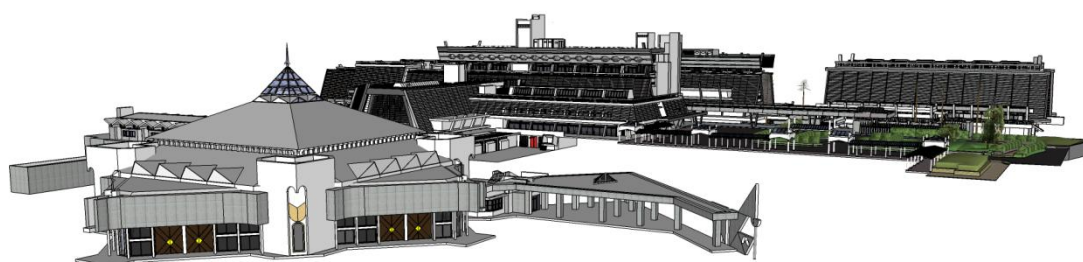


# Kyoto International Conference Center

## Emergency Preparedness Plan



Kyoto International Conference Center  
July 2015

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## 1. General Information

### (1) Overview

#### 1) Location

Iwakura-Osagi-cho 422, Sakyo-ku, Kyoto City

#### 2) Site area

156,000 m<sup>2</sup>

#### 3) Main Building

Opening date: May 21, 1966

Total floor space: 33,400 m<sup>2</sup>

#### 4) Event Hall

Opening date: April 22, 1985

Total floor space: 8,600 m<sup>2</sup>

#### 5) Annex Hall

Opening date: April 1, 1988

Total floor space: 4,200 m<sup>2</sup>

#### 6) Underground walk through

Opening date: November 19, 1997

Total length: approx. 185 m

#### 7) Dedicated road in the Center

Opening date: May 21, 1966

Total length: Approx. 900 m (double lane)

### (2) Facility information

At Kyoto International Conference Center (hereafter, ICC Kyoto), a renovation work to secure 1.25 times of new quake-resistance standards defined in Building Standards Act of Japan was completed (ICC Kyoto is classified into Category II of the earthquake-resistance of governmental facilities) in March 2014. Now, the ICC Kyoto enhances earthquake safety, and is more reliable facility to be used at ease.

### (3) Predicted earthquake, and its effects and damages

In Earthquake Countermeasures Section of the Regional Disaster Prevention Plan of Kyoto City (revised in March 2013), Scenario for earthquake and damage are expected as below.

- 1) Active fault and earthquakes expected to have a significant impact on relevant areas

a. Hanaore fault

In almost all urban areas of Kyoto City, the earthquake caused by the Hanaore fault will measure more than a lower 6 on the Japanese intensity scale, while in all parts of the flat plane around the City, it will measure more than an upper 5. Of this, in some parts of Sakyo-ku (including ICC Kyoto), Higashiyama-ku, Kita-ku, Kamigyo-ku, Nakagyo-ku, Shimogyo-ku, and Yamashina-ku, it will measure 7, the maximum seismic intensity on the scale.

b. Nankai, Tonankai earthquakes

In almost all urban areas of Kyoto City, the earthquake will measure an upper 5, in some parts of Fushimi-ku, Higashiyama-ku, Yamashina-ku and Nishikyo-ku, it will measure a lower 6.

2) Major active faults in neighboring areas

a. Active faults on the west bank of Lake Biwa

In northern part of urban areas of Kyoto City, the earthquake caused by the active faults on the west bank of Lake Biwa will measure more than a lower 6, while in many areas in Sakyo-ku, Kita-ku and Kamigyo-ku, and some areas in Higashiyama-ku, Yamashina-ku, and Ukyo-ku it will measure an upper 6.

b. Momoyama fault and Shishigatani fault

In all areas of Higashiyama-ku excluding hill district, the earthquake caused by Momoyama fault and Shishigatani fault will measure more than 6, while in many areas of Fushimi-ku, Yamashina-ku and some areas of Sakyo-ku, Kita-ku, Kamigyo-ku, Nakagyo-ku, Shimogyo-ku and Minami-ku it will measure 6. In some areas of Higashiyama-ku, Fushimi-ku and Yamashina-ku, it will measure 7.

c. Ujigawa fault

In many areas of Fushimi-ku and some areas of Yamashina-ku, and in some places in Higashiyama-ku and Nishikyo-ku, the earthquake caused by Ujigawa fault will measure an upper 6. In many parts of urban areas of Kyoto city, it will measure a lower 6.

d. Kashihara to Mizuo fault

In western part of urban areas of Kyoto City, the earthquake caused by Kashihara to Mizuo fault will measure more than a lower 6, while in many areas of Nishikyo-ku, some areas of Ukyo-ku and Minami-ku, and in an area along River Katsura in Fushimi-ku, it will measure an upper 6. In an area along the fault in Nishikyo-ku, it will measure 7.

e. Komyoji to Kanegahara fault

In many parts of Nishikyo-ku and some western parts of Ukyo-ku and Fushimi-ku, the earthquake caused by Komyoji to Kanegahara fault will measure more than a lower 6, while in some parts close to the fault in Nishikyo-ku, it will measure an upper 6.

f. Arima and Takatsuki faults

In many parts of urban areas of Kyoto City, the earthquake caused by Arima and Takatsuki faults will measure more than a lower 6. In a part of Nishikyo-ku and some areas of Fushimi-ku and some western areas of Minami-ku, it will measure an upper 6.

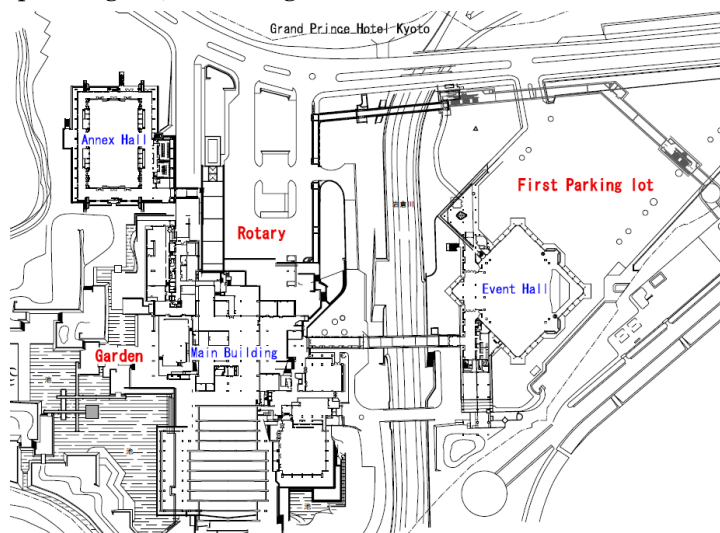
g. Obaku fault

In eastward of the line joining Higashiyama and Momoyama hills, the earthquake caused by Obaku fault will measure more than a lower 6. In areas close to the fault, it will measure an upper 6, in a part of Fushimi-ku, it will measure 7.

(4) Evacuation areas

About evacuation in fires and earthquakes, details are shown in “3. Safety measures after a disaster”. The expected evacuation areas are as bellows.

1) The first evacuation areas: the rotary in front of the Main Entrance, the first parking lot, and the garden



2) The broad evacuation area: Takaragaike Park

## 2. Emergency procedures

### (1) Basic policy

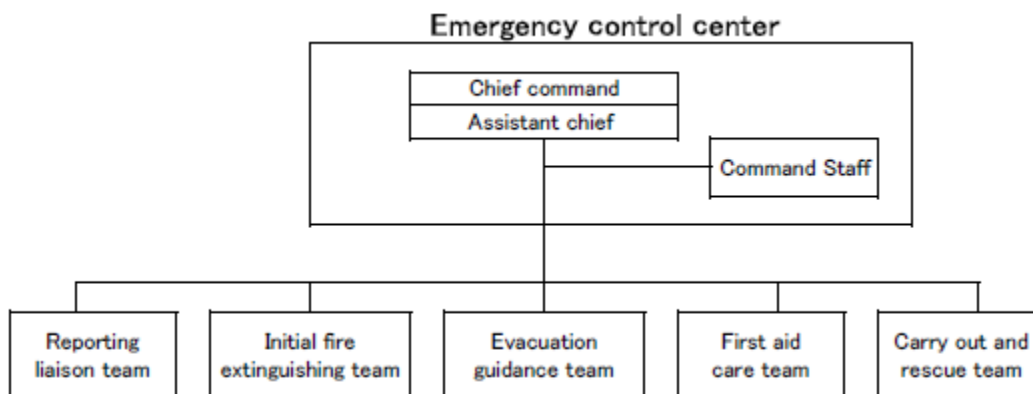
ICC Kyoto, based on its fire defense plan aimed at accident prevention, security of human life, and prevention of the damage spreading, organized its own emergency response team, and regularly conducts emergency drills, walk-around checks in facility, and checks and repairs of fire protection facility and instruments, as well as communicating facility, and is fully prepared for emergency cases.

