

# 避難場所に行きました

## WE HAVE GONE TO THE EVACUATION AREA

避難場所：市民防災センター  
EVACUATION LOCATION: SHIMIN BOSAI CENTER



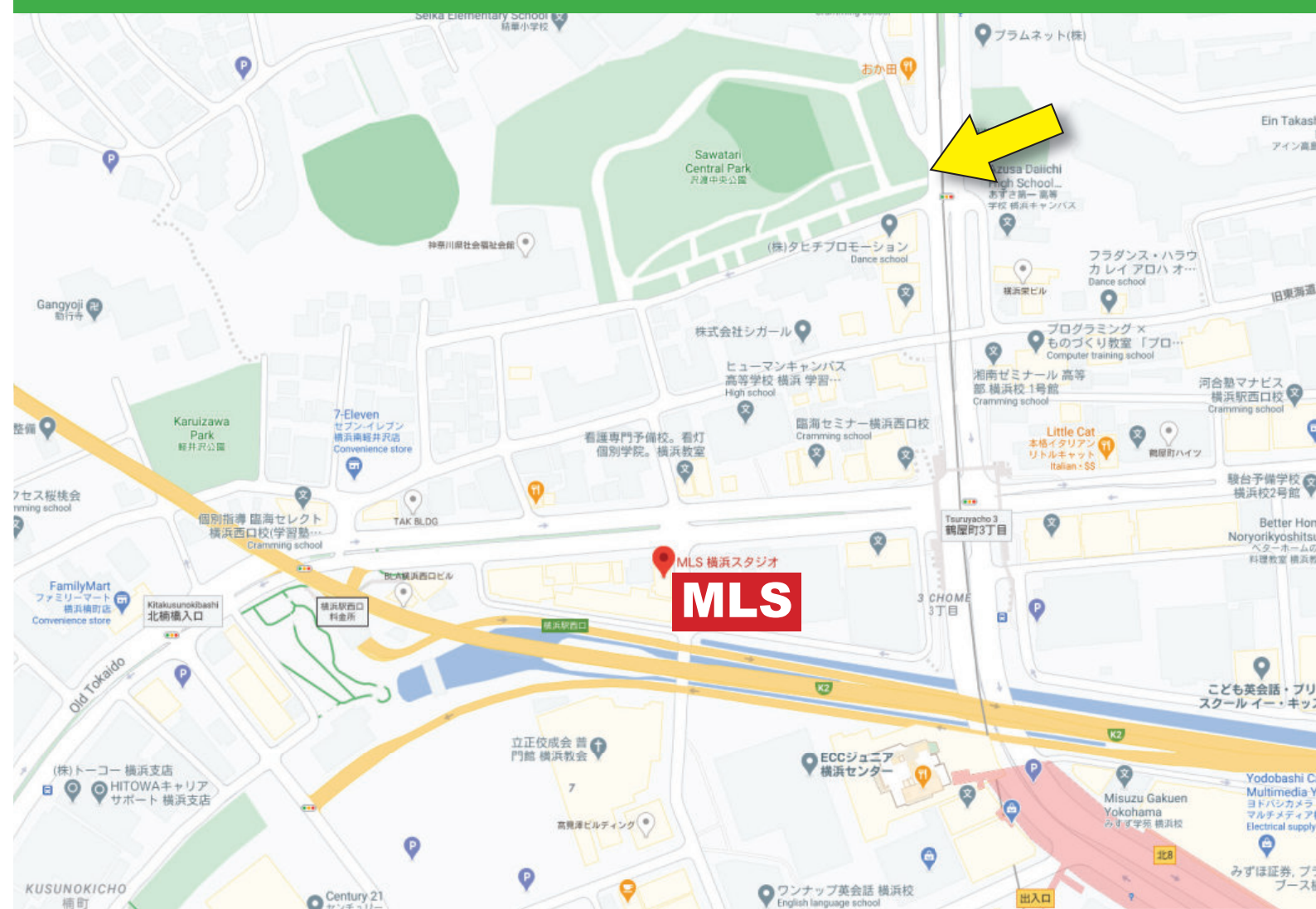
今後のクラスの開講に関しましてはホームページにてご確認ください  
Please check the MLS homepage for details about when classes will resume  
**mls-etd.co.jp**

