Kyoto International Conference Center Emergency Preparedness Plan

Kyoto International Conference Center April 2024

Index

Introduction

1. General Information

- (1) Overview
- (2) Facility Information
- (3) Disaster Agreement with Kyoto City
- (4) Predicted earthquake, and its effects and damages
- (5) Evacuation areas

2. Emergency procedures

- (1) Emergency contact system
- (2) Emergency response
- (3) Response for a large-scale earthquake

3. Safety measures of the clients

- (1) Managerial responsibility of the clients
- (2) Emergency response
 - 1) Earthquake
 - 2) Fire
 - 3) Incident and accident
 - 4) Illness or injury
 - 5) Toxic Substances and Terrorism Disasters (NBC Disasters)

4. Frequently asked questions

5. Contact information

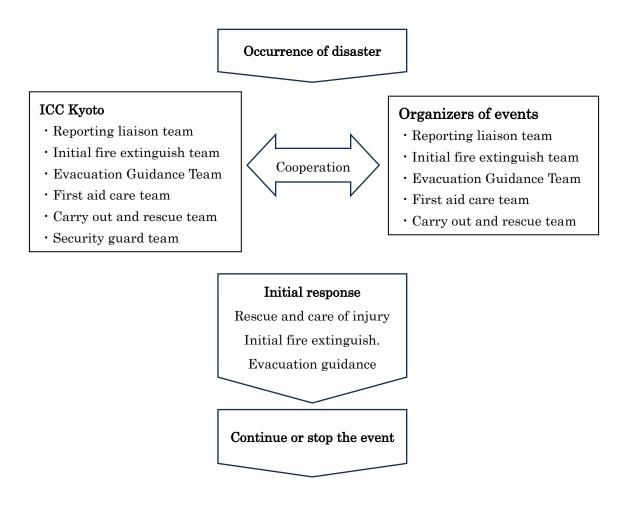
6. Contact list of public emergency services

References

Evacuation routes List of General Emergency hospitals in Kyoto city Evacuation routes Introduction.

Kyoto International Conference Center (ICCKyoto) has prepared this guide to provide organizers of events with an understanding of the characteristics of the Center's facilities and its fire and disaster prevention systems. ICCKyoto also explain the cooperation and communication between us and the event organizers and what you need to know in case of a fire, earthquake, incident, or accident, and other matters.

We would like to ask for your understanding and cooperation in preparing for an emergency by establishing a fire and disaster prevention system at ICCKyoto and the event organizers.



1. General Information

(1) Overview

1) Location

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

2) Site area

156,000 m2

3) Main Building

Opening date: May 21, 1966

Total floor space: 33,400 m2

4) Event Hall

Opening date: April 22, 1985

Total floor space: 8,600 m2

5) Annex Hall

Opening date: April 1, 1988

Total floor space: 4,200 m2

6) New Hall

Opening date: October 1,2018 Total floor space:4.500 m²

- 7) Underground walk through Opening date: November 19, 1997 Total length: approx. 185 m
- 8) Dedicated road in the Center Opening date: May 21, 1966

Total length: Approx. 900 m (double lane) * single lane road

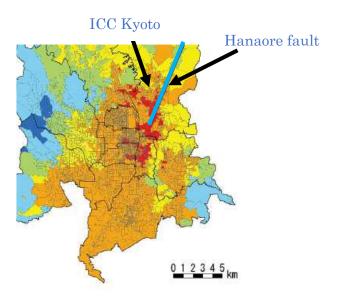
(2) Facility information

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 we enhance earthquake safety and is more reliable facility to be used at ease. (3) Disaster Agreement with Kyoto City

In November 2011, the ICCKyoto concluded an "Agreement on Emergency Response Activities in the Event of a Disaster" with the City of Kyoto, which stipulates that we will cooperate in emergency response activities in the event of a disaster, such as serving as an evacuation site for local residents and as a base of operations for the fire department, police department, Self Defense Forces, etc. As a base storage facility, ICC Kyoto stores supplementary food (biscuits), drinking water (PET bottles), portable toilets and other Kyoto Cityowned stockpiled supplies.

(4) Predicted earthquake, and its effects and damages

In Earthquake Countermeasures Section of the Regional Disaster Prevention Plan of Kyoto City (revised in December 2021), Scenario for earthquake and damage are expected as below.



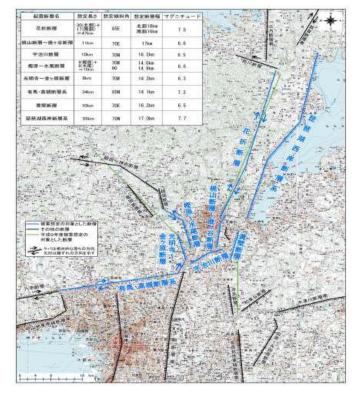
- 1) Active fault and earthquakes expected to have a significant impact on relevant areas
 - a. Hanaore fault

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 (Blue lines are faults.)



