



HJIS

Emergency Operations



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INTRODUCTION

Japan is a nation beset by many natural disasters, including earthquakes, typhoons, and volcanic eruptions. Although emergencies cannot be predicted, it is the vision of HJIS that they can be effectively managed. During most crises or natural disasters, schools are likely to be one of the safest places that children could be located. This is our crisis preparedness plan. Teachers, administrators, and other staff members are trained to supervise and care for our students.

The HJIS emergency operations plan addresses the school's planned response to extraordinary emergency situations associated with natural disasters, technological incidents and security emergencies. The plan was prepared by the Emergency Response Team and it incorporates input from the Kanagawa Prefectural Government's emergency response guidelines and other local public schools' crisis preparedness plans.

EMERGENCY INSTRUCTIONS FOR PARENTS

Tokyo and Yokohama are especially prone to weather related disasters, including typhoons, heavy rains, windstorms and snow. Also, Japan is an earthquake-prone country – you cannot be too careful of knowing and preparing for earthquakes. Families are encouraged to be prepared in the event an emergency occurs during school hours. The next time disaster strikes, you may not have much time to act. Families can, and do, cope with disaster by preparing in advance and working together as a team with us. Knowing what to do is your best protection. Whether it's a natural disaster such as an earthquake, fire, flood, or snowstorm or a man-made disaster, a crisis is an event over which we have very little control. So for that, we have developed our emergency operations plan. Please read them carefully with all your family members. Also in our workshops, we provide an overview of the hazards that can impact Yokohama, and steps that individuals and families can take at times of emergencies, so your participation is strongly encouraged.

HJIS Emergency Operation Guidelines (Quick Glance)

Parents are responsible for following nationwide emergency broadcasting on TV, internet, radios and other sources (such as SNS), to gain real-time emergency information.

Time of Natural Disaster	Warnings Issued by Yokohama City	School Closure	Email	NOTES
ANYTIME OUTSIDE OF SCHOOL OPERATING HOURS 1700 - 0800	(A) Emergency Warnings - Severe Storm, Heavy Snow, Snowstrom	SCHOOL CLOSED	YES	Please follow alerts on TV, internet & radio
	(B) Warnings - Heavy Storm, High tides, Heavy snow			
	(C) Warnings - Heavy Rain, Flooding	SCHOOL OPEN Parents, please make sure it is safe for your child(ren) to travel to/from school.	NO	If a change in school start time is needed, an email will be sent to parents personal accounts and the message will be posted on the school website.
	<u>EARTHQUAKE</u> (D) Warning - LEVEL 5 or above earthquake	REMAIN HOME Students stay home until the threat is cleared.	NO	In times of emergency and disasters, the school will not send a schoolwide email, because it is highly likely that servers will shut down and messages will not be able to be widely distributed. The message will be posted on the school website, if possible. <u>*If you are unable to access the internet or email, assume that the school will be following the emergency procedures as on the left.</u>
	<u>EARTHQUAKE</u> (E) LEVEL 5 or above earthquake	SCHOOL CLOSED	NO	
	(F) J-ALERT	SCHOOL CLOSED	NO	
DURING POTENTIAL SCHOOL HOURS 0800 - 1700	(A) - (B) - (D) - (E)	CANCELLATION OF CLASSES Parents are required to pick up their child(ren).	YES	A schoolwide email will be sent to parents personal email accounts and the message will be posted on the school website .

	(C)	The Head of School will determine whether or not the students will be dismissed early.	YES	*If you are unable to access the internet or email, assume that the school will be following the emergency procedures as on the left.
	(F)	After school is complete, parents will pick up their child(ren).	YES	Evacuation Site -->HJIS Rooftop If not, Tanmachi Park