### (2) Emergency response

In case of disaster, the emergency response team will conduct initial response. Its missions are as below;

- 1) The chief command assumes command in Emergency control center. During his absence, the assistant chief, during absence of both of them, highest-ranking person there is supposed to assume command.
- 2) The team conducts emergency broadcasting.
- 3) Team members report the situation of the disaster and report to the Emergency control center.
- 4) The team conducts initial fire extinguishing, emergency relief activity, and evacuation guidance.
- 5) The team carries out liaison and coordination with the emergency response team of the client

< Emergency response team organization roll-out >



(3) Response for a large-scale earthquake

In case an earthquake with which a warning declaration (defined in Act on Special Measures concerning Countermeasures against Large-scale Earthquake) has been issued really happens, the response headquarter is created in ICC Kyoto.

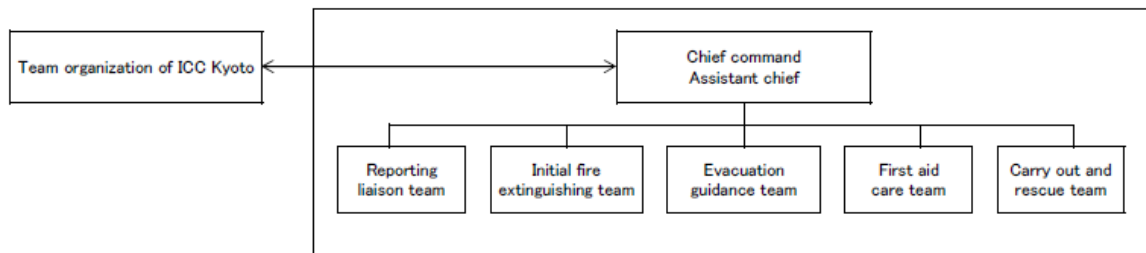
**3. Safety measures of the client**

(1) Management responsibility of the client

At the time of disaster, the cooperation among relevant parties is indispensable. As management responsibility of the client, cooperation as follows would be greatly appreciated.

- 1) Please appoint chief command of the client based on this plan.
- 2) The chief command should appoint the assistant chief, create emergency response team, keep everyone informed about role-sharing, and recognize the position of fire defense equipment (extinguishers and indoor fireplugs) and evacuation routes.
- 3) In preparation for a disaster, the chief command should have preliminary discussion with the staff of ICC Kyoto in charge.

< Emergency response team organization roll-out >



※“Security and emergency management plan” including above (see the next page) may be required to submit as needed.

## Security and emergency management plan

1. Event name \_\_\_\_\_

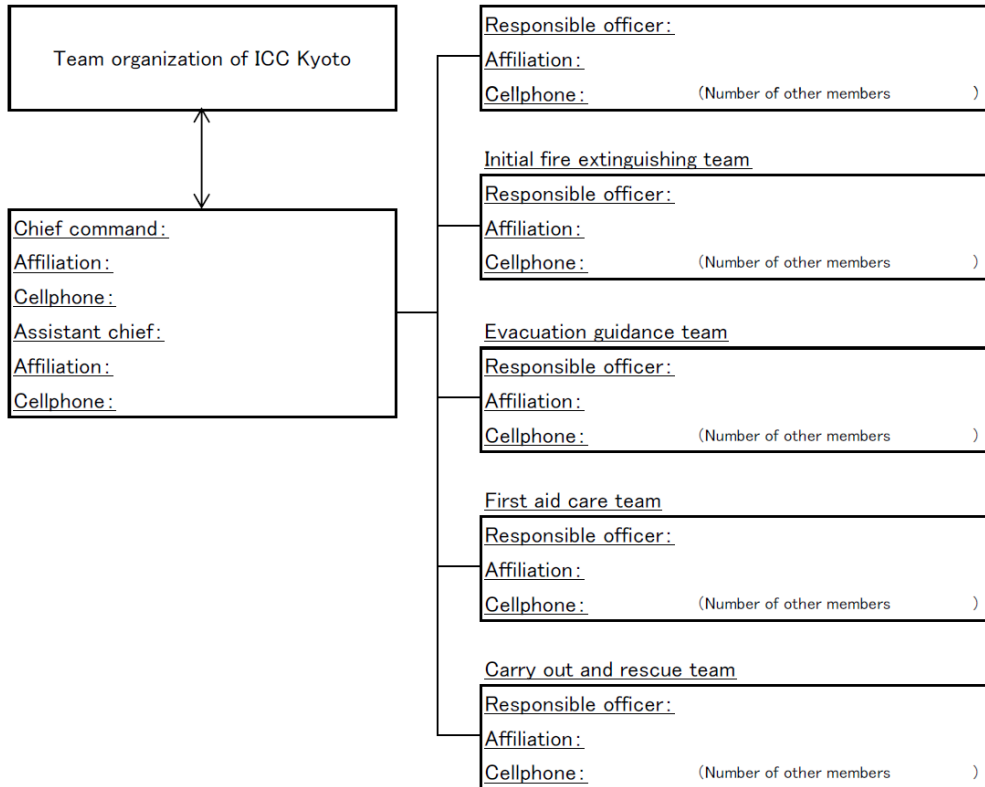
2. Organizer \_\_\_\_\_

3. Contact person    Affiliation: \_\_\_\_\_                      Name: \_\_\_\_\_                      Tel.: \_\_\_\_\_

4. Period	Setting up	Date	Time	:	~	:
	Rehearsal	Date	Time	:	~	:
	Actual event	Date	Time	:	~	:
	Removal	Date	Time	:	~	:

5. Main space used \_\_\_\_\_

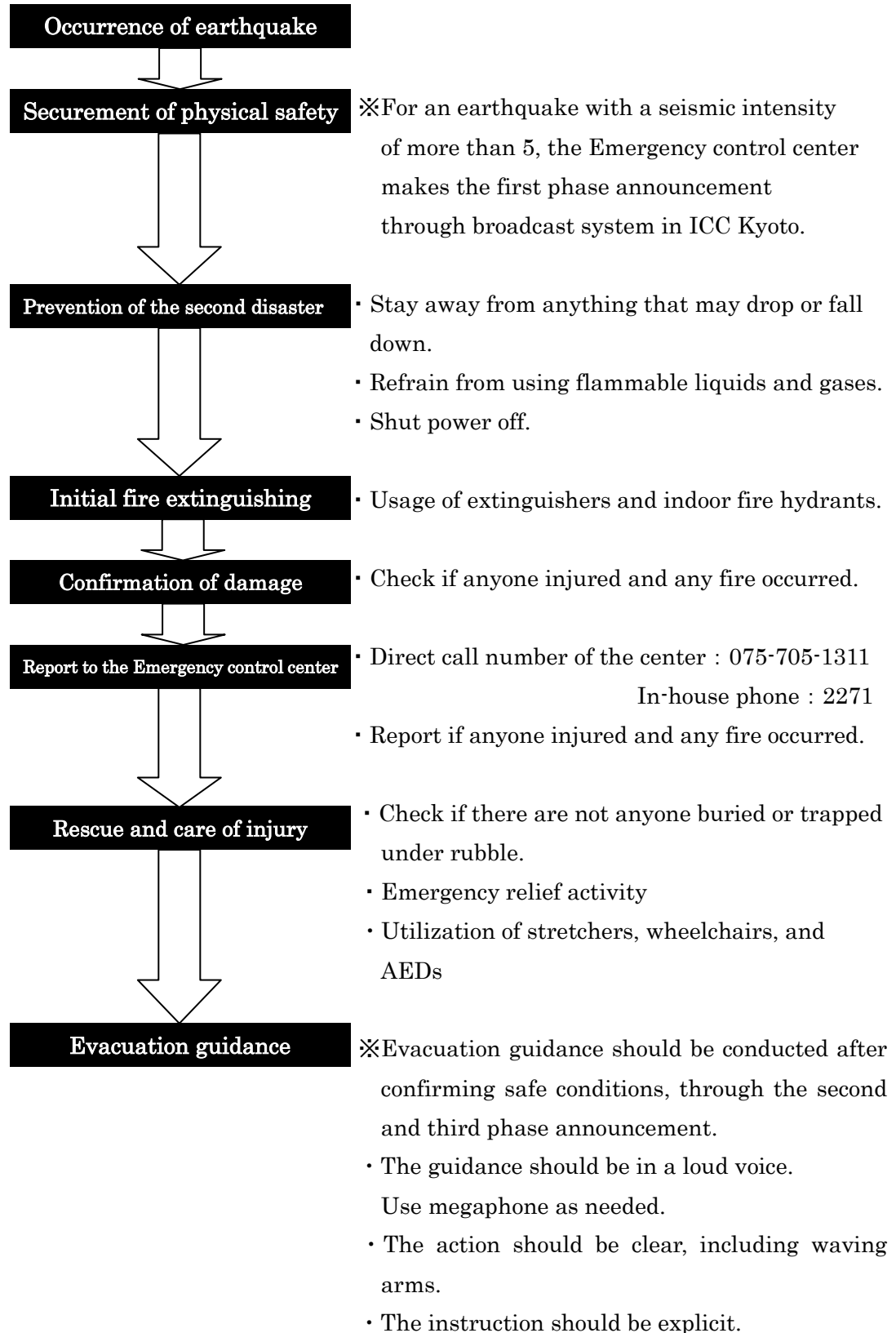
6. Emergency response team organization roll-out





