EVACUATION PROCEDURES
UNU HEADQUARTERS BUILDING
TOKYO

Emergency Number (Security Centre B1): 1999
(Rev. April 2011)
Building Evacuation Procedures

Introduction:

1. This document is to provide instructions and information on the safety issues that the occupants of the UNU Headquarters Building must be aware of when an evacuation of the building is announced. Whilst there are formal procedures in place to protect you in case of emergency, your safety remains your responsibility.

2. Your ability to understand what to do in the case of an emergency will give you the reaction time needed to respond to such events and could save lives and help prevent injury to yourself or others.

3. Please take the time to read these instructions and re-read them on a regular basis to keep them fresh in your mind.

4. If you have any queries please feel free to contact your Floor Warden – he or she is there to help – or contact any member of the Emergency Management Team.

Aim:

5. The aim of these procedures is to document action that will allow for the efficient and orderly evacuation of occupants from a dangerous area without injury or loss of life.

Evacuation:

6. Depending on the nature of the emergency, it may not be necessary to evacuate the entire building. It is entirely possible that the evacuation could be either:

a. **Stage One Evacuation:**
   i. Occupants are moved from the affected area to a neighbouring non-affected area.

b. **Stage Two Evacuation:**
   i. Occupants are evacuated to an assembly point outside the UNU Headquarters Building (i.e. Aoyama Gakuin University).

Action to be taken:

7. On receiving notification via the intercom/public address/loud speaker system, staff are to proceed immediately to the closest emergency exit (Annex I).

8. Occupants are not to panic and are to move in an orderly fashion to the exit. DO NOT RUN.

9. On each floor there will be a Floor Warden who will check all offices, workspaces and toilets to ensure that all occupants have left the area.

10. Occupants are to use the stairwells ONLY.

11. When using the stairs occupants should hold on to the handrail located on the wall side of the stairwell and if there is no handrail, walk down the stairs with their hand on the wall. Avoid holding the outer handrail as fall debris may cause injury.

12. On reaching the ground floor occupants are to use the designated emergency doors.

13. **NOTE:** These doors have security locks and can be opened by breaking the emergency panel (Green plastic) and releasing the latch. See Annex II.

14. Once outside the building, all occupants are to move to the front of the building as quickly as possible, but without running.

15. At the front of the building the occupants will be directed by a Security Guard from Sanko Inc. (hereinafter called “Security Guard”) to a designated assembly area. All occupants are to follow the directions of the Security Guard and move to the area specified.

16. Passenger(s) on a lift shall wait until the lift stops at the nearest floor and the door opens. In case the lift stops in between two floors and the door remains closed, push the emergency button to communicate with the Security Centre (Sanko Inc. located in B1 of the building).

At the Assembly Point:

17. At the assembly point occupants are to gather in their respective agency or organisational groups
and are not to mix with other groups. They are also not to leave the area.

18. Once all occupants have gathered, the Floor Wardens are to conduct a head count to ensure that all occupants are out of the building.

19. On completion of the head count the Floor Warden is to report to the Building & Administrative Officer (Deputy/Emergency Management Team, hereinafter called "Deputy/EMT") to confirm that all occupants on their floor are clear of the building.

20. If Floor Wardens cannot account for all of their occupants they are to immediately notify the Deputy/EMT.

21. On receiving the final head counts from the Floors Wardens, the Deputy/EMT will inform the Director of Administration of UNU (Officer in Charge/Emergency Management Team, hereinafter called "OIC/EMT") on the final figures and status of the evacuation.

22. Deputy/EMT will then explain to the evacuees the situation and inform them that no one is to re-enter the building until they have received direction from OIC/EMT.

