

## Disaster Drill Using the Safety Confirmation System

(Wednesday, June 13, 2018)

### 1. Objectives

In accordance with the Kyushu University Crisis Management Rules effective as of January 1, 2018, the Crisis Management Headquarters — a body to be organized in the event of a serious crisis such as a major disaster — will be set up, with the aim of enhancing the University's preparedness for critical events.

The drill will use the new Safety Confirmation System introduced in January 2018 in order to check response rates to the system among all students and faculty/staff members and to raise their awareness of the system.

### 2. Date and time

Wednesday, June 13, 2018

9:00 a.m. –	<u>Mass email sent to all students and faculty/staff members to confirm their safety</u>  *It will take about 1 hour to finish sending out email. *It is not necessary to wait for getting the email. *When getting the email, the alarm does not sound like J-ALERT (nationwide warning/alert system).
9:00 a.m. – 16:00	All students and faculty/staff members respond to the email from their location (laboratories, classrooms, offices and so forth).  *If it is difficult to respond these times, please report your condition later.
16:00 a.m. – 16:30 p.m.	Setup of the Crisis Management Headquarters and confirmation of safety

### 3. Participants

(i) President, Vice Presidents, General Affairs Division (General Affairs Dept.), and divisions responsible for the safety confirmation system (Information Technology Infrastructure Division (Information System Dept.) and Student Affairs Planning Division (Student Affairs Dept.))

Tasks: Set up the Crisis Management Headquarters

Check the results (response rate) tallied by the Safety Confirmation System

(ii) All students and faculty/staff members

Task: Report their safety status to the Safety Confirmation System from their location at the time (e.g. classrooms, offices, etc.)

#### 4. Location

The Crisis Management Headquarters will be set up in the Main Conference Room in Shiiki Hall, Ito Campus.

(All students and faculty/staff members will respond to the Safety Confirmation System from their locations at the time, using their personal computer, smartphone, mobile phone, or other device.)

#### 5. Details of the drill (scenario)

##### (1) Scenario

- At 9:30 a.m. on Thursday, March 1, 2018, a major earthquake with its epicenter off the coast of western Fukuoka occurs. A tremor of intensity 6 lower is recorded on Ito Campus (Motooka, Nishi-ku, Fukuoka City).
- No fire has broken out on the campus.
- It has not been confirmed whether serious damage to buildings has occurred on the campus.
- It has not been confirmed whether any fatalities have occurred on the campus.

##### (2) Drill process

- (i) Immediately after the earthquake occurs, the Safety Confirmation System will send a mass email to all students and faculty/staff members, asking them to confirm their safety.

(Sample of the e-mail)

<p>【件名】【九州大学】安否状況をお知らせください（訓練です）Disaster Drill</p> <p>【本文】 九州大学 ○○ ○○ 様</p> <p>安否状況の報告はこちらから↓ (Report your condition here:) <a href="https://anpic-kyushu-u.jecc.jp/kyushu-u/report/index.cgi?opt=&amp;id=">https://anpic-kyushu-u.jecc.jp/kyushu-u/report/index.cgi?opt=&amp;id=</a></p> <p>※これは、安否報告の訓練メールです。This is disaster drill. ※安否の報告を行ってください。Report your safety status.</p> <p>6月13日（水）9：00頃に地震6弱の地震が発生しました。 安全な場所に避難し身を守る行動をとり、大学へ安否確認の報告を行ってください。 地震の詳細については以下の通りです。</p> <p>■日時 2018年6月13日（水）9:00</p> <p>■震源地 福岡県西部 震度6弱</p>
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- (ii) All students and faculty/staff members will report their safety status by accessing the link provided in the email from the Safety Confirmation System (or using the app or LINE) (see the illustration below).

\* Mandatory report fields:

- (i) Safety status (All right / slightly injured / seriously injured / comments)
- (ii) Present location (on campus / Home / Shelter / other / comments)

Report your safety

日本語 English

Name Taro Kyudai

Your safety required

- All right
- Slight injury
- Serious injury
- Comments Column

Present Location required

- On Campus
- Home
- Shelter
- Other
- Comments Column

Comment

The details of your situation, contact, information, etc.

Up to 200 characters. A new-line is treated as one character.

ⓘ The situation you report here will be registered as your most correct situation.

Submit

- (iii) After the earthquake subsides, staff from the General Affairs Division (General Affairs Dept.) will start setting up the Crisis Management Headquarters in the Main Conference Hall in Shiiki Hall.
- (iv) The President and Vice Presidents will gather to launch the Crisis Management Headquarters.
- (v) The Crisis Management Headquarters will check the response results tallied and discuss points to be improved in the future.

\*If unexpected system accidents would happen, there would be no need to report your safety status by accessing the Safety Confirmation System

Contact:

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