(2) Emergency response

1) Earthquake



(Examples of announcement)

- 1) The first phase (announcement in ICC Kyoto in case of earthquakes with intensity upper 5 or more)

“Dear guests, this is the Emergency control center of the Kyoto International Conference Center. We would like to let you know that a large scale earthquake has just occurred. Make yourself as low as possible and cover your head with your bag or anything. Hide yourself under a table or between seats. Move away from windows. Be careful for falling objects. Don’t use elevators. Don’t move and keep yourself safe until the shaking stops.”
- 2) The second phase (timely depending on actual conditions)
  - a. “Attention please. Don’t rush to stairs or exits, even after the shaking stops. Wait for a moment at the place you are now.”
  - b. “Attention please. Now we are checking the condition of the building. We will let you know as soon as we recognize the situation. Please wait for a moment at the place you are now.”
  - c. “Attention please. We would like to let you know that the building was damaged by the earthquake. Please evacuate the building calmly.”

※In case of power outage

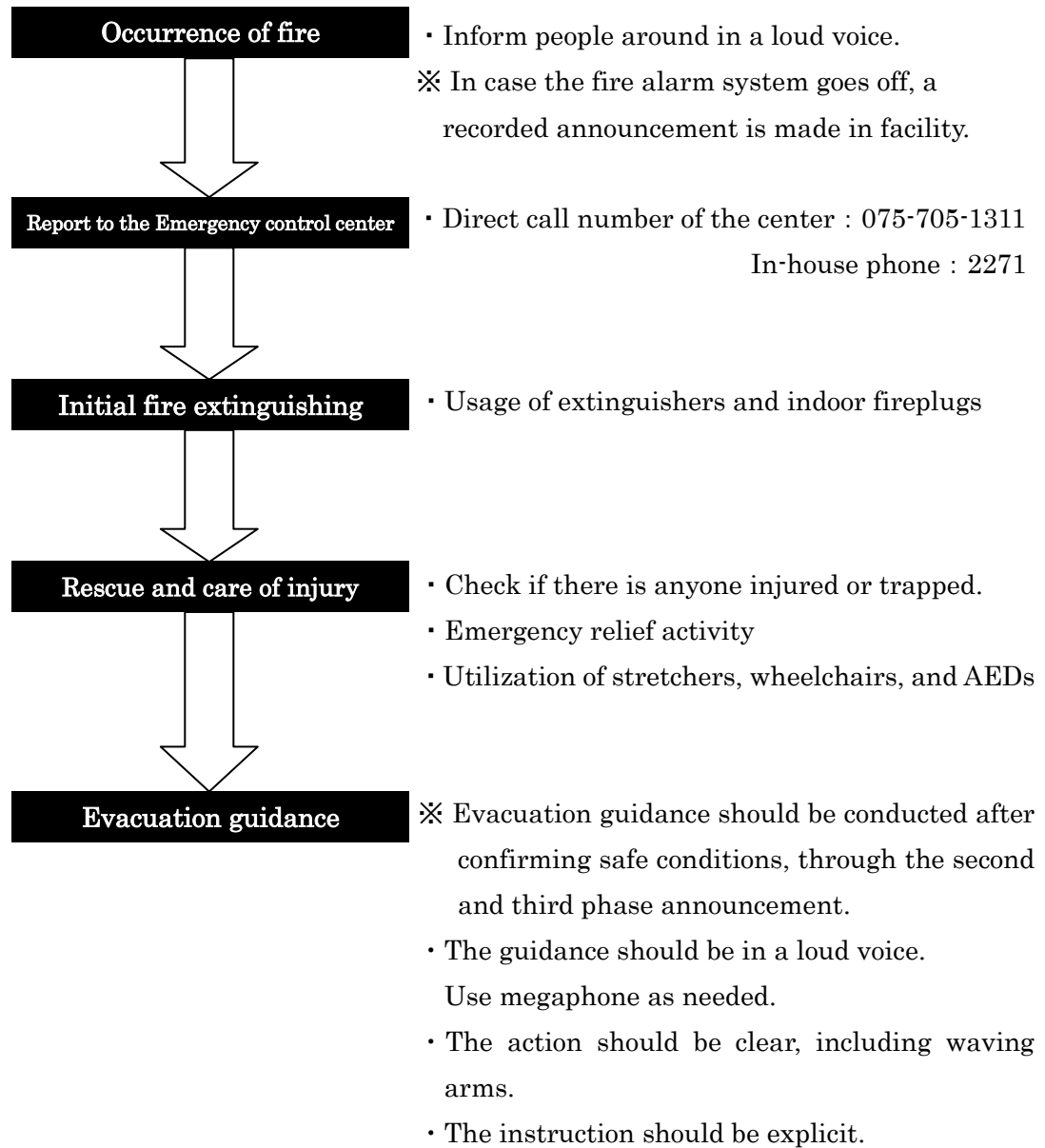
“The power outage occurred now in the whole facility. Emergency power generators provide emergency facility with electricity. It is darker than usual, so please be careful.”

- 3) The third phase (evacuation guidance to the first evacuation areas)

“Attention. Please come to the rotary in front of Main Entrance, the first parking lot, or the garden (depending on actual conditions). Please follow the instruction of guides in charge.”

※The Emergency control center will make announcements as needed, even when the intensity of the earthquake is less than upper 5.

## 2) Fire



(Examples of announcement)

1) The first phase (automatic broadcast)

In case the fire sensor operates, an emergency announcement is broadcasted in the floor where fire was detected and the floor above it.  
“(Siren) The fire sensor on the XX floor has just operated. Our staff is checking now, so please pay attention to the next announcement.”

(In case there is no fire found)

“(Siren) Our staff checked the situation on the floor where the sensor had operated, and found no abnormal situation. Please set your mind at ease.”

2) The second phase (automatic broadcast)

