

# 松戸市避難所開設・運営マニュアル

## Evacuation Center Management Guide

- For Community Disaster Prevention through Self-help and Mutual Help -

February 2024

Matsudo City, General Affairs Dept.,  
Crisis Management Division



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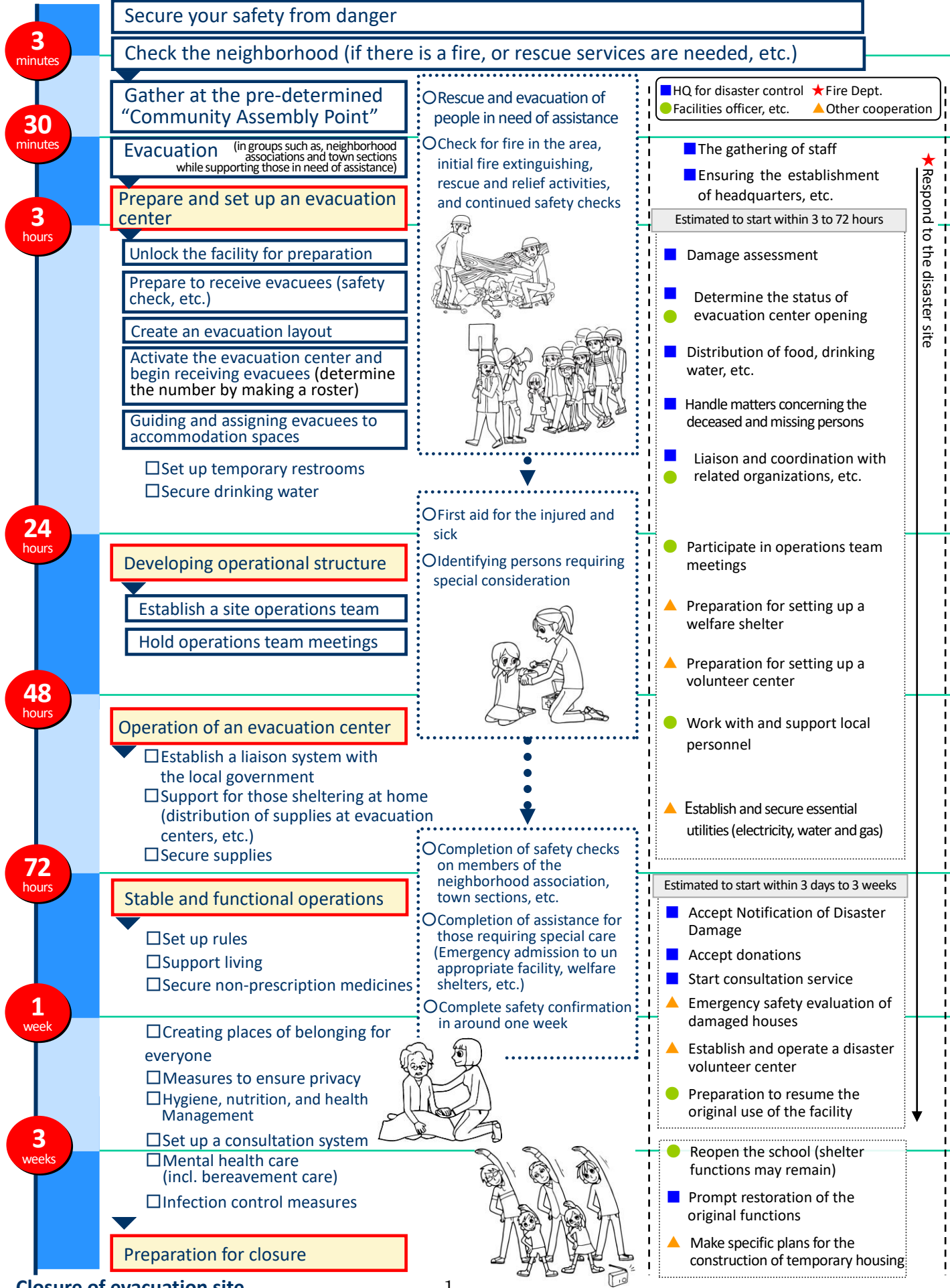
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※Reference : Kyoto City, 2012. “Kyoto City Evacuation Sites Operation Manual”

# 1. Setting up, Operating, and Closing Shelters

## Disaster Impacts

(In case of earthquake)



## 2. Establishment Process

### ① Facility Safety Inspection

※ In principle, the safety of the facility will be inspected by the city staff in charge of evacuation centers and the facility manager.

#### ① Check the area around the building and the building as a whole

If any of the items on the checklist apply, leave the building and report to the Disaster Control Headquarters immediately.

#### ② Check inside the building

If there are fallen ceilings, collapsed floors, or large cracks in the walls, report the same as check ① above.

#### ① Check the area around the building and the building as a whole

<input type="checkbox"/> Are there any cracks in the ground around the building, or are nearby buildings in danger of collapsing?	Yes	No
<input type="checkbox"/> Have any parts of the building been deformed by collapse or crushing?	Yes	No
<input type="checkbox"/> Is the building tilting or sinking?	Yes	No
<input type="checkbox"/> Are there any major cracks or breaks in the walls or columns?	Yes	No
<input type="checkbox"/> Are there any steel frames that are broken or deformed?	Yes	No
<input type="checkbox"/> Are there multiple entrance/exit doors that cannot be opened or closed?	Yes	No
<input type="checkbox"/> Is there flooding around the building or on the premises of the building?	Yes	No

#### ② Check inside the building

<b>Ceiling area</b>	<input type="checkbox"/> Is there any damage to the ceiling that has fallen or is in danger of falling?	Yes	No
	<input type="checkbox"/> Is there any damage to the light fixtures that has fallen or is in danger of falling?	Yes	No
	<input type="checkbox"/> Is there any damage to the ceiling-mounted basketball hoops that has fallen or is in danger of falling?	Yes	No
	<input type="checkbox"/> Is there any damage to the window panes or window frames that have fallen or are in danger of falling?	Yes	No
<b>Floor</b>	<input type="checkbox"/> Are there any caved-in or collapsed parts of the floor?	Yes	No
	<input type="checkbox"/> Is there any shattered window glass?	Yes	No
	<input type="checkbox"/> Is there any flooding on the building site?	Yes	No
<b>Wall</b>	<input type="checkbox"/> Are there any major damages or cracks in the walls?	Yes	No
	<input type="checkbox"/> Is there any part of the wall that is peeling off?	Yes	No
	<input type="checkbox"/> Are there any interior fixtures that are knocked over or are in danger of falling?	Yes	No

#### ※Report to the Matsudo City Disaster Control Headquarters

The on-site city staff and/or the facility manager will report the result of the inspection to the Disaster Control Headquarters. If there is no major damage to the building, the evacuees will proceed to work together to develop the layout of the evacuation center.

**Site Establishment ~for schools~**

## ② Site preparation and layout of the gymnasium floor

※City staff will communicate with the city task force via MCA radio as necessary to coordinate the status of facilities and the number of evacuees to be accepted. In the meantime, the layout of the evacuation center will be prepared with the cooperation of the evacuees.

- (1) **Create a pathway** → To prevent infectious diseases, ban the use of outdoor shoes and use slippers or indoor shoes and move through designated routes.
- (2) **Set up a reception and central office** → Place evacuee registration cards, health check sheets, writing utensils, and information signs at the reception desk. In addition, have thermometers, masks, face shields, etc. ready.
- (3) **Take measures against infectious diseases** → Place hand sanitizers at the entrance and exit of evacuation center and accommodation space. Check locations for regular ventilation and check for common areas and items that need to be sanitized (handrails, doorknobs, toilets, etc.).
- (4) **Zoning for sections** →
  - Partitioned rooms (with temporary beds), modular tents set up (as changing rooms/nursing rooms), areas for evacuees in need of assistance, evacuees' accommodation area, etc.
  - Install information bulletin boards, placing of equipment such as generators, floodlights, etc.

※The city has stockpiled shelter set-up kits, partitions, tents, etc. at evacuation centers. These are stocked in vacant classrooms, gymnasiums, and emergency supply warehouses, and will be moved and deployed after being checked by city staff and facility managers.

