

Emergency Shelter Rules

避難所でのルール

Shelter users must follow the rules described below. We very much appreciate your help with the facility operations by, for example, taking turns performing some tasks.



Basic points

- **This emergency shelter serves as a disaster prevention base for the local community.**
It provides living support also for individuals staying outside the emergency shelter.
- **All shelter users must work together in order for the emergency facility to run properly.**
People in the shelter, regardless of their age, gender or nationality, shall share duties and responsibilities as much as possible so that more people will participate in the facility operations.
- **You may be asked to change rooms according to the fluctuations in the number of evacuees.**
- **Don't enter in restricted areas.**
- **NO OUTDOOR FOOTWEAR shall be worn inside the living space. Put your shoes in a plastic bag and keep the bag with you.**
- **This shelter will close as soon as essential services such as electricity and water supply are restored.**
Those who lost their homes can go to emergency temporary housing.



Fire safety

- **Don't obstruct the exits, stairways and/or corridors to secure safe evacuation.**
Keep inside and outside the building clean and clutter-free; don't leave flammable items unattended.
- **Prevent heating appliances, such as stoves, from falling down. They must be a minimum distance away from flammable materials. Ensure room ventilation is adequate.**



No smoking

Smoking is not permitted inside the building. Also, refrain from drinking alcohol.

Smoking is ONLY allowed in the designated areas. Soak the cigarette butt in water before disposing of to make sure it is fully extinguished.



Management

A Management Committee will be formed to discuss matters necessary for the operation of the shelter.

- Management Committee is constituted by representatives of the shelter users.

定例会議 Daily meeting is held at ごぜん (午前) : a.m. and ごご (午後) : p.m.

- The specific tasks will be performed by each operation team formed by shelter users.



General reception

At general reception various procedures and consultations are carried out.

対応時間 Service hours : From ごぜん (午前) : a.m. to ごご (午後) : p.m.



Registration

Register users using the Evacuee Registration Form - one per family (household).

Personal information will be made public only if user selects that option on the registration form.

- The information of the persons using the shelter, including those staying outside the evacuation site, will be registered in order for them to be able to receive appropriate living support.
- Please let us know at the time of registration if you require special care due to religious reasons, language barriers, disability, incurable illness, allergy, chronic disease, or if you are pregnant or have a baby.
- Register the information of your pets such as dogs and cats.
- Inform the general reception whenever you leave the shelter.



Light

**Lighting: lights will be turned on at (点灯) _____ :
and off at (消灯) _____ :**

For your safety, corridors, bathrooms and the space used by staff for administration purposes will be illuminated during the night.



Announcement

Announcements are made until (放送終了) _____ :

However, when an emergency occurs, announcements may be made at night times too.



Phone

- **When someone calls the emergency shelter looking for you, we will receive the message and will call you over the speaker to pass the message on to you.**

(Service availability _____ : _____ ~ _____ : _____)

- **Leave your cell phone on silent mode.**

Refrain from using cell phone in common living space, limiting the use in the designated area.

As a general rule, emergency food and supply are distributed in groups.



Emergency food & supply

- The distribution is done equally among shelter users and evacuees staying outside the shelter.
- If there are special circumstances, we will ask the evacuation shelter management board for their understanding and cooperation.

Food distribution time (in principle)

morning

Approx. _____ :

afternoon

Approx. _____ :

evening

Approx. _____ :

Distribution site for special supplies

Supply: baby formula · diaper

Location : _____

Supply: women's clothing and sanitary products

Location: _____

Supply: _____

Location: _____



Toilets

- **All users must keep the bathroom clean.**
- **The cleaning schedule is**
morningApprox. : **afternoon**Approx. : **evening**Approx. :
and should be taken in turns by all users. Cleaning time will be announced over the speaker.



Waste

Garbage must be separated and disposed of in the designated area.



Pet

It is pet owner's responsibility to take care of their own animals under the understanding and cooperation between other emergency shelter users.
Pets are not allowed in any room other than in specific areas that the facility has designated as appropriate.