



## EMERGENCY CONTACT NUMBERS

LUJ Administrative Office..... (Emergency number)	<b>03-3225-0425</b>	Ambulance, Fire Dept.....	<b>119</b>
NIC Administrative Office.....	<b>03-5379-5551</b>	Emergency Consultation Center... (Tokyo, 24hrs, 365 days)	<b>03-3212-2323</b>
		Shinjuku Police Station.....	<b>03-3346-0110</b>

## FIRE EVACUATION PROCEDURES

### If there is a FIRE on campus

Follow these steps:

1. If you are the first to discover the fire, **pull the fire alarm** immediately.
2. If you hear the fire alarm, immediately **prepare to evacuate** via the outside stairwell.
3. Calmly follow the stairwell down to the ground floor. **DO NOT USE THE ELEVATOR.**
4. Head to the appointed Evacuation Area (**Tenjin Elementary School**).
5. Do not return to campus until the all-clear announcement has been made.

**PLEASE FOLLOW ALL INSTRUCTIONS MADE BY YOUR TEACHERS AND LAKELAND STAFF**

## EARTHQUAKE EVACUATION PROCEDURES

### In the event of an EARTHQUAKE

Follow these steps:

1. The initial strong shakes of an earthquake may last only a few seconds to minutes. Protect yourself from falling objects by **ducking under a desk**. Stay away from windows. Open the door to secure an exit.
2. Once the initial shaking stops, follow teacher and staff instructions to calmly begin exiting via the outside stairwell. **DO NOT USE THE ELEVATOR.**
3. Head to the appointed Evacuation Area (**Tenjin Elementary School**). Protect yourself from falling objects and watch out for other hazards.
4. Once you reach the evacuation area, check in with your teacher for **attendance**.
5. **Await further instructions** from staff, emergency response teams, and/or broadcasted public announcements. Remain calm and do not leave the evacuation area.
6. Do not return to campus until the **all-clear announcement** has been made.

**PLEASE FOLLOW ALL INSTRUCTIONS MADE BY YOUR TEACHERS AND LAKELAND STAFF**



## FIRST-AID PROCEDURES

### If you find someone who is, or you are, in need of FIRST-AID

**First-aid should be performed only if medical or trained personnel are not immediately available.** Perform first-aid only to the extent you are capable and comfortable with.

First, calm yourself by breathing deeply. Then, proceed as follows:

1. **Check the scene.** Is it safe to enter? If the scene is unsafe, DO NOT attempt to enter. If the scene is safe, check the victim for life-threatening conditions. Check for: breathing, other signs of life (movement, etc.), and for visible signs of injury. DO NOT attempt to move the victim.
2. Immediately **call the Administrative Office (03-3225-0425)** and calmly provide your own and the victim's name, your location, and a clear description of the current condition.

*For minor / basic first-aid needs, first-aid kits are located near the elevators on each floor of LUJ's campus buildings.*

## LUJ EVACUATION MAP