Reception



Gymnasium



Bulletin Board

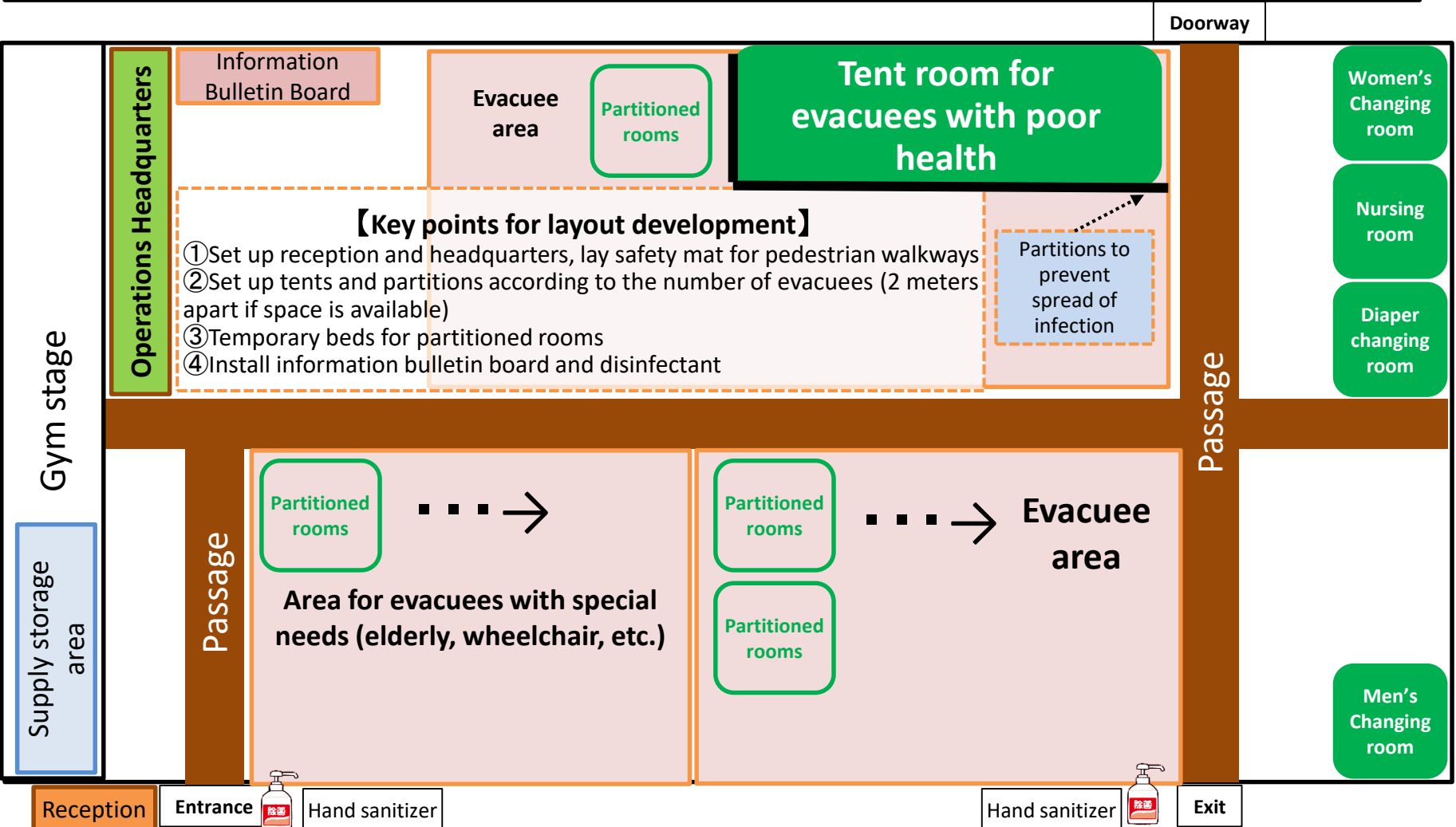


Partitions





## Example of evacuation center layout – with partitions (gymnasium)



### 【Checkpoints at the reception desk】

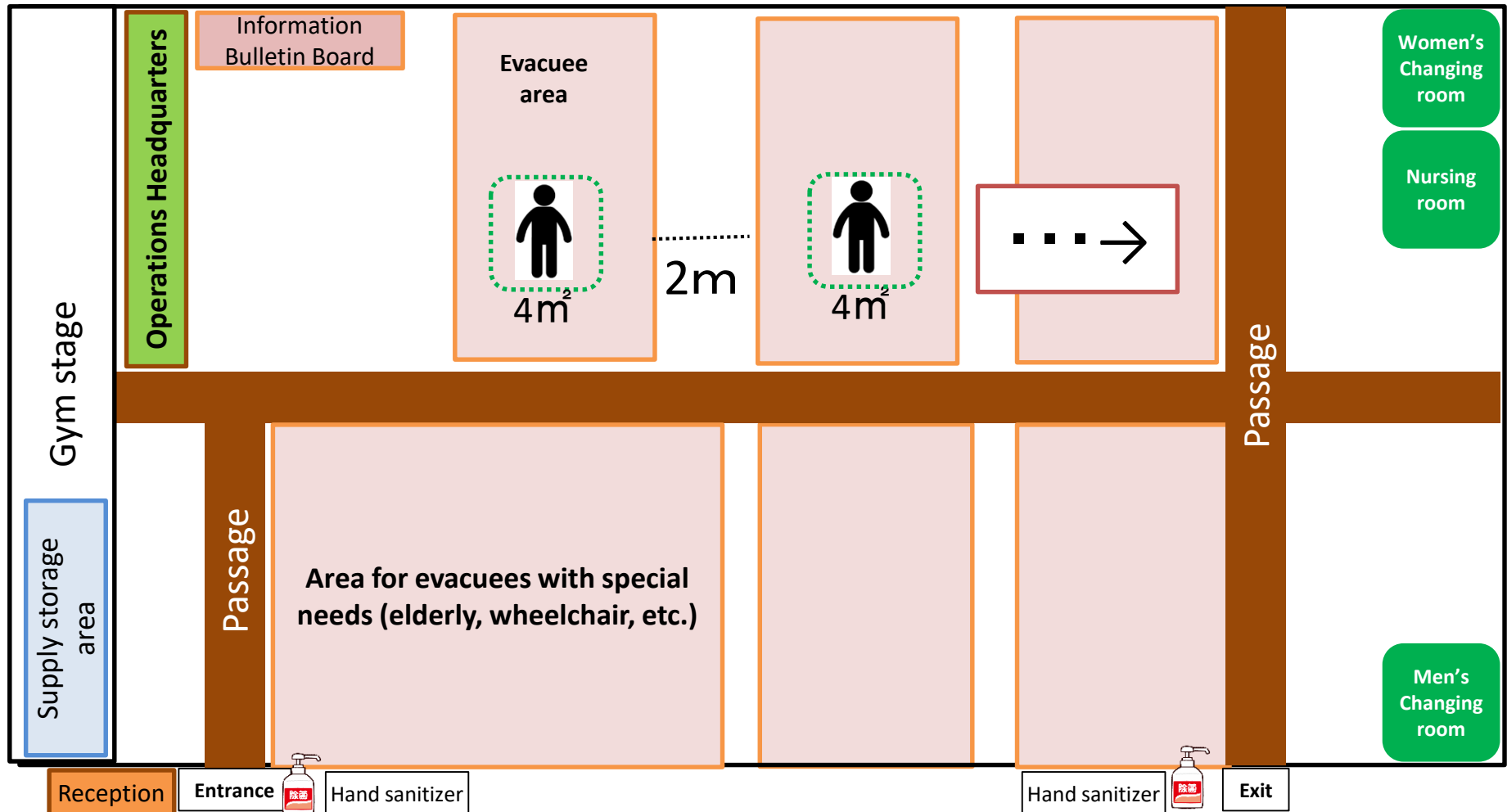
- ① Use the Health Check Sheet to check for physical conditions
- ② Check to see if special consideration is required
- ③ Distribute Evacuee Registration Card and ask evacuees to fill it out. Direct them to the evacuee area
- ※ Distribute masks to those who do not have them

Items required at the reception desk:

- ①Evacuee Registration Card, writing tools
- ②Thermometers
- ③Infection prevention supplies (Face shields, surgical masks, disinfectant, etc.)

