



## If you find someone who appears to be unconscious

Continue chest compressions (CPR), rescue breathing, and use of an AED until emergency medical personnel take over or there is some kind of response.

### First, check if the person is conscious

If there is heavy bleeding, stop it immediately

Check the surroundings and move the person to a safe place

- Gently tap the person's shoulder while calling out to them

### If the person is unconscious (no response or movement)

- Avoid sitting them up or shaking them unnecessarily.
- Call out to people nearby with a loud voice and ask for somebody to dial 119 and request an AED
- Check for breathing
- Look for chest movement or other signs of breathing

### How to use an AED

- Turn on the AED.



- Place the electrode pads on the person's chest.

\*Wipe the person's chest if it is wet.



- Do not touch the person while the AED diagnoses the heartbeat.
- Make sure that no one is touching the person and press the Start button.



- Follow the instructions given by the AED.



## First aid

Use rubber gloves or plastic bags to avoid direct contact with blood. Seek medical attention for severe injuries or burns.

### For open wounds

- Cover the wound completely with a clean gauze pad, handkerchief, or similar material.
- Apply firm pressure to stop the bleeding.
- Wrap the wound with a bandage and keep the area clean.



### For broken bones

- Stabilize the broken bone area.
- If the bone is protruding, do not try to push it back in.
- Do not wash the wound.
- If bleeding, first try to stop the bleeding.
- Place a splint and fix the fracture in a position that minimizes pain.
- The splint should be longer than the joint above and below the fracture.
- If the bone is exposed, cover the area with a clean cloth and wrap it with a sheet or similar material.
- Be careful not to apply the splint too tightly, as this can reduce blood flow and be dangerous.
- Leave the fingertips or toes visible so that circulation can be monitored.

### For burns

- Cool the affected area with running water. If running water is unavailable, use a clean cloth soaked in water at regular intervals.
- Do not burst the blisters.
- Cover the burn with sterile gauze or a clean cloth, then wrap it with a bandage.



#### Arms

- Place a splint along the fractured area and secure both ends.

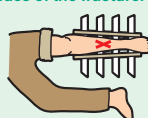


- Put the broken arm in a sling and secure it to the chest.



#### Legs

- Place a splint on both sides of the fracture.



- Secure the fractured area in the following order: top, bottom, below the knee, below the ankle.



A splint is something that can be used to secure a fractured area.

Examples include sticks, wooden boards, umbrellas, cardboard, newspaper, magazines (folded tightly), blankets, etc.



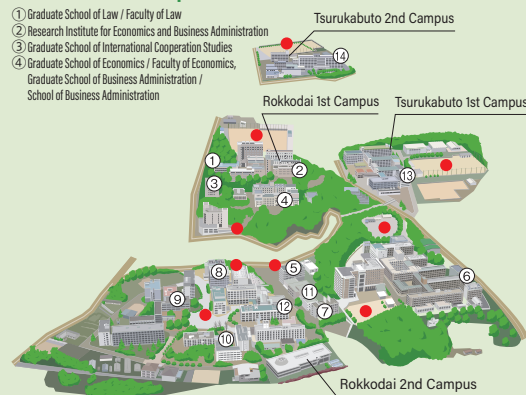
## Campus Map

### Rokkodai Campus

#### Rokkodai 1st Campus

- Graduate School of Law / Faculty of Law
- Research Institute for Economics and Business Administration
- Graduate School of International Cooperation Studies
- Graduate School of Economics / Faculty of Economics, Graduate School of Business Administration / School of Business Administration

● Outdoor disaster evacuation site  
Evacuation sites of each area: Please refer to the URL below for further details.  
<https://www.kobe-u.ac.jp/ja/about/action/crisis-management/>



#### Rokkodai 2nd Campus

- Administration Office (Secretariat, Medical Center for Student Health)
- Graduate School of Engineering / Faculty of Engineering
- Graduate School of System Informatics / Faculty of Systems Informatics
- Graduate School of Science, Technology and Innovation
- Graduate School of Agricultural Science / Faculty of Agriculture
- Graduate School of Humanities / Faculty of Letters
- Information Science and Technology Center
- Graduate School of Science / Faculty of Science

#### Tsurukabuto 1st Campus

- Graduate School of Intercultural Studies / Faculty of Global Human Sciences

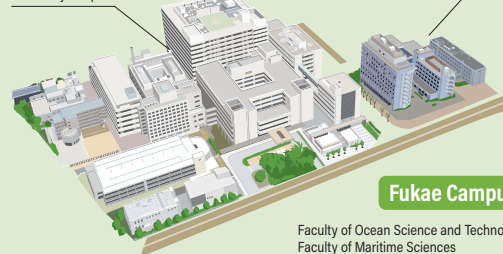
#### Tsurukabuto 2nd Campus

- Graduate School of Human Development and Environment / Faculty of Global Human Sciences