「警報」は、テレビ・データ放送・ラジオ・インターネット・SNSなどの各種最新情報を確認いただき、判断してください				
災害発生時刻	発令状況(横浜市)	学校・家庭の対応	メール配信	詳細
登校前 1700 - 0800	(A) 特別警報	臨時休校	有	TV、データ放送、インターネット、ラジオなどでの確認をお願いします。
	(B) 警報(暴風・高潮・波浪・暴風雪・大雪)			
	(C) 「暴風警報」を伴わない 「大雨警報」「洪水警報」	通常授業 ご家庭で登校の安全を判断及び確保したのち、登校させてください。	無	登校時刻に変更がある場合は、メール配信および学校ウェブサイトにて対応を伝達します。
	(D) 大規模地震で震度5強以上の警戒宣言などの情報が出た場合	自宅待機 警戒宣言が解除されるまで自宅待機	無	「警報」及び災害発生時は、メール配信不能が予測されるため、メール配信は行いません。可能であれば、学校ウェブサイトにて対応を伝達します。*インターネットへのアクセスやメール受信が不可能な場合でも、左記の対応をお願いします。
	(E) 大規模地震で震度5強以上が発生した場合	臨時休校	無	
	(F) Jアラート	臨時休校	無	

登校後 0800 - 1700	(A) - (B) - (D) - (E)	授業を中止し 児童を保護者に引渡し	有	メール配信及び学校ウェブサイトにて対応を伝達します。 *インターネットへのアクセスやメール受信が不可能な場合でも、左記の対応をお願いします。 避難所はHIS屋上ですが、建物倒壊の恐れがある場合には 広域避難場所である反町公園へ避難いたします。
	(C)	校長が状況を総合的に判断し、下校の場合、メール配信にて連絡します。	有	
	(F)	授業終了後、児童を保護者に引渡し	有	

IF AN EARTHQUAKE OR OTHER DISASTER OCCURS WHILE YOUR CHILD IS:

Walking to school	your child should continue to school
Walking home	your child should continue home
In the neighborhood	your child should return home or go to school, whichever is nearest
Waiting for a bus	your child should return home
En route to school on local bus/train	Your child will remain with their drivers. If it is too hazardous to move the bus/train, children will remain on the bus/train until help arrives
En route to school on school bus	Your child will remain with their drivers. The bus driver will continue to/from school when it is safe to drive
Out for a field trip	Your child will remain with their teachers at the site. The teachers will make sure it is safe to travel back to school Please follow the Field trip Emergency Procedure.

EMERGENCY COMMUNICATIONS

Please do not call the school office. Phone lines, if working, will be used for emergency communication. We will contact all parents via e-mails, posts on our website, and announcements on social media within a matter of moments in case of emergencies. **Please ensure that all contact information remains current with the Student Affairs office staff at hjis@horizon.ac.jp.**

We are committed to communicating with families as quickly and accurately as possible during emergencies, especially if the incident will affect drop off, pick up, or dismissal times. Depending on the situation, we will communicate information with parents using:

- Emails
- Website posts ([HJIS website](#))
- Announcements on social media. Follow us on Twitter (@HorizonJapanIS) and [Facebook](#).
- Telephone, if operable.

During any incident, our school staff will be focused on ensuring the safety of students and employees. Multiple calls from families can take staff away from responding to the crisis at hand.

While we know it's hard not to know what's happening, please wait to receive information from your principal and avoid spreading rumors or speculation, especially on social media. * **No child will be dismissed from school unless a parent or approved designee comes for him or her.** All parents or approved designees who come for their children must show picture identification before signing out the student.

Yokohama City Application for Emergencies - Suggested application to download for all emergencies for Yokohama City	 	 
Read "Safety Tips for Foreigners" by the Japan Tourism Organization and download their "Safety Tips" app. https://www.jnto.go.jp/safety-tips/eng/app.html		
Stay Safe with NHK WORLD-JAPAN https://www3.nhk.or.jp/nhkworld/en/special/staysafe/ Download the NHK World app which provides Japanese government emergency alerts, including "J-Alerts" in English to your cell phone.		
Sign up for City of Yokohama Disaster Prevention Information Mailing List (English) - Email the following address to sign-up - e-entry-yokohama@bousai-mail.jp		
Japan Meteorological Agency https://www.jma.go.jp/jma/indexe.html - Key source of information for all weather information in Japan		

Emergency Drill - Duty List EMERGENCY DUTIES

All instructions for emergency drills for staff members are listed in the .