(5) Evacuation areas

The evacuation actions to be taken in the event of fire, earthquake, etc. are detailed in "3. Safety Measures in the Event of a Disaster," and the assumed evacuation sites are as follows.

 Primary Evacuation Site: The International Conference Center Main Entrance Rotary, North Parking, Garden

· Wide-area evacuation site: Takaragaike Park

Primary Evacuation Site>

<Wide-area evacuation site> (Green Zone)



2. Emergency procedures

In accordance with the "Kyoto International Conference Center Fire Fighting Plan", we organize its own fire brigade, which conducts emergency drills, inspects the facility on a regular basis, and inspects and maintains firefighting equipment, appliances, and notification equipment, etc., to be prepared for emergencies.

In addition, we strive to prevent disasters and ensure the safety of events by obtaining the active participation and cooperation of the fire brigade organized by the event organizer.

(1) Emergency contact system

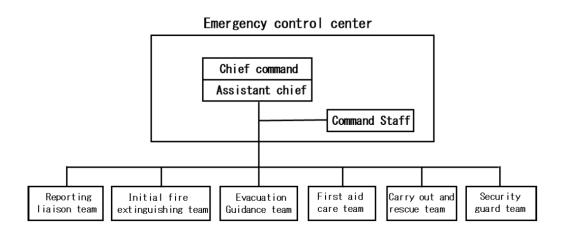
In the event of a fire, emergency, or other emergency, please call the emergency bell, the fire department (119), or the Disaster Prevention Center. The Disaster Prevention Center is located on the basement floor of the main building and is staffed 24 hours a day to provide security and monitor all facilities.

[How to contact the Disaster Prevention Center] External line 075-705-1311 (direct line) Extension 2271

(2) Emergency response

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

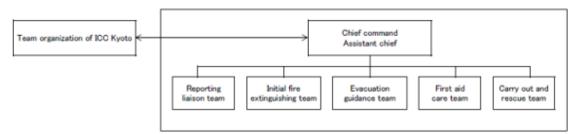
- 1) The chief command assumes command in Emergency control center. During his absence, the assistant chief, during absence of both of them, highestranking person there is supposed to assume command.
- 2) The team conducts emergency broadcasting.
- 3) Team members report the situation of the disaster 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



(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 clients
 - (1) Managerial responsibility of the client
 - 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.

Date

1. Event name							
2. Organizer							
3. Contact person	Affiliation:		Name :		т	Tel.:	
4. Period	Setting up	Date	Time	:	~		
	Rehearsal	Date	Time	:	~		
	Actual event	Date	Time	1	~		
	Removal	Date	Time	1	~		

Security and emergency management plan

5. Main space used

6. Emergency response team organization roll-out

oonse team organization roll-out		Reporting liaison team	<u>n</u>	
		Responsible officer:		
Team organization of ICC Kyoto		Affiliation :		
		Cellphone:	(Number of other members)
1				
		Initial fire extinguishin	ig team	
V		Responsible officer:		
Chief command:	\vdash	Affiliation:		
Affiliation:		Cellphone:	(Number of other members)
Cellphone:				
Assistant chief:		Evacuation guidance t	team	
Affiliation:		Responsible officer:		
Cellphone:	\vdash	Affiliation :		
<u> </u>		Cellphone:	(Number of other members)
		First aid care team		
		Responsible officer:		
	\vdash	Affiliation :		
		Cellphone:	(Number of other members)
		Carry out and rescue	team	
		Responsible officer:		
	L	Affiliation :		
		Cellphone :	(Number of other members)

(2) Emergency response

1) Earthquake

Occurrence of earthquake

Securement of physical safety

*For an earthquake with a seismic intensity of more than 5, the Emergency control center makes the first phase announcement through broadcast system in ICC Kyoto.

Prevention of the second disaster

- \cdot Stay away from anything that may drop or fall down.
- Refrain from using flammable liquids and gases.
- Shut power off.

Initial fire extinguish

· Usage of extinguishers and indoor fire hydrants



Confirming of damage

· Check if anyone injured and any fire occurred.

Report to the Emergency control center

- Direct call number of the center : 075-705-1311

Extension : 2271

• Report if anyone injured and any fire occurred.

Rescue and care of injury

- \cdot Check if there are not anyone buried or trapped under rubble.
- Emergency relief activity
- \cdot Utilization of stretchers, wheelchairs, and AEDs

Evacuation guidance

- * Evacuation guidance should be conducted after confirming safe conditions, through the second and third phase announcement.
- $\boldsymbol{\cdot}$ The guidance should be in a loud voice. Use megaphone as needed.
- \cdot The action should be clear, including waving arms.
- \cdot The instruction should be explicit.