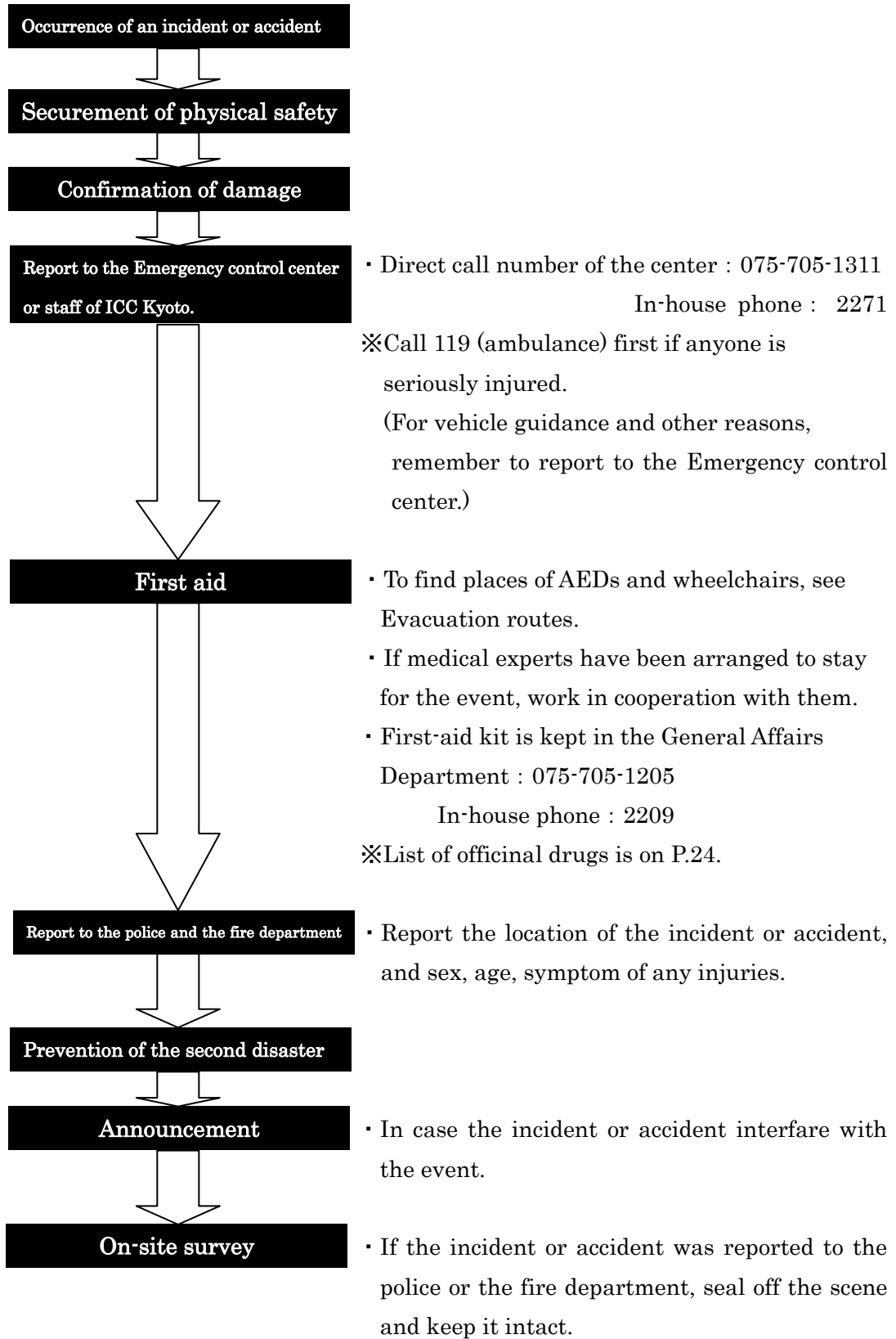
The announcement below will be broadcasted in the whole Main Building in case a fire occurred in the Main Building, only in the Event Hall in case a fire occurred in the Event Hall, and only in the Annex Hall if a fire occurred in the Annex Hall.

“(Siren) Fire! Fire! Fire started in the XX floor. Please evacuate calmly.”

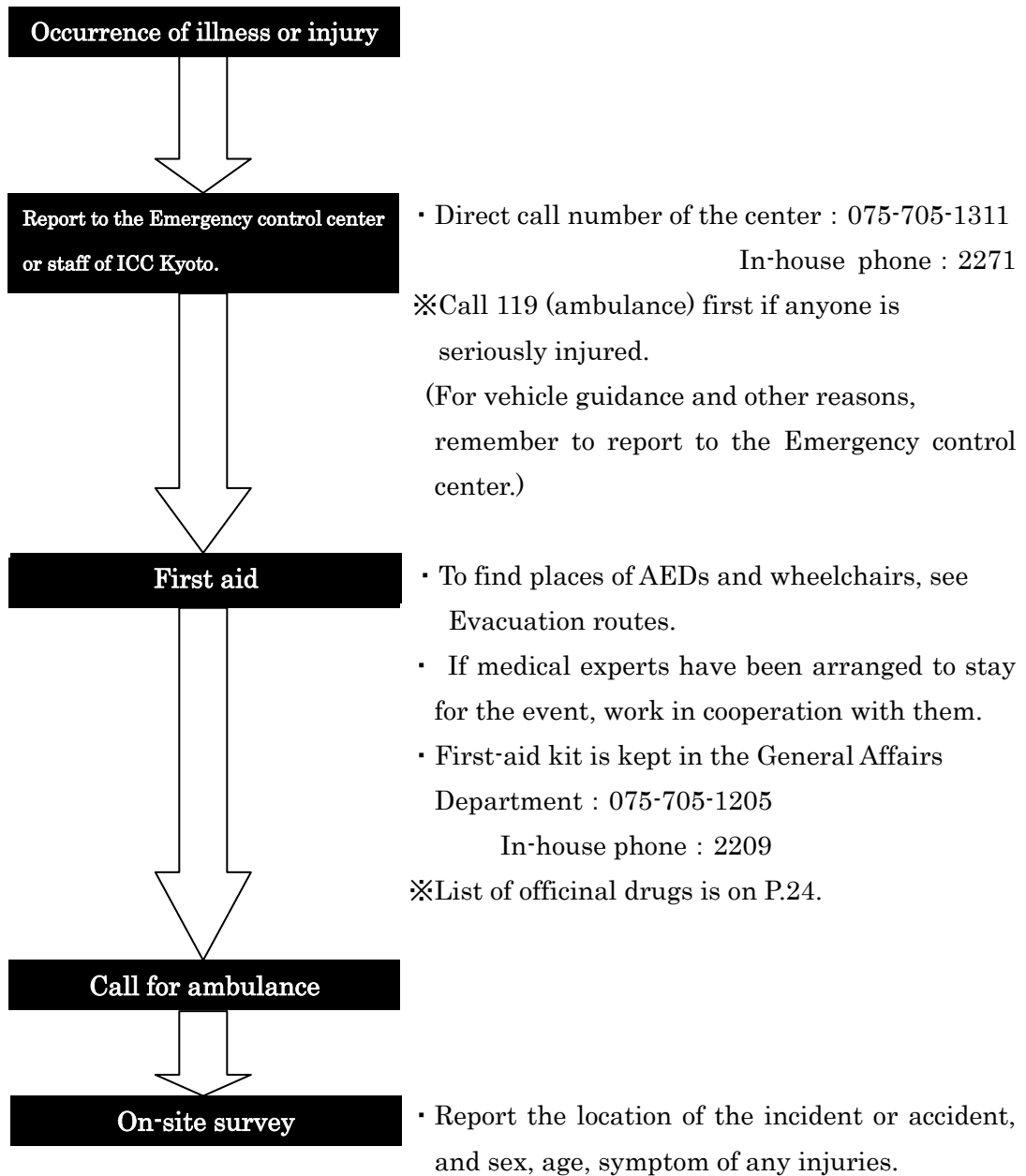
3) The third phase (evacuation guidance to the first evacuation areas) manual broadcasting

“Attention. Please come to the rotary in front of the Main Entrance, the first parking lot, or the garden (depending on actual conditions). Please follow the instruction of guides in charge.”

3) Incident and accident



4) Illness or injury



#### 4. **Frequently asked questions**

Q. How about the operation of elevators in case of disasters?

A. In case an earthquake occurs, the seismic detector of elevators operates.

When a large scale earthquake is detected, elevators will move to the nearest floor, and the doors will open. In case a fire occurs, the central elevator of the main lobby will be under control of the fire prevention system. It will move to the first floor and the door will open.

Q. How about the operation of the escalator in the underground walk-through in case of disasters?

A. There are no control systems for earthquakes and fires, but it may stop depending on the level of the disaster.

Q. What kind of equipment can be used in case of electric power outage?

A. Emergency electric lighting system, emergency broadcasting system, fire defense equipment, telephone system and other equipment which are provided with electricity from in-house power generation system, emergency power generators, and uninterruptible power system (UPS).

Q. How about the electric source of ICC Kyoto?

A. ICC Kyoto has two lines of access to electricity. In case regularly used line has some trouble, the substitute line will back up.

Q. Does ICC Kyoto have any gas co-generation systems?

A. Yes. Gas co-generation system is a system that generates electricity by natural gas and uses it as a power source for the facility and air conditioner. In case of electric power outage as above, the system can be used as the in-house power generation system.

Q. Does ICC Kyoto have any water re-use systems?

A. Yes. ICC Kyoto pays attention to the re-use of a limited natural resource "water", and treat sewage-containing water and uses it as washing water in lavatory on regular basis. In case of disaster, the re-use system can use water of the the pond in ICC Kyoto.

