[ Procedural Manual for Drill ]
(Friday, October 23rd, 2015)

**schedule of the day**

10:30  Explain about the disaster drill to students before lecture.
- The lecture on 2nd period will finish by 11:30 (drill start time).
- Announcement of the drill start will be relayed through the speakers at 11:30.
- After the earthquake with an intensity of above 6 occurs, students will take cover under desk for 2 minutes.
- After 2 minutes, students will evacuate to the designated evacuation refuge with all their belongings including notebook PC.
- Take the designated evacuation route to the designated evacuation refuge.
- After evacuation, students will present their Kanazawa University ID card at evacuation refuge (In confirmation of evacuee) ⇒ Wait in line.
- After the staff’s instruction, students will be dismissed from the drill at evacuation refuge.

by
11:30  Finish the lecture

11:30  Start the drill after the announcement of the drill start is relayed through the speakers.

①Instruct students to take cover under desk and cover yourself, too.

11:32 ②After 2 minutes, instruct students to evacuate with all their belongings.

③Confirm that all students leave classroom and leave last of all.
※ If you can’t leave the classroom due to special circumstances, you will be dismissed from the drill when you confirm that all students have left the classroom.
④After evacuation, present your Kanazawa University ID card at evacuation refuges (In confirmation of evacuee) ⇒ Wait in line.

⑤After the staff’s instruction, you will be dismissed from the drill at evacuation refuges.

12:00 ⑤After the staff’s instruction, you will be dismissed from the drill at evacuation refuges.

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## The designated evacuation refuge and designated evacuation route for the classroom

(Please provide this information in the following space ↓)

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### 3 steps to take protective action

- In classroom cover your head under desk while holding the desk so it doesn’t move!
- In laboratory be careful of chemicals or machines!

### Rules in evacuation

- Don’t push
- Don’t run
- Don’t talk
- Don’t return