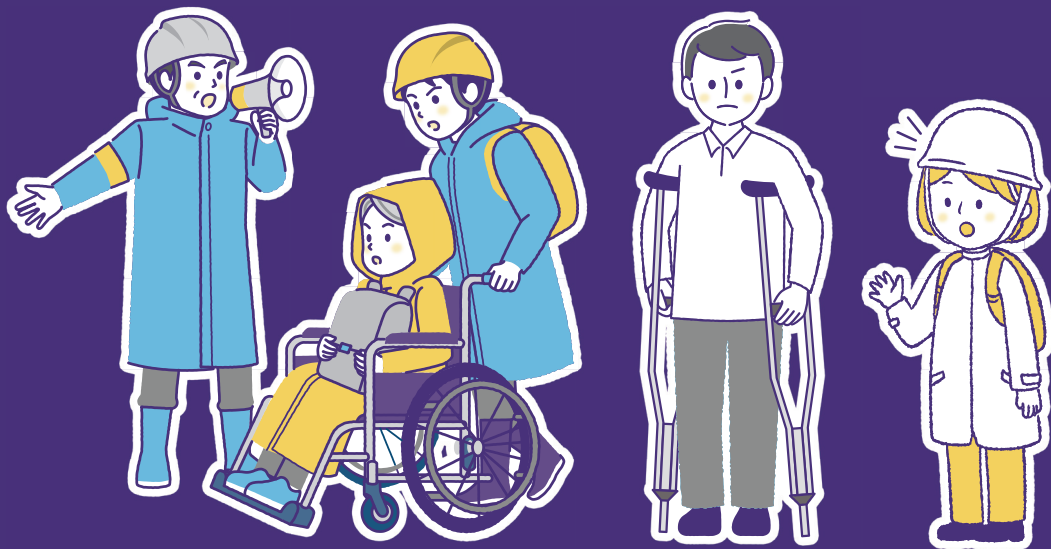


For Students
with Disabilities



Disaster Preparedness Handbook



Introduction

Japan is among countries in the world prone to earthquakes and other natural disasters. It is extremely important to regularly consider what kinds of difficulties students with disabilities may encounter in the event of a disaster and make preparations.

Information on what to do, how to communicate, and how to gather information in the event of a disaster while at Meiji University can be found in the “Meiji University Disaster Prevention Guidebook” (see P.13). However, this handbook focuses on students with disabilities and provides information on creating individual evacuation plans, what to do in an emergency, and how to make preparations during normal times.

We also hope that students and faculty and staff members without disabilities will read this handbook so that they can provide assistance to students with disabilities when needed.

★ Please confirm support for students with disabilities referring to the “Support Guide for Students with Disabilities at Meiji University.”



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What is an individual evacuation plan?

In the event of a disaster, confirming in advance what kind of support the elderly and people with disabilities will receive and how they will evacuate, based on each individual's circumstances, will help protect them in an emergency. This information is summarized in advance in an individual evacuation plan. The necessity of creating such a plan is indicated in the "Guidelines for Measures to Support Evacuation of Persons Requiring Assistance in Evacuation Action" (Cabinet Office, 2013). Subsequently, with the partial revision of the "Basic Act on Disaster Management" in 2021, the creation of individual evacuation plans for residents who require assistance during evacuations became an obligation to make best efforts for municipalities, marking a major step toward the realization of disaster prevention in the spirit of "leave no one behind"*¹.

The importance of disaster preparedness at universities where students with disabilities attend is also mentioned in the MEXT's "Report of the Study Group on Support for Students with Disabilities in Higher Education (Third Summary)." Meiji University is also promoting initiatives to ensure that students with disabilities can evacuate quickly in the event of a disaster. As part of these efforts, we are creating individual evacuation plans that describe the characteristics of each student's disability and evacuation methods, and conducting evacuation drills based on these plans as necessary.

