

IFF 2025

General Assembly #6

May 19th (Mon), 2025

Agenda

- **About Recording/Interview**
- **Rental Equipment Meeting**
- **About Hokudai-sai Official Goods**
- **Hokudai-sai Safety Management Rules**
- **Fire Safety Meeting**
- **Fire Safety mini Quiz**
- **About Duty**
- **Recipe Details Revision (Ver.3)**
 - **Q&A**
- **About next GA**

About Recording / Interview

- **During the Hokudai-sai, media and Hokudai-sai staff will be taking photos and videos.**
- **If your Tent does not wish to appear in any photos or videos, please raise your hand.**

Rental Equipment Meeting

How to use the Generator

<https://www.youtube.com/watch?v=Kfl2guPCOTk>

How to use the Fire Equipment

<https://www.youtube.com/watch?v=BG2jqUpBEFE>

Hokudai-sai Safety Management Rules

Fire Safety Meeting

Submissions

- **Cooking Equipment Application** (Submission Finished)
- **Fire Safety Agreement** (Handed out today)

Deadline: **Next GA (6/2)**

Fire or electric equipment

- Keep it at least 100 cm vertically and 30 cm horizontally away from any flammable items or the tent itself.

- If there's a fire involving gasoline or oil...



use water



use fire extinguisher

Fireproof Boards/Concrete Blocks

- Fireproof Boards:

Use fire equipment underneath to protect the table from burning.

- Concrete Blocks:

Use for stronger heat sources like charcoal grills.

Pick them up at the **HUISA Tent between 7:30 a.m. to 8:30 a.m.** on 6/6 (Friday)

Each tent needs to bring their own aluminum foil , in order to wrap it around the
Fireproof Boards

Gasoline

- Buy gasoline from a gas station near the university.
(Student ID required)
- **always use designated gasoline containers.**
- NEVER leave the container open
- If you rented a generator, the rental company will give you a gasoline container.
- Do NOT use substitutes like plastic tanks.

Gasoline

- Never pour gasoline out on the street or into drains.
- If Gasoline spills,
 - 1. Stop using the generator and any fire or electric gear.**
 - 2. Move flammable stuff away.**
 - 3. Tell the nearest IFF Staff.**

Propane Gas

- Don't place them near fire equipment
- use hoses no longer than 2 meters
- Don't wrap hose around table legs
- Don't borrow or lend tanks.

Propane Gas

If anything feels off while using gas...

1. Close the propane tank valve.
2. Stop all fire and electric gear (including generators).
3. Tell the nearest Hokudai-sai Staff member or contact the Hokudai-sai Office Room.

Others

- Cord reels must be fully extended when in use.
- If you're using charcoal, don't use it on grass. Dispose it properly.
- Never let iron plates cover cassette gas canisters

Fire Extinguisher Zone

- Pick up both the extinguisher and certificate at:

@HUISA Tent, 7:30–8:30 a.m.

Place them somewhere in front of your tent where they're easy to spot and grab.

Tents designated as Fire Extinguisher Zones

- IFF1 Malaysia
- IFF4 Vietnam
- IFF6 India
- IFF7 Pakistan
- IFF10 Sri Lanka
- IFF11 Nigeria
- IFF12 Thailand
- IFF14 Uzbekistan
- IFF16 Egypt
- IFF18 Bangladesh

[IMPORTANT] Fire Inspection

- Fire Inspection starts at 9:30 a.m. on 6/6 (Friday)
- start setting up by 8:00 a.m.
- fill out the self check sheet before the inspection

Fire Safety mini Quiz

Both the Tent Leader and Fire Safety manager must take the quiz.

Raise your hand when you are finished.

About Duty

Duties and Penalties

- Trash Bin Duty
- Night Patrol Duty
- Penalty Range System

Trash Bin Duty: Main Points

- Sign at the HUISA Tent, and then head to the Trash Bin. (Location is detailed in Page 1 of Manual)
- Read “How to Separate Waste” (Refer to Page 2 of Manual) and encourage visitors to separate their waste correctly.
- When trash bags become full, one person must bring them to the Garbage Station.
 - Make sure trash is sorted correctly at the Garbage Station.

Night Patrol Duty: Main Points

- Sign twice at the HUISA Tent, and patrol the IFF area of Hokudai-sai. (From Malaysia Tent, until Bangladesh Tent)

22:00 Timeslot	Actual Time of Arrival / Departure	Country (Person 1)	Country (Person 2)
START of Shift			
END of Shift			

- Try to scare away crows from tents, if any. Report any serious suspicious activity to nighttime Hokudai-sai Staff.

Penalty Range System (full table in Manual)

1. Why are Penalties Necessary?
2. Penalty Ranges vs. Penalty

Trash Bin Duty Late to / Left Early	¥ 1,000 ~ ¥ 2,500
Trash Bin Duty Missed / Ignored	¥ 2,500 ~ ¥ 5,000
Night Patrol Duty Late to / Left Early	¥ 1,000 ~ ¥ 2,500
Night Patrol Duty Missed / Ignored	¥ 2,500 ~ ¥ 5,000

Penalty Range System (full table in Manual)

Misbehavior / Transgression of Hokudai-sai Rules	~ ¥ 10,000
Ignored Setup / Removal of Eat-In Tent	~ ¥ 10,000

- Difficult to determine the minimum amount of penalty.
- The Eat-In Tents are very important.
- Hokudai-sai Rules to Note: The unallowed use of vehicles without a permit and outside of permitted hours, and littering of trash.

Points Explained

- Trash Bin Duty
- Night Patrol Duty
- Penalties
- To be explained in GA#7: Eat-In Tent

[Under Discussion]



Recipe Details Revision(Ver.3)





Recipe Details Revision (Ver.3)

- Hokudai-sai does **not** undergo official food inspections by a health center.
- To ensure food safety, **we rely on your Recipe Details** to provide guidance.
- In case of any accident (e.g., food poisoning), your Recipe Details will be used for investigation.
 - ➡ Therefore, they must be **accurate and detailed** .

Recipe Details Revision(Ver.3)

All tents must update their Recipe Details based on GA#5 feedback.

Please make sure to include:

-  A clear note that **only pre-cut meat** is used
 -  The **marination time** (if applicable)
 -  Whether perishable ingredients are **stored in a refrigerator**
 -  All other changes requested at **GA#5**
- ✘ Vague entries like “cook” or “prepare” without explanation will **not** be accepted.

Recipe Details Revision(Ver.3)

- If Version 3 is still vague or incomplete,
 - ➡ You will be contacted by email for further revisions.
- This creates more work for both your team and IFF staff.
- Please ensure Version 3 is your final and complete submission.



Deadline: May 21st, 11:50 PM

Q&A

Tents We want you to come to the front after this

- Malawi
- Myanmar
- Malaysia
- Uzbekistan
- Benin

About Next GA

6/2 (Monday)

18:30 N1