



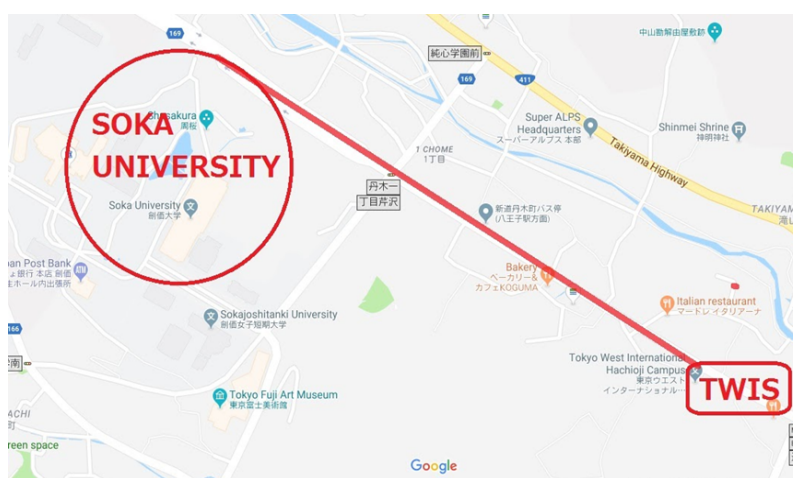
Emergency Procedures

4.1 Evacuation Areas

Initial Evacuation Area① : Tokyo West International School (TWIS) Playground

Public Evacuation Area② : Soka University

Public Evacuation Area③ : The public space that is assigned by Tokyo/Hachioji-city government.



4.2 Student Release Team Area

In the event of an emergency, you will need to pick up your child from the designated Public Evacuation Area, and provide identification (identification document must include your name and picture) in order to identify you as a parent/guardian of the student. If you would like a person who is not a parent/guardian to pick up your child, please contact the school to make necessary arrangements. The nominated person must know the child's full name, date of birth and bring a valid identification document.

4.3 How to contact the school

In the event of an emergency, the school will contact the parents as soon as possible.

- Emails will be sent to the nominated email address registered as "emergency contact".
- Phone calls will be made to the nominated mobile phone numbers registered as "emergency contact".
- In the event that emails and phone are not available, school home page will be used as a means of communication.



※ Please do not contact the school directly and refer to the local area's guidelines in relation to emergency proceedings including evacuation sites.

4.4 Evacuation Drills

Earthquake, fire, and evacuation drills are held at regular intervals throughout the school year by the school Health and Safety Management Committee.

Earthquake drill

- Students must get under tables or desks and cover their heads with a safety helmet provided by the school.
- Stay away from all windows and doors.
- When students are outdoors, lie on the ground away from buildings and wait until movement has ceased.
- Remain silent for emergency instructions.
- Follow instructions given by teachers and move quickly to the school playground when safe to do so.

Fire drill

- Smoke detectors, fire extinguishers and fire alarms are located throughout all buildings on school campus grounds. In case of fire, the fire alarm will come on automatically in order to alert everyone to evacuate the building at once.
- Keep one hand cupped over the nose and mouth using a hand towel and try to crawl if the smoke is very thick.
- Follow the escape path posted in front of every classroom.
- Listen to the instructions given by teachers and school staff members.

4.5 Confirmation of Emergency Contact

- The school requires all students to have nominated emergency contacts in the event of an emergency. Please ensure to carefully nominate all emergency contacts during student enrollment.
- In the event that emergency contacts information changes, please submit the change request form to the Administration office and register the updated information.