

Emergency Evacuation Procedures

In case of an emergency:

Emergency Contact Information	
Fire, ambulance	119
Police	110

Other Contact Information	
LCJ	03-3225-0425
NIC	03-5379-5551

In the event of a fire:

1. Each floor has a fire extinguisher and fire alarm located near the stairway door. To put out a fire, aim the extinguisher at the base of the fire, not at the flames. To sound the alarm, press hard to perforate the seal and press the button beneath it.
2. If you hear the fire alarm, evacuate the building immediately. Do not wait for your floor to be evacuated by staff members. Touch the door to make sure the fire is not in the hallway. If the staircase is not available as an exit, you may need to use the emergency ladder located on each floor.
3. Take precaution when leaving the campus and do not return to the building for any personal belongings.
4. Teachers at the Susan & Stephen Gould Center (SGC) and the New Valley Building (NV) will notify students if there is a need to evacuate. If there are no teachers available during said emergency, please evacuate to the nearest exit and notify the 7th floor administration office.

In the event of an earthquake:

1. The initial strong shakes of an earthquake may last only a few seconds to minutes. Get under a desk to protect your head from falling objects. Stay away from windows. Open the door to secure an exit before it becomes bent or jammed. Do not rush out of the school building; there is danger from vehicles as well as falling objects.
2. Once the earthquake is completely over, the staff or teachers will lead you to the evacuation route (which is the outer staircase). If the emergency stairs are not available, please climb down the "emergency ladder" which is located in the "A" room of each floor. **DO NOT USE THE ELEVATOR UNDER ANY CIRCUMSTANCES.**

If a staff member does not come to lead you after 10 minutes, students should evacuate as a group. Be aware of your surroundings and walk in a calm fashion to the pre-arranged evacuation area. When you evacuate, pay attention to both debris on the ground and falling objects such as window glass. If the inside of the building is considered safer than outside, stay in the building.

3. If instructions are announced over the Public Announce system, please follow them.
4. When you evacuate, carry only minimum necessities. Do not return to the campus to collect other items.

Evacuation Areas: there are four official evacuation areas in the LCJ campus vicinity:

Area#1: Tenjin Elementary School : about 300m from LCJ, 4 minutes on foot

Evacuation route : Exit out of LCJ's front or side entrance. Walk past the Family Mart and continue to the first 4-way intersection. Turn left and proceed straight. The elementary school is on your left side.