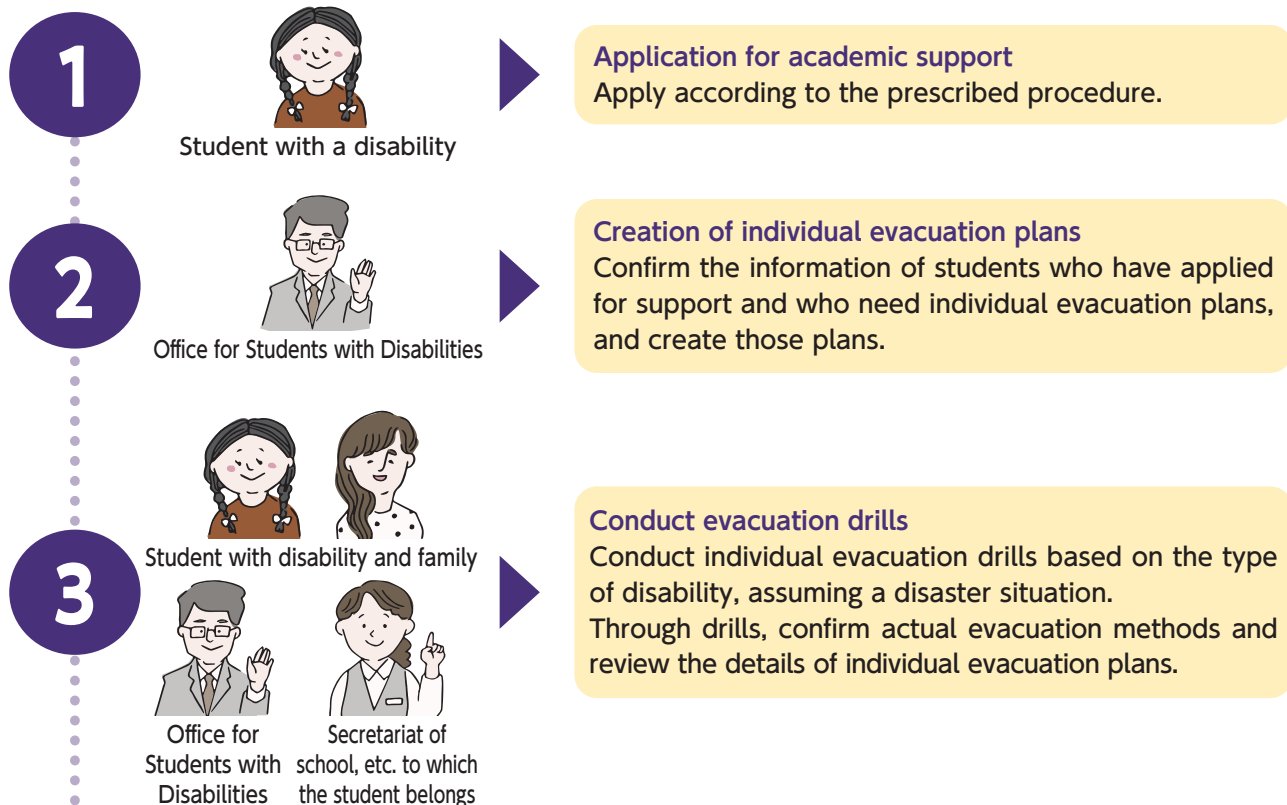
Students with disabilities should carry this individual evacuation plan with them. In the event of a disaster, they should check the plan themselves, remain calm, and either follow the instructions or show the plan to those around them to obtain assistance and evacuate to a temporary shelter.



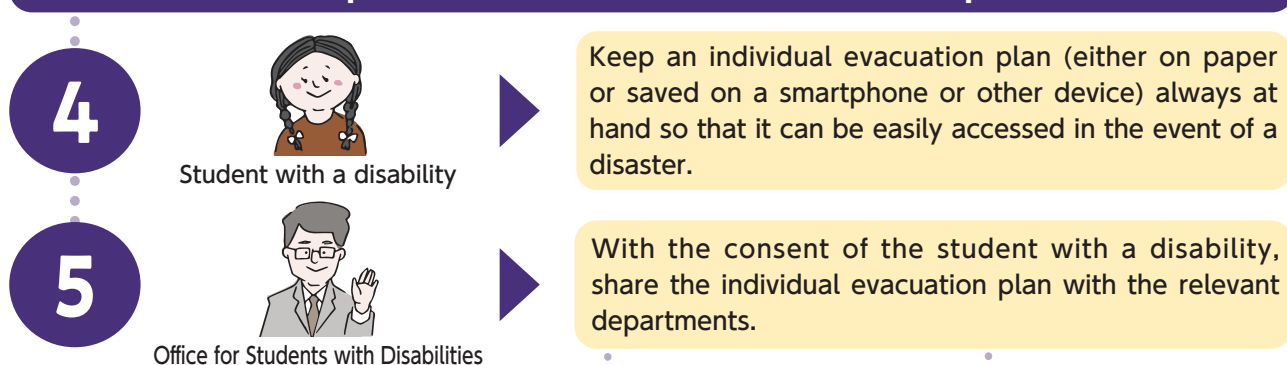
*¹ The slogan of the Sustainable Development Goals (SDGs).

