

UNIVERSITY OF AIZU FIRE FIGHTING PLAN

CHAPTER ONE GENERAL PROVISIONS

Article One (Objective)

1.1 This plan, in accordance with Article 8, Paragraph 1 of the Fire Service Act, provides necessary matters regarding fire prevention management at the University of Aizu (excluding the Junior College Division) (hereinafter referred to as “UNIVERSITY”) aimed at preventing disasters such as fire-related and earthquake-related disasters, and minimizing human and property damages caused by them.

Article Two (Relationship with Other Regulations)

2.1 Necessary matters regarding fire prevention management shall be as provided for in this plan. Matters other than those provided for in this plan shall be separately provided.

CHAPTER TWO FIRE PREVENTION MANAGEMENT SYSTEM

Article Three (Scope of Application of the Fire Fighting Plan)

3.1 This plan shall apply to all individuals who are on UNIVERSITY premises, including those working or studying at the UNIVERSITY, as well as visitors.

Article Four (General Supervision of Fire Prevention Management)

4.1 The University President shall provide general supervision of UNIVERSITY fire prevention management.

Article Five (Fire Prevention Manager and Back-office Tasks)

5.1 The position of Fire Prevention Manager shall be established at the UNIVERSITY in accordance with the provisions of Article 8, Paragraph 1 of the Fire Service Act (Law No. 186, 1948).

5.2 The Fire Prevention Manager shall assist the University President and provide guidance and supervision concerning fire prevention at the UNIVERSITY. The General Affairs and Budget Division of the Administrative Office shall perform administrative tasks concerning fire prevention management.

Article Six (Fire Prevention Manager’s Authority and Duties)

6.1 The Fire Prevention Manager shall have the authority regarding implementation

of this plan and perform the following duties:

- (1) Preparing and modifying the fire fighting plan
- (2) Implementing fire fighting, reporting, and evacuation drills
- (3) Inspecting and maintenance of fire fighting facilities, etc.
- (4) Supervision of usage and handling of fire
- (5) Maintenance and management of structures and facilities necessary for evacuation and fire prevention, and management of the capacity of buildings
- (6) Other duties necessary for fire prevention management.

Article Seven

(Reporting To and Communication with the Fire Department)

7.1 The Fire Prevention Manager shall report to or communicate with the local fire department with respect to the following duties:

- (1) Submission of fire fighting plans (in case of any changes)
- (2) Communication prior to construction or remodeling of buildings and observing formalities based on laws and regulations
- (3) Reporting of results of inspections of fire fighting facilities and equipment, etc.
- (4) Notification of the implementation of fire fighting drills
- (5) Other matters concerning reports required by laws and regulations

Article Eight

(Fire Prevention Management Committee)

8.1 A Fire Prevention Management Committee (for the purpose of this plan, hereinafter referred to as "COMMITTEE") shall be established for the purpose of deliberating necessary matters with respect to fire prevention management.

Article Nine

(COMMITTEE Organization)

9.1 The COMMITTEE shall consist of the following members:

- (1) The University President
- (2) The Director General of the Administrative Office
- (3) The Dean of the Undergraduate School
- (4) The Dean of the Graduate School
- (5) The Dean of Students
- (6) The Directors of the academic divisions and centers, and the Chairs of the Graduate Departments
- (7) The Fire Prevention Manager

9.2 Notwithstanding the provisions of Paragraph 9.1 above, in the event that the position of University Vice President shall be established in accordance with Article 7, Paragraph 2 of the Ruling on the University Of Aizu, the individual in the position of University Vice President shall serve as a member of the COMMITTEE.

9.3 The University President shall serve as the COMMITTEE Chairperson.

9.4 Administrative tasks of the COMMITTEE shall be handled by the General Affairs and Budget Division of the Administrative Office.

Article Ten

(Convening of the COMMITTEE)

10.1 The regular meeting of the COMMITTEE shall be held once a year. A special COMMITTEE meeting shall be held when the University President recognizes it as necessary.

Article Eleven

(Matters for COMMITTEE Deliberation)

11.1 The COMMITTEE shall deliberate on the following basic matters of fire prevention management:

- (1) Matters concerning the development and modification of the fire fighting plan
- (2) Matters concerning the formation and operation of the University Fire Brigade
- (3) Matters concerning the improvement and strengthening of fire fighting facilities, etc.
- (4) Matters concerning fire fighting, reporting, and evacuation drills
- (5) Matters concerning disaster prevention education
- (6) Matters concerning earthquake countermeasures
- (7) Matters concerning cooperation with facilities, etc. adjacent or near the University campus.
- (8) Other matters concerning fire prevention management.

