

# In a case of an emergency



# Hakusanroku Campus

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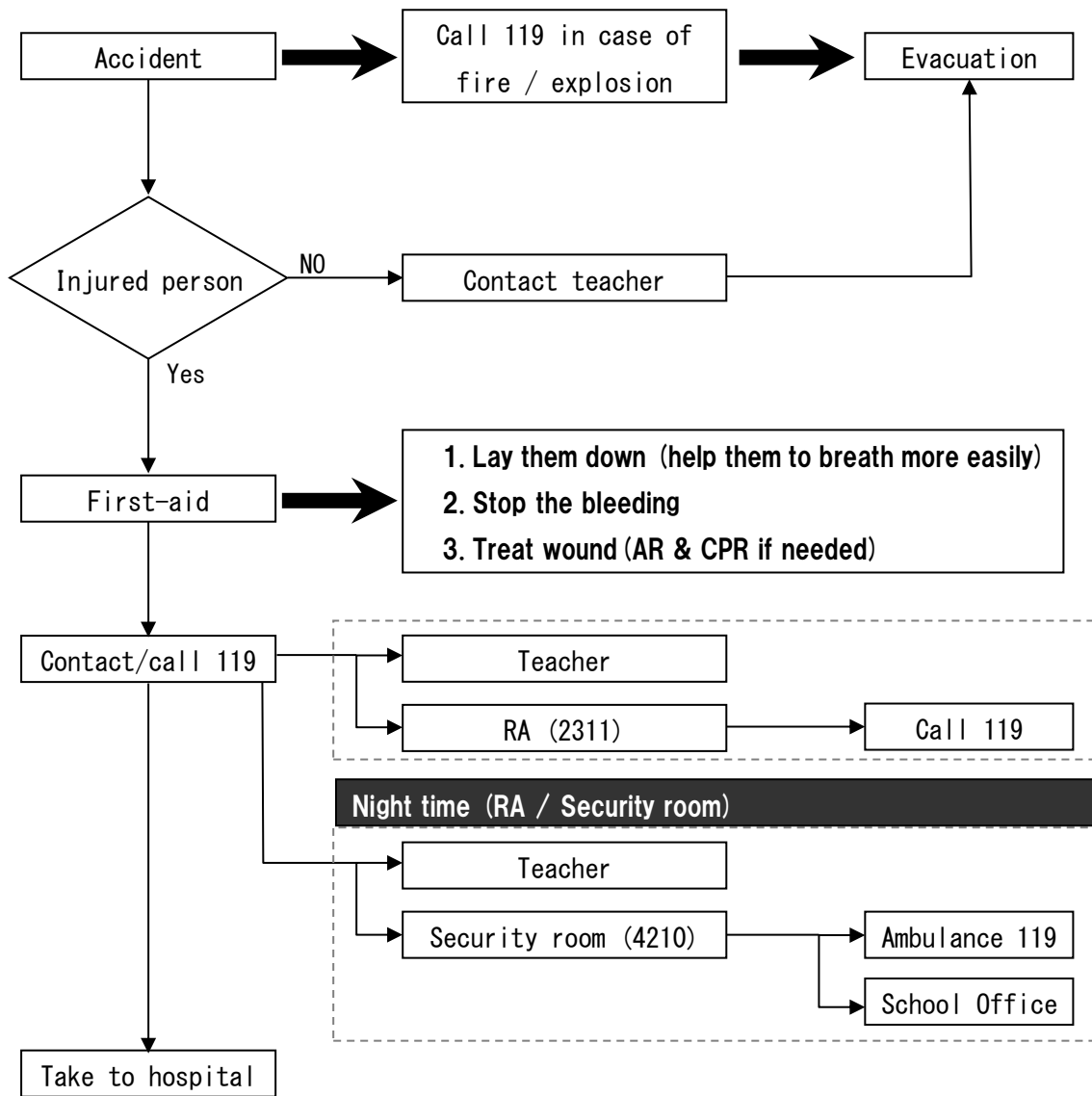
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# Order of action in case of an accident (first-aid / contact information)

If an accident occurs on campus, take the following actions.