(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 of 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 north parking, 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

Occurrence of fire

· Inform people around in a loud voice.

- X In case the fire alarm system goes off, a recorded announcement is made in facility.
 - a Notice the fire sensor operation in the Emergency Control Center Security guards will rush to the location (judging if the fire actually occurs).
 - b The first phase (automatic broadcast) When the fire sensor operates, an emergency announcement is broadcasted of the fire checking state through to the lobby and hall ways, except for inside of each conference rooms.
 - c The second phase (automatic broadcast) 5 minutes after the fire sensor operated, an emergency announcement is broadcasted of outbreak of the fire, and the building is under evacuation.

Report to the Emergency control center

• Direct call number of the center : 075-705-1311

Extension : 2271

Initial fire extinguishing

· Usage of extinguishers and indoor fireplugs

Rescue and care of injury

- Check if there is anyone injured or trapped.
- Emergency relief activity
- · Utilization of stretchers, wheelchairs, and AEDs



Evacuation guidance

- X Evacuation guidance should be conducted after confirming safe conditions, through the second and third phase announcement.
- The guidance should be in a loud voice. Use megaphone as needed.
- The action should be clear, including waving arms.
- The instruction should be explicit.

(Examples of announcement)

1) The first phase (automatic broadcast)

In case the fire sensor operates, an emergency announcement is broadcasted with the following statements through to the lobby and hall ways. (No announcement in each conference hall)

"(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)

5 minutes after the fire sensor operated, an emergency announcement is broadcasted with the following statements through to the lobby and each conference hall as well. However, the announcement is broadcasted only 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 and only in the New Hall if a fire is occurred in the New Hall.

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

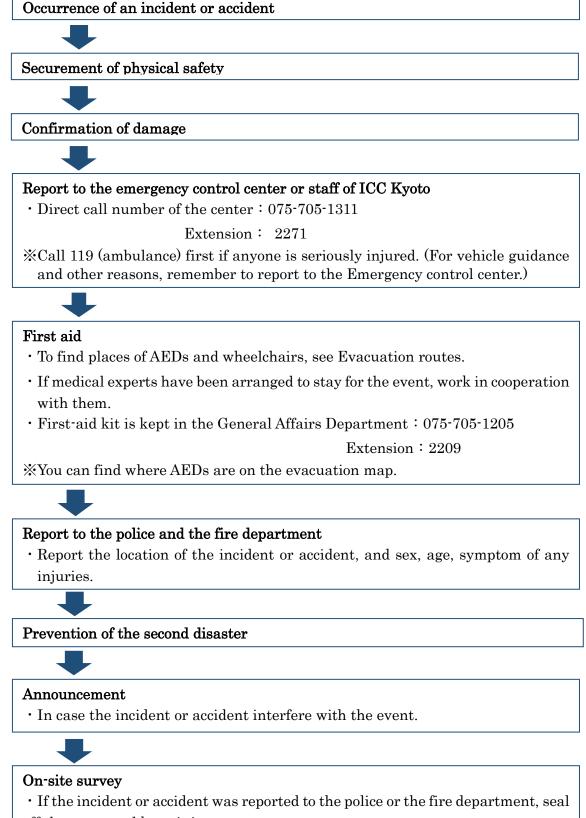
In the case that the security or staff cannot confirm the existence or location of the fire in 5 mins after the fire sensor operated, the broadcast will still shift to automatic broadcasting with the second phase statement.

In the situation, the evacuation will be guided by staff members, please adhere to their instructions.

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

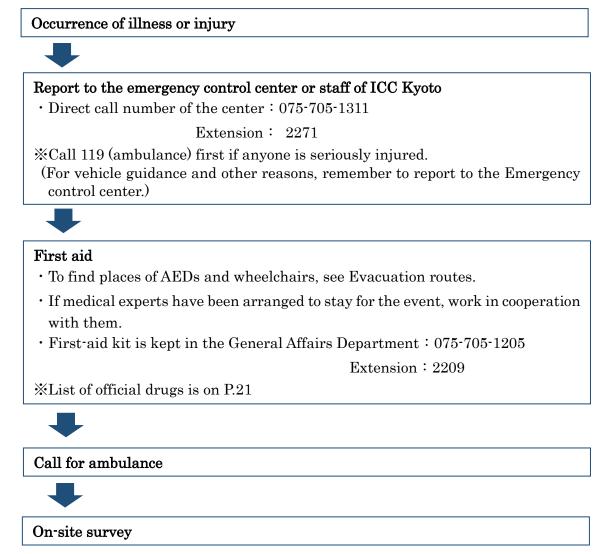
"Attention. Please come to the rotary in front of the Main Entrance, the north parking, or the garden (depending on actual conditions). Please follow the instruction of guides in charge."

3) Incident and accident



off the scene and keep it intact.