### Kusunoki Campus

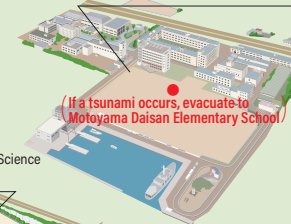
The Kusunoki Area Evacuation Site is Okurayama Park

University Hospital  
Graduate School of Medicine / School of Medicine  
Faculty of Department of Medical Device Engineering



#### Fukae Campus

Faculty of Ocean Science and Technology  
Faculty of Maritime Sciences  
Graduate School of Maritime Sciences



(If a tsunami occurs, evacuate to Motoyama Daisan Elementary School)

### Myodani Campus

School of Medicine, Faculty of Health Science  
Graduate School of Health Sciences



# Disaster Prevention Guidebook



KOBE UNIVERSITY

## Emergency contact information

Fill in the details in advance

① Name

② Student ID number

### ③ Emergency contact (university)

\* Please confirm and fill in the emergency contact information of the department you belong in  
Faculty/Department, etc.

Landline ( )  
Mobile ( )

### ④ Emergency contact (Family or Friends)

Name Relationship

Address Landline ( )  
Mobile ( )

Name Relationship

Address Landline ( )  
Mobile ( )

### ⑤ Personal notes

Date of birth Blood type

Chronic disease or allergy Regular medication(s)

Share with your family

Place to meet your family (shelter near you home)

National University Corporation Kobe University  
TEL: 078-803-5015 (General Affairs Division)  
Address: 1-1, Rokkodai-cho, Nada-ku, Kobe, 657-8501, JAPAN  
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# Earthquake!

## 1 Stay calm and protect yourself!

- Keep away from dangerous objects (e.g. glass and shelves) and get under a table, keeping your limbs close to you.
- Do not run outside or panic.
- If you are in an elevator, wait until the shaking stops.



## 2 Once the shaking stops, remain calm!

- Check for fire sources (electrical outlets, gas valves, etc.) and make sure they are turned off.
- Open doors and windows to secure an escape path.
- Be cautious of aftershocks.
- If there is no risk of falling objects or structural collapse, stay where you are. If you determine it is unsafe, move to a safer location.
- If a fire breaks out, notify those nearby, press the fire alarm button, and try to extinguish the fire if possible. If it is difficult to extinguish the fire, leave the area immediately.



## What to do if you are outdoors when an earthquake occurs

### If you are near the coast

- Check tsunami warnings and advisories.
- Do not approach the coast until all warnings and advisories have been lifted.

Quickly evacuate to a higher ground.



### On a train

- Hold onto a strap or handrail tightly with both hands.
- If the train stops, do not go outside or jump off.
- Follow the directions of the train crew and remain calm.



### If you are driving

- Hold the steering wheel firmly and gradually decelerate.
- Park your car on the left side of the road and turn off the engine.
- Check the situation around you and use car radio to get information.
- Leave the key in the car and the doors unlocked. Evacuate on foot.



## 3 Follow the instructions of University staff and act calmly!

- If safety is ensured, remain where you are until further instructions.
- When evacuating, do not push, run, talk or go back.
- Carry only essential items and leave large bags or belongings.
- When evacuating, do not use an elevator, but use stairs.
- Do not go near areas that seem dangerous.
- If there is smoke, cover your mouth with a wet towel or handkerchief to avoid inhaling smoke.

## 4 Check your family's safety! Be cautious of aftershocks!

- After ensuring your own safety, check the safety of your family and relatives. If possible, participate in rescue and firefighting activities.
- Do not rush home unnecessarily. Stay at the university or shelter as much as possible (see campus map: <https://www.kobe-u.ac.jp/ja/about/action/crisis-management/>).

Disaster Emergency Message Board

Dial 171



## What to do if a fire breaks out

### First, alert others



- Inform those around you with a loud voice that there is a fire.
- If you cannot shout, make noise by banging on objects.
- If a fire alarm or emergency bell is available, press the button.

### Be careful of smoke and evacuate quickly!

- Stay as low as possible while evacuating.
- Cover your mouth with a wet towel or handkerchief to avoid inhaling smoke.
- Evacuate immediately and do not waste time changing clothes or gathering belongings.
- Protect yourself by covering your head with bed linens or blankets soaked in water.
- Help small children, the elderly, and those who are ill while evacuating.



