



Emergency Policies & Procedures

YIS takes emergency preparedness seriously, and detailed procedures, training and drills have been developed to ensure the health and safety of students in the event of a natural disaster or other emergency. Students are expected to promptly and fully obey the instructions of teachers and staff in emergency situations and practice drills, and we ask your cooperation in conveying the importance of this to your child. We also ask parents and other visitors to follow staff instructions and participate in any drills that happen to take place while they are on campus. Please familiarize your child and yourself with the following procedures.

Fire

All buildings are linked in an automated central fire alarm system. When a smoke detector is activated, an initial alert will sound indicating to standby for evacuation. If a second smoke detector is activated, or if one of the manual fire alarm buttons is pressed, the fire evacuation alarm will sound throughout the buildings.

Whenever the fire evacuation alarm sounds, the fire alarm system will provide messages in Japanese followed by English, as required by Japanese law. Everyone should evacuate the building as quickly and as quietly as possible, listening carefully for any announcements while evacuating. All windows and doors should be closed. Classes should follow the evacuation routes posted in each classroom. However, if smoke or flames block the evacuation route, move away from the fire to exit from a different door. If students are away from their class, they should evacuate with the nearest teacher or staff member. Likewise, parents or other visitors to campus should evacuate with the nearest staff member. If you hear the fire alarm ring when you are in the pool, it may be deemed safer that you will shelter-in-place, prepare to evacuate and await further instructions from your teacher.

- The Field is the designated emergency evacuation assembly location.
- Izumi Park is the back-up fire emergency assembly location if the school campus is deemed unsafe.

Earthquake

Earthquakes are a common occurrence in Japan, and while the vast majority of tremors are mild, there is always the possibility of a major quake. Fortunately, Japan's building codes are very strict and campus buildings are designed to the highest standard and are able to withstand severe earthquakes. Unless there is obvious structural damage, it is safer to shelter inside campus buildings rather than evacuating. We keep emergency supplies on site should it ever be necessary to shelter-in-place until it is safe for students to return home.

When you feel any earthquake that lasts more than a second or two:

1. Immediately take earthquake positions: drop to the floor, move away from windows, and seek cover under desks or tables. If in an outdoor area, go to the center of the open space.
 2. Hold on to the legs of the desk/table, chair, etc. and protect your head.
 3. Remain silent and listen for any announcements.
 4. Stay in the room until or unless:
 - a. An evacuation or all clear order is communicated.
- OR
- b. You believe the building to be structurally unsafe.

In most instances, we will not evacuate. Even if the earthquake is a major one, it is considered safer to take shelter inside the buildings in the event of aftershocks. In addition, by remaining in classrooms or common areas such as the library or cafeteria, it is easier to confirm everyone's whereabouts.

Should the determination be made that it is unsafe to remain in a particular building, staff will direct students to evacuate. If there is no fire, doors and windows should be left open. Evacuating in between buildings should be avoided.

The evacuation point will normally be the Field, however, this may be changed if circumstances dictate. Honmoku Sancho Park is the designated backup location should the Field be deemed unsafe for any reason.



Earthquake drills will be held periodically throughout the school year, and will include evacuation and non-evacuation scenarios.

Tsunami

According to official tsunami hazard maps, it is unlikely that even a major tsunami impacting Tokyo Bay would affect the immediate area around the campus. In addition to being elevated by 1.5 - 2m from the surrounding roads, the school buildings are constructed to a high specification that allows for all staff, students and visitors to shelter in place on higher floors (vertical evacuation).

Students should evacuate the 3rd and 4th floors of the north building to their designated evacuation classroom..

Only in exceptional situations would a full campus evacuation be necessary. Should a full campus evacuation ever be deemed necessary, such as if instructed by the Police or other public safety authority, the meeting point would be Honmoku Sancho Park.

Emergency Contacts and Release Permissions

All parents are asked to provide the school with contact information for individuals who could be contacted in the event of an emergency should the parents not be reachable. These contacts should include relatives or friends in Japan, as well as overseas contacts if applicable. You may also designate a local family to whom your child could be released in an emergency situation or you may give the school permission to release your child to a YIS volunteer homestay family in such a situation. Students will only be released if parental permission is on record; otherwise they will shelter overnight at school with school staff. You may register or update your emergency contact information and release permissions via the parent portal.

Please notify the school if both parents will be away from home either overnight or for a longer period of time. It is imperative that you leave emergency contact addresses and telephone numbers with the elementary or secondary office. It is also important that the name



of a guardian be supplied in case of emergencies. A Loco Parentis form is available from the [School Forms page](#) of the website.

Student Release in Emergency Situations

Should it be necessary to hold students at school due to adverse weather, natural disaster or other emergency situations, students will only be released to a parent/guardian who comes to collect them in person or such time as communication with the parent/guardian can be established and it is determined safe to release the student on his/her own. Release to other designated emergency contacts or nearby YIS homestay volunteers will only be allowed if permission is registered with the school. (Permissions should be registered via the parent portal.)