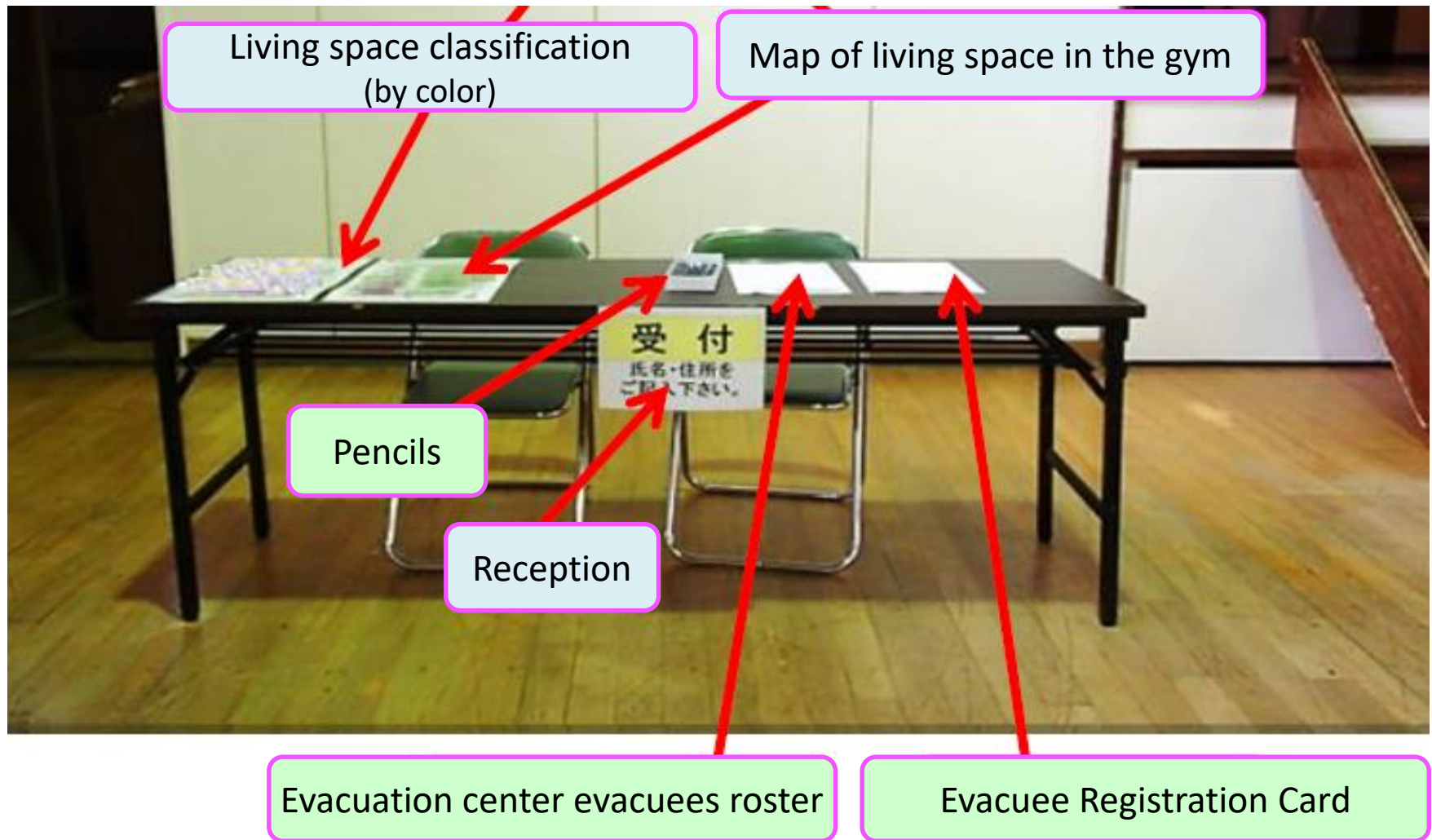


# Example of evacuation center layout – no partition (gymnasium)



- ① Create compartments according to the number of evacuees and adjust accordingly.  
If there is room, 4 square meters is ideal, but 2 square meters if there are more people.
- ② When considering infectious disease prevention, it is desirable to set up compartments 2 meters apart.

# Example of reception desk



- ※ Whenever possible, set up a reception desk outside, while considering the prevention of infectious diseases.
- ※ It would be better to have disinfectant solution for writing utensils, and used and cleaned utensils separated by a tray of some kind.

# Example of reception & supply distribution layouts

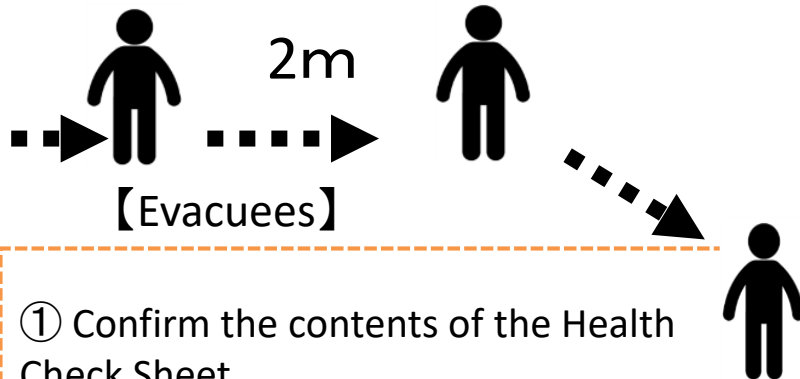
✂ After checking physical condition

Partition for preventing infectious diseases

【Reception staff】



Evacuee Registration Cards  
Surgical masks



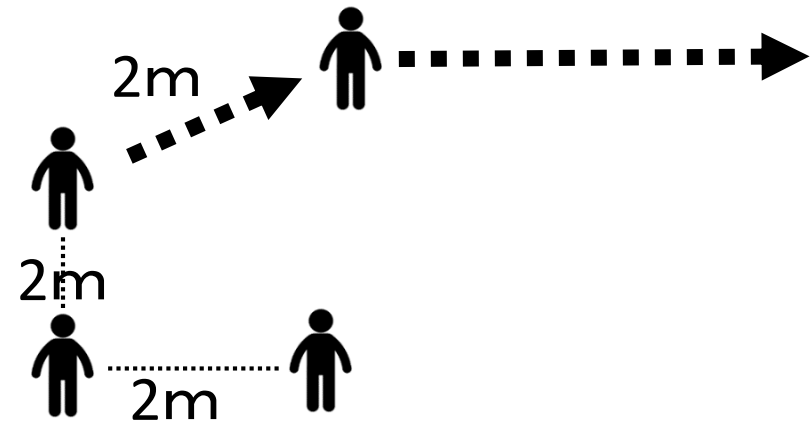
【Evacuees】

- ① Confirm the contents of the Health Check Sheet
- ② Check if the evacuee has a mask, if not then provide one and ask them to wear it
- ③ Guide them to the accommodation area

## Emergency Supplies



Items



- ① Create a flow line with sufficient spacing
- ② Place supplies on a desk and have the evacuees receive them

### ③ Layout of the schoolyard

(1) **Secure a space for checking evacuees' physical conditions**

A space shall be reserved near the entrance of the facility where evacuees can be checked for fever, cough, and other physical conditions and fill out the Health Check Sheet accordingly. (Page 25 of this guide)

※Have evacuees form a line of 1 to 2 meters apart from each other.

(2) **Ensure a leading line**

Guide evacuees according to their physical condition. General evacuees with no symptoms will be guided to the accommodation area in the gymnasium, those with fever or cough will be led to the area set up in the building or tents designated for evacuees in poor physical condition, infected with disease, or in close contact with infected persons, and they should be directed in separate routes.

※For those infected with or in close contact with the COVID-19, they will be directed to a dedicated space.

(3) **Install restrooms**

As a general rule, men's and women's restrooms should be separate, and all-gender restrooms should also be available for use by everyone. The location of temporary bathrooms and manhole emergency toilets should be carefully chosen so that they can be used safely day and night, and safety measures such as the installation of security lights and buzzers should be considered.

※The restrooms specifically for the use of the COVID-19 patients and persons in close contact with them shall be set up separately.

(4) **Conducting vehicles**

When emergency vehicles carrying supplies, etc. enter the site, ask evacuees to move and check their safety as you direct them to the storage area.

※There is no end to the things you can think about, such as where to put garbage, where vehicles can turn around, and whether there should be separate laundry drying areas for men and women. Create a general layout and move on, and decide the details later on!

### ④ Use of school buildings

Concept of areas to be opened as shelter

**First open the gymnasium and then open the school building depending on the situation**

※The opening of school buildings and other facilities will be determined in consultation with city staff and facility managers as appropriate.

(1) **The first usable area will be the gymnasium**

If the gymnasium alone cannot accommodate all the evacuees, open the science room, classrooms, and other available areas.

In the meantime, start considering the establishment of a welfare shelter for people with special needs within the school building.

(2) **Rooms that are not open to evacuees are off limits**

① Principal's office    ② Teachers' room    ③ School office    ④ Broadcasting room

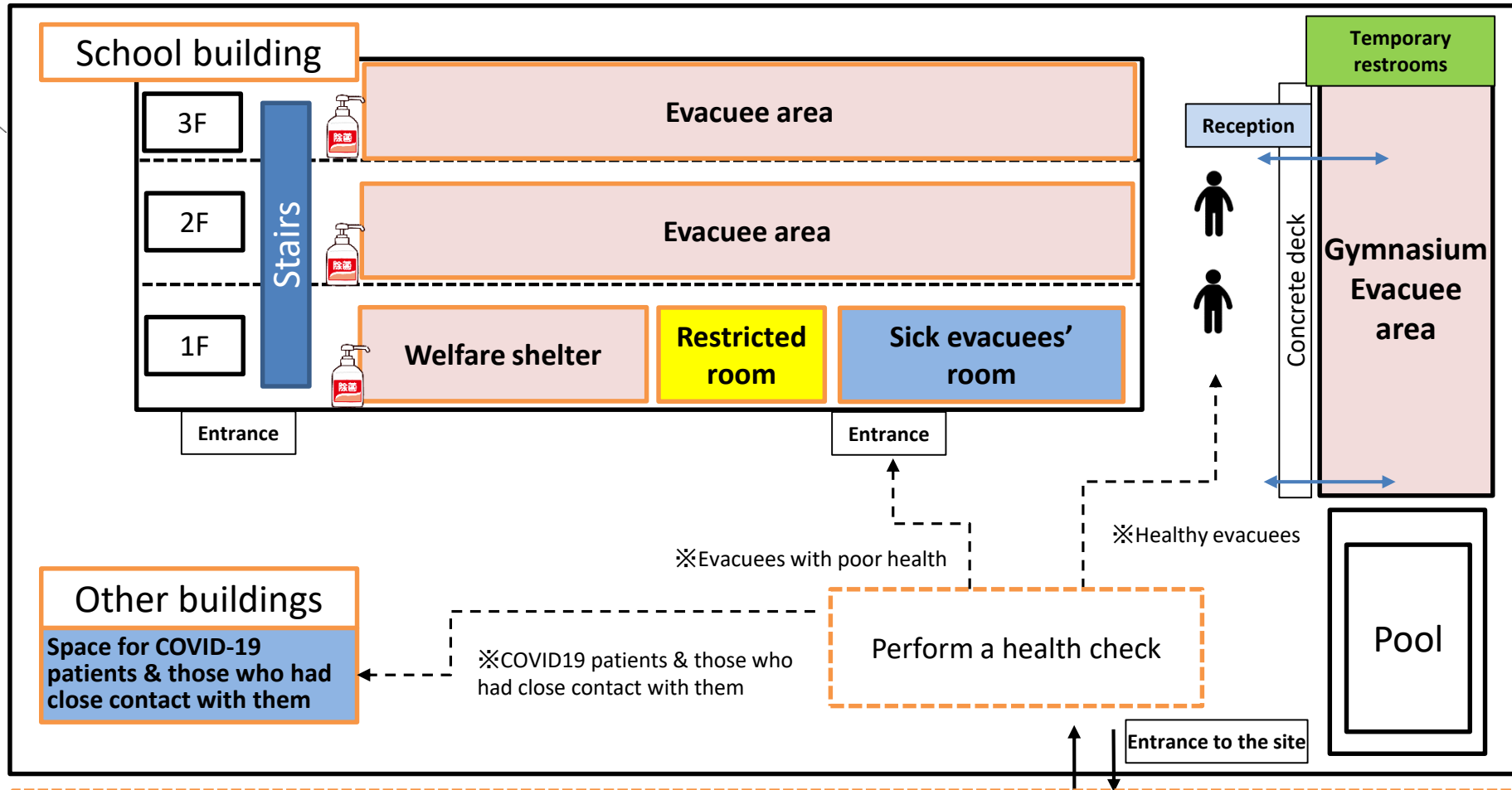
(3) **When there is an evacuee suspected of having COVID-19 or other infectious disease**

Consider the need to establish and use separate rooms in the school building or other building on the premises, and take measures to avoid having them mixed up with the general evacuees.