## 5. Contact information

General Affairs Department : 075-705-1205

Sales Promotion Department : 075-705-1229

## 6. Contact list of public emergency services

Name	Telephone number	Location
Emergency Control Center, ICC Kyoto	075-705-1311	The first basement, Main Building, ICC Kyoto
Sakyo Fire Department	075-723-0119	Nishiokubo-cho, Tanaka, Sakyo-ku
Shimogamo Police Station	075-703-0100	Baba-cho, Tanaka, Sakyo-ku
Rakuyo Hospital	075-781-7151	Agura-cho, Iwakura, Sakyo-ku
Japanese Red Cross Kyoto 2nd Hospital	075-231-5171	Haruobi-cho, Kamanza-dori-Marutamachi-agaru, Kamigyo-ku
University Hospital, Kyoto-Prefectural University of Medicine	075-251-5111	Kawaramachi-Hirokoji-agaru, Kamigyo-ku
Kyoto University Hospital	075-751-3111	Shogoin-Kawahara-cho, Sakyo-ku
Takeda Hospital	075-361-1351	Shiokoji-dori-Nishinotoin-agaru, Shimogyo-ku
Japan Baptist Hospital ※	075-781-5191	Yamanomoto-cho, Kitashirakawa, Sakyo-ku
Kyoto City Acute Disease Clinic (out-of-hours and emergency service)	075-354-6021	Nishinokyo-Toganoo-cho, Nakagyo-ku
Kansai Electric Power, Kyoto Service Office	0800-777-8031	Kita-kamifusa-cho, Koyama, Kita-ku
Osaka Gas, Kyoto and Shiga Department	0120-8-19424	Awata-cho, Chudoji, Shimogyo-ku
NTT West, Kyoto branch (in case of telephone line malfunction)	113	Bano-cho, Karasuma-Sanjo-agaru, Nakagyo-ku
Emergency Messaging Service	117	-



Kokusai Kaikan (ICC Kyoto) Subway Station	075-721-5333	Iwakura-Osagi-cho, Sakyo-ku
Kyoto City Bus	075-863-5123 (Weekday 8:45-17:30) 075-863-5138 (out-of-hours)	Teramachi-dori-Oike-agaru, Nakagyo-ku
JR West, Customer Center	0570-00-2486	Higashi-kawasaki-cho, Chuo-ku, Kobe-city, Hyogo prefecture
Kansai International Airport	072-455-2500	Senshu-kuko-kita, Izumisano-city, Osaka-prefecture
Osaka International Airport (Itami Airport)	06-6856-6781	Hotarugaike-nishi-machi, Toyonaka-city, Osaka prefecture

※For more detail, see the list of hospitals with English support in Kyoto City

## List of hospitals with English support in Kyoto city

### Japan Baptist Hospital

Address: 47 Yamanomoto-cho, Kitashirakawa, Sakyo-ku, Kyoto city

Access : City Bus “Kitashirakawashibuse-cho”, 2 minutes walk \*15min by taxi from ICC Kyoto

Phone : **(+81) - (0)75-781-5191**

Hours : 8:30a.m.~12:00p.m. (Mon~Fri), 8:30a.m.~11:00a.m.(Sat)

Speciality: Internal Medicine, Diabetes/Endocrinology, Cardiology/Hypertension, Gastroenterology, Neurology, Pulmonary medicine, Hematology/Oncology, Nephrology and Dialysis, Pediatrics, Surgery, Orthopedics, Obstetrics and Gynecology, Urology

### Kyoto City Hospital

Address: 1-2 Higashitakada-cho, Mibu, Nakagyo-ku, Kyoto city

Access : 5 minutes walk from “Saiin” station, Hankyu Railway

10 minutes walk from “Tanbaguchi” station, JR

City Bus “Shiritsu Byouinmae” \*25min by taxi from ICC Kyoto

Phone : **(+81) - (0)75-311-5311**

Hours : 8:30a.m.~11:00a.m. (Mon~Fri)

Speciality: Internal Medicine, Respiratory medicine, Gastroenterology, Cardiology, Nephrology and Dialysis, Neurology, Hematology, Endocrinology, Diabetes, Allergology, Infectious Disease, Neuropsychiatry, Pediatrics, Surgery, Digestive surgery, Breast surgery, Pediatric surgery, Respiratory surgery, Neurosurgery, Orthopedics, Rehabilitation, Rheumatology, Dermatology, Plastic surgery, Urology, Obstetrics and Gynecology, Ophthalmology, Otolaryngology, Dental surgery, Emergency Department etc.

Free Medical Interpreters: Assist throughout the entire medical visit, including reception, examination, billing, prescription pick-up and so forth.









Prior reservation is necessary. Please ask at the hospital reception desk.  
English, Korean reservation needed for Tue, Wed, and Fri during the morning.  
Chinese available Tue and Fri during the morning. No appointment necessary.