Emergency Overnight Shelter

In the event of a major earthquake or other emergency in which communication and/or transportation links are seriously disrupted and you are unable to pick up your child at school, and assuming that campus buildings are considered safe, students will shelter overnight at school or with designated emergency contacts or with YIS volunteer homestay families who live nearby, depending on the emergency release permission you specify as part of the online (re)enrollment process.

YIS Volunteer Homestay Families

Following the March 11, 2011 earthquake, a number of YIS families living close to the school volunteered to serve as homestay families to temporarily house students unable to return to their homes due to transportation disruptions. This proved to be an excellent resource at the time, as it provided stranded students with a warm and comfortable place to stay, as well as the emotional support of being in a family environment during a stressful time. Should such a situation occur again in the future, your child could be placed with a YIS volunteer homestay family if you give your permission in advance.

Emergency Evacuation Away from Campus

In the event of a catastrophic earthquake or other incident requiring evacuation away from the school campus, students and school personnel will temporarily evacuate to either Izumi Park or Honmoku Sancho Park, as specified above.

In the event of an evacuation to these locations, we would make every possible effort to inform parents via electronic or telephone communication. However, in such a situation it is likely that communication lines would be disrupted, so it may not be possible to inform parents.

Emergency Off-Campus Temporary Evacuation Locations



If an Emergency Occurs while Students Are Commuting to/from School

Students should take shelter at the nearest safe location (remember that in an earthquake it is generally safer to be inside a building or vehicle than out on the street) and follow the same safety advice as at school. If and when it is safe to do so, students should try to go to school



or home, whichever is closer. If students are on a train or bus, or at a station, they should follow the instructions of the transportation authorities or police. They should also try to contact parents and/or the school as soon as possible or leave a mobile phone emergency notification message (see below).

If an Emergency Occurs while Students Are on Off Campus School Activities

In the event of a natural disaster or other emergency away from campus, students are expected to promptly and fully obey the instructions of teachers and local staff in emergency situations. If students are away from teachers, for example on homestays, they should follow the instructions of the designated local contact. Students should also try to contact the YIS activity supervisor as soon as possible and then their parents.

School Cancellation or Early Dismissal Due to Bad Weather or Emergency

When a typhoon is imminent, or there has been a significant snowfall, or if there is a serious earthquake or other emergency during non-school hours, the school may temporarily close down. School closure information will be posted on the website and you may also be notified via email.

School-Parent Communication in an Emergency

In the event of a serious earthquake or other emergency we will do our best to keep you informed of your child's safety and whereabouts. Of course our ability to do so will be impacted by conditions at school and any disruptions to utilities and communications services. In general, our first priority will be to communicate as quickly as possible to the school community as a whole, and then try to reach parents individually, as the latter is a more time-intensive process. You should therefore first check the YIS website, social media posts, and your email inbox if possible. If electricity and communications systems are functioning, we will communicate with you via one or more of the following methods:

- Website news posts (www.yis.ac.jp)
- Social media posts ([Facebook](#), [Twitter](#), etc.)
- Email



- Telephoning you directly (to registered mobile, home or business phone numbers)
- Zoom, Google Meet or other video call platform

If telephone service is working, you may also try contacting the school at one of the following numbers:

- 045-622-0084
- 045-622-5590
- 045-624-3448
- 045-625-3545

You may also try emailing the school at emergency@yis.ac.jp. However, please be aware that in an emergency situation these phone numbers may be busy, as we would have multiple lines in use for obtaining information, consulting with authorities and communicating with parents and others. Likewise, it could take us quite some time to respond to individual emails. If electricity and communications systems are not functioning, we will contact the US Embassy via emergency radio and attempt to get word out to radio stations, public safety authorities and other embassies. Once communications are restored, we would contact parents via the previously mentioned methods at the earliest opportunity.

Mobile Phone Emergency Notification Services

SoftBank, AU and Docomo provide services that enable individuals to post text, email and/or voice messages via their mobile phones regarding their safety and whereabouts in the event of a disaster or emergency. Although normal mobile telephone service is likely to be disrupted in such a case, these services utilize packet communication to enable delivery of messages. The links below provide further information and sign-up instructions regarding these services.

[Measures in Times of Disaster or Emergency by au](#)

[Disaster Status Confirmation Service by Docomo](#)

[Disaster Message by SoftBank](#)



Emergency Preparedness Resources

We encourage families to prepare for earthquakes and other emergencies at home by maintaining emergency supplies, confirming evacuation routes and shelter locations, and other measures. Some helpful disaster preparedness resources include guidance from:

- [City of Yokohama](#)
- [Tokyo Metropolitan Government](#)
- [US Embassy](#)
- [WaNavi \(Helpcard for Kids\)](#)

WaNavi Japan is a nonprofit organization that provides international residents and their families with critical information and support to live comfortably and confidently in Japan through various services including workshops, networking, navigation, research, and consulting. The Helpcard for Kids is a wallet-size card with useful information and phrases in English and Japanese that children can carry with them and use in an emergency situation.