

Evacuation Shelter Rules

避難所 Shelter

When you use the evacuation shelter, please cooperate in the operation of the shelter by observing the following rules and by participating in the duty shift.



Basic
Information

- **This evacuation shelter is the community's disaster management center.**

Shelters provide livelihood support, including for victims staying outside the shelter.

- **All people using the shelter cooperate in its management.**

Regardless of age or gender, people in the shelter should share their roles as much as possible, so that more people can participate in the management of the shelter.

- **As the number of users has increased or decreased, people in the shelter will move on to other rooms.**

Depending on the number of people in the shelter, you may be asked to change the room to stay in.

- **Do not enter rooms with restricted access.**

There are the rooms with restricted access, such as rooms with hazardous materials.

- **This shelter will be closed as soon as possible after lifelines such as electricity and water are restored.**

People who have lost their homes will be accommodated in emergency temporary housing or other long-term facilities.



No open
Flames

- **Do not place any objects that may obstruct evacuation at entrances, exits, stairways, or passageways.**

Keep the inside and outside of the evacuation shelter tidy and do not leave flammable items unattended.

- **Prevent from heating devices (stoves, etc.) tipping over, use them away from flammable materials, and ventilate carefully.**



No smoking
inside the
building or
drinking alcohol

Do not smoke inside the building, and refrain from drinking alcohol.

Only smoking in designated outdoor areas is allowed, but cigarette butts must completely be extinguished by placing them in a bucket filled with water, etc.



Management

The Shelter Management Committee will be organized to discuss necessary matters for the operation.

The Shelter Management Committee (*Hinajo Un-ei Iinkai*) will be organized by representatives of shelter users, etc.

Regular meetings: Held every day at:..... a.m. and:..... p.m.

Specific operations will be conducted by each Management Team (*Un-ei Han*) organized by shelter users.



General Reception

The General Reception handles various procedures and consultations.

Operating hours: from:..... a.m. to:..... p.m.



Registration

For each household, shelter user information on all family members will be registered. Personal information of each person will only be shared with their consent.

- To ensure that livelihood support can be provided appropriately, information on shelter users will be registered, including those affected who stay outside of shelters.
- If you are disabled, have an incurable disease, allergy or other chronic illness, are pregnant or have an infant with you, or need special consideration for religious reasons or language, inform us at the time of registration.
- Also, register information on pets such as dogs and cats.
- Notify the general reception when you exit the shelter.



Lights

Lights on at:..... Lights off at:.....

For safety reasons, corridors, toilets and rooms used for facility management will be switched on at night.



Broadcast

The information broadcast ends at:.....

In emergency situations, broadcasts may be made during the night.



Phone

- If a call is addressed to the shelter, the name of the person to receive the call will be broadcast, and the message will be relayed to that person. (.....:..... -:.....)
- Put your mobile phone on silent mode.
Talk on your mobile phone in public places, not in living spaces for users.



Food & Supplies

In principle, food & supplies will be distributed to Local Groups (*Kumi*).

- Distributions will be made equally to victims staying outside of the shelter.
- In case there are any special circumstances, we will ask for the understanding and cooperation of the shelter management committee.

Food Distribution Hours (in principle)

Morning

.....:.....

Noon

.....:.....

Night

.....:.....

Special Supplies Distribution Location

Supplies : Milk powder,
diapers.....
Location :

Supplies : Women's
clothes, sanitary goods.....
Location :

Supplies :
Location :



Toilet

- All users should remember to keep the toilets clean after use.
- Shelter users are required to clean restrooms in shifts.



Garbage

Sort garbage and dispose of it in designated areas.



Pet

If you have pets, keep them responsibly with the understanding and cooperation of other shelter users.

Keep your pets in their assigned areas, not in other rooms.