4) Illness or injury



5) Toxic Substances and Terrorism Disasters (NBC Disasters)

In case substances suspected of being toxic are scattered

• Since it is extremely difficult to distinguish whether it is toxic or not,

 \triangleright if a person collapses

 \triangleright if unusual odor or taste occur

▷if suspicious objects (liquids, powders, etc.) spraying

or there is any doubt, assume the worst scenario and act accordingly.

Report to the police and the fire department

• After the call is made, report to the emergency control center.

Direct call number of the center : 075-705-1311

Extension : 2271

Aid measure

• When dealing with a suspected patient, wear clothing and rubber gloves that do not expose skin and mucous membranes.

 $\boldsymbol{\cdot}$ Isolate suspected patients and keep others away from the scene.

Evacuation guidance and prevention of secondary disasters

- \cdot Select and guide evacuation routes, such as downwind avoidance, etc.
- Wear a mask, cover your mouth and nose with a handkerchief, etc, and evacuate the scene.

• Instruct them to wash their hands, face, and body thoroughly with water and soap.



Alarms and announcements to visitors

• Share the obtained information, gather visitors to a safe place, and evacuate them outside the building.

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 ICCKyoto?

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

5. Contact information

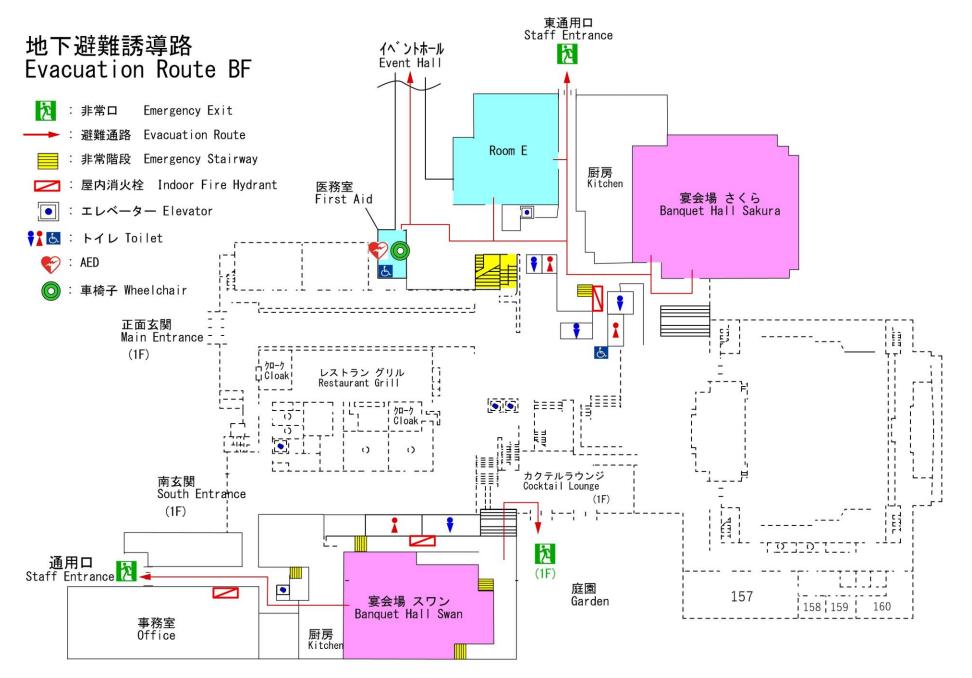
Inquiry regarding this manual: General Affairs Department 075-705-1205 Inquiry regarding events: Sales Promotion Department :075-705-1229

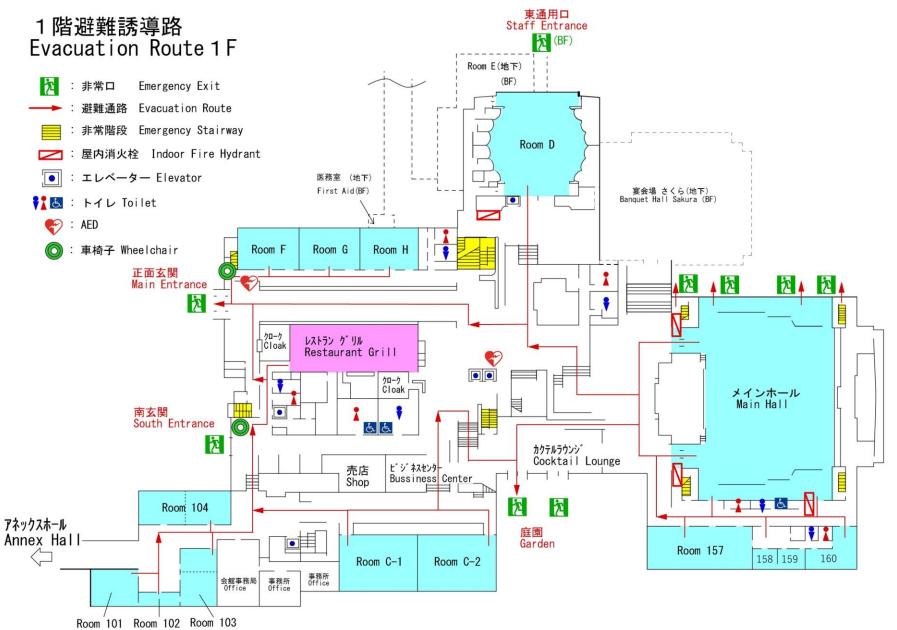
6. Contact list of public emergency services