(4) **Infection control measures**

Install disinfectant solutions and post signs in restricted areas, etc. as needed. Disinfect common areas and parts (doorknobs, handrails, toilets, etc.) and provide regular ventilation.

# Example of evacuation center layout (school building & schoolyard)



## 【Accepting evacuees】

- ① Have evacuees check their physical condition near the entrance of the facility and fill out the Health Check Sheet
- ② If there are no health problems, they will be directed to the reception area outside of the gym
- ③ Those who are not in good physical condition or who are infected with or exposed to COVID-19 will be directed to a separate room in the school building or another building on the premises
- ④ Assign evacuees to appropriate areas according to the situation (**be aware of rooms that are off limits**)

# Example of general evacuees' room layout (classroom)

Window

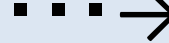
Window

Window

Window

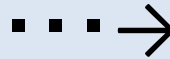
4 sq. meters

4 sq. meters



2 sq.  
meters

2 sq.  
meters



Create compartments according to the number of evacuees and adjust accordingly. If there is room, 4 square meters is ideal, but 2 square meters if there are more people.

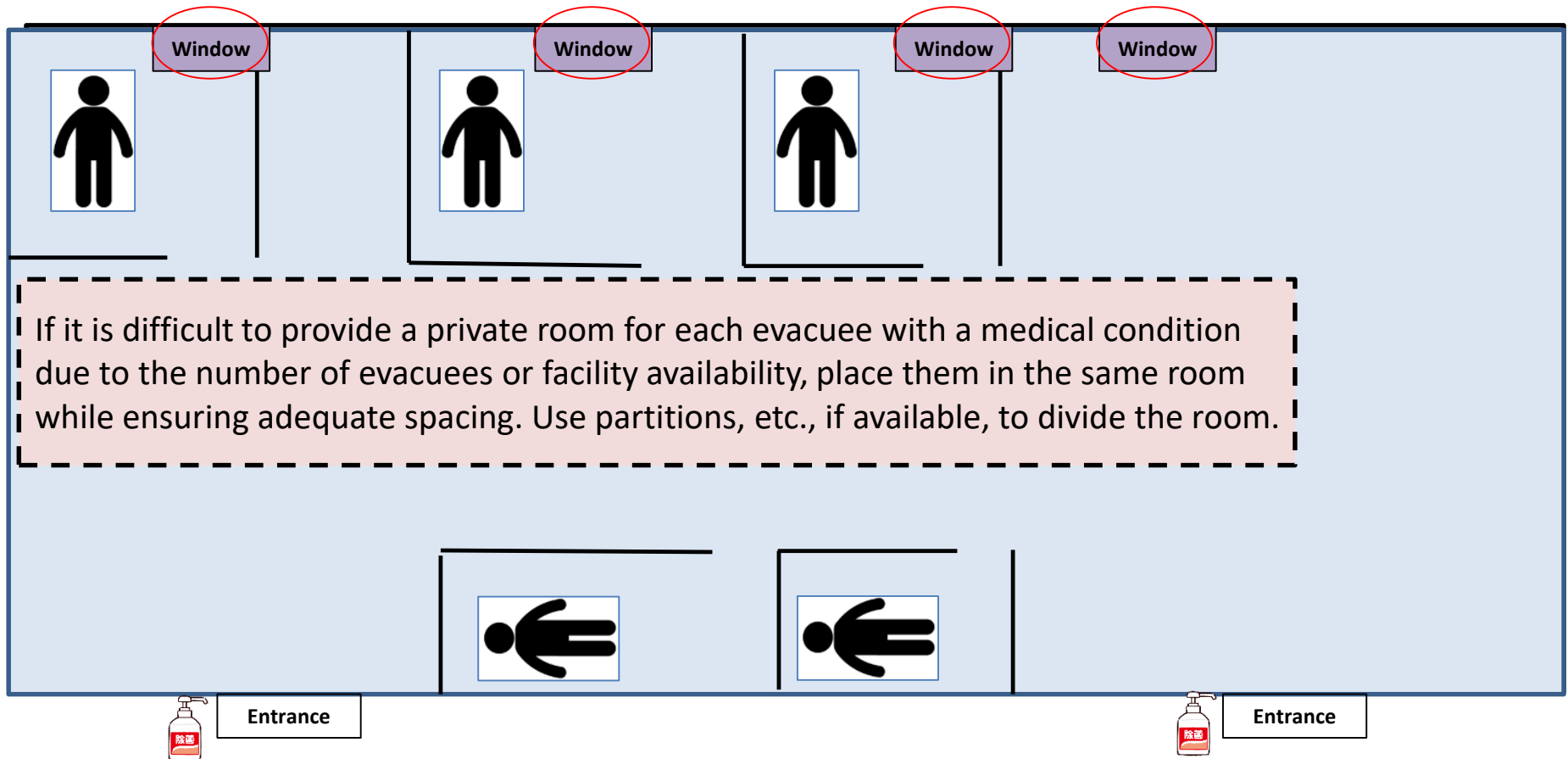


Entrance



Entrance

# Example of sick evacuees' room layout



- ① First, ventilate the room by opening the window (if possible)
- ② Secure sufficient space and create sectioned areas
- ③ Place partitions ✕ Partitions taller than the mouth height are more effective in preventing airborne/droplet infections



## ⑤ Before accepting evacuees, divide roles between the site establishment group and the site management group

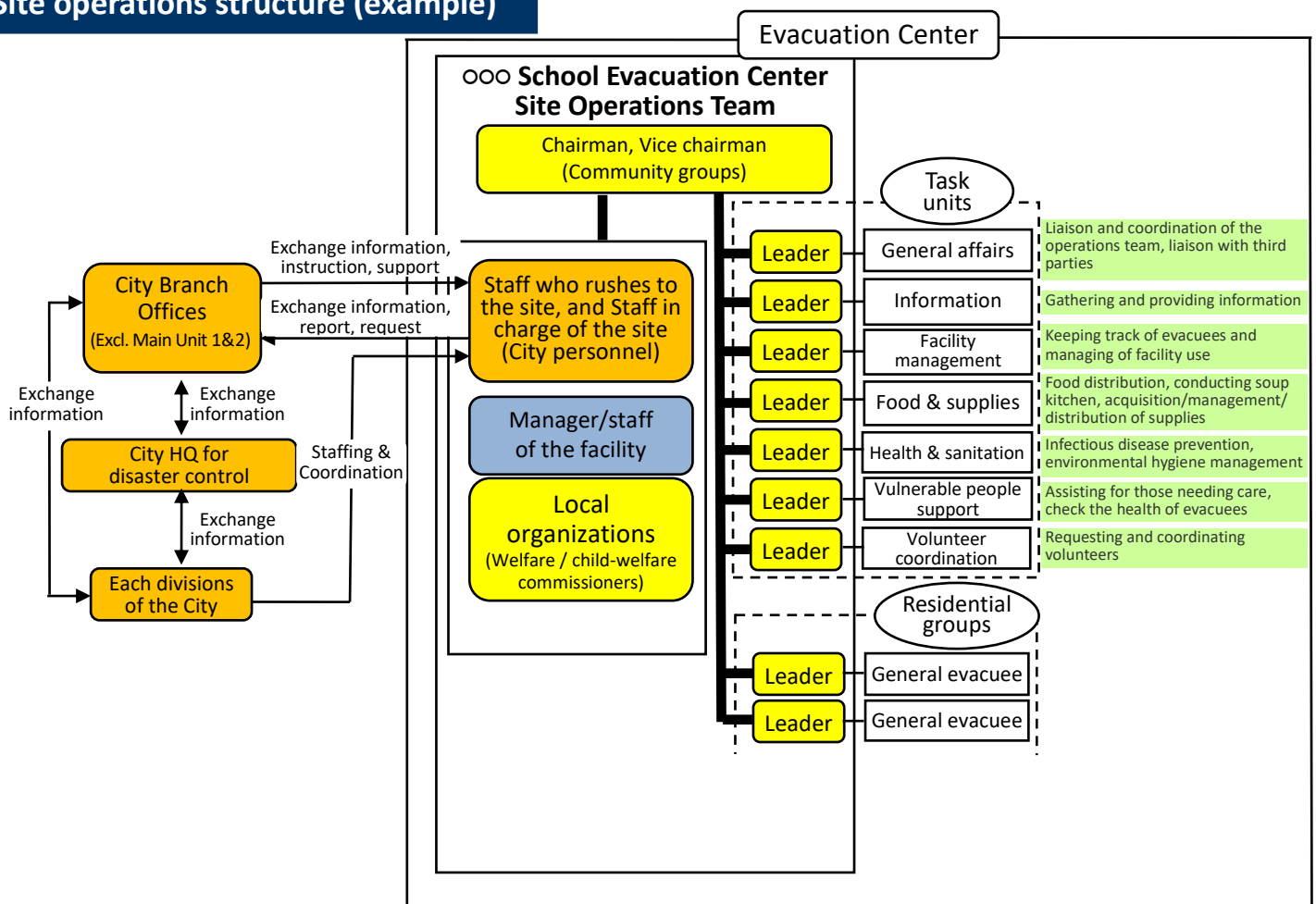
**Assigning roles: Once the layout of the gymnasium and schoolyard has been established, identify how many people are available to run the shelter and determine the responsibilities of each person.**

**※Let's determine everyone's roles as much as possible throughout the management process.**

Establish a site operations team, appoint a chairperson, vice chairpersons, and group readers, and have the committee consist of city staff in charge of the shelter, facility managers and school teachers, and community members.