Shelter User Registration Form

Front

				避難所名		受付番号	
Registration Date		年Year 月Month 日Day () Day of the week		Name			
Address		〒Postal code —		Neighborhood Council (Jichikai) Name			
Phone Number		() —		Extent of Home Damage		Totally destroyed / Half destroyed / Partially destroyed / Totally burned / Half burned / Flooded above floor level / Flooded away / Other ()	
Mobile		() —					
FAX		() —					
E-mail		@		Evacuation Location Where You Wish to Stay		<input type="checkbox"/> Shelter <input type="checkbox"/> Tent (Location: In Shelter) <input type="checkbox"/> Car (Location: In Shelter) <input type="checkbox"/> Other (Location: Out of Shelter) (Home/ Other())	
Other Contacts (Relatives, etc.)		〒Postal code — () —					
Shelter Evacuees (List your household members staying in/out of the shelter.)				Specific Conditions (Available languages, Injury, disease, disability, allergy, pregnant, infant, requires nursing care or medical devices, etc.)		Assistance providable to staff (abilities or qualifications)	
Name		Date of Birth (YYYY 年 MM 月 DD 日)・Age(歳)		Gender		Public sharing of information for safety confirmation※	
Head of household	Katakana	年 月 日 (歳)				I consent/ I do not consent	
Household Member	Katakana	年 月 日 (歳)				I consent/ I do not consent	
	Katakana	年 月 日 (歳)				I consent/ I do not consent	
	Katakana	年 月 日 (歳)				I consent/ I do not consent	
Pet Status		<input type="checkbox"/> Not Owned <input type="checkbox"/> Owned →Go to the right section		Pet Type (& Number of Pets)		<input type="checkbox"/> Wish to be accompanied(and registered on Pet Registration Form) <input type="checkbox"/> Left behind <input type="checkbox"/> Missing	
Private Vehicle (Location: In shelter)		Vehicle Type		Color		License Plate Number	

- Please complete the form for each household (family) and submit it to the general reception.
- The information you provide will be shared to the minimum extent necessary for the operation of shelters in order to distribute food and supplies, provide health care and other assistance. The information will also be provided to the city's Disaster Countermeasure Headquarters and used in the "Disaster Victim Register" that the city will create to support disaster victims.

※Make sure to check with each individual whether it is acceptable to share information on their **partial address** (up to ○○Town, ○○Street), **name** and **katakana** in the event of an inquiry about their safety.

Shelter User Registration Form

Front

避難所名

Example

Registration Date	〇〇〇〇 年Year 〇〇 月Month 〇〇 日Day (〇〇) Day of the week	Name	AICHI Aiko			
Address	〒Postal code 〇〇〇 - 〇〇〇〇 Fukuroi-shi, Aichi-cho 1-2-3	Neighborhood Council (Jichikai) Name	Aichi 1			
Phone Number	〇〇〇〇 (〇〇) - 〇〇〇〇	Extent of Home Damage	Totally destroyed / Half destroyed / Partially destroyed / Totally burned / Half burned / Flooded above floor level / Flooded away / Other ()			
Mobile	〇〇〇 (〇〇〇〇) - 〇〇〇〇					
FAX	〇〇〇 (〇〇) - 〇〇〇〇					
E-mail	〇〇〇〇 @ 〇〇. 〇〇. 〇〇〇	Evacuation Location Where You Wish to Stay	<input checked="" type="checkbox"/> Shelter <input type="checkbox"/> Tent (Location: In Shelter) <input type="checkbox"/> Car (Location: In Shelter) <input type="checkbox"/> Other (Location: Out of Shelter) (Home/ Other())			
Other Contacts (Relatives, etc.)	〒Postal code 〇〇〇 - 〇〇〇〇 〇〇-ken 〇〇-shi, 〇〇-cho 〇〇-〇 AICHI Ken (Relationship: Eldest Son) (〇〇〇) 〇〇〇〇 - 〇〇〇〇					
Shelter Evacuees (List your household members staying in/out of the shelter.)				Specific Conditions (Available languages, Injury, disease, disability, allergy, pregnant, infant, requires nursing care or medical devices, etc.)	Assistance providable to staff (abilities or qualifications)	Public sharing of information for safety confirmation※
Name		Date of Birth (YYYY 年 MM 月 DD 日)・Age(歳)	Gender			
Head of household	Katakana フクロイ タロウ	〇年 〇月 〇日 (66 歳)	M	High blood pressure (Anxious because only 5 more days of medication left)	Driving a forklift truck (with license)	I consent/ I do not consent
	FUKUROI Taro					
Household Member	Katakana フクロイ アイコ	〇年 〇月 〇日 (60 歳)	F	Lost reading glasses and cannot see small things clearly	Care Worker (Speaks some English)	I consent/ I do not consent
	FUKUROI Aiko					
	Katakana フクロイ ケン	〇年 〇月 〇日 (91 歳)	M	Cannot walk alone and need assistance with toileting and eating (soft food)	None	I consent/ I do not consent
	FUKUROI Ken					
	Katakana	年 月 日 (歳)				I consent/ I do not consent
	Katakana	年 月 日 (歳)				I consent/ I do not consent
Pet Status	<input type="checkbox"/> Not Owned <input checked="" type="checkbox"/> Owned →Go to the right section		Pet Type (& Number of Pets) 1 dog, 1 cat		<input checked="" type="checkbox"/> Wish to be accompanied (and registered on Pet Registration Form) <input type="checkbox"/> Left behind <input type="checkbox"/> Missing	
Private Vehicle (Location: In Shelter)	Vehicle Type 〇〇〇〇		Color Silver		License Plate Number 〇〇300 さ〇〇-〇〇	

・ Please complete the form for each household (family) and submit it to the general reception.

