

In Case of Accident or Fire on Campus

	Actions to be taken by those nearby	Contact address	Tel. number	What to say over the phone
Injury	<ol style="list-style-type: none"> 1. Turn off the equipment 2. Call for help 3. Give first aid treatment: <u>For bleeding:</u> fasten a towel or cloth tightly over the wound <u>For fainting:</u> give mouth to mouth resuscitation (if qualified to do so) 4. Take a deep breath and call the numbers listed under the "Tel. number" column 5. Take the injured person to the Office of Emergency at hospital, if injuries are light (if seriously injured, call and wait for ambulance) 	Office of Emergency at Hospital	Extension line 35199 Outside call Mobile phone 03(5800)8683	_____ from School of Engineering will take the injured person, _____, to the emergency room now.
		Fire Station (in case of calling the ambulance)	Outside call Mobile phone 119	Dispatch an ambulance to the University of Tokyo, Hongo /Asano campus (circle either one), School of Engineering, Building number __, __th floor, room number __. Address is __*, and my name is _____.
		Guard on Campus	Extension line 119	We have an injured person in the School of Engineering, Building number __, __th floor, room number __. We need you to lead the ambulance to the destination.
Fire	<ol style="list-style-type: none"> 1. Call for help 2. Turn off the equipment and/or shut the gas valves 3. Take a deep breath and call the numbers listed under the "Tel. number" column 4. Put out the fire, if possible 5. Exit the area quickly, if the fire cannot be put out 	Fire Station (in case of calling the fire engine)	Outside call Mobile phone 119	Dispatch the fire engine to the University of Tokyo, Hongo /Asano campus(circle either one), School of Engineering, Building number __, __th floor, room number __. The address is __*, and my name is _____.
		Guard on Campus	Extension line 119 Outside call Mobile phone 03(5841)4919	We have a fire in the School of Engineering, Building number __, __th floor, room number __. We need you to lead the fire engine to the destination.

Map to Hospital

Fill in the necessary information for the underlined spaces. Post it in a prominent place nearby the telephone.

Any notes that concern the procedures for extinguishing or neutralizing hazardous materials must be located nearby the telephone and the entrance as well.

*Address of each campus
 Hongo: Bunkyo-ku, Hongo 7-3-1
 Asano: Bunkyo-ku, Yayoi 2-11-16

Safety control center at school of eng. (24-hour security): Extension line **26024**
 Outside call, Mobile phone **03 (3811) 2574**