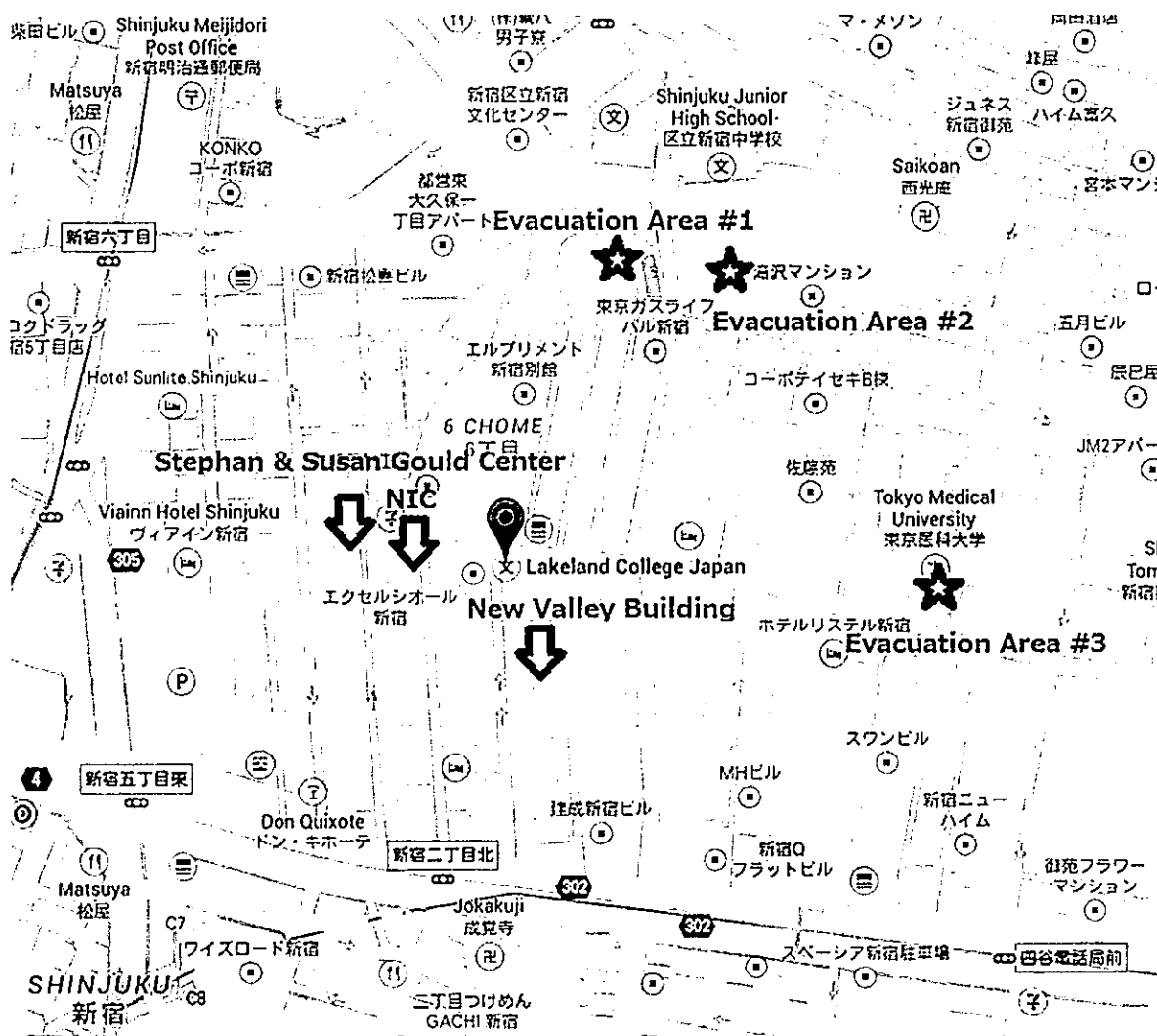
Area#2: Shinjuku Junior High School : 300m, 4 minutes on foot

Evacuation route : Exit out of LCJ's front or side entrance. Walk past the Family Mart and continue to the first 4-way intersection. Turn left and proceed straight. The junior high school is on your right side, on the opposite side of the Tenjin Elementary School.

Area#3: Tokyo Medical University : 300m, 4 minutes on foot

Evacuation route : Exit out of LCJ's front or side entrance. Walk past the Family Mart and proceed straight towards the Tokyo Business Hotel. Tokyo Medical University is on your left side.

LCJ staff members and faculty will lead students to these evacuation areas if available. If you move to an evacuation area without the supervision of an LCJ staff and faculty, it is recommended to stay there until contact is made. A map of the nearby evacuation areas is provided below.



** For international students who cannot read Japanese, show this map to a Japanese person who can direct you to the evacuation area. In the event you are away from campus and not able to receive English support immediately, it is recommended to follow the movements and directions of the Japanese people around you. When you reach a safe place and conditions improve, please contact the college for updates.

Contact with the College

In the event the college campus is evacuated, LCJ staff members will provide updates to students via the LCJ website and LCJ e-mail accounts. Also, check the LCJ blog, Facebook and Twitter pages for condition updates. If you are away from the college during/after the earthquake, you need to inform the school of your safety and whereabouts by e-mail and/or phone.

Contact with Family

When the situation calms down, let your family know you are OK and where you are staying. If you have to stay in the school, the phone and computers in the administrative office will be available for use. If your mobile phone is inactive, please use a public telephone.

Other Free Hotlines / Websites for Information and Contact Updates

The following link provides basic safety procedures, networking sites, English support hotlines, Embassy listings and contact information (in multiple languages): <http://nip0.wordpress.com/>