Emergency medical facilities	
Tsurugi Hospital	076-272-1250
Shimmura Hospital	076-273-0100
Yoshinodani Clinic	076-255-5019

## Emergency contact list

	Name	Number	Note
1	Fire / ambulance, etc.	119	Direct
2	Inquiry and information about fire, etc.	276-6000	
3	Hakusan Fire Department	255-8119	
4	Tsurugi Fire Department	273-9119	
5	Hakusan Nonoichi area Fire Department	276-1119	
6	Car accident / accident / missing person	110	Direct
7	Oguchi Police Substation	256-7100	
8	Hakusan Police Station, Tsurugi Building	272-1161	
9	Hakusan Police Station	276-0110	
10	Ishikawa Prefectural Police Headquarters	225-0110	
11	Doctor on duty during holidays	276-1119	
12	Doctor on duty during holidays in Nonoichi city	274-2155	
13	Tsurugi Hospital	272-1250	
14	Shimmura Hospital	273-0100	
15	Central Hospital of Matto	275-2222	
16	Yoshinodani Clinic	255-5019	
17	Minamigaoka Hospital	298-3366	
18	Kanazawa Arimatsu Hospital	242-2111	
19	Kanazawa Neurosurgical Hospital	246-5600	

### 【School related contact list】

1	Hakusanroku Campus Administration Office	256-7170	
2	ICT Hakusanroku Campus Office	256-7123	
3	ICT Kanazawa Campus Office	248-1080	
4	KIT main telephone number	248-1100	

### 【Nearby public facilities】

1	Oguchi Community Center	256-7011	
2	Hakurei Elementary and Junior High School	256-7144	

## 1. What to do in case of an emergency

"Safe" is to be "protected from or not exposed to danger or risk; not likely to be harmed or lost." To stay safe, it is important to be mindful of risks in your everyday life.

How mindful are you about your safety, during your everyday life at your dormitories or at home? How much will you care about safety after you leave the dormitories? Safety is unobtainable without correct knowledge and awareness. Let's refresh our understanding about safety together.

## 2. About Dormitory Life

(1) Stay healthy and try to keep yourself in good condition. Especially avoid a lack of sleep.

(2) If you feel ill, always tell to your teacher. Studying or working in an unhealthy state can lead to dangerous accidents.

(3) Live an organized lifestyle and try to concentrate on the activity at hand. It is dangerous to work while thinking about other things.

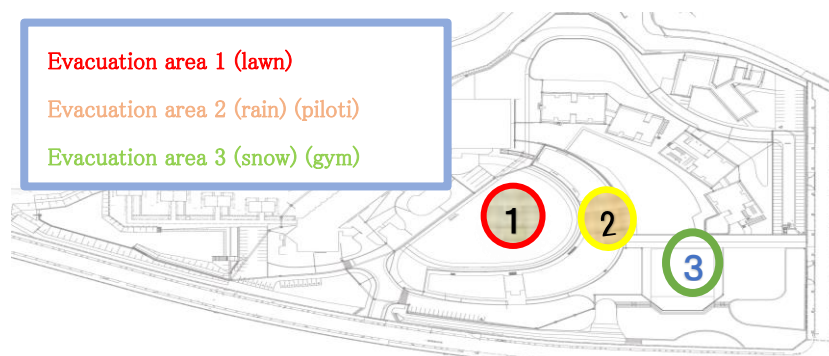
## 3. Safety Guidelines

To stay safe, be aware of the following points and act accordingly. It is important to make them a habit and follow them without thinking.

### 3.1 Emergency Evacuation

It is important to evacuate safely.

- (1) Follow instructions while evacuating
- (2) Watch your step and surroundings, and do not run
- (3) Avoid places that you know are dangerous



### **3.2 Keeping things tidy and organized**

Organize what you need and do not need and keep your surroundings uncluttered.

- (1) Do not put objects that prevent a safe evacuation in your room, share space, or corridors.
- (2) Do not put objects near fire extinguishers, fire hydrants, exits (including emergency exits), or switchboards.
- (3) Do not put heavy items on higher shelves. Also, put stoppers to prevent furniture leaning against walls from collapsing.
- (4) Organize and maintain machinery, tools, and material. Notify teachers if items are damaged or broken.

### **3.3 Safety Measures for Various Actions**

There is always a risk of injury during lab and shop work. Even during the easiest ones, you can never guaranty 100% safety. It is always better to be safe than sorry when the wellbeing of you and the people around you is at stake.

- (1) Do not work with a radio, tape recorder, or other audio device on.
- (2) Do not lean or sit on machinery or workbenches.
- (3) Do not work or watch with your hands in your pocket. Most definitely do not walk with your hands in your pockets.
- (4) Do not touch machines without permission.
- (5) Avoid foolish behavior.
- (6) Know the position of the fire extinguisher and evacuation equipment (ladder, rescue bag, etc.).
- (7) Follow the teacher's instructions and avoid experiments or shop work that are above your level. Especially do not conduct experiments at night alone.
- (8) Always anticipate possible danger. Especially be careful with things that may create unidentified chemical reactions, fires, or poisonous gas, and things that spin at high speed.
- (9) Clean up after shop work.
- (10) Concentrate on the task at hand during experiments / shop work, avoid dangerous actions such as unnecessary talking, looking away, etc. Also, do not leave your duty unattended.

