30 a.m.	As decided	Decisions will be made as appropriate

### Beppu City Disaster Assistance

**WARNING : Disaster Emergency Only**

**Beppu City Disaster Assistance**  
災害時多言語支援センター

**+81-977-21-6133**

**Beppu City Disaster Message Board**  
別府市災害連絡掲示板

Disaster information & evacuation instruction will be provided when disaster.  
災害時に避難案内や災害情報を提供します。

Call for police : 110  
Fire, ambulance & emergency rescue : 119

**災害時  
多言語  
支援  
センター**

## In an emergency

As the saying goes, disaster strikes when you least expect it. If you make a routine effort to ensure preparedness, you can respond with a little more composure.



### Routine preparedness measures

#### ● Preparedness in daily life

- Make shelves and dressers fall-proof and brace your light fixtures.
- Confirm evacuation routes and shelter locations.
- Do not place anything near your doors that may hinder evacuation.
- Decide contact methods and evacuation shelters with your family and friends.
- Actively participate in disaster prevention drills.
- Store your valuables in a safe place.
- Prepare an emergency kit.
- Check the strength of your house.
- Confirm the regional disaster information.  
[Disaster information of Beppu city]  
[http://www.city.beppu.oita.jp/bousai\\_syoubou/bousaijyouhou/](http://www.city.beppu.oita.jp/bousai_syoubou/bousaijyouhou/)

#### ● Things you should do after coming to APU

- Confirm evacuation routes (including the closest emergency exit / staircase).
- Confirm the location of the nearest fire extinguisher and understand how to use it.
- Confirm the locations of temporary and designated shelters.
- Confirm the route you would use to walk home.
- Decide on contact methods with your family.

### Routine preparedness measures

#### ● Prepare an emergency kit

Create a compact kit of the basic necessities you need to stay alive and inspect it once a year. It is important to keep it somewhere handy in case you need to leave quickly.

#### Priority items

Immediate necessities. The kit should weigh about 15kg for men and 10kg for women.  
**Valuables:** Name seals, bank books, health insurance cards, cash (incl. 10 yen coins)

**Emergency food:** Canned bread, chocolate, mineral water

**Emergency medicine:** Household drugs, adhesive bandages, cotton gauze, ointment, eye drops, feminine care products

**Clothing:** Undergarments, clothes, shoes etc.

**Portable radio:** Also include extra batteries

**Light:** Candles, matches, lighters

#### Secondary items

Daily goods for long-term evacuation.

**Food:** Rice (retort / pre-cooked), main or side dishes (canned / retort), seasoning, candy etc.

**Water:** 3L per person per day (for drinking)

**Portable stove:** With gas cartridges