- In order for the members of the site operations team to begin operations promptly, community groups will use their organizational skills to carry out various activities as the core of the site operations team.
- Some women should be included in the site operations team, so that the needs of women can be taken into account.

### Site operations structure (example)



### ※ If the evacuation center operations team is already established

If an evacuation center operations committee has already been formed at regular times, the members should act according to the established roles. If there are not enough people to run the shelter because of a disaster, it may be necessary to ask for cooperation from the evacuees and work together as a team to deal with the situation. One approach is to use the evacuee reception phase as a chance to ask evacuees if they are able to provide cooperation.

## ⑥ Accepting evacuees

If the gymnasium, schoolyard, etc. is ready to receive evacuees and the City Headquarter for Disaster Control instructs the shelter to open, evacuees shall be accepted in the following order.

(1) Check for physical condition at the entrance of the facility.

※ Keep the evacuees in line, making sure that they remain 1 to 2 meters apart.

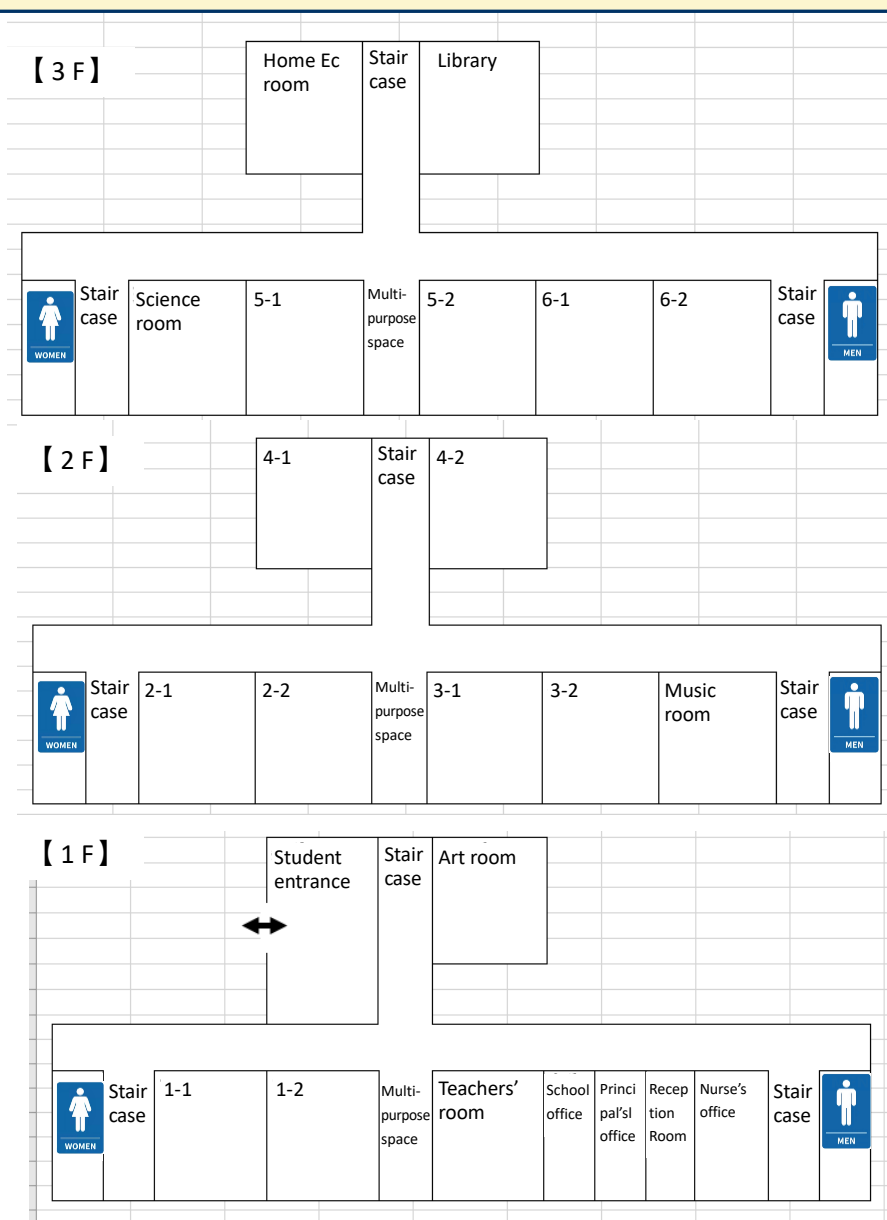
(2) Have their body temperature measured and fill in the Health Check Sheet (see page 25).

(3) In general, evacuees register and proceed to the gymnasium, but those in poor health or other conditions must be directed to appropriate areas, such as the area for the sick or those in close contact with infectious diseases.

(4) Evacuees who must evacuate to spaces other than the general shelter area, will receive and complete the Evacuee Registration Card in their respective area.

(5) At the reception desk of the gymnasium, evacuees fill out the Evacuee Registration Card and be directed to the appropriate space, and the location where they were assigned will be recorded. Health Check Sheet will be distributed so that the evacuees can periodically check their physical condition.

※ After counting the Evacuee Registration Cards, a list of evacuees will be prepared. The list is then be submitted to the city branch office or the city disaster control headquarters.



## Example of use of school facilities

(make changes depending on the characteristics of each school, school building and schoolyard)

No	Purpose of Use	School Facility	Detail
1	Headquarter	Reception room	Staff room for the head of neighborhood associations, principal, and the city staff who rush directly to the evacuation center
2	Waiting room for staff	Teachers' office	Break room and lodging in case evacuation is prolonged
3	Waiting room for volunteers	Music room	
4	Evacuee shelter	Classrooms on 2F, 3F	Divide with use of gymnasium depending on the number of evacuees
5	First-aid station	Nurse's office	Provide first-aid treatment
6	Relief supply storage	Equipment room, supply warehouse	Matsudo City disaster control, supplies and equipment storage area
7	Information equipment installation	School office 【school staff only】	Install MCA radio, telephone, fax, copy machine, and computers Waiting room for the staff who rush directly to the evacuation center
8	Posting information	Gymnasium	Display the names of evacuees, post information necessary for shelter operations, and disaster information
9	Garbage collection site	Waste dump	
10	Temporary bathroom	Back of gymnasium	Temporary bathroom, manhole emergency toilet Men's and women's separated, install them in safe locations
11	Relief supplies collection point	Students' entrance hall	Location that is easy for incoming vehicles to enter and manage supplies
12	Relief supplies distribution point	Students' entrance hall	Location that is close to the evacuees' accommodation area
13	Temporary morgue	Room away from evacuees' living area	Room that allows for privacy protection
14	Temporary telephone installation	Staff entrance	Use public telephone
15	Bathroom	Back of gymnasium	
16	Changing room	Gym locker rooms	Separate men and women, also consider using modular tents
17	Laundry area	Back of gymnasium	Students' entrance may also be appropriate
18	Drying area	Schoolyard, etc.	Areas with good sunlight Separate drying areas for men and women for underwear, etc.
19	Pets	Covered area	Location away from evacuees accommodation space
20	Welfare shelter	Ground floor classroom, etc.	A place that can be well ventilated, sunlit, and quiet for frail and/or elderly evacuees
21	Room for infectious disease	Ground floor classroom, etc.	Room where people with symptoms such as fever and cough, or people infected with the COVID-19, etc. can receive medical treatment. A place that can be well ventilated, sunlit, quiet, and the traffic of people is separated from that of general evacuees.
22	Counseling room	Arts and crafts room	Space to provide counseling and useful information to disaster victims for their immediate livelihood and reconstruction of their lives. It is desirable to secure female counselors.
23	Cooking room	Home economics room	Used for soup kitchen preparation, close to the location where supplies are brought in
24	Water station	Water tank	If the water is in short supply, bring it in with a water truck
25	Nursing & diaper changing room	Classroom, etc.	Tents can be substituted. Also consider possible need for an adult diaper changing area.
26	Emergency vehicle parking lot	In front of the staff entrance	
27	Smoking area	North of gymnasium	No smoking in accommodation area and school buildings

**Site Establishment**  
**~for civic centers & other facilities~**

## ⑦ Layout in the facility

※City staff will communicate with the city task force via MCA radio as necessary to coordinate the status of facilities and the number of evacuees to be accepted. In the meantime, the layout of the evacuation center will be prepared with the cooperation of the evacuees.