Flow of creation of individual evacuation plans

Individual evacuation plans are created for students who have applied for academic support due to disabilities and who have been determined by the Office for Students with Disabilities to require such plans.



Completion of individual evacuation plan



● Secretariat of school, etc.

If necessary, share individual evacuation plans with course instructors of classes attended by students with disabilities.

● Course instructor

If individual evacuation plans have been shared, confirm the response measures to be taken in the event of a disaster.

● Department in charge of disaster prevention

Understand the situation of the student with a disability and collaborate with the Office for Students with Disabilities in the event of a disaster and in conducting disaster prevention drills.

Point

The University and the student will work together to consider and decide on feasible support methods that respect the symptoms and intention of the student with a disability.



Individual Evacuation Plan (Sample)

Individual Evacuation Plan

Date created × × × × / × × / × ×

Name	Hanako Meiji		Student ID number	9999999999	
School/Graduate school	School of ○○	Year in school	3	Affiliated campus	Surugadai
● Characteristics of disabilities and points to keep in mind					
<ul style="list-style-type: none"> Extremely poor vision makes it difficult to visually perceive the flow of people and dangers occurring in the surrounding area. Difficulty in walking smoothly alone in places with steps or other obstacles, or in unfamiliar places. 					
● Movement in the event of a disaster					
Evacuation method	Evacuate on foot.				
Support needed, number of people required	Guiding person: 1				
Points to note in providing support	It would be appreciated if you could speak to me before guiding. This is because a sudden tug on the hand or clothing, or a push from behind, may startle me or cause me to fall over.				
Temporary evacuation procedures	(1) Before guiding, the supporter should verbally inform Ms. Meiji about the route and to where she will be evacuating. (2) Have Ms. Meiji hold onto the upper elbow or shoulder of the supporter. (3) The supporter walks about half a step in front of Ms. Meiji and guides her while informing her of steps, obstacles, dangerous places, etc.				

*Information to be shared with class instructors: Yes

● Points to note regarding individual evacuation plans (for students with disabilities)

This plan should be saved on a smartphone, etc. so that it can be quickly checked in an emergency, and a printed copy should be carried by the student. It is also important to confirm evacuation procedures on a regular basis so that you can remain calm and act appropriately in an emergency.

In the event of a disaster, first ensure your own safety. Next, review the plan, show it to those around you, if necessary to ask for their support, and evacuate calmly.

● Requests to those who support the evacuation

The plan outlines the methods for students with disabilities to move to temporary evacuation sites in the event of a disaster while being on Meiji University premises as well as the number of people required to provide support.

Those who are able to provide support are requested to ensure their own safety and assist the student with a disability in evacuating in accordance with the instructions for "Movement in the event of a disaster."

Meiji University Office for Students with Disabilities

Preparations During Normal Times

<For students with disabilities>

Here we introduce some things that students with disabilities should be aware of in their daily lives.

The information provided here is not exhaustive, so it is important to gain a deeper understanding of your condition and symptoms regularly and consider what preparations you should make.



Common	<ul style="list-style-type: none"> • If you need support in evacuating, envision who you will ask and how you will ask for it. • Confirm safe evacuation routes. In particular, keep in mind that you will use stairs when evacuating, and confirm the location of stairs inside buildings that you normally use. • Decide in advance who to contact and how to contact them in case of an emergency. Assuming that communication may be interrupted in an emergency, it is advisable to have multiple means of communication. • To the degree that feels manageable for you, talk to those close to you about your disability or symptoms, and help them understand the support you need in an emergency. • Wear a mark (badge or symbol)*² indicating your disability, or carry it with you so that you can show it when necessary. • Regularly discuss with family and friends how you will get home from the University.
Visual impairment	<ul style="list-style-type: none"> • If you need support in guidance, envision who you will ask and how you will ask for it. • Regularly inform those around you about your condition and make arrangements to audibly receive visual information, such as signs and notices. In addition, if it is difficult to visually confirm dangerous situations, have someone describe the situation audibly.
Hearing impairment	<ul style="list-style-type: none"> • Prepare communication tools such as pens and notepads for written communication with those around you. • If you wear a hearing aid or cochlear implant, carry a charger or spare batteries with you. • Regularly inform those around you about your condition, and make arrangements to visually receive, such as evacuation signs and notices.