Article Twelve

(Individuals Primarily Responsible for Fire Prevention)

12.1 For the purpose of assisting in the duties of the Fire Prevention Manager, the positions of Fire Prevention Leaders shall be established for each area on the Attached Table No.1.

12.2 The University President shall appoint each of the Individuals Primarily Responsible for Fire Prevention.

Article Thirteen

(Duties of the Fire Prevention Leaders)

13.1 The Fire Prevention Leaders shall perform the following duties:

- (1) Matters concerning the guidance and supervision of duties of Individuals Responsible for Fire Disaster Prevention in the area assigned to them
- (2) Provision of guidance on proper handling of hazardous materials in accordance with the Fire Service Act, etc., in the event that handling of hazardous materials is required in his/her area. In addition, provision of guidance to take safety measures in preparation for fire disaster, earthquake, etc.

Article Fourteen

(Individual Responsible for Fire Disaster Prevention)

14.1 The position of Individual Responsible for Fire Disaster Prevention shall be established for each room, etc. at the UNIVERSITY.

14.2 The University President, based upon the recommendation of the Fire Prevention Leader for the area, shall appoint the Individuals Responsible for Fire Disaster Prevention.

Article Fifteen

(Duties of the Individual Responsible for Fire Disaster Prevention)

15.1 The Individual Responsible for Fire Disaster Prevention shall perform duties related to the following matters:

- (1) Matters concerning the daily safe control of heating equipment, fire extinguishers, etc. in the rooms, etc. for which he/she is responsible.
- (2) Matters concerning the safety confirmation of heating equipment in the event of an earthquake
- (3) Assistance in the duties of the Fire Prevention Leader

Article Sixteen

(Checks and Inspections)

16.1 Voluntary self-checks and checks/inspections by qualified individuals shall be implemented as indicated on the Attached Table No.2 for the purpose of proper management and maintenance of the functions of buildings, heating equipment, facilities for the handling of hazardous materials, fire defense equipment, etc.

Article Seventeen

(Report and Record of Results)

17.1 The Fire Prevention Manager must report the results of the checks and inspections conducted in accordance with the provisions of Article 16 above to the University President and retain the results.

17.2 The University President, in accordance with the provisions of Paragraph 17-3-3 of the Fire Service Act, shall report the results of checks and inspections of fire defense equipment, etc. to the Chief of the local fire department.

Article Eighteen

(Restriction, Etc. on the Use of Fire, Etc.)

18.1 The Fire Prevention Manager can designate the following matters.

- (1) Smoking and nonsmoking areas
- (2) Locations where use of heating equipment is prohibited or allowed
- (3) Locations where hazardous materials are stored or handled
- (4) Prohibition of or restriction on use of fire for construction, etc.
- (5) Prohibition of or restriction on use of fire when fire alerts, etc. are issued
- (6) Other matters recognized as necessary for fire disaster prevention.

Article Nineteen

(Rules on Use of Fire)

19.1 Individuals using fire, etc. on the UNIVERSITY campus must observe the following rules:

- (1) Do not use heating equipment, such as gas appliances, electric heaters, outside of designated areas.
- (2) In the event of one-off use of fire on a temporary basis in undesignated areas, you must obtain approval of the Fire Prevention Manager in advance. You must check the appliances before their use, and be sure not to use them near the

inflammables.

- (3) In the event of use of hazardous materials in undesignated areas, you must inform the Fire Prevention Manager of the names, the quantity, etc. of the materials and obtain his/her approval in advance.
- (4) Other matters necessary for fire disaster prevention.

Article Twenty

(Rules for Construction Contractors, Etc.)

20.1 Contractors to engage in construction, etc. on the UNIVERSITY campus must submit construction plans to the Fire Prevention Manager, receive guidance necessary for fire disaster prevention in advance, and observe the following:

- (1) In the event of construction involving use of fire, such as welding, fire extinguishers, etc. must be in place.
- (2) With regard to bringing in to or use of hazardous materials of any kind on campus, the approval of the Fire Prevention Manager must be obtained in each case.
- (3) An individual responsible for fire management must be designated for each construction site.
- (4) Other matters necessary for fire disaster prevention.

Article Twenty-One

(University Fire Brigade)

21.1 University Fire Brigade shall be established at the UNIVERSITY for the purpose of minimizing damages caused by a fire disaster.

21.2 The organization and duties of the University Fire Brigade shall be in accordance with Attached Table No.3.

Article Twenty-Two

(Actions to be Taken When an Outbreak of Fire is Discovered)

22.1 Individuals who have discovered an outbreak of fire must immediately contact the local fire department and the Fire Prevention Manager, etc., and make attempt to put out the fire by using a fire extinguisher, etc.