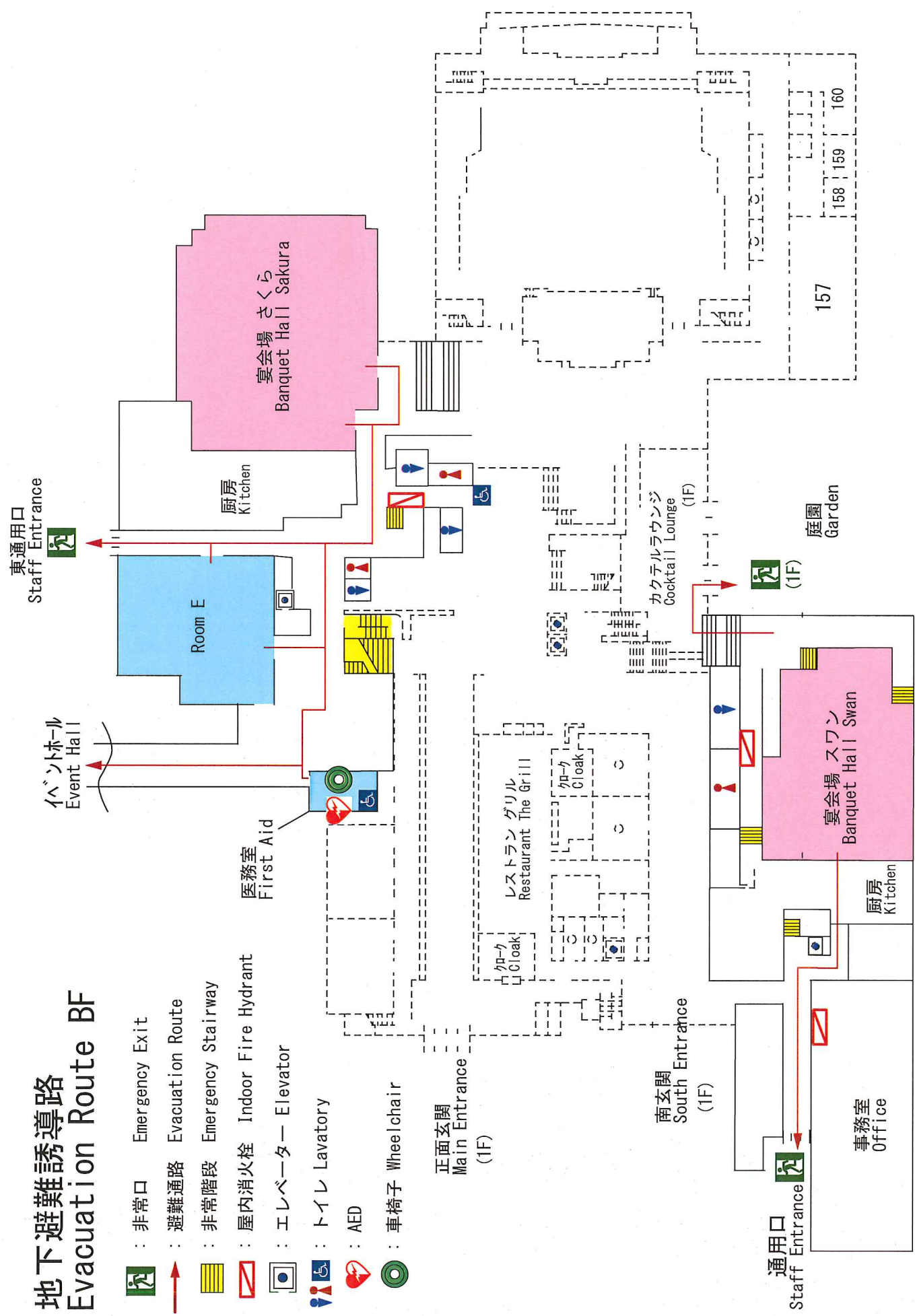
## List of official drugs

	Product Name	Implementer	Type	Symptom
Internal remedy	BUFFERIN	Lion	Tablet	Headache/Menstrual Pain/Joint Ache/Neuralgia/Backache Muscle Pain/Stiff Shoulder ache/Sore Throat/Toothache/Bruise Pain Sprain Ache/Brokenborn Ache/Wound Pain/Pain Relief of Ear Ache Pyretolysis during Chill and Fever
	TYLENOL	Johnson & Johnson	Tablet	Headache/Menstrual Pain/Toothache/Sore Throat/Earache Joint Ache/Neuralgia/Backache/Muscle Ache Stiff Shoulder Ache/Bruise Pain/Broken Born Ache/Sprain Ache Pain Relief of Wound Pain/Pyretolysis of during Chill and Fever
	BUFFERIN LUNA i	Lion	Tablet	Menstrual Pain/Backache/Headache/Stiff Shoulder Ache/Muscle Ache Joint Ache/Bruies Ache/Brokenborn Ache/Sprain Ache/Toothache Neuralgia/Earache/Wound Pain/Pain Relief of Sore Throat Pyretolysis of during Chill and Fever
	PABRON S GOLD	Taisho Pharmaceutical	Tablet	Mercy of Cold Symptoms
	KAKKON—TO	Hapycom	Tablet	Cold/Nose Cold/Headache/Stiff Shoulder/Muscle Pain Ache of Hands and Shoulders
	SEIROGAN TOI—A	Taiko Pharmaceutical	Tablet	Diarrhea/Food Poisoning etc
	SHIN SANKYO ICHO—YAKU	Daiichi Sankyo	Tablet	Stomach Upset/Crapula/Excessive Drinking Inappetence/Heart Burn/Gastric Pain/Acid Indigestion Stomach Heaviness/Gastric Distress/Burp/Bad Digestion Accelerate of Digestion/Gastrasthenia/Boke/Vomit
	NETSUSAMA SHEET	Kobayashi Pharmaceutical	Gel Sheet	Fever
Trauma Care	MAKIRON—S	Daiichi Sankyo	Antiseptic Solution	Cut/Abrasion/Blister on Foot/Sterilization etc
	SARONSHIP	Hisamitsu Pharmaceutical	Fomentation	Stiff Shoulder/Backache/Muscle Pain/Joint Pain/Bruies Pain/Sprain Pain
	MANEUVEX GEL	Maeda Pharmaceutical	Gel	Itch/Insect Bite/Eczema





\* We also have adhesive bandages, masks, gauze, cotton wool pad, thermometer, disposable pocket warmer and so on.

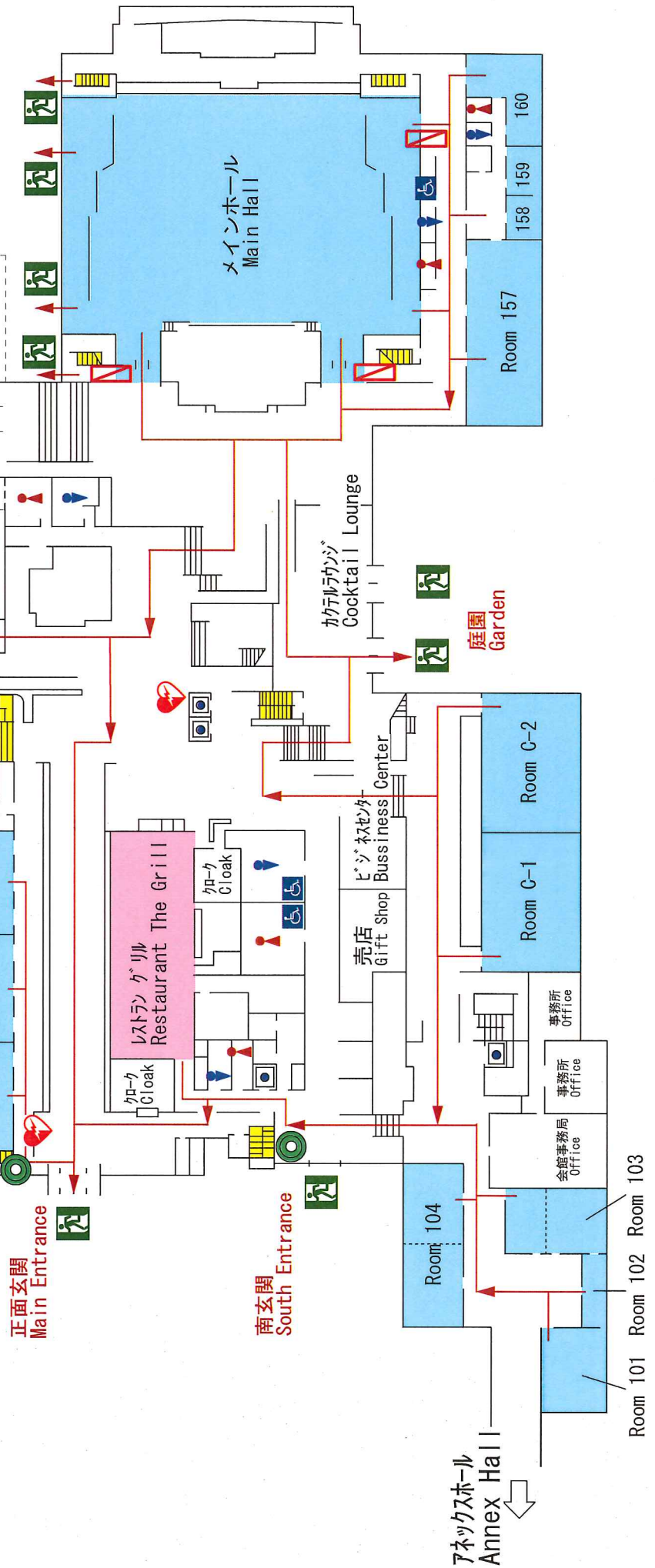
# 地下避難誘導路 Evacuation Route BF

-  : 非常口 Emergency Exit
-  : 避難通路 Evacuation Route
-  : 非常階段 Emergency Stairway
-  : 屋内消火栓 Indoor Fire Hydrant
-  : エレベーター Elevator
-  : トイレ Lavatory
-  : AED
-  : 車椅子 Wheelchair











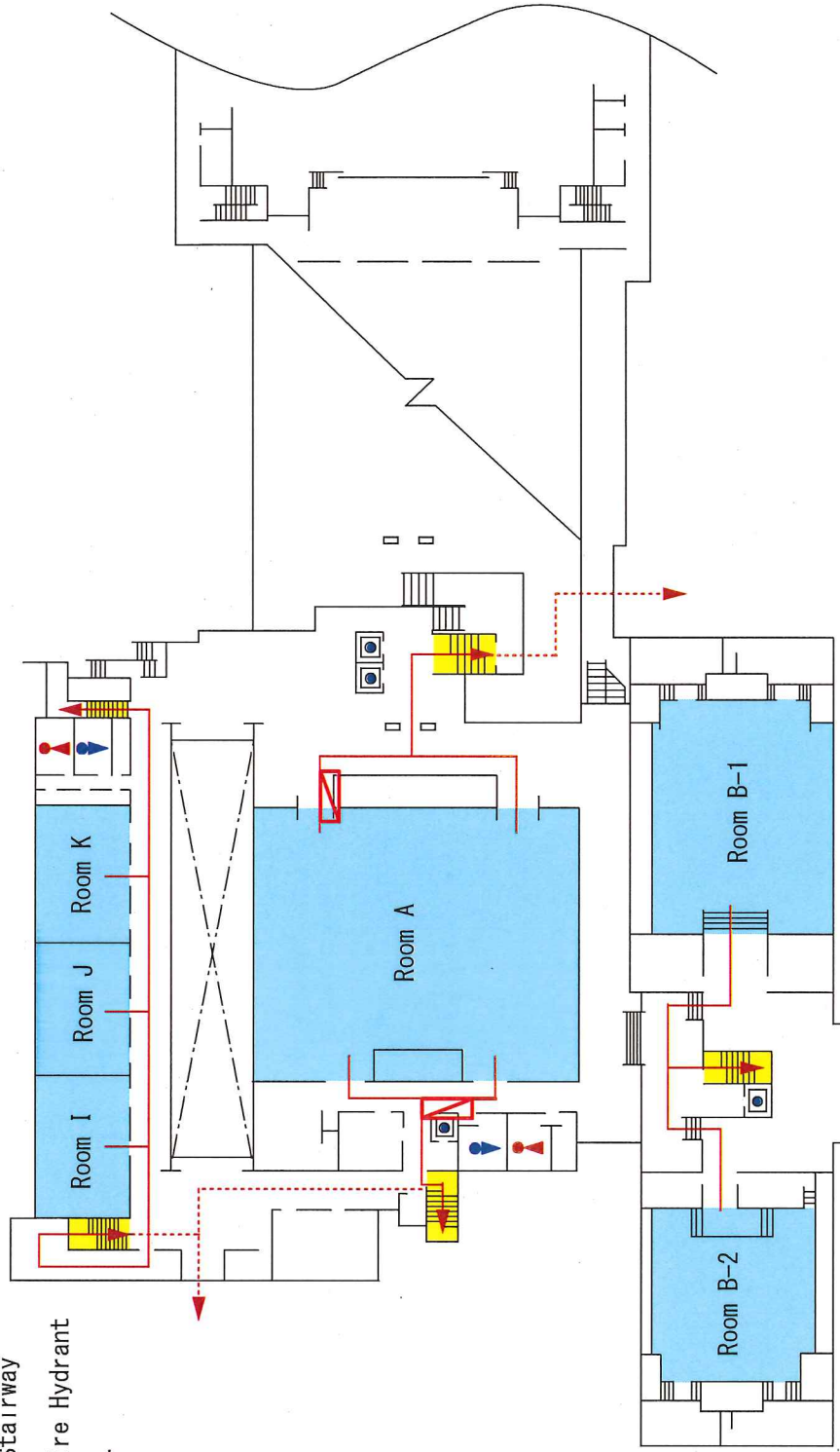
# 1階避難誘導路 Evacuation Route 1F

-  : 非常口 Emergency Exit
-  : 避難通路 Evacuation Route
-  : 非常階段 Emergency Stairway
-  : 屋内消火栓 Indoor Fire Hydrant
-  : エレベーター Elevator
-  : トイレ Lavatory
-  : AED
-  : 車椅子 Wheelchair