*² Marks (badges or symbols) related to persons with disabilities are introduced on the website of the Tokyo Metropolitan Government's Bureau of Social Welfare.

https://www.fukushi.metro.tokyo.lg.jp/shougai/shougai_shisaku/mark.html



Motor impairment	<ul style="list-style-type: none"> • If you use a wheelchair, make sure you know how to convey information about its weight, how to fold it, how to carry it, etc. to those around you. • If you need guidance, envision who you will ask and how you will ask for it. • If there is any equipment necessary for evacuation, confirm how to secure it. • When evacuation will be done by being carried by someone or on a stretcher, check with your doctor to see if there are any areas of pain or weakness in your body, such as bones or joints, and make sure that those around you are aware of this.
Weakness and infirmity	<ul style="list-style-type: none"> • Consult with your doctor in advance to decide what medications and special foods you should carry with you and how to respond in the event of a disaster. • If you have difficulty moving around on your own for long periods of time due to your physical condition, confirm how much time you need to move and consider asking those around you for support.
Mental impairment	<ul style="list-style-type: none"> • In order to be able to act calmly in the event of a disaster, regularly confirm what to do in such situations. In particular, keep in mind that it is difficult to predict what will happen in the event of a disaster. • Based on your own experiences of situations that cause you mental and physical stress, consult with your doctor to decide how to respond in the event of a disaster. • In case you need help from those around you in an emergency, write down what you would like them to do so that you can communicate it in writing. • Consult with your doctor to determine what to do in the event of a disaster with regard to medications that you regularly take.
Developmental disability	<ul style="list-style-type: none"> • In order to be able to act calmly in the event of a disaster, regularly confirm what to do in such situations. In particular, keep in mind that it is difficult to predict what will happen in the event of a disaster. • Evacuation instructions are often given by voice, so if you have difficulty recognizing audio information, keep in mind to ask those around you. • Due to the high likelihood of being exposed to loud noises and crowds, if you have sensory sensitivity symptoms, carry items that can reduce mental and physical stress, such as noise-canceling earphones and sunglasses. • When you would like to receive help from those around you in an emergency, write down what you would like them to do so that you can communicate it in writing.

03

Support for Temporary Evacuation in the Event of a Disaster

<For surrounding persons>

We have listed general examples of the difficulties that people with disabilities may face and the support they may need in the event of a disaster. However, please remember to ensure your own safety before providing support in the event of a disaster.



Visual impairment

- It is necessary to understand the situation based on audio information because the surrounding situation cannot be seen or is difficult to see.
- Individual guidance may be necessary when evacuating to a safe place.

Points to note regarding support

- If you need talk to the person receiving support, walk close to them and speak clearly in a loud voice.
- When guiding the person receiving support, confirm with the person and have the person hold onto your elbow or shoulder.
- Walk while communicating the conditions of the surroundings, such as obstacles and steps.

Hearing impairment

- It is necessary to have the person receiving support understand the situation using visual information such as text, as evacuation instructions and emergency bells cannot be heard or are difficult to hear.

Points to note regarding support

- Write down on the board or notebook a concise explanation of what kind of disaster has occurred and where to evacuate.

Motor impairment

- It may be difficult to move in crowded areas or walk in places with obstacles.
- Unable to climb or descend stairs independently.

Points to note regarding support

- For people who have difficulty walking, confirm what kind of assistance they need and provide guidance and other support as necessary.
- If a person using a wheelchair needs to evacuate using stairs, confirm with how the person will evacuate. In particular, always confirm with the person before assisting them, such as how to hold the wheelchair or lifting them.

Weakness and infirmity

- Symptoms are not easily visible from outward appearances, making it difficult to understand what kind of problems the person is facing.
- Prolonged inability to take medication may lead to seizures and other problems caused by the disease.

Points to note regarding support

- Ask the person what they are having problems with. If they have a help card, check the medical information and support methods in case of an emergency.
- If there is someone who has difficulty walking for long periods of time, ask them how they would like to be supported and guide them while walking slowly.

Mental impairment

- In unfamiliar environments, the person may experience greater stress than usual, leading to intense anxiety and panic.
- They have difficulty coping with loud noises such as evacuation instructions given by voice or emergency bells, and with places where many people gather, and may experience physical discomfort due to prolonged stress.

Points to note regarding support

- If the person is panicking or agitated, do not deny their symptoms, but watch over them.
- Explain the situation as clearly and concisely as possible (understanding the situation can help alleviate anxiety).