REGIONAL PARTNERSHIPS

- Kanagawa Fire station

045-316-0119

- Crisis management team (Kanagawa ward office)
045-411-7004
- Residence Support (Kanagawa prefectural government) 045-312-1121
- Emergency Measures Division, General Affairs Bureau (Yokohama city)
045-671-2029
- Kogaya Elementary School 045-441-3170
- Head of neighborhood community association (TBA)

FREQUENTLY ASKED QUESTIONS

Q: Is HJIS storing extra food, water and supplies for an emergency?

A: Yes, we have stored extra food, water and supplies for the three days. We will also rely on food, water and supplies from, if necessary, community residents.

Q: How are teachers and staff prepared for an emergency?

A: In the event that children must remain in school during an emergency, all staff members will provide support and resources as needed, including extra supervision of students and assistance with phone calls and communication activities with parents and emergency personnel. The principal has discussed HJIS emergency response plans with faculty and staff.

Q: How will the school respond to an emergency when students are at school?

A: When the principal determines that an emergency has occurred, our response may involve combination of these:

1. **Go-Home Plan:** Returns students to their home and family as quickly as possible. We maintain information for each child's emergency contacts. It is important to advise the admission office if the name or number of a contact person changes. We will not, under any circumstances, release a student to anyone who has not been authorized by the parent or guardian. Students are never returned to an unoccupied or unsupervised home. If there is no one at home to meet a student, the child is returned to his or her school and held until a parent or authorized adult picks the child up.

2. **Evacuation Plan:** Requires that all building occupants leave and go to an alternate location (HJIS rooftop or [Tanmachi Park](#)). Posters shown on the right will be posted outside the school building. Evacuation also may mean only going outside and away from the building until an all-clear signal is given.



3. **Shelter Plan:** Keeps students in their buildings when it is safer to stay inside than to go out. Ordinarily, sheltering is considered a short-term solution, but we are prepared to keep students beyond normal dismissal if necessary. A part of the shelter plan will be a Stay-Put Plan. In this

instance, all students will remain in their current classroom until otherwise notified. Students who are not in classrooms (recess, P.E., etc.) will be escorted by staff to a supervised area and remain there until otherwise notified.

4. Lockdown and Stay-Put Plan: An immediate and imminent threat to the school building population. Staff and students are secured in the rooms they are currently in and no one is allowed to leave until the situation has been curtailed. This allows the school to secure everyone and remove them from immediate danger. This plan is used most commonly when the building has an intruder. <https://anzenkyouiku.mext.go.jp/mextshiryoku/data/seikatsu01.pdf>

Q: If there is an evacuation, where will students go?

A: In the event that students must be moved to an alternate location, we will try to reach all parents to advise them of the alternate location site. Planned locations may include **Tanmachi Park** (for a short time evacuation) and [Kogaya Elementary School](#) (for a long time evacuation). Depending upon the circumstances of the emergency, these plans may be utilized.

1. Students who leave school: school staff will make sure that each child is released at the outside of the main entrance to a parent(s) or guardian(s), relative or other person designated by the parent.

2. Students who remain at school: If a parent/guardian or designee cannot pick up children for an extended period of time, students will remain under supervision until the parent/guardian arrives at school. **However, children should be picked up as soon as possible.** If necessary, students may be moved to another school or an off-campus site for greater safety.

Q: Are there emergency planning drills?

A: Yes, drills are conducted at various times during the school year in order to give students and staff practice in what to do during an emergency.

Q: Where can I get information during an emergency?

A: Chances are that you may not be able to reach the school by telephone in a real emergency. Past experiences indicate that staff must react to the emergency first. Local telephone lines will be busy with personnel who need to communicate with emergency services. Therefore, **it is important that you do not try calling the school.** The Yokohama City website, <https://bousai.city.yokohama.lg.jp/> will post updates throughout the course of an emergency. We will, however, be making every effort to contact parents, using our [website](#)

RECOVERY PROCESS

After the safety and status of staff and students have been assured, and emergency conditions have subsided following an incident, staff/faculty will assemble to support the restoration of the school's educational programs.