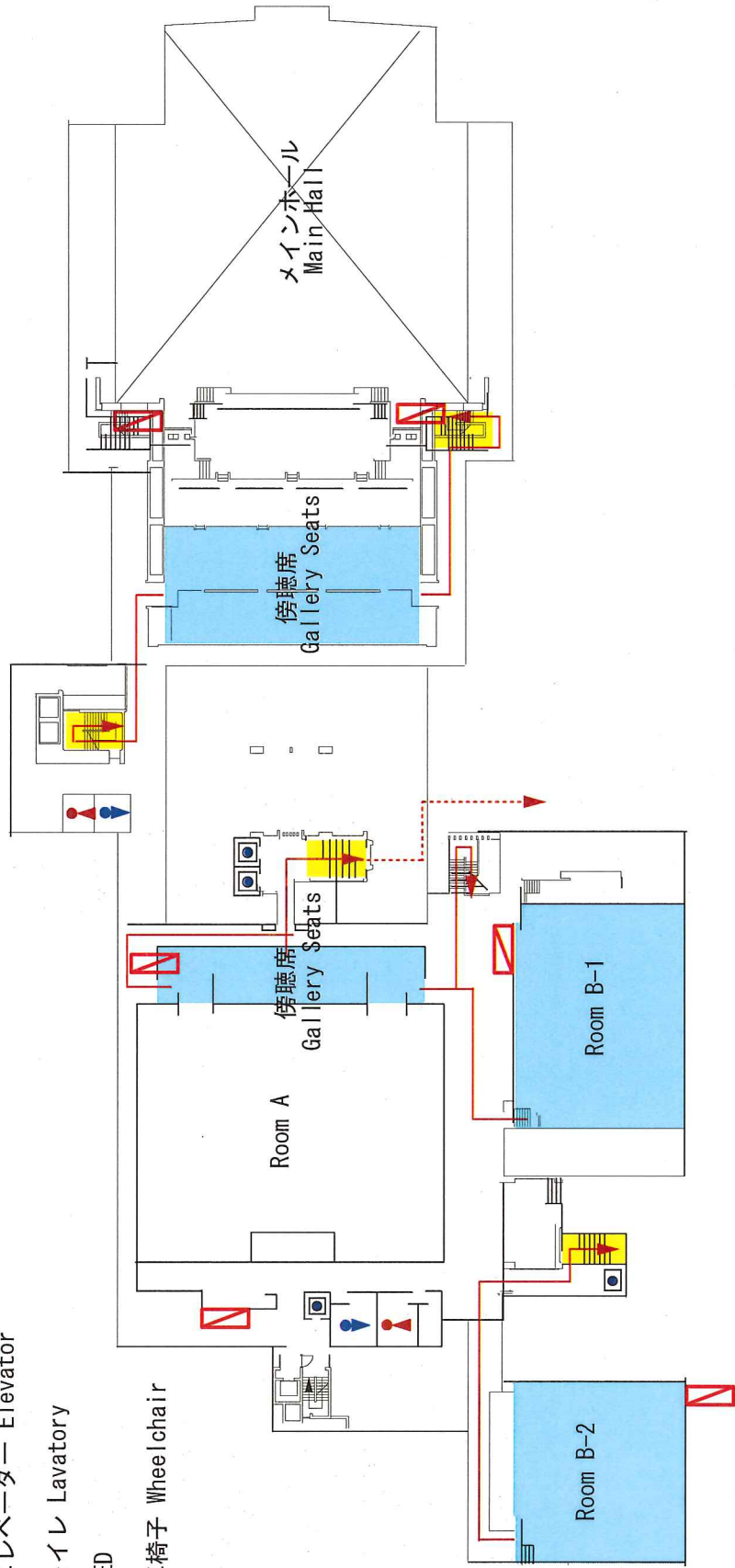
# 2階避難誘導路 Evacuation Route 2F

-  : 非常口 Emergency Exit
-  : 避難通路 Evacuation Route
-  : 非常階段 Emergency Stairway
-  : 屋内消火栓 Indoor Fire Hydrant
-  : エレベーター Elevator
-  : トイレ Lavatory
-  : AED
-  : 車椅子 Wheelchair











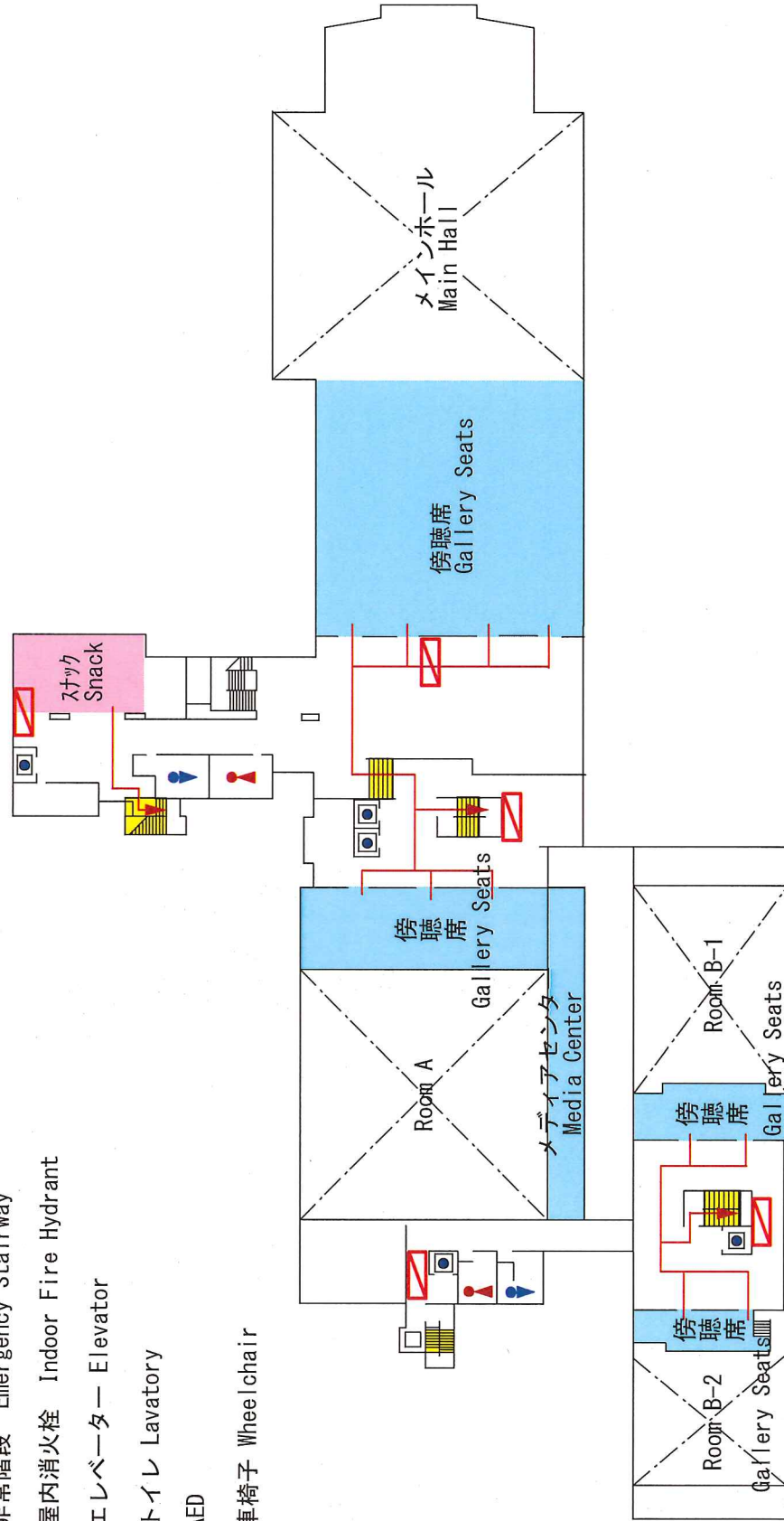
# 3階避難誘導路 Evacuation Route 3F

-  : 非常口 Emergency Exit
-  : 避難通路 Evacuation Route
-  : 非常階段 Emergency Stairway
-  : 屋内消火栓 Indoor Fire Hydrant
-  : エレベーター Elevator
-  : トイレ Lavatory
-  : AED
-  : 車椅子 Wheelchair