(1) **Establish a place for evacuees to check their physical condition**

Have them take their temperature at the facility entrance and fill in the Health Check Sheet (see page 25).

※ Keep the evacuees in line, making sure that they remain 1 to 2 meters apart.

(2) **Set up a reception and central office**

Place evacuee registration cards, health check sheets, writing utensils, and information signs at the reception desk. In addition, have thermometers, masks, face shields, etc. and an information bulletin board ready.

(3) **Zoning and create pathways**

Guide evacuees according to their physical condition. Those with fever or cough will be led to the area set up in the building or tents designated for evacuees in poor physical condition, infected with disease, or in close contact with infected persons, and they should be directed in a separate route from that used by the general evacuees

※ For those infected with or in close contact with the COVID-19, they will be directed to a dedicated space.

(4) **Install restrooms**

Designate separate restrooms for sick people with symptoms such as fever and cough, people infected with or in close contact with COVID-19, and for general evacuees.

(5) **Take measures against infectious diseases**

Place hand sanitizers at the entrance and exit of evacuation center and accommodation space. Check locations for regular ventilation and common areas and items that need to be sanitized (handrails, doorknobs, toilets, etc.).

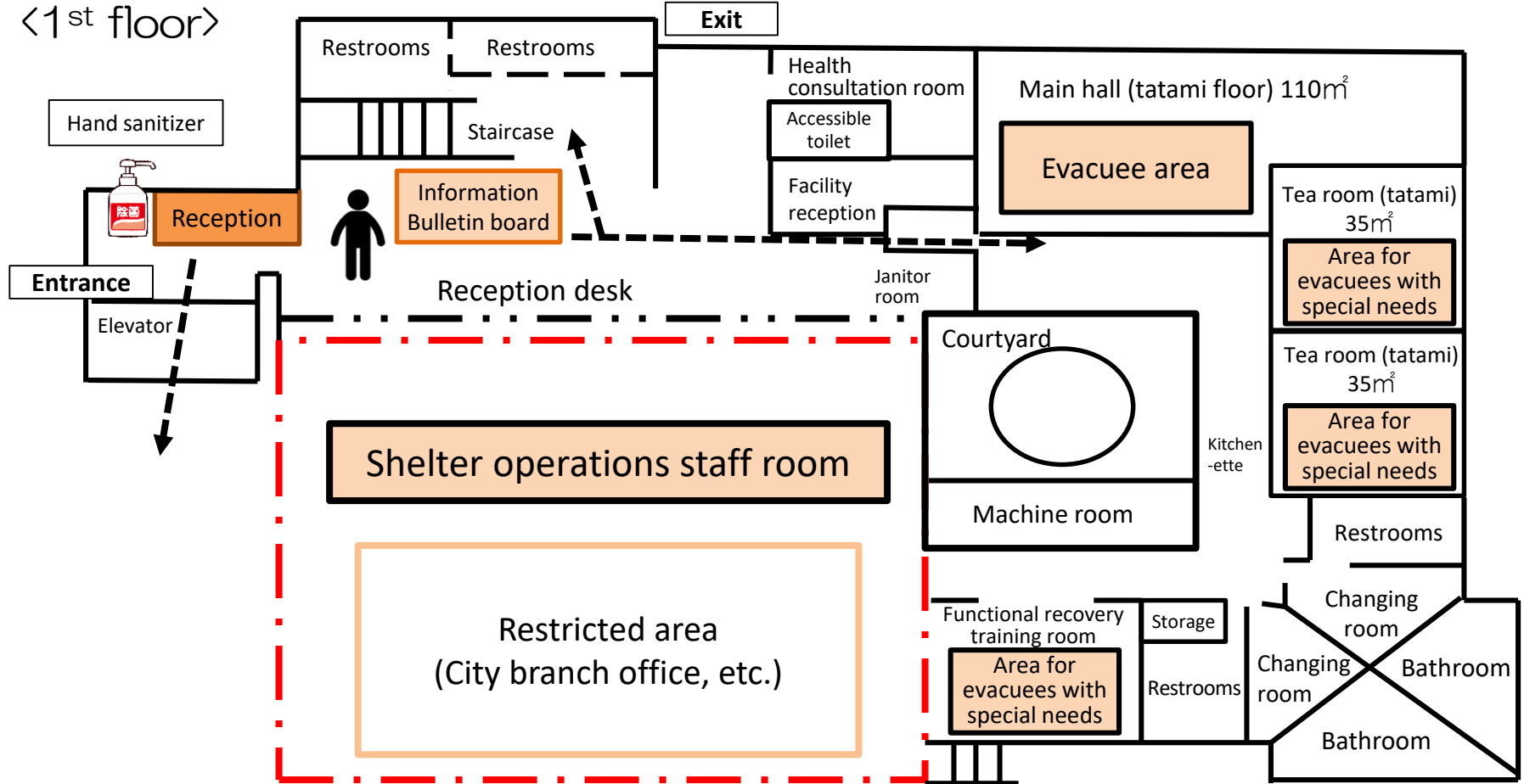
※Assign roles with those who will operate the evacuation center  
before accepting evacuees

※Refer to page 13, “Site Establishment at Schools”

※If any of the evacuees are able to help, ask for their cooperation.

# Example of evacuation center layout (civic centers, etc.)

<1st floor>

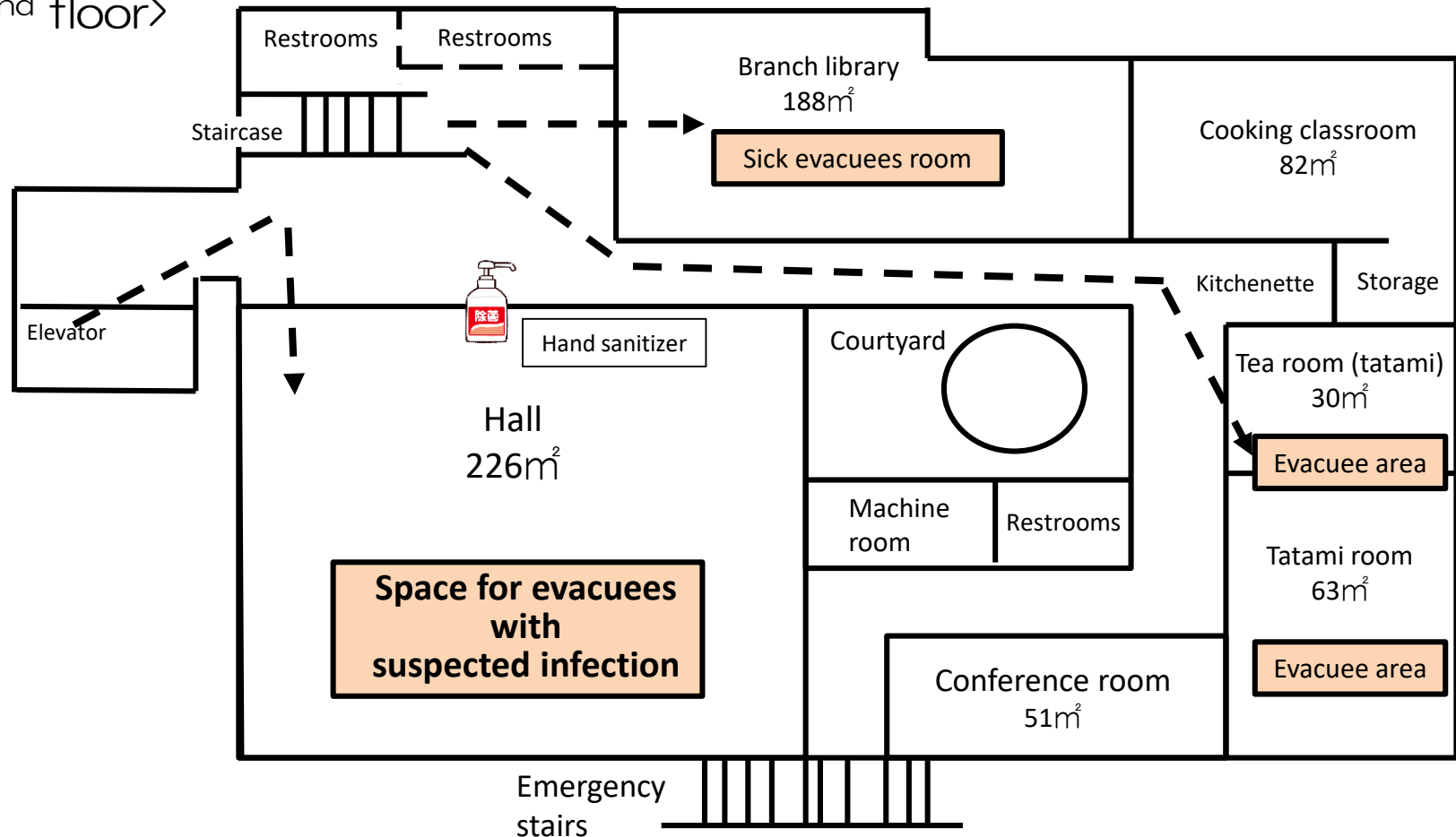


## 【Checkpoints at the reception desk】

- ① Use the Health Check Sheet to check for physical conditions
- ② If evacuees require special consideration (elderly, disabled, etc.), guide them to the designated area. Those who are not in good physical condition or who are infected with or exposed to COVID19 will be directed to a separate room.
- ③ Distribute Evacuee Registration Card and ask evacuees to fill it out. Direct them to the evacuee area
- ※ Distribute masks to those who do not have them

# Example of evacuation center layout 2 (civic centers, etc.)

<2<sup>nd</sup> floor>



※COVID-19 patients and those who have been in close contact with them, as well as general evacuees, should be directed to a room in a manner which their paths do not overlap or cross.