Name	Telephone number	Location
Emergency control center, ICC Kyoto	075-705-1311	The first basement, Main Building, ICC
Sakyo Fire Department	075-723-0119	Kyoto Nishiokubo-cho,
Shimogamo Police Station	075-703-0110	Tanaka, Sakyo-ku Baba-cho, Tanaka,
Rakuyo Hospital 💥	075-781-7151	Sakyo-ku Agura-cho, Iwakura, Sakyo-ku
Kyoto Karasuma Hospital ※	075-491-8559	Kita-kamifusa-cho, Koyama, Kita-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-Higashi- 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	171	-
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)	Shimoosakabe- cho,Uzumasa,Ukyo-ku

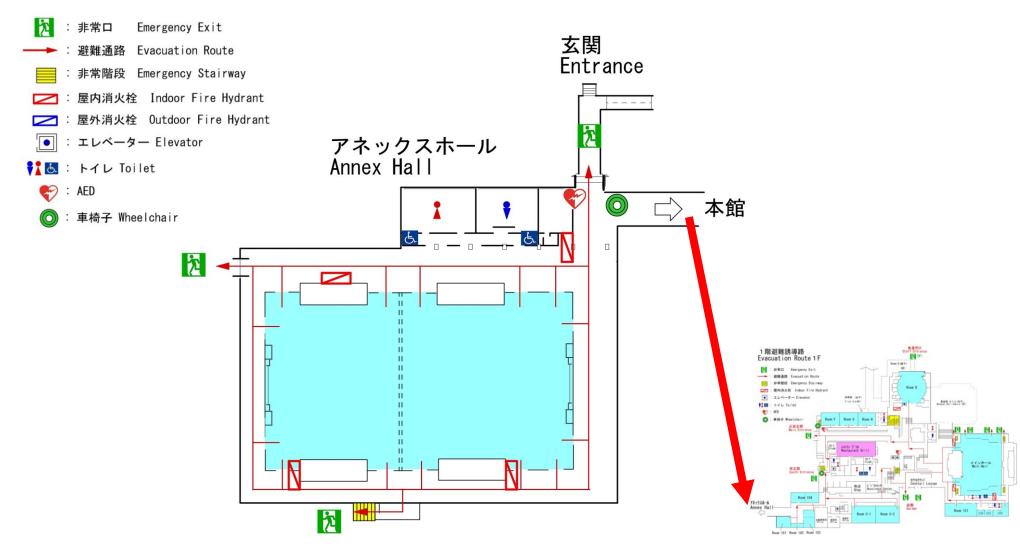
JR West, Customer Center	0570-00-2486	Higashi-kawasaki-cho, Chuo-ku, Kobe-city, Hyogo prefecture
Kansai International Airport	072-455-2500	Senshu-kuko-kita, Izumisano-city, Osaka- prefecture
Osaka International Airport (Itami Airport)	06-6856-6781	Hotarugaike-nishi- machi, Toyonaka-city, Osaka prefecture

*Detailed information is available on next page "List of Hospitals with English support in Kyoto City".