CHAPTER THREE EARTHQUAKE DISASTER COUNTERMEASURES

Article Twenty-Three

(Earthquake Disaster Prevention)

23.1 The Fire Prevention Manager shall take the following measures to prevent disaster caused by an earthquake:

- (1) Prevent the collapse or fall of fixtures of buildings, etc. and articles displayed or installed in buildings on the UNIVERSITY campus.
- (2) Prevent heating equipment, etc. from falling.

Article Twenty-Four

(Earthquake Disaster Countermeasures)

24.1 In the event of an earthquake, the duties of preventing the outbreak of fire, fire fighting activities, reporting and communicating, guiding evacuations, rescue, etc. shall be performed based on the listed in Attached Table 3.

24.2 After a series of earthquakes, use of the buildings and heating equipment, etc. shall be resumed after their safety is confirmed.

Article Twenty-Five

(Evacuation)

25.1 In the case of a fire disaster or earthquake disaster, people must evacuate to the UNIVERSITY Park. However, if the UNIVERSITY Park is recognized as dangerous due to conditions caused by the disaster, the Chief of the University Fire Brigade shall direct to an evacuation site other than the UNIVERSITY Park.

CHAPTER FOUR

DISASTER RISK MANAGEMENT EDUCATION AND TRAINING

Article Twenty-Six

(Promotion of Awareness of Disaster Risk Management)

26.1 The Fire Prevention Manager shall provide university employees and students with education and training in order to promote awareness of disaster risk management.

26.2 Said education and training shall be provided during the Fire Prevention Campaign, at freshmen orientation meetings, and as otherwise necessary.

26.3 The Fire Prevention Manager shall promote the awareness of disaster risk management of university employees and students through training workshops, posters, pamphlets, etc.

Article Twenty-Seven

(Implementation of Disaster Risk Management Education)

27.1 Disaster risk management education shall be conducted at a meeting led by fire department staff held once a year on the following matters.

- (1) Promotion of understanding of the fire fighting plans
- (2) Compliance rules for fire disaster prevention
- (3) Promotion of understanding of duties and responsibilities for fire prevention management by university employees
- (4) Initial fire fighting
- (5) Evacuation guidance methods
- (6) Large-scale earthquake countermeasures
- (7) Other matters necessary for fire disaster prevention

Article Twenty-Eight

(Implementation of Drills)

28.1 The Fire Prevention Manager shall implement university-wide fire drills in

cooperation with the Fire Department at least once every year as described below.

Drill Content
1. Handling of fire extinguishers, fire hydrants, fire defense equipment, etc.
2. Methods of reporting, evacuation, etc.

Article Twenty-Nine
(Notice Of Drills)

29.1 The Fire Prevention Manager shall notify the local Fire Department regarding the implementation of fighting drills.

Article Thirty
(Supplemental Provisions)

30.1 With respect to the University of Aizu Junior College Division, a separate fire fighting plan shall be established.

ADDITIONAL PROVISIONS

This fire fighting plan shall be enforced as of July 11, 2001.

ADDITIONAL PROVISIONS

This fire fighting plan shall be enforced as of July 10, 2002.

ADDITIONAL PROVISIONS

This fire fighting plan shall be enforced as of June 25, 2004.

ADDITIONAL PROVISIONS

This fire fighting plan shall be enforced as of July 6, 2005.

ADDITIONAL PROVISIONS

This fire fighting plan shall be enforced as of April 24, 2006.

ADDITIONAL PROVISIONS

This fire fighting plan shall be enforced as of April 5, 2007.

ADDITIONAL PROVISIONS

This fire fighting plan shall be enforced as of April 1, 2008.

ADDITIONAL PROVISIONS

This fire fighting plan shall be enforced as of March 17, 2010.

ADDITIONAL PROVISIONS

This fire fighting plan shall be enforced as of April 1, 2013.

ADDITIONAL PROVISIONS

This fire fighting plan shall be enforced as of April 1, 2014.

ADDITIONAL PROVISIONS

This fire fighting plan shall be enforced as of J April 1, 2015.

ADDITIONAL PROVISIONS

This fire fighting plan shall be enforced as of August 20, 2015.

ADDITIONAL PROVISIONS

This fire fighting plan shall be enforced as of December 25, 2015.

ADDITIONAL PROVISIONS

This fire fighting plan shall be enforced as of April 1, 2016.

ADDITIONAL PROVISIONS

This fire fighting plan shall be enforced as of April 1, 2017.

ADDITIONAL PROVISIONS

This fire fighting plan shall be enforced as of April 1, 2018.

ADDITIONAL PROVISIONS

This fire fighting plan shall be enforced as of April 1, 2019.

ADDITIONAL PROVISIONS

This fire fighting plan shall be enforced as of April 1, 2020.

ADDITIONAL PROVISIONS

This fire fighting plan shall be enforced as of April 1, 2021.