# 4階避難誘導路 Evacuation Route 4F

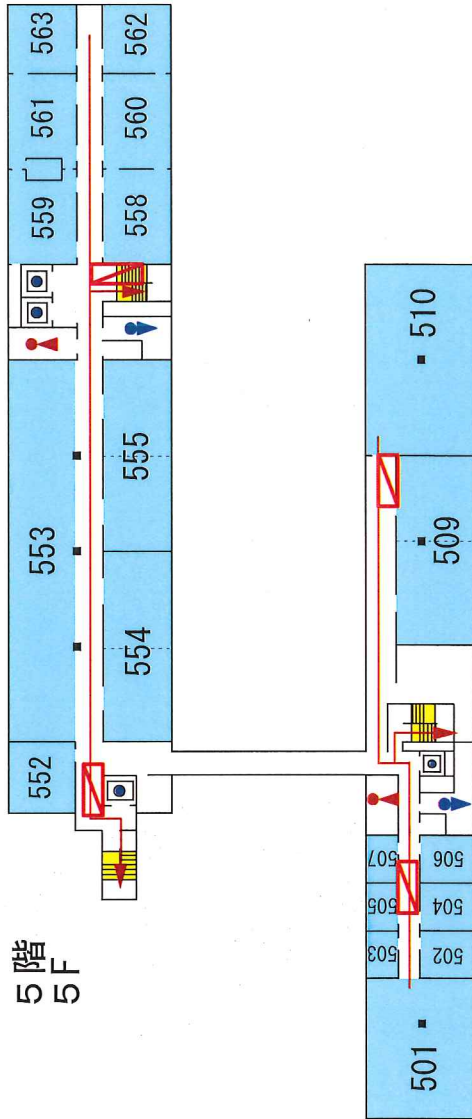
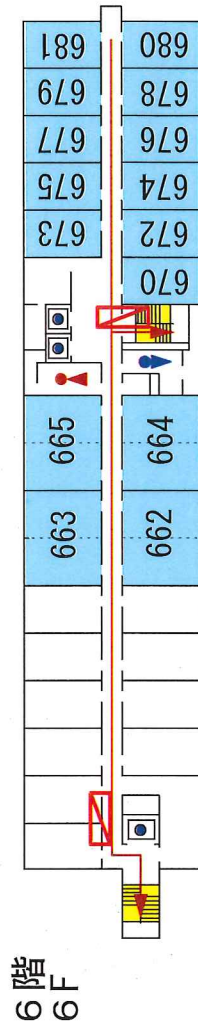
-  : 非常口 Emergency Exit
-  : 避難通路 Evacuation Route
-  : 非常階段 Emergency Stairway
-  : 屋内消火栓 Indoor Fire Hydrant
-  : エレベーター Elevator
-  : トイレ Lavatory
-  : AED
-  : 車椅子 Wheelchair






# 5・6階避難誘導路 Evacuation Route 5F・6F

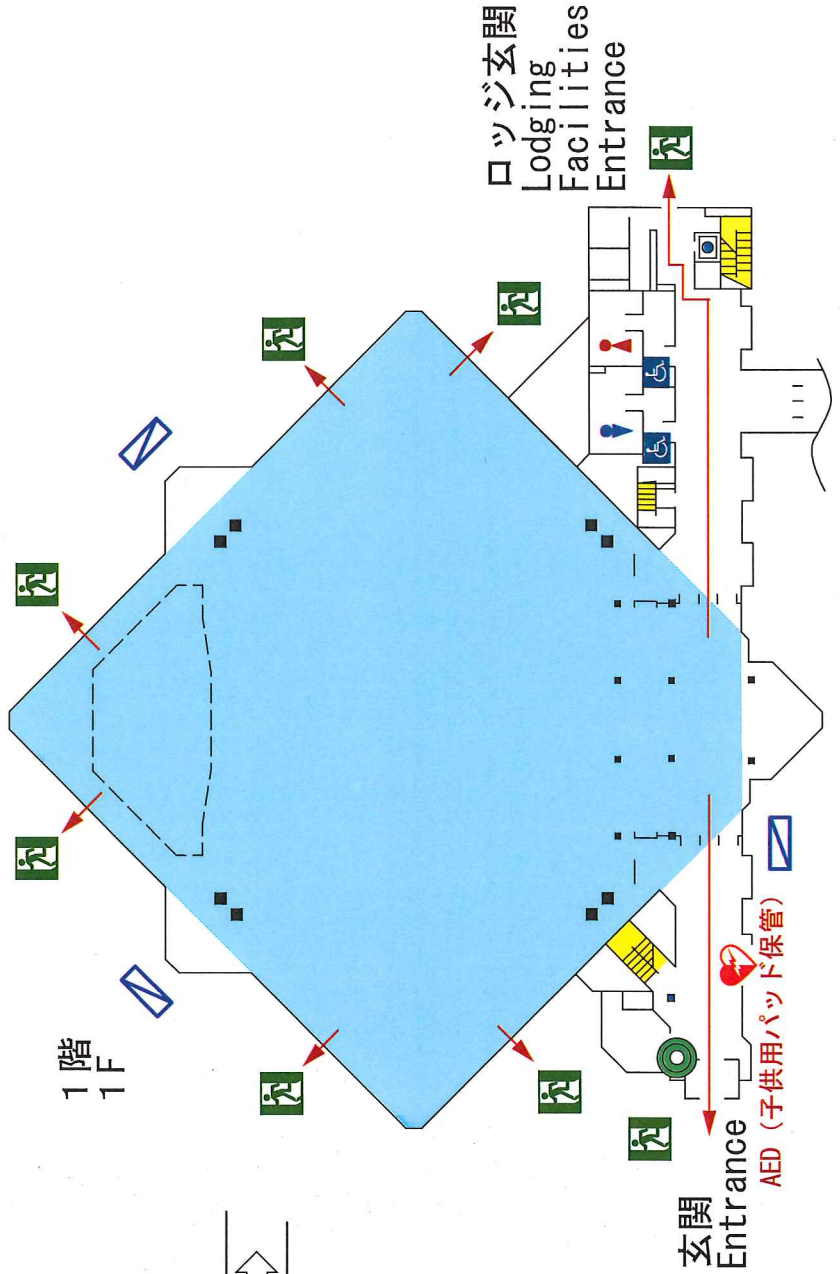
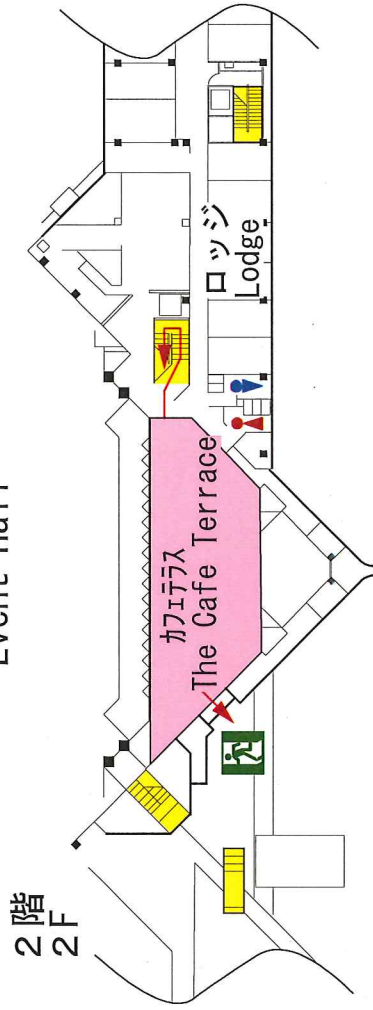
-  : 非常口 Emergency Exit
-  : 避難通路 Evacuation Route
-  : 非常階段 Emergency Stairway
-  : 屋内消火栓 Indoor Fire Hydrant
-  : エレベーター Elevator
-  : トイレ Lavatory
-  : AED
-  : 車椅子 Wheelchair



# イベントホール アネックスホール避難誘導路 Evacuation Route Event Hall Annex Hall

-  : 非常口 Emergency Exit
-  : 避難通路 Evacuation Route
-  : 非常階段 Emergency Stairway
-  : 屋内消火栓 Indoor Fire Hydrant
-  : 屋外消火栓 Outdoor Fire Hydrant
-  : エレベーター Elevator
-  : トイレ Lavatory
-  : AED
-  : 車椅子 Wheelchair

## イベントホール Event Hall



## 玄関 Entrance

## アネックスホール Annex Hall