- Conduct a comprehensive assessment of the physical and operational recovery needs
- Assess physical security, data access, and all other critical services (e.g., internet, plumbing, electrical)
- Examine critical information technology assets and personnel resources, and determine the impact on the school operations for each asset and resource that is unavailable or damaged.
- Document damaged facilities, lost equipment and resources, and special personnel expenses.
- Estimate when the educational program can be fully operational
- Identify special facilities, equipment, and personnel issues or resources that will facilitate the resumption of classes.
- Develop a recovery plan for students, staff and families with trained clinicians to address the long term effects of the incident
- Provide information updates, if appropriate
- Under the Department of Education's guidance, work towards a return to normality as quickly as possible keeping in mind the needs of all involved.

DISASTER BASE HOSPITALS IN YOKOHAMA CITY

Hospitals showing yellow & red flags "Treating Patients" (診療中) during times of disaster.

Hospital	Address
<u>Keiyu Hospital</u> (Nearest Hospital)	3-7-3 Minatomirai, Nishi-ku, Yokohama-shi
<u>Saiseikai Yokohamashi Tobu Hospital</u>	3-6-1 Shimosueyoshi, Tsurumi-ku, Yokohama-shi
<u>Showa University Northern Yokohama Hospital</u>	35-1 Chigasakichuo, Tsuzuki-ku, Yokohama-shi
<u>Showa University Fujigaoka Hospital</u>	1-30 Fujigaoka, Aoba-ku, Yokohama-shi
<u>Yokohama Rosai Hospital</u>	3211 Kozukuecho, Kohoku-ku, Yokohama-shi
<u>Yokohama Municipal Citizen's Hospital</u>	56 Okazawa-cho, Hodogaya-ku, Yokohama-shi
<u>National Hospital Organization Yokohama Medical Center</u>	3-60-2 Harajuku, Totsuka-ku, Yokohama-shi
<u>St. Marianna University School of Medicine, Yokohama City Seibu Hospital</u>	1197-1 Yasashicho, Asahi-ku, Yokohama-shi
<u>Yokohama City Minato Red Cross Hospital</u>	3-12-1 Shinyamashita, Naka-ku, Yokohama-shi
<u>Yokohama City University Hospital</u>	3-9 Fukuura, Kanazawa-ku, Yokohama-shi
<u>Yokohama City University Medical Center</u>	4-57 Urafunecho, Minami-ku, Yokohama-shi
<u>Yokohama Minami Kyou Sai Hospital</u>	1-21-1 Mutsuurahigashi, Kanazawa-ku, Yokohama-shi
<u>Saiseikai Yokohamashi Nanbu Hospital</u>	3-2-10 Konandai, Konan-ku, Yokohama-shi

For light injuries and illnesses that do not require hospitalization, please seek a medical consultation at a nearby clinic which escaped damage from the disaster.

*During times of disaster, clinics which escaped damage and which are accepting patients fly a yellow/red flag "Treating Patients".



EMERGENCY STOCKPILE

	ITEM	Description	Qty	Location
1	Folding carrier cart	PHC-130	2	Community Center
2	Crutch	107-196	5	Community Center
3	Sling		60	Community Center
4	First-Aid Kit for 50		1	Community Center
5	Tarpaulin	#3000 B30-3654	10	Community Center
6	Emergency Blanket		50	Community Center
7	Inverter Generator	YAMAHA EF900is	5	Community Center
8	Gas Generator	YAMAHA EF900iSGB	1	Community Center
9	Stretcher		10	Community Center
10	Pick		5	Community Center
11	Shovels (square)		3	Community Center
12	Shovels (blade)		2	Community Center
13	Lever		5	Community Center
14	Bolt cutters N-600mm	BCN-600	5	Community Center
15	Saws 300mm		5	Community Center
16	10W Megaphone	AHM-107	2	Community Center
17	Hydraulic Power Jack	MHC-2RS-2	1	Community Center
18	Helmet	ST-148-EZ	10	Community Center
19	Halogen Projector 300W		5	Community Center
20	Gas canister 3/pack		4	Community Center
21	Extendable Pole	ASU-300 403-0010	10	Community Center
22	Drivers 900mm		5	Community Center
23	Ropes 30m		5	Community Center
24	Crowbar		5	Community Center
25	Bush hook 165mm		5	Community Center
26	Stepladder	RAX-18	1	Community Center
27	Chainsaw	Husqvarna K760	1	Community Center