## During lab and shop work, make sure:

1. Prepare
2. Follow teacher's instructions
3. Anticipate danger during experiments
4. Inspect equipment to prevent an accident
5. Clean up afterward

### 4. What to do in case of a disaster

You should do everything you can to prevent an accident, considering that you may injure yourself or others around you. In the unfortunate case that an accident occurs, make sure to prevent a secondary disaster.

First-aid treatment procedures are posted in all classrooms and laboratories. Read and understand the contents for your own safety.

#### 4.1 Fire

- (1) Inform as many people as possible of the fire by shouting in a loud voice.
- (2) Push the closest fire alarm button.
- (3) Close and turn off all gas taps and power switches.
- (4) If the fire is small, use a nearby fire extinguisher to try to put it out.
- (5) If the flames reach the ceiling or the smoke makes it unbearable, quickly leave the room.
- (6) If someone's clothes catch on fire, quickly remove the clothes or have them roll on the ground (if the person cannot do this push him/her over) or extinguish the fire with water.
- (7) If someone is injured, quickly treat them.
- (8) If you learn about a fire in another room, first check the safety of your room before taking fire extinguishers, etc. to the location to fight the early stage fire. Do not become an observer.
- (9) Use evacuation equipment (ladder, rescue bag) in an orderly fashion.

## **4.2 Earthquake**

- (1) Turn off all power switches, close all gas taps, and put out all fires.
- (2) Depending on the scale of the earthquake, evacuate to the primary evacuation location (courtyard lawn) or other safe areas.
- (3) Put out all fires. If a fire breaks out, try to extinguish it if you can do so safely.
- (4) When leaving a building, wear something to protect your head and look carefully before running outside.
- (5) Find shelter under desks, sturdy bookshelves, or cabinets.
- (6) Avoid large machinery and buildings when evacuating.

\*If a gas cylinder is knocked over due to an earthquake, it may be damaged and in need of inspection. (depending on the situation, by a specialist)

## **4.3 First-aid treatment**

First-aid treatment is treatment before delivering an injured person to the rescue team. It is important to understand correct first-aid treatment in case you will need it.

### (1) General Information

- a. Inspect the person's whole body to identify where or how they are injured. (This will be important information when reporting to the rescue team.)
- b. Lay the person down in the most comfortable position. If they are unconscious, lay them down on their backs. (If they are unconscious, bend their head back so that their chin is up. This will make breathing easier.) If their face is pale move their head lower than their body and if it is red, raise it higher.
- c. Keep their body warm. Even laying some newspapers under them can make a difference.
- d. Do not show the wound to the person and encourage them to stay strong.
- e. Rest the person and take notes until you hand him/her to the rescue team.
- f. Do not move the person's possessions. They will be necessary to investigate the cause of the injury.
- g. Call for help. Cooperate with others to treat the person.
- h. Never feed the person.

### (2) Stop the bleeding

Humans have about 80cc of blood for every kilogram of their body. Losing more than



1/3 puts that person in risk of dying. Stop bleeding using the following steps.

- a. If the wound is on an arm or leg, raise that limb.
- b. Apply a gauze or handkerchief to the wound and apply pressure. (Direct compression)
- c. Apply pressure to a point closer to the heart and stop the bleeding. (Indirect compression)
- d. If the bleeding is too much, you can stop the bleeding by tightening a band (more than 5cm wide) somewhere on the limb closer to the heart. You must tighten the band gradually and record the time. (Tourniquet)

### (3) Tending to the wound

- a. Clean the wounded part if it is dirty. Cover it with a gauze.
- b. Do not use a cotton cloth or tissues to clean the wound. If you do not have a gauze, a handkerchief will also work. Use bed sheets for larger wounds.
- c. Immobilize the wound and treat it gently.

### (4) Bruises

Even if there is no visual wound, stay alert. Bruises to the head, chest, and stomach can be extremely dangerous. In general, cooling the bruised area is best.

### (5) Bone fracture, dislocation, or sprain

It is best to treat dislocations and sprains the same way as a broken bone. In the case of a bone fracture, there is swelling, disfiguration, change in skin color, and extreme pain. Do not move or touch the injured person unnecessarily. Immobilize the bone and take the person to a medical facility.

### (6) Burn, electric shock

- a. Cool the wound by pouring cold water on it. Leave any burnt clothing on the person and take them to a medical facility.
- b. Do not apply any disinfectant, salve, or oil.
- c. If the wound is on an arm or leg, raising it will relieve some of the pain.
- d. If chemicals are the cause, remove or even cut away any clothing (if necessary) and rinse the area with tap water for more than five minutes. If chemicals enters the eye rinse the eye face down with tap water. When moving the person to a medical facility, cover the area with a clean gauze and bring the chemical.