### How to use a fire extinguisher

- ① Pull the safety pin.
- ② Hold the hose with your left hand, and aim it at the fire.
- ③ Squeeze the lower and upper levers firmly with your right hand to release the extinguishing agent.

#### When a fire extinguisher or water is unavailable

Fire requires air (oxygen), fuel, and high temperatures to burn. You can prevent a fire from spreading by covering it with non-flammable materials to block airflow or by removing anything flammable.

## 5 Report your status to the University

- Report your status to the University using the safety confirmation system "ANPIC" or other means.



Please check out "How to contact the University"!

## 6 Stay informed

- Do not be misled by false rumors. Gather accurate information via TV, radio, the internet, etc.



## 7 Recovery preparations

- Once safety is confirmed, return home and prepare emergency supplies and disaster prevention items for potential prolonged disruptions.



## Dial 171 Disaster Emergency Message Dial

NTT provides the following services in the event of a large-scale disaster

Record a message → 171+1+ phone number (starting with area code)

Play a message → 171+2+ phone number (starting with area code)

Message style: Audio only

### Mobile phone Disaster Message Board Services from each Mobile Phone Provider

These disaster message board services allow you to check the safety of a person (or post your own safety) from mobile phones after a major disaster occurs.

Check your carrier's website in advance and complete any necessary pre-registration.

## SNS Social Media

Platforms such as X, Facebook, and LINE can be used to update your status (e.g., "I'm safe") and notify family and friends.



## Check and prepare in advance!

In the event of an earthquake, you should remain at the University or a designated evacuation site until aftershocks subside and it is confirmed that it is safe to return home. Also, if public transportation is not running, you may have to walk home, so be sure to confirm the following in advance:

- Evacuation sites
- How to contact your family and where to meet them
- Walking route and distance from the university to your home. Walking home is generally recommended only if the distance is within 10 km.



## Disaster prevention check list

### Recommended items to prepare and carry

- |  |  |
|--|--|
| <input type="checkbox"/> Cash (including coins)                    | <input type="checkbox"/> Rain gear                             |
| <input type="checkbox"/> Health insurance card                     | <input type="checkbox"/> USB cable for mobile phones           |
| <input type="checkbox"/> Towel, bandages, adhesive bandages        | <input type="checkbox"/> Polyethylene garbage bags             |
| <input type="checkbox"/> Hand-powered flashlight, radio            | <input type="checkbox"/> Permanent marker                      |
| <input type="checkbox"/> Tissues and wet wipes                     | <input type="checkbox"/> Bottled water or tea                  |
| <input type="checkbox"/> Emergency blanket                         | <input type="checkbox"/> Regular medications and prescriptions |
| <input type="checkbox"/> chocolate, candy                          | <input type="checkbox"/> Contact lens supplies                 |
| <input type="checkbox"/> Student ID (and other forms of ID)        | <input type="checkbox"/> Sanitary products                     |
| <input type="checkbox"/> Contact information of family and friends |  |

### Other useful items

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Bank account passbook | <input type="checkbox"/> Disposable heat packs  | <input type="checkbox"/> Can/bottle openers   |
| <input type="checkbox"/> Running shoes         | <input type="checkbox"/> Personal seal          | <input type="checkbox"/> Face wash            |
| <input type="checkbox"/> Portable stove        | <input type="checkbox"/> Jack, underwear, socks | <input type="checkbox"/> Emergency food/water |
| <input type="checkbox"/> Strings and ropes     | <input type="checkbox"/> Backpack               | <input type="checkbox"/> Work gloves          |
| <input type="checkbox"/> Extra batteries       | <input type="checkbox"/> Flashlight             | <input type="checkbox"/> Lighter              |
| <input type="checkbox"/> Slippers              | <input type="checkbox"/> Candles                |   |



## Reporting your status during a disaster

### Safety confirmation system ANPIC

- Kobe University uses the safety confirmation system "ANPIC"(\*1).
- In the event of a natural disaster such as an earthquake, ANPIC system will send an email to your University-registered email address(\*2).

\*1 For more information, see: <https://www.kobe-u.ac.jp/ja/about/action/crisis-management/>

Search for Kobe University ANPIC



\*2 If an earthquake above magnitude 5 on the Japanese scale occurs in Hyogo, Osaka, Kyoto, Wakayama, Tokushima, Kagawa, Okayama, or Tottori, ANPIC will automatically send you an email.

In other cases, staff will send an email based on their judgement of the situation.

### How to report your status

Access the URL in the email sent by ANPIC

Select your safety status [safe/light injury/serious injury/other] and your current location [home/university/other].

There is also a field where you can enter comments.

Click the "Safety Confirmation Report" button