28	Chainsaw	ESK-3435	1	Community Center
29	Hammer (L)		1	Community Center
30	Small Stretcher	RSB16	1	Community Center
31	Small Stretcher Holder		1	Community Center
32	Gasoline can 4 cans/box		5	Community Center
33	4Cycle motor oil 1L	HONDA SJ10W-30	2	Community Center
34	Manhole Toilet	VE100M	4	Community Center
35	Small Tent for Toilets	PTAM	4	Community Center
36	Manhole Toilet	VE100W	1	Community Center
37	Small Tent for Toilets	PTAL	1	Community Center
38	Water Filled Weight	827-5732	10	Community Center
39	Drinking Water 2L		204	Community Center
40	Hard Bread 60 pieces		3	Community Center
41	Hard Biscuit 60 pieces		3	Community Center
42	Water Tank 200L		1	Community Center
43	Water Tank 10L		10	Community Center
44	Cable 30M			Community Center
45	Pump	S24D-100		Community Center
46	Helmet	ST-148E	266	3rd Floor Storage (Park Side Stairway)
47	Drinking Water 2L		1731	3rd Floor Storage (Park Side Stairway)
48	Hard Biscuit 60 pieces		3288	3rd Floor Storage (Park Side Stairway)

DRILLS

A typical annual drill plan is as follows;

Please check the School Calendar

Date	Content	Time	Site of Incidence	Evacuation Place	Remarks
September 5th	Earthquake drill	TBA		Rooftop	Drill steps in the classrooms and on the rooftop. Drop, Cover, and Hold. Get under the desk and listen to the announcement. Wear the emergency hood & helmet, Line up in the classroom Check the numbers of the students Quietly move to the rooftop
October	Fire drill	TBA		Portside Park	Cover a mouth with a handkerchief or towel Line up in the classroom Check the numbers of the students Quietly go out to the park to the assembly area. Check the numbers of the students
October 29th	Lockdown Drill	TBA		Lockdown	
February 4th	Fire drill	TBA		Portside Park	Cover a mouth with a handkerchief or towel Line up in the classroom Check the numbers of the students Quietly go out to the park to the assembly area. Check the numbers of the students
March 4th	Earthquake drill	Unannounced	Portside	Evacuation Site (Tanmachi Park & Neighborhood apartments)	Drill steps in the classrooms and on the rooftop. Drop, Cover, and Hold. Get under the desk and listen to the announcement. Wear the emergency hood & helmet, Line up in the classroom Check the numbers of the students Quietly move to the designated evacuation sites (Rooftop)

RESOURCES

Earthquake workshops for parents:

- [Tokyo Disaster Prevention Information](#)

[Yokohama Disaster Risk Reduction Learning Center](#)

Yokohama Disaster Risk Reduction Learning Center is a place where people can learn potential natural disasters in the Yokohama area. It is an educational facility to improve people's awareness. [The center](#) is located 20 minutes by foot from HJIS. Japanese and English are available, and it is free admission.

REVIEW CYCLE

Initiator: Emergency Response Team	Individuals Involved: Emergency Response Team Members
Date Constructed: January 2021	To Be Reviewed: June 2021

REVIEW HISTORY

Date reviewed: Aug 10, 2022	Reviewers: Head of School, Director of Business and Operations
Requests for review: Head of School	

Date reviewed: Jan 17, 2023	Reviewers: Head of School, Director of Business and Operations
Requests for review: Head of School	

Date reviewed: Aug 5, 2024	Reviewers: Head of School,SLT
Requests for review: Head of School	

Date reviewed: Aug 14, 2025	Reviewers: Head of School,ERT
Requests for review: Head of School	