**Important note:** *if you have a physical condition that would make it difficult to evacuate from your office floor using the emergency exit stairs, please tell your Floor Warden today.*

**EMERGENCY MANAGEMENT TEAM (EMT):**

23. The Emergency Management Team shall consist of:

- **OIC:** Director of Administration (UNU)
- **Deputy:** Building & Administrative Officer (UNU)
- **Chief Fire warden:** Team Leader, Registry Unit (UNU)
- **Security Guard:** Sanko Security Guards and the Head
- **Assistants (2):** (UNU)
- **Floor Wardens:** As nominated by the OIC or Deputy

**RESPONSIBILITIES:**

**Floor Warden**

24. The Floor Warden and his or her Deputy are key members of the Emergency Management Team and have the following roles:

- a. ensure all new staff on the floor are provided with a hard copy or electronic copy of the Evacuation Procedures of the UNU Headquarters Building;
- b. provide advice to staff on your floor regarding location of emergency equipment, emergency exits and evacuation procedures;
- c. monitor emergency exit routes on the floor, to ensure they are kept free of obstacles;
- d. upon the sounding of emergency alarms prepare to evacuate staff and visitors if required;
- e. attempt to maintain calm and prevent panic;
- f. if the situation on the floor is life threatening, direct staff and visitors to evacuate the floor immediately, otherwise wait for instructions from OIC/EMT or Deputy/EMT to do so;
- g. upon an instruction to evacuate the floor, direct staff to leave by the emergency stairs in an orderly manner;
- h. carry out a search of the floor to ensure all staff and visitors have been safely evacuated;
- i. if any problems in the evacuation is encountered/discovered, report to the Security Centre (ext. 1999) or the Security Guard or the Head of Security Guard, who will make a final round of checking throughout the building. If people have been overcome by smoke or are injured, stay with them or instruct someone else to stay with them until help arrives;
- j. upon reaching the evacuation area, report to Deputy/EMT that the floor is clear and await further instructions
Floor Warden searches:

25. The Floor Warden is responsible for ensuring all staff are safely evacuated and for carrying out an immediate search of offices and toilets to ensure all personnel have been evacuated. The Floor Warden must ensure that the following checks and actions are carried out:
   a. systematically clear each office on the floor;
   b. physically check all toilets and rest rooms; and
   c. physically close all doors after the search.

Security Centre (Sanko Security Services located in B1 of the building, Ext 1999):

26. On the instruction of OIC/EMT or Deputy/EMT, the Security Centre will make an announcement over the public address/intercom/loud speaker system and notify all occupants to vacate the building.

27. During the notification the Security Centre will announce the reason why the evacuation is required, e.g. “due to a fire on the 12th floor all occupants are to vacate the building immediately”.

28. When the announcement is made two Security Guards will be deployed to the front of the UNU Headquarters Building and will direct all evacuees to the designated assembly point.

29. On completion of the evacuation, the Head of the Security Centre will assist Deputy/EMT, who requests all Floor Wardens to provide him with the final head counts of their groups.

30. Once Deputy/EMT has received the final count he shall report to OIC/EMT of the results and confirm that the building is clear.

ADMINISTRATION

Selection of Floor Wardens:

31. Each Floor Warden should be a volunteer. If there are insufficient numbers of staff willing to accept these additional responsibilities, OIC/EMT should nominate personnel for these positions. Deputy Floor Wardens will be nominated for certain floors, to assist the Floor Warden in his or her duties, and to assume the role of Floor Warden if the Floor Warden is absent.

Identification of Floor Wardens and Emergency Management Team members:

32. Floor Wardens and other Team Members must be clearly visible to all personnel being evacuated and to the civil Fire and Emergency Services at the incident. All Team Members will wear readily identifiable, protective helmets and vests.

Conclusion:

33. The timely and safe evacuation of the building depends entirely on timely notification of an incident to the appropriate authorities within the building. The Emergency Number to call is 1999. It will reach the Security Centre, which is manned 24/7. The Emergency Evacuation Plan depends on all occupants taking the correct action on reporting a fire or any other emergency that could result in the evacuation of the building. Evacuation drills will be conducted at least twice a year to ensure the Plan is effective and to ensure that occupants are familiar with actions to be taken in case of emergency.
Evacuation Route of the UNU Headquarters Building
How to open the Emergency Doors

Some of the Emergency Doors in the UNU Headquarters Building are kept closed for security reasons. In case of emergency resulting in an evacuation, these doors can be easily opened as follows:

1. Break the green plastic cover
2. Turn the latch right to open the door