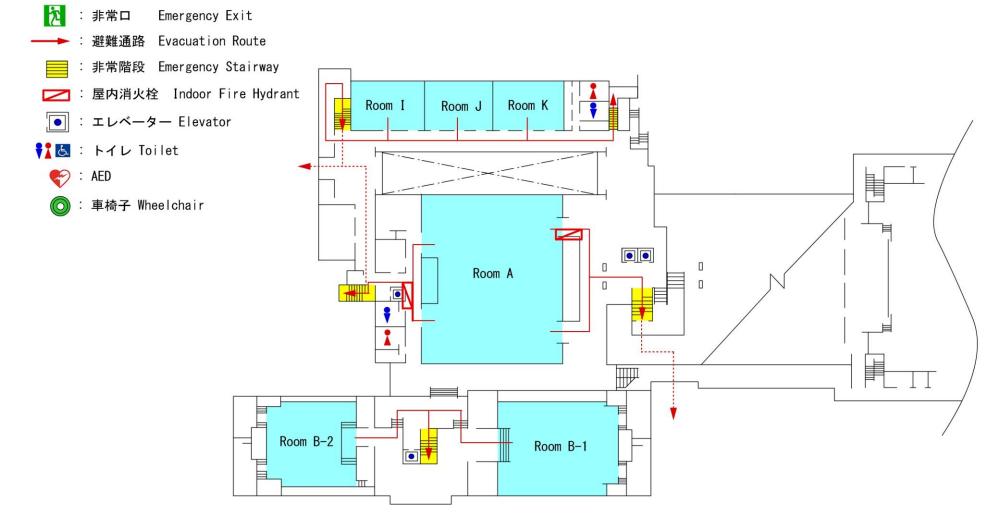


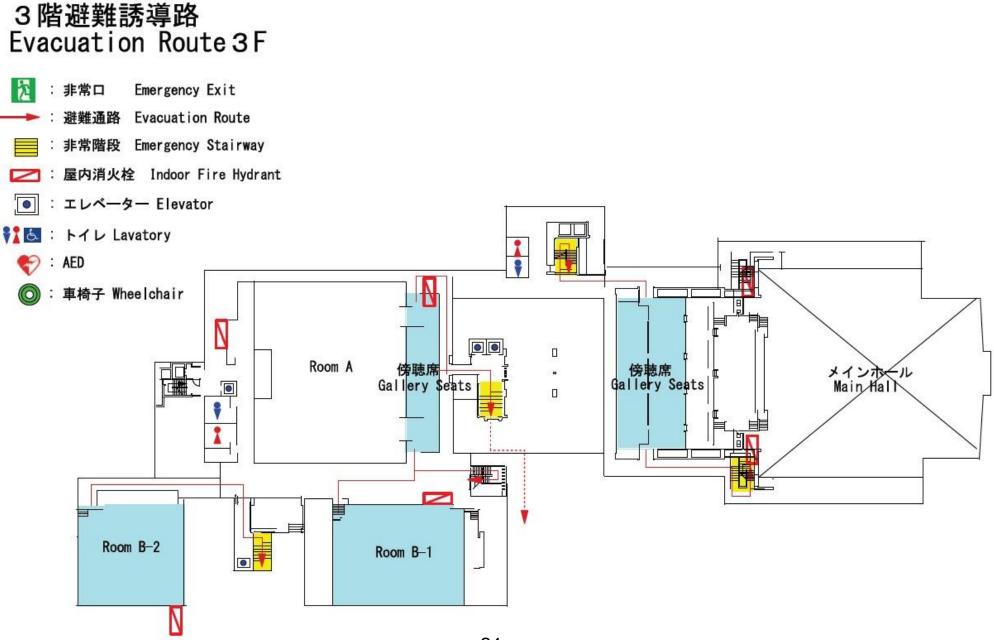


アネックスホール避難誘導路 Evacuation Route EventHall Annex Hall

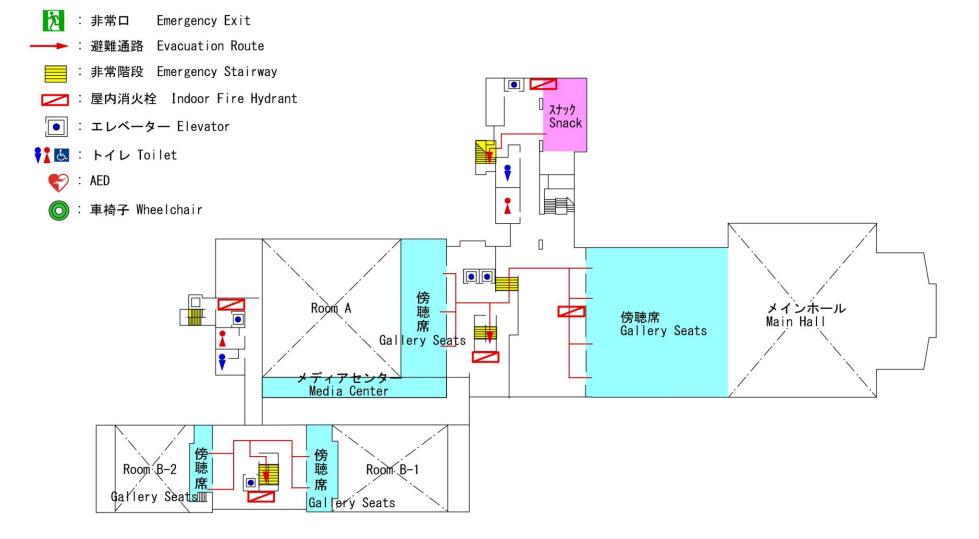


2階避難誘導路 Evacuation Route 2F



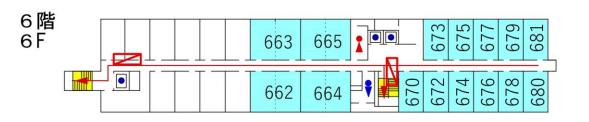


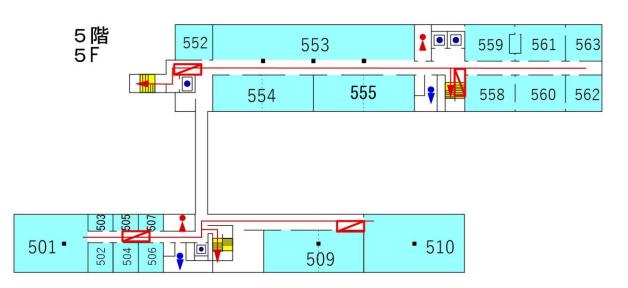
4階避難誘導路 Evacuation Route 4F



5・6 階避難誘導路 Evacuation Route 5F・6F

