[ Procedural Manual for Drill ]
\( \text{(Wednesday, October 19th, 2016)} \)

**Schedule of the day**

10:30  Explain about the disaster drill to students before lecture.

- The lecture on 2nd period will finish by 11:40 (drill start time).
- Announcement of the drill start will be relayed through the speakers at 11:40.
- 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.
  ※Student, faculty and staff may observe the firefighting drill by Kanazawa Central Fire Station at the Administration Office.

by 11:40  Finish the lecture

11:40  Start the drill after the announcement of the drill start is relayed through the speakers.

① Instruct students to take cover under desk and cover yourself, too.
② After 2 minutes, instruct students to evacuate with all their belongings.
③ Confirm 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.
④ After evacuation, present your Kanazawa University ID card at evacuation refuges (In confirmation of evacuee) ⇒ Wait in line.
⑤ After the staff’s instruction, you will be dismissed from the drill at evacuation refuges.
  ※Student, faculty and staff may observe the firefighting drill by Kanazawa Central Fire Station at the Administration Office.

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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 and hold its legs 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