Developmental disability

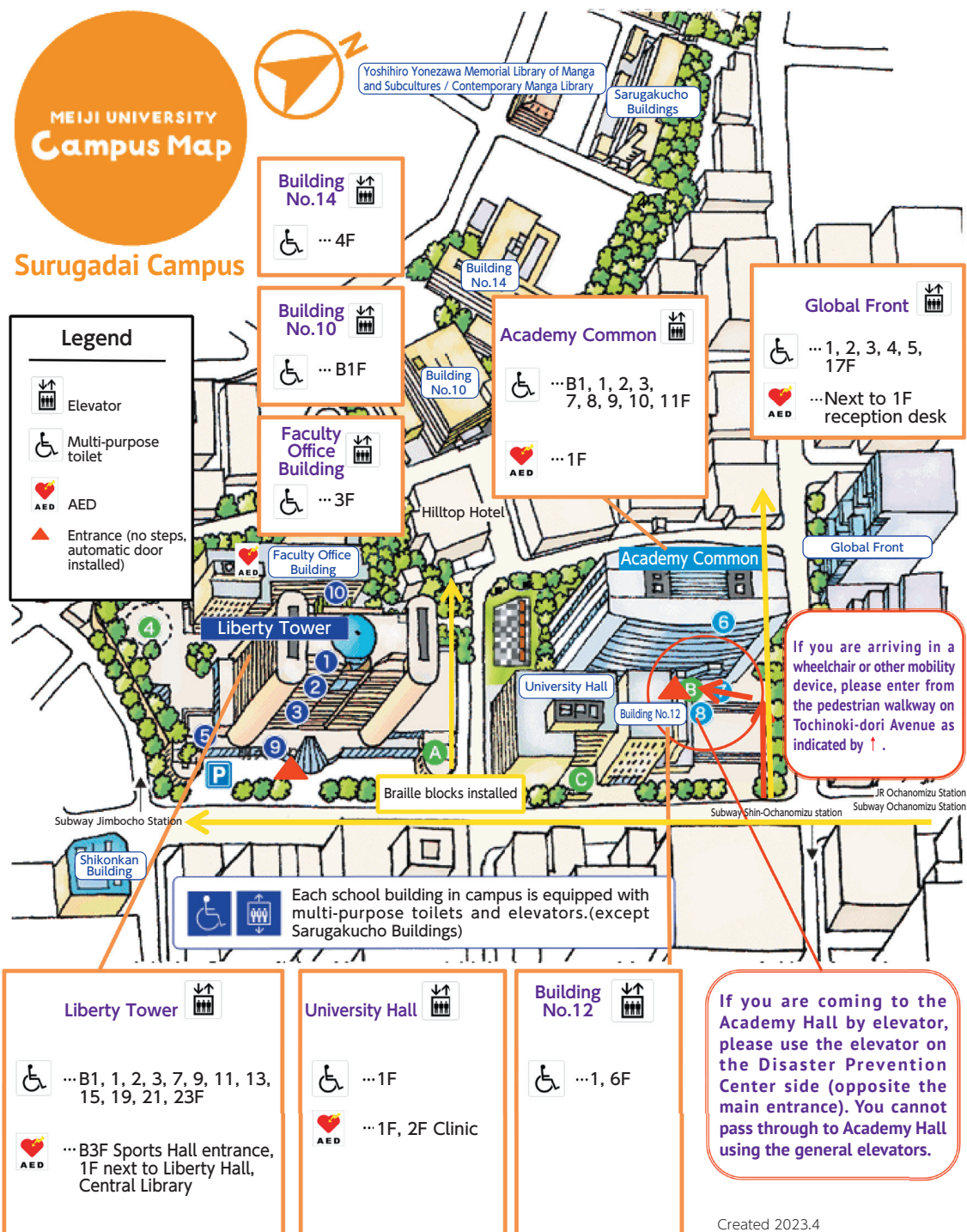
- It can be difficult to organize information and take action smoothly.
- Sometimes it is difficult for the person to understand the details of verbal instructions.
- If the person has symptoms of auditory hypersensitivity, the person may feel strong discomfort from loud noises such as sirens and school announcements, or from the tone of people's voices, and may feel unwell.

Points to note regarding support

- If the person is panicking or agitated, do not deny their symptoms, but watch over them.
- If there are people who have difficulty evacuating, ask them concisely what they are having problems with.
- If the person has sensory sensitivity, they may be carrying noise-canceling earphones, so encourage them to wear them.