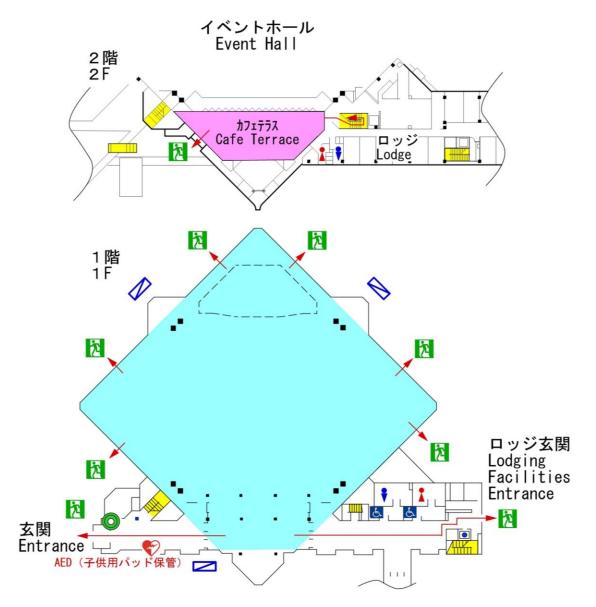




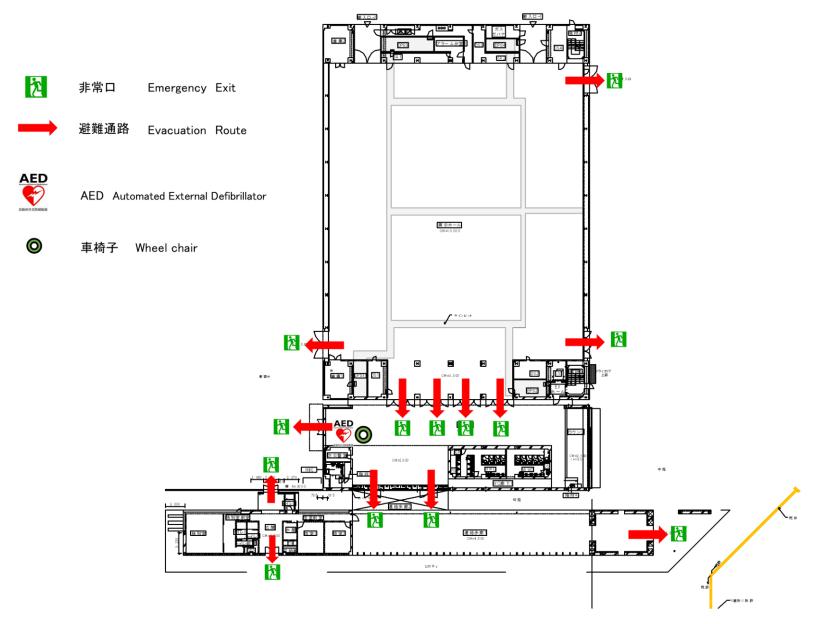


イベントホール避難誘導路 Evacuation Route EventHall Annex Hall

注 非常口 Emergency Exit
ご 避難通路 Evacuation Route
∷ 非常階段 Emergency Stairway
ご 定内消火栓 Indoor Fire Hydrant
ご 定外消火栓 Outdoor Fire Hydrant
ご エレベーター Elevator
ご トイレ Toilet
ジ : AED
③ : 車椅子 Wheelchair