ADDITIONAL PROVISIONS

This fire fighting plan shall be enforced as of April 1, 2022.

Attached Table No. 1

Fire Prevention Leader for each area

Area	Fire Prevention Leader
Administration Complex	General Affairs and Budget Division General Affairs Section Chief: SATO Kouji
Energy Center	General Affairs and Budget Division Facilities Section Chief: KINOSHITA Yukinori
Research Quadrangles	Office for Planning and Management Senior Associate Professor : ABE Yasuhiro
Lecture Hall	Student Affairs Division Academic Affairs Section Chief: IINUMA Tomoya
Gymnasium	Center for Cultural Research and Studies Senior Associate Professor: NAKAZAWA Ken
Library	Information Systems and Technology Center Business Affairs Office Director: IGARASHI Takuji
Student Hall	Student Affairs Division Assistant Director : NIHEI Michiko
Auditorium	General Affairs and Budget Division Assistant Director: SATO Takako
Student Club House	Student Affairs Division Student Recruiting Section Chief: YAMAHIRA Miyuki
University-Business Innovation Center	Planning and Collaboration Division Assistant Director: TAKAHASHI Ken
Somei House	Student Affairs Division Student Health and Welfare Services Section chief: SATO Momoko
LICTiA	Revitalization Center Section Chief: OHORI Yutaka
Robot Garage	Planning and Collaboration Division Assistant Director: TAKAHASHI Ken

Attached Table No. 2

1 Checks by Qualified Individuals

Item	Frequency	
Fire Defense Equipment	Operational Check	At least twice a year
	Visual Check	At least twice a year
	Functional Check	At least twice a year r
	All Around Check	At least once a year
Electrical Equipment	Daily Check	Constantly
	Monthly Check	At least once a month
	Annual Check	At least once a year
	Contingent Check	As needed

2 Self-checks/inspections (to be conducted constantly)

Category	Facilities/Equipment	Inspector
Self-checks	Fire Extinguishers	General Affairs and Budget Division Facilities Section
	Indoor Hydrant Equipment	
	Powder-Based Fire defense equipment	
	Outdoor Fire defense equipment	
	Automatic Fire Alarm System	
	Emergency Use Broadcast Equipment	
	Evacuation Tools	
	Emergency Evacuation Lights and Signs	
	Fire Fighting Water Supply	
Smoke Control System		
Self Inspections	Buildings	General Affairs and Budget Division Facilities Section
	heating equipment	
	Electrical Equipment	
	Mechanical Equipment	

※ Self-checks/inspection Record

Category	Facilities/Equipment	Inspection Date	Note
Self-checks	Fire Extinguishers		
	Indoor Hydrant Equipment		
	Powder-Based Fire defense equipment		
	Outdoor Fire defense equipment		
	Automatic Fire Alarm System		
	Emergency Use Broadcast Equipment		
	Evacuation Tools		
	Emergency Evacuation Lights and Signs		
	Fire Fighting Water Supply		
	Smoke Control System		
Self Inspections	Buildings		
	heating equipment		
	Electrical Equipment		
	Mechanical Equipment		
	Facilities for Handling of Hazardous Materials		

Attached Table No. 3

University of Aizu Fire Brigade Formation

Headquarters	Chief	Control the group, provide commands and instructions.
	Lieutenant	Assist the Chief, and fulfill the Chief's duties when he/she is unavailable.
	Overall Unit	<ul style="list-style-type: none"> - Report and provide information to the fire fighting organization. - Transmit emergency reports and instructions within the University. - Communicate with related organizations and individuals. - Collect information and communication in the event of earthquake disaster
	First Aid Unit	<ul style="list-style-type: none"> - Establish an emergency first aid station. - Provide first aid to injured individuals. - Cooperate and communicate with the emergency medical service.
Squad Responsible for Each Building	Squad Chief	Control the squad, provide commands and instructions, and communicate with the headquarters.
	Fire Fighting Unit	<ul style="list-style-type: none"> - Conduct initial fire fighting before arrival of the fire department. - Cooperate with and assist the fire department.
	Evacuation Guidance Unit	<ul style="list-style-type: none"> - Provide evacuation guidance, confirm and report individuals not yet having evacuated and individuals requiring rescue. - Open emergency exits and remove blockages for evacuation. - Close fire shutters and fireproof doors..
	Removal Unit	<ul style="list-style-type: none"> - Carry out emergency packs and important articles, etc. - Control articles carried out.

※Individuals regarding fire prevention shall serve as leaders of squads responsible for each building.

※ Each squad shall cooperate according to directions given by the Head Office.

※ Each squad shall cooperate with the security office and Central Observation Room according to directions given by the Head Office.