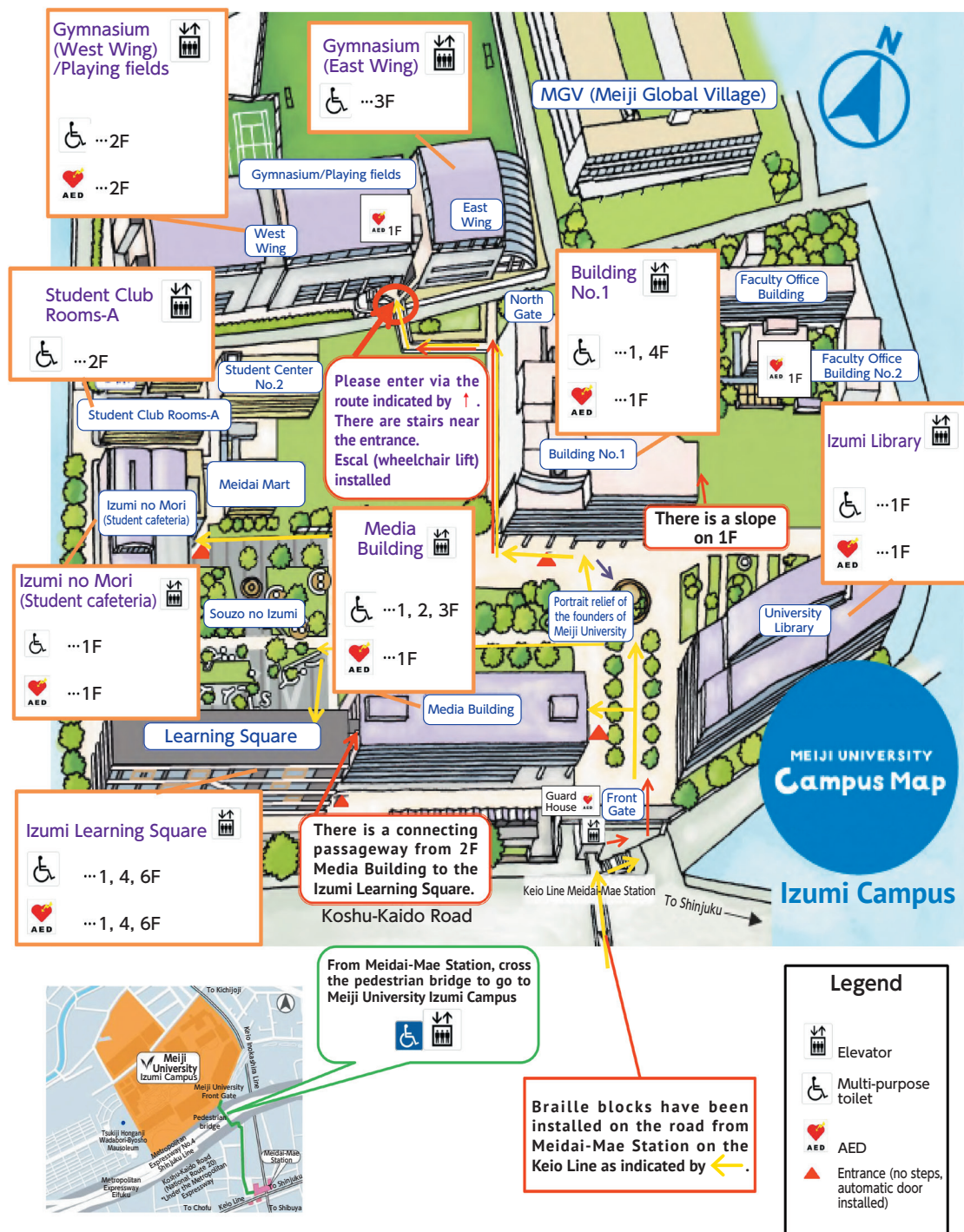
04 Meiji University Barrier-Free Map

Surugadai Campus

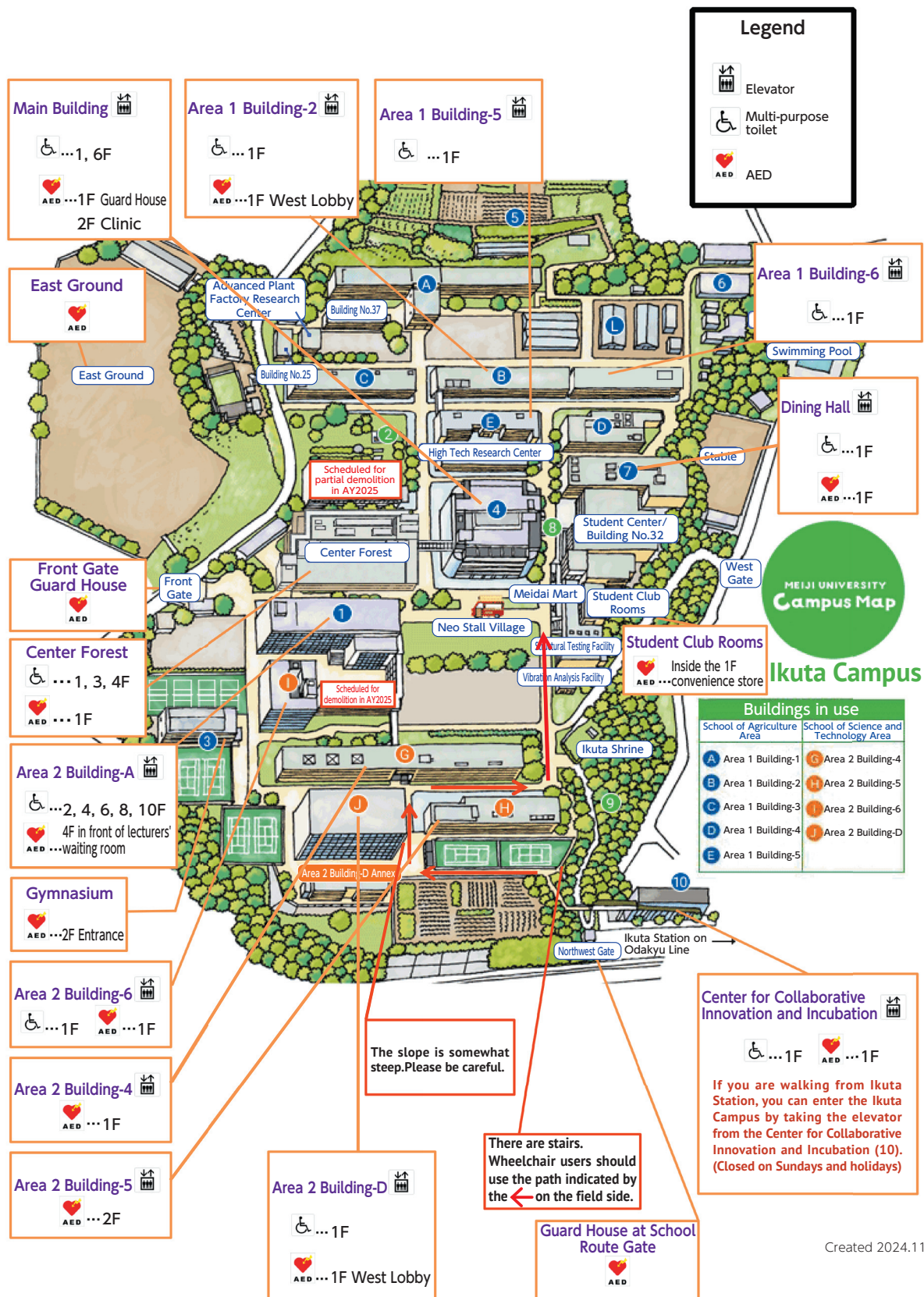




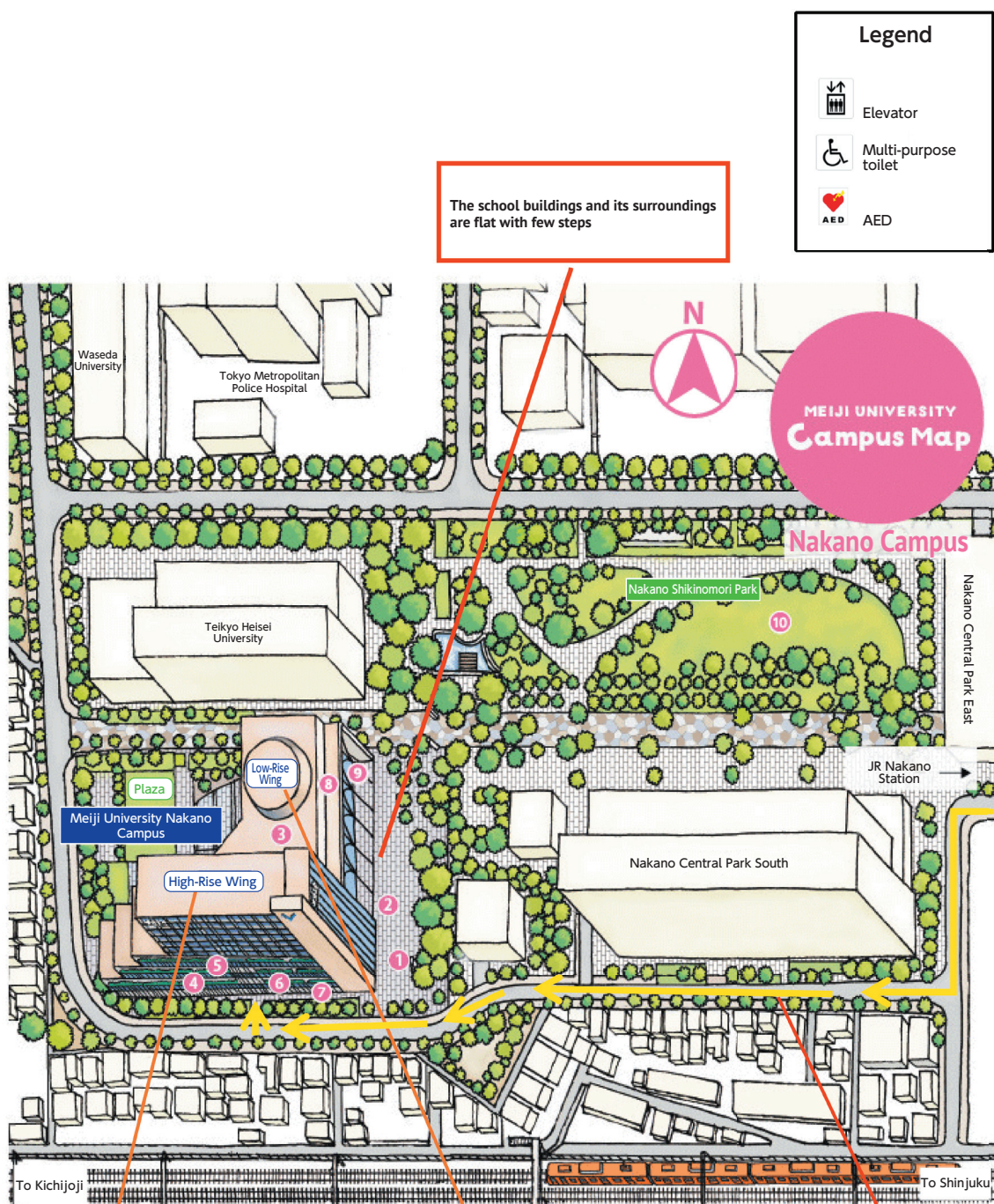
Izumi Campus



Ikuta Campus



Nakano Campus



High-Rise Wing

- ...1-7, 9, 11, 13F

(Diaper changing tables are installed in the multipurpose toilets on the 1, 5F)

- ... 1, 6, 9F

Low-Rise Wing

- ...1F

- University Library, ...2, 5F

Braille blocks have been installed on the road indicated by the from JR Nakano Station

Created 2023.4

Disaster Prevention Initiatives at Meiji University

Meiji University Disaster Prevention Guidebook