(7) Traffic accident

- a. Follow traffic laws and be safe when leaving school grounds.
- b. In the case of a traffic accident, call the police and an ambulance if there is an injured person.

(Use the emergency contact list in case of an emergency)

Location of first-aid kit and stretcher	
First aid kit	··· school office, maker studio, laboratory, gym
Stretcher	··· school office, near 2F center toilet, gym, nurse's office

## 5. How to use a fire extinguisher

Use the appropriate fire extinguisher depending on the size, source, and level of the fire. ICT has versatile powder fire extinguishers installed around campus. (We also have carbon dioxide fire extinguishers for when needed.)

Powder fire extinguishers can be used for regular fires, oil fires, and electric fires. They are easy to use and do not damage machinery once cleaned. Also, knocking over a powder fire extinguisher will not reduce its quality.

(1) How to use a powder fire extinguisher

- a. Pull out the safety pin.
- b. Hold the end of the hose in one hand and point the nozzle towards the source of the fire.
- c. Squeeze the lever with your other hand.
- d. Extinguish fire close to you first before advancing forward.

After use, report that you have used the fire extinguisher to get a refill.

(2) Powder fire extinguisher specification

Spray distance (at 20 degrees C)·····3~6 meters

Spray time (at 20 degrees C)·····about 17 seconds

Weight·····6.40 kilograms

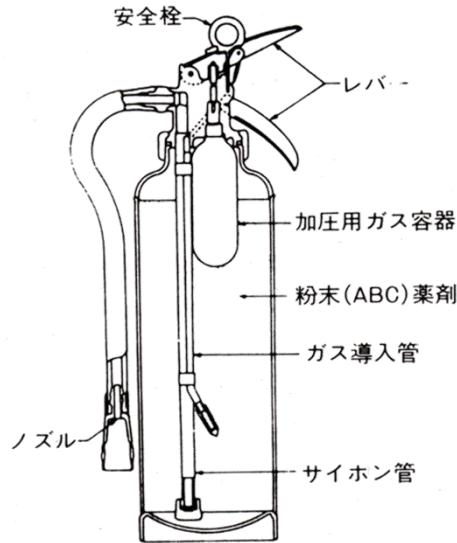


Diagram of fire extinguisher

## 6. Dangerous animals and plants

Emergency call order in case of an injury

First aid ⇒ call ambulance ⇒ call police ⇒ escape ⇒ call guardians

【If a bear is spotted near school】 ・ Police ( 1 1 0 ) ・ Ambulance ( 1 1 9 )

- (1) When you spot a bear, contact the security office, teachers, and staff to help lead students to safety indoors.
- (2) Work with nearby teachers and staff to report the approach of the bear to the principal. When spreading the information shout as you pass each classroom, and lock the doors and windows of the classrooms and entrances. Quickly lead students to a safe place upstairs.
- (3) Teachers and staff must cooperate and make sure no students are left alone.
- (4) Gather self-defense weapons such as self-defense sticks, brooms, mops, etc.
- (5) Teachers and staff, prepare to treat any case of injury.
- (6) After danger passes, cooperate to ease any mental stress of the students.

【About dangerous animals / plants】

- (1) If a person is stung or bitten by a bee, centipede, snake, etc., stop the flow of blood with a band and transport him/her to the closest hospital.
- (2) Lacquer and maidenhair trees may cause rash or itching. Do not touch or approach unidentified plants.

If you experience any abnormalities, contact teachers, nurses, staff, or security office.

**【Collaboration with other organizations】**

- (1) If you witness a traffic accident or dangerous animal, call 110 and ask for a dispatch.
- (2) If there is a fire or injured person, call 119 and request an ambulance. A teacher or staff member should ride with the person and explain the situation.
- (3) If you spot a dangerous animal, contact and alert nearby schools.

**◎Gathering information**

- (1) Gather accurate information about the situation of the incident and record the facts.
- (2) When contacting the media, designate a single speaker to prevent confusion.
- (3) To prepare for a bear attack, decide roles among teachers and staff, and make sure everyone understands the contact order and their duty.

## **7. Conclusion**

Accidents may occur at any time without warning.

We hope you prepare for dangerous situations and keep safety your highest priority. The knowledge about safety you learned here should help you in the future.

**【Reference】**

- ・ 実験を安全に行うために
- ・ 安全衛生テキスト - 安全関係 -
- ・ 救急法教本
- ・ 学生のための安全の手引 参照

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