# EVACUATION DRILL 避難訓練

If there's an Earthquake or Fire:

- おさない DO NOT PUSH
- かけない DO NOT RUN
- しゃべらない DO NOT TALK
- もどらない DO NOT RETURN

In case of a fire...  
**GET LOW AND GO GO GO**



**IF WE NEED TO EVACUATE,  
WE WILL GO HERE** →

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EVACUATION LOCATION: SHIMIN BOSAI CENTER



# EVACUATION DRILL PROCEDURES

## 1st Sem - Earthquake Drill

- Review O - KA - SHI - MO with the students at the start of class.
- Announce that there will be an Earthquake Drill today and that it will start when you say, "Earthquake."
- Conduct class regularly; start the drill by saying "Earthquake."
- Have the students go under a table or chair.
- Open a door or window to secure an escape route.
- Turn off utilities and pull out electrical cords; go under a table or chair with students; wait for tremors to stop.
- Collect the attendance file, the evacuation kit and flashlight.
- Turn on the radio to NHK 594 AM to check if a evacuation order - *hinan basho ni itte* - was issued. Loudspeakers outside will also announce evacuation orders.
- Have students form two lines, covering their heads with their hands at all time. Remind the students about O - KA - SHI - MO.
- Take attendance then evacuate the building in a calm manner. Students should not change their shoes nor take their belongings.
- Tape the "We Have Evacuated" poster to the front door.
- Take attendance outside the building so as to conclude the drill; return to class and take down the "We Have Evacuated" poster.
- Explain to parents that you did a drill today and confirm the evacuation location by showing the poster.

### In the Event of an Actual Earthquake Evacuation

- Proceed to the designated Evacuation area indicated on the map found on the other side of this sheet. Bring this sheet, the Attendance Roster, the Evacuation Kit and flashlight.
- Before leaving the studio area post the "We Have Gone to the Evacuation Area" poster so that parents will know where to go to meet their children. (If you are unable to go to this location, note the alternate location on the poster.)
- Stay with students until their parents have picked them up. With middle school and highschool students: stay with them until parents arrive or after you can absolutely confirm without a doubt that they have a plan to meet their parents safely.
- Report to the MLS Head Office to confirm the safety of all MLS Staff and Students at your studio: Tel: 03-3370-7843 / email: MLSETDTokyo@gmail.com
- Go home or to a safe place; check in at [www.mls-etd.co.jp](http://www.mls-etd.co.jp) for details about when classes will resume.

## 2nd Sem - Fire Drill

- Review O - KA - SHI - MO and "Get Low and GO, GO, GO" with the students at the start of class; locate the fire extinguisher kept in the studio.
- Announce that there will be an Fire Drill today and that it will start when you say, "Fire."
- Conduct class regularly; start the drill by saying "Fire."
- Have the students crouch down and cover their mouths with their hands
- Open a window and pretend to yell "Fire". Pretend to trigger the fire alarm if there is one available in the studio.
- Close all windows.
- Collect the attendance file, the evacuation kit and flashlight.
- Have students form two lines, staying crouched down with hands over mouths. Remind the students about O - KA - SHI - MO and about "Get Low and GO, GO, GO"
- Take attendance then check the door to make sure it is not very hot (if very hot, another exit must be found); evacuate the building in a calm manner staying crouched down with hands over mouths. Students should not change their shoes nor take their belongings.
- Take attendance outside the building so as to conclude the drill; return to class.
- Explain to parents that you did a drill today and confirm the evacuation location (only to be used in an extreme situation) by showing the poster.

### In the Event of an Actual Fire Evacuation

- Take the students to a safe location in front of the studio if possible. In an extreme case, go to the Evacuation Area; post the "We Have Gone to the Evacuation Area" poster if possible. Bring this sheet, the Attendance Roster, the Evacuation Kit and flashlight.
- Call the Head Office at 03-3370-7843 to report the situation and to tell where you and the students will be waiting so that parents can be notified.
- Stay with students until their parents have picked them up. With middle school and highschool students: stay with them until parents arrive or after you can absolutely confirm without a doubt that they have a plan to meet their parents safely.
- Call the MLS Head Office again to confirm the safety of all MLS Staff and Students and to determine what to do next.