・ The information you provide will be shared to the minimum extent necessary for the operation of shelters in order to distribute food and supplies, provide health care and other assistance. The information will also be provided to the city's Disaster Countermeasure Headquarters and used in the "Disaster Victim Register" that the city will create to support disaster victims.

※ Malke sure to check with each individual whether it is acceptable to share information on their partial address (up to 〇〇Town, 〇〇Street), name and katakana in the event of an inquiry about their safety.

Pet Registration Ledger

						避難所名						
No.	Pet Name	Pet Type	Pet Breed	Gender (M/F)	Characteristics (coat, color, build, with/without a dog tag, etc.)	Only for Dogs		Owner's Contact Information		受付担当の記入欄		
						Registration of Municipality	Rabies Vaccination			組名	入所日	退所日
Example	Gray	dog	Miniature Schnauzer	M	Gray, medium size, with a dog tag	Registered • Not registered	Vaccinated • Not vaccinated	Name FUKUROI Taro	Phone (000) 0000-0000		/	/
						Registered • Not registered	Vaccinated • Not vaccinated	Name			/	/
						Registered • Not registered	Vaccinated • Not vaccinated	Name			/	/
						Registered • Not registered	Vaccinated • Not vaccinated	Name			/	/
						Registered • Not registered	Vaccinated • Not vaccinated	Name			/	/
						Registered • Not registered	Vaccinated • Not vaccinated	Name			/	/
						Registered • Not registered	Vaccinated • Not vaccinated	Name			/	/
						Registered • Not registered	Vaccinated • Not vaccinated	Name			/	/
						Registered • Not registered	Vaccinated • Not vaccinated	Name			/	/
						Registered • Not registered	Vaccinated • Not vaccinated	Name			/	/
						Registered • Not registered	Vaccinated • Not vaccinated	Name			/	/
						Registered • Not registered	Vaccinated • Not vaccinated	Name			/	/

To all pet owners,

Regarding Keeping Pets

Many people live together in evacuation shelters.

To keep pets in evacuation shelters, please observe the following points:

- In principle, all pet owners are responsible for their pets and must keep them with the understanding and cooperation of other shelter users.
- Keep your pet in designated areas or in cages.
- Keep your pet clean at all times and disinfect it as necessary.
- As a general rule, feed your pet on your own. Also, set the feeding time and clean up after each feeding.
- Make efforts to prevent complaints and harm caused by pets.
- Make sure your pet defecates outdoors in a designated area and clean up afterwards.
- Make every effort to control fleas.
- Brush or give your pet some exercise outside.
- If you are having difficulty keeping your pet, consult the Animal Rescue Headquarters (*Dobutsu Kyugo Honbu*).

Contact Information:

Animal Rescue Headquarters (<i>Dobutsu Kyugo Honbu</i>): (〇〇〇〇) 〇〇-〇〇〇〇

- If there is a problem with another evacuation shelter user in relation to a pet, contact the general reception immediately.

Evacuation Shelter Exit Form

Evacuation Shelter Exit Form		避難所名		受付番号	
Date	年Year	月Month	日Day	Name	
	()	Day of the week		
Shelter Exit Date	年Year	月Month	日Day	() Day of the week
List of those exiting the shelter					
Name		組 名 Group (Kumi) Name	Contact Details (after exiting the shelter)		Public sharing of information ※
Head of household	Katakana		〒 postal code —		I consent/ I do not consent
			Phone () —		
Household Member	Katakana		〒 postal code —		I consent/ I do not consent
			Phone () —		
	Katakana		〒 postal code —		I consent/ I do not consent
			Phone () —		
	Katakana		〒 postal code —		I consent/ I do not consent
			Phone () —		
	Katakana		〒 postal code —		I consent/ I do not consent
			Phone () —		
Katakana		〒 postal code —		I consent/ I do not consent	
		Phone () —			
Notes					

※Make sure to check with each individual whether it is acceptable to share information on their partial address (up to ○○Town, ○○Street), name and katakana in the event of an inquiry about their safety or the receipt of their mails at the shelter after their leaving.