This document outlines actions to take in the event of a disaster (such as a major earthquake or fire) as well as how to receive notifications from the University and confirm the safety of others. In particular, regularly reviewing how to respond during an earthquake can give you peace of mind. This handbook can also be found in this disaster prevention guide.

<https://www.meiji.ac.jp/koho/disaster/guide/english/index.html>



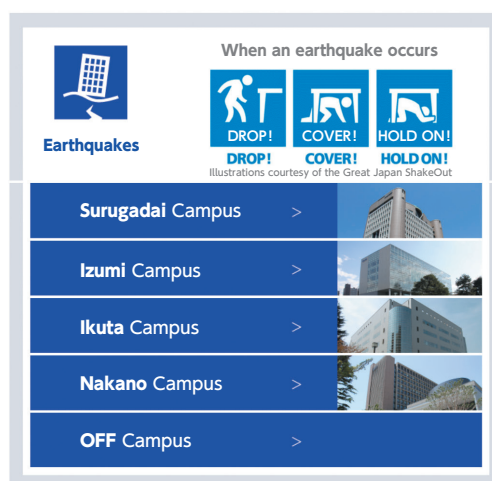
Disaster Prevention Guidebook

> Disaster Prevention Guidebook



When an earthquake occurs

What actions should be taken when a disaster actually occurs? It varies depending on the campus and your location. Also, how should we communicate and gather information in the event of a disaster? Please check the following.



References

- Ritsumeikan University (2020), "Disaster Handling Handbook for Students with Disabilities"
- Japan Student Services Organization (2015), "Guide for Faculty and Staff to Support Students with Disabilities (2014 revised edition)"
- Tokyo Metropolitan Government, Bureau of Social Welfare (2024), "Guidance for Preparation and Use of Individual Evacuation Plans in Wards, Towns, and Villages"
- NHK, "Site for People with Disabilities in Times of Disaster"

*This site provides easy-to-understand information on what to bring when evacuating and how to prepare in advance, categorized by disability and disaster type.

<https://www.nhk.or.jp/bousai/shougaisha/index.html>



Memo



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