ニューホール避難誘導路 Evacuation Route New Hall



		-	
Name	Japan Baptist Hospital	Name	Kyoto City Hospital
Address	47 Yamanomoto-cho, Kitashirakawa, Sakyo-ku, Kyoto city	Address	1-2 Higashitakada-cho, Mibu, Nakagyo-ku, Kyoto city
Access	City Bus "Kitashirakawa shibuse-cho", 2 minutes walk. *15 min by taxi from ICC Kyoto	Access	5 minutes walk from "Saiin" station, Hankyu Railway 10 minutes walk from "Tanbaguchi" station, JR City Bus "Shiritsu Byouinmae" *25 min by taxi from ICC Kyoto
Phone	075-781-5191	Phone	075-311-5311
Hours	8:30~12:00 (Mon-Fri)	Hours	8:30a.m.~11:00a.m. (Mon-Fri)
Closed Days	8 : 30~11 : 00 (Sat) Sat(p.m.), Sun, Holiday, New year holiday season	Closed Days	
Speciality	Internal Medicine/ Diabetes, Endocrinology/ Cardiology, Hypertension/ Castroenterology/ Neurology/ Plumonary Medicine/ Hematology, Oncology/ Nephrology and Dialysis, Hypertension/ Pediatrics/ Surgery/ Orthopedics/ Obstetrics and Gynecology/ Urology/ Cardiology/ Gastroenterology/ Hospice, Palliative Care/ Neurosurgery/ NINGEN Dock	Speciality	Internal Medicine/ Respiratory Medicine/ Gastroenterrology/ Oncology/ Cardiology/ Nephrology/ Neurology/ Hematology/ Endocrinology/ Diabetes Metabolic Internal Medicine/ Allergology/ Infectious Disease Internal Medicine/ Psychiatry/ Pediatrics/ Surgery/ Digestive Surgery/ Breast Surgery/ Pediatrics/ Surgery/ Respiratory Surgery/ Neurosurgery/ Orthopedics/ Department of Rehabilitation/ Rheumatology/ Dematology/ Plastic Surgery/ Urology/ Obstetrics and Gynecology/ Opthalmology/ Otorhinolaryngology/ Oral Surgery/ Department of Diagnostic Radiology/ Radiation Oncology/ Department of Diagnostic Pathology/ Department of Clinical Laboratory/ Anesthesiology/ Emergency Department/ Palliative Care Internal Medicine
Note		Note	<pre>[Free Medical Interpreting] Assist throughout the entire medical visit, including reception, examination, billing, prescription pick-up. [Korean] Tue, Wed, Fri. 9:00~12:00 (Reservation required) [English] Fri. 9:00~12:00 (Reservation required) [Chinese] Tue, Fri. 9:00~12:00 (No appointment necessary) *Outpatient reception is closed at 11:00. *Please reserve up to 5 workdays before.</pre>
Name	Koseikai Takeda Hospital	Name	University Hospital, Kyoto Prefectural University of Medicine
Address	841-5 Higashi Shiokoji-cho, Shiokoji-dori Nishinotoin-higashiiru, Shimogyo-ku, Kyoto city	Address	465 Kajii-cho, Kawaramachi-Hirokoji, Kamigyo-ku, Kyoto city
Access	5 minutes walk from "Kyoto" station, JR	Access	City Bus "Furitsuidaibyouin mae" *20 min by taxi from ICC Kyoto
Phone	075-361-1351	Phone	075-251-5111
Hours	8:00a.m.~12:00p.m, 1:00p.m.~4:00p.m. (Mon-Fri) 8:00a.m.~12:00p.m. (Sat)	Hours	8:45a.m.~11:00p.m.
Speciality	Internal Medicine/Cardiovascular Medicine/Neurology/Respiratory Medicine/Gastrointestinal Medicine/Surgery/Orthopedics/Neurosurgery/Respiratory Surgery/Cardiovascular Surgery/Dermatology/Urology/Ophthalmology/Radiology/ Rehabilitation/Anesthesiology	Speciality	Medical Examination and Treatment/ Gastroenterology and Hepatology/ Cardiovascular Medicine/ Nephrology/ Pulmonary Medicine/ Endocrinology Diabetes and Metabolism/ Hematology and Oncology/ Rheumatology and Allergology/ Neurology and Gerontology/ Digestive Surgery/ Cardiovascular Surgery/ Thoracic Surgery/ Endocrine and Breast Surgery/ Transplantation and General Surgery/ Plastic and Reconstructive Surgery/ Neurosurgery/ Orthopaedics/ Obstetrics and Gynecology/ Head and Neck Surgery/ Psychiatry/ Radiology/ Anesthesiology/ Pain Clinic and Palliative Care/ Rehabilitation Medicine/ Pediatrics/ Pediatric Cardiovascular Surgery/ Dentistry/ ChineseTraditional Medicine/ Emergency Medicine/ Infectious diseases and travel medicine
Note	[Multi-lingual interpreting service available] The hospital offers multilingual interpretention and high quality communication. Interpretention of 5 languages is available via "Smile Call" service and more than 10 languages via phone. [On-Site Medical Interpreters] International Medical Support Center is available 6 days a week, within opening hours. Medical interpreters speak English, Chinese, Korean and Italian.	Note	【Assistance in English】 English speaking staff is on call at weekdays during business hours. They can assist the reception and on request during consults.

The List of General Emergency Hospitals in Kyoto City