## ⑧ Accepting evacuees

If the evacuation center is ready to receive evacuees and the City Headquarter for Disaster Control instructs the shelter to open, evacuees shall be accepted in the following order.

(1) Check for physical condition of evacuees at the entrance of the facility.

✖ **Keep the evacuees in line, making sure that they remain 1 to 2 meters apart.**

(2) Have their body temperatures taken and fill in the Health Check Sheet (see page 25).

(3) In general, evacuees register at the facility entrance, but those in poor health or other conditions must be directed to appropriate areas, such as the area for the sick or those in close contact with infectious diseases.

(4) At the reception desk, evacuees fill out the Evacuee Registration Card and be directed to the appropriate space, and the location where they were assigned will be recorded. Health Check Sheet will be distributed so that the evacuees can periodically check their physical condition.

✖ **After counting the Evacuee Registration Cards, a list of evacuees will be prepared. The list is then submitted to the city branch office or the city disaster control headquarters.**

## ⑨ What to expect during shelter operations – Handling of various issues

**【Health issues】** In the case where a person becomes ill or is suspected of having an infectious disease, you must share that info as soon as possible and consider contacting the city task force, and also consider transporting the person to a disaster base hospital, disaster cooperation hospital, or school first aid station.

Persons requiring special consideration, such as, pregnant/nursing mothers, wheelchair users, people with mental/physical disabilities, etc., will be guided to the space for persons with special needs within the evacuation center, or to the welfare shelter, as appropriate.

In the event of a change in the symptoms of a person who has been in close contact with an infectious disease patient or a person receiving treatment at home, information should be shared with the city task force as soon as possible.

**【Supply issues】** Having a need for supplies, lack of water, food, blankets, lights, etc.

In times of emergency, the shelter will make maximum use of supplies brought by evacuees and those stockpiled by the City. City staff assigned to the evacuation center will assess the needs of the center, and contact and coordinate with the City's task force to ensure that supplies are provided as needed.

In addition, push-type relief support from the national and prefectural governments will be delivered to the evacuation centers accordingly.

✖ **Requests for supplies should be made by sending a "Demand Questionnaire for Relief Supplies" form (page 28) to the City task force. Confirm what is needed with city staff and submit the request.**

**【Miscellaneous issues】** Pets, restrooms, crime prevention, operational rules, etc.

Various problems may arise in evacuation centers. Please share the problems with each other and work together to solve them.

**★Refer to the basic policy on the next page and onwards to make rules and inform the evacuees**

### 3. Basic policy on the establishment and operation of shelters

**Policy 1** Shelters are opened and operated by the self-governance of the local citizens.

**First, head to the “Community Assembly Point” !**  
Evacuate in groups such as neighborhood associations, etc.

**If your home is safe, you may choose to take shelter at home.**  
**Given the risk of infection, consider evacuating to your home or to a friend’s or relative’s home.**

- At the “Community Assembly Point,” confirm the safety of community members, perform initial firefighting, and conduct rescue and relief operations.

※In case of flooding, evacuate directly to the evacuation center when the “Evacuation Order” is issued. However, if you cannot see the boundary between the river and the street or manhole covers at night due to overflowing water, temporarily evacuate to the second floor or higher.

#### Help each other in the community



- Past examples of disasters have shown that prompt actions by local residents are important immediately after a disaster strikes. It is difficult for the government to reach the area immediately after a disaster due to the damage to city employees, the impairment to administrative functions, and the implementation of lifesaving measures and other emergency measures.

**Policy 2** A shelter is a place where disaster victims live. Think of it as a place to promote self-reliance and supporting community.

#### Evacuation centers should be operated in anticipation of an extended period of time

- Past examples of disasters have shown that living in evacuation centers can be prolonged to several months.
- Shelter operations should lead to the recovery and further revitalization of the local community!



#### The 【 3 - 3 - 3 Principles 】

Suggested response time lapse from the onset of a disaster to the evacuation period

Within **3 minutes**

**～3分**

自身の身の安全を確保



Secure your own safety

**30 minutes later**

**30分**

救助体制の確保, 「地域の集合場所」に集まる!  
安否確認, 救出・救護



Meet at the “Community Assembly Point” and confirm neighbors’ safety

**3 hours later**

**3時間**

自身や家族の安全を確保した上で危険な人の発見・救出



Searching for and rescuing people in danger

**In 3 days**

**3日間**

全ての人の安否確認と安全な避難を行うことが理想。  
避難所運営協議会の立ち上げやルールの設定など



Status check of all local citizens and safe evacuation is complete. Set up shelter operations committee and rules.

**3 weeks and onwards**

**3週間～**

(地震の場合) 避難生活の安定へ(避難所統廃合検討など)

Stabilize shelter operations (consider consolidation, etc.)

## ■ Things to be noted in the operation of a shelter

- \* In an evacuation center, where an unspecified number of people are evacuating and living in a chaotic situation, **it is necessary to be creative and be considerate of each other.**

### Threefold Shelter Management

#### Hygiene Management

- \* Separate the food preparation area from the hand-washing area
- \* Hands must be washed and disinfected when serving food
- \* Have the surgical masks prepared
- \* Separate leftover food from garbage, and put a lid on the buckets of leftovers
- \* Make sure everyone washes their hands and gargles

#### Nutrition Management

- \* Distribute healthy meals (low salt and lots of vegetables)
- \* Work together to run a soup kitchen
- \* Set a time to eat together
- \* Be aware of allergies (e.g. label ingredients, display the packaging bag of food)

#### Health Management

- \* Practice some physical exercises, even if only for 5 minutes a day
- \* Create rules for personal health management (oral hygiene, smoking, alcohol consumption, etc.)
- \* In principle, prohibit drinking alcohol



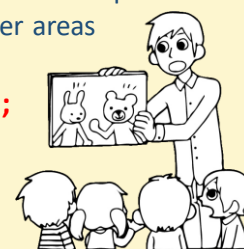
### Other considerations

#### For efficient, trouble-free shelter operation;

- \* Make information as “visible” as possible
- \* Deal with pet situation
- \* Share information, distribute food and supplies to those sheltering at home
- \* Establish a daily schedule and rules for living (e.g. wake-up and lights-out times, morning assembly, health exercises, cleaning and food preparation duties with evacuee participation, etc.)
- \* Each evacuee should check their temperature and physical condition daily, and fill out the Health Check Sheet
- \* Address the needs and requests of people from diverse backgrounds
- \* Be attentive to the needs and requests of people from diverse backgrounds
- \* Work together effectively, ensuring that the roles and responsibilities in the shelter are evenly distributed among everyone, so that no one is overburdened with tasks.
- \* Keep an eye on the environment and carry out patrols, etc. to prevent crime, violence, and harassment.
- \* Support tourists and other people who have difficulty returning home.
- \* Maintain a hygienic environment (e.g. installing disinfectant stands, wearing masks where possible)
- \* Separate waste from the general evacuation area from waste from the other designated areas for disposal
- \* Shelter operations personnel should be assigned to each area, and are not allowed to enter areas other than the one they are assigned.

#### Making the shelters welcoming for everyone, with special attention to those in need;

- \* Ideas for restroom rules: Give priority to the elderly and people with disabilities to use sitting toilets
- \* Ensure that people can spend their time in a comfortable position
- \* Look after the elderly and others who need assistance while maintaining their privacy. Be sure to consider the caregivers as well.
- \* Make sure that information gets through to the foreign evacuees
- \* Setup an enclosed space for nursing and diaper changing (for adults as well)
- \* Secure a space for children to spend time



**With these points in mind, create a manual in the community and continue to update it as drills are performed so that when disaster really strikes, everyone in the community will actually be able to help each other**



Evacuation drill

## Supplemental Materials

# Evacuee Registration Card (Matsudo City)

避難者カード(松戸市) - 英語

Evacuation center		Arrival date		Leaving date	
Name		Address			
Name of neighborhood association		TEL/ Email	Home ( ) Mobile ( ) Email ( )		
Evacuation type	Evacuation center / Tent / Car / Home / Other ( )				
Damage	None / Total loss / Half loss / Partial loss / (Above or below floor flooding, water disconnection, power outage, gas outage, telephone outage)				

【Family Members】※Please mark with o for applicable items. Use an additional sheet if you have more family members.

	(Hiragana / katakana) Name	Age	Sex	Illness	Injury	Pregnant	Baby	Disability	Needing nursing care	Medical device use	Allergy
Head of the household			M								
			F	Food supply request ➡ Yes ( ) / No							
Family, housemates, pets			M								
			F	Food supply request ➡ Yes ( ) / No							
			M								
			F	Food supply request ➡ Yes ( ) / No							
			M								
			F	Food supply request ➡ Yes ( ) / No							
			M								
			F	Food supply request ➡ Yes ( ) / No							
			M								
			F	Food supply request ➡ Yes ( ) / No							
Remarks	※Please indicate any precautions due to illness, injury or disability, necessary supplies such as medicines, baby formula, etc., and any other special request.										
Disclosure	Do you agree to the provision of your address and name if the shelter operations team receives an inquiry regarding your safety? ➡ Yes / No										
Emergency contact (Relative, etc.)	Address : Name : Phone Number :										

【Information on destination after leaving the evacuation center】

Address	〒	Phone No.	
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※Fill out and submit this form at an evacuation center when a disaster strikes, and you will be registered as an evacuee and will be able to receive daily life support. If there are any changes to the information on the form, please notify the shelter operations personnel as soon as possible.

※The information you provide will be shared with the disaster control headquarters and the shelter operations team to the minimum extent necessary.

# Health Check Sheet

体調チェックシート (英語)

Evacuation Center: \_\_\_\_\_

Shelter staff will take your temperature, so please fill out ① through ⑤ and wait for your turn.

① Date	YYYY / MM / DD		② Name		
③ Applicable symptoms ※Please mark with a check☑					
<input type="checkbox"/>	Cough, sneeze	<input type="checkbox"/>	Pains in muscle or joint		
<input type="checkbox"/>	Hard to breathe	<input type="checkbox"/>	Dizziness, lightheadedness		
<input type="checkbox"/>	Runny or stuffy nose	<input type="checkbox"/>	Taste and smell disorder		
<input type="checkbox"/>	Inflammation or sore throat	<input type="checkbox"/>	Injury (If yes, please describe in ④)		
<input type="checkbox"/>	Headache	<input type="checkbox"/>	Chronic illness (If yes, please describe in ④)		
<input type="checkbox"/>	Diarrhea	<input type="checkbox"/>	Positive with an infectious disease, incl. COVID-19 (If yes, please fill in the date of test and positive confirmation in ④)		
<input type="checkbox"/>	Sense of fatigue	<input type="checkbox"/>	Tested for an infectious disease, incl. COVID-19, and result unknown (If yes, please fill in the date of test in ④)		
<input type="checkbox"/>	Nausea, vomit	<input type="checkbox"/>	Designated by the Public Health Center as having close contact with a COVID-19 patient (If you know the end date of the observation period, enter it in ④, if not, enter the date when the health center contacted you)		
<input type="checkbox"/>	Palpitations, chest pain				
④ Other symptoms and remarks					
⑤ Temperature			※ Shelter staff will fill in		

After the shelter operations staff review the sheet, please follow their instructions and move on.







Items	Quantity
Container box	1
Copy paper: One bundle of A4 size (500 sheets)	1
Copy paper: One bundle of A3 size (500 sheets)	1
Craft knife L-type	1
Whiteboard	1
Whiteboard marker	1
Duct tape	4
Sticky tack ' <i>Hittsuki Mushi</i> '	1
Plastic bags: One bundle (100 bags)	1
Pencils: One pack (dozen)	2
Colored markers: One set (8 colors)	1
Permanent markers: 4 blacks & 2 reds	Total 6
Disposable plastic gloves: One pack (100 pieces)	1
Garbage bags: 90 liters size	50
Non-adhesive 'Keep out' tape	1
Work gloves: One bundle (12 pieces)	1
PE flat rope: 1 red & 1 white	Total 2
<i>Post-it</i> super sticky: One pack (5 colors, 90 each)	1
Multi-functional radio (w/flash light, hand-crank & solar charging)	1
Masking tape	4
Surgical masks: One box (50 masks)	1
Magnesium air battery LED light	9
Wet wipes ' <i>Epista Propre</i> ': One pack (30 sheets)	9

✖ Infectious disease control items are also stockpiled along with evacuation shelter setup kits. There are surgical masks, disinfectants, non-contact thermometers, and face shields. Other supplies will be stocked due in course.

Date: 

YYYY / MM / DD

(受け取り職員印・サイン)

Demand Questionnaire for Relief Supplies

Request from

Evacuation Center:  
Person in charge:  
Phone number: Fax number:  
Email address:  
Mobile Disaster Management Radio number (if available):



Request to

To:  
Attention: Phone number:

Note

※ You may only fill-in "further subcategory" of the item if you are handwriting.

Requesting Supplies						
	Items			Amount		Remarks (Item details, number of people needing them, degree of urgency, desired delivery date, allergies, people requesting assistance, etc.)
	Category	Subcategory	Further subcategory	Qty.	Unit	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

Demand Questionnaire for Relief Supplies

SAMPLE

Date: 2024 / 00 / 00

(受け取り職員印・サイン)

Request from

Evacuation Center:00 Junior High School

Person in charge:00 00

Phone number:047-368-××××Fax number:047-368-××××

Email address:

Mobile Disaster Management Radio number (if available):MCA 000



Request to

To:Matsudo City Disaster Control HQ

Attention:00 00Phone number:047-366-7309

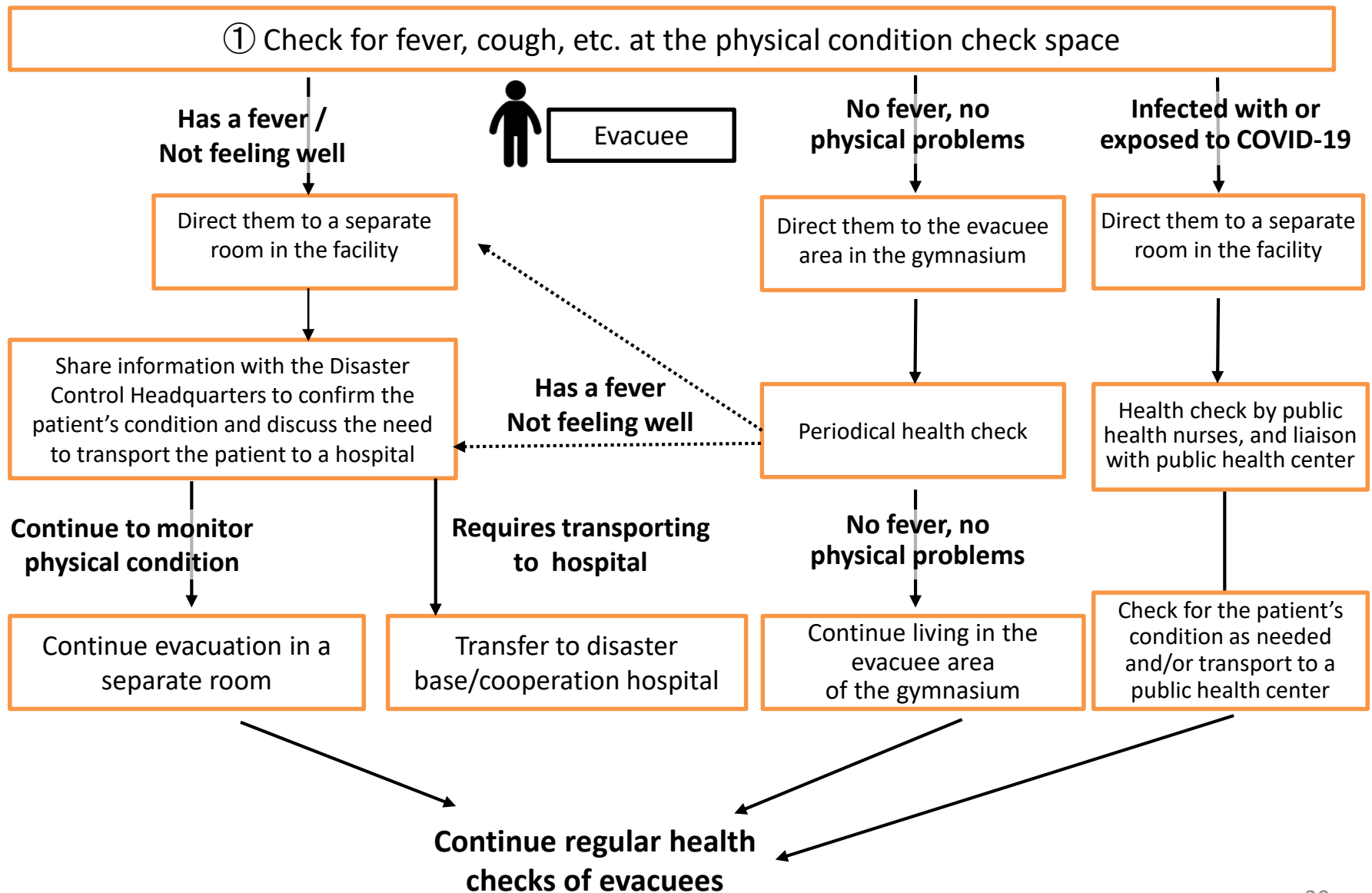
Note

※ You may only fill-in "further subcategory" of the item if you are handwriting.

Requesting Supplies						
	Items			Amount		Remarks (Item details, number of people needing them, degree of urgency, desired delivery date, allergies, people requesting assistance, etc.)
	Category	Subcategory	Further subcategory	Qty.	Unit	
1			Pasteries	600	pieces	Please deliver by noon on Saturday, November 12
2			Drinks	600	bottles	No food stockpile at this evacuation center
3						The person in charge of the shelter operations will receive when the supplies arrive
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

This is the form to submit to the Disaster Control Headquarters when requesting supplies.  
Filled-in at the evacuation centers → received by the Matsudo Disaster Control Headquarters.

# Flowchart of infectious disease control measures in shelter operations



**Evacuation Facility Usage Map (Show the shelter area)**

