

Evacuation shelter rules

The rules for this evacuation shelter are outlined below.

1. This evacuation shelter is a regional disaster prevention site.
2. In order to discuss items necessary for the operation of this evacuation shelter, an evacuation shelter management committee (hereafter “committee”) comprising evacuee representatives, facility administrators, public officials, etc
 - The committee shall hold daily meetings at ____ AM and ____ PM.
 - The committee shall assemble a management organization comprising the following teams and staffed by evacuees: general affairs, facilities management, victim caretaking, information, food & supplies, aid & sanitation, and volunteers.
3. The evacuation shelter will close down when lifelines such as electricity and water have been re-established.
4. Evacuees must register as a family unit.
 - When you leave the evacuation shelter, please inform the victim caretaking team of your new address.
 - Dogs, cats, and other animals shall not be allowed inside the evacuation shelter.
5. You may not take refuge in rooms necessary for the management of the facility or the benefit of all evacuees, such as the staff room, infirmary, or kitchen, or any dangerous rooms.
 - Please be sure to follow posted signs such as 立入禁止 (keep out), 使用禁止 (do not use), and 利用上の注意 (caution when using).
6. In principle, food and supplies will not be given out until they can be provided for all evacuees.
 - Food and supplies will be distributed to evacuees by group.
 - Food and supplies will also be distributed equally to those in the surrounding area.
 - Milk, diapers, and other special requests will be handled by the food & supply team in room ____, so please go there to inquire.
7. Lights will go out at ____ PM.
 - Hallways will remain lit, and lights in the gym and other rooms will be turned off.
 - Rooms necessary for administration such as the staff room will remain lit in order to prevent acts such as theft.
8. Announcements will end at ____ PM.
9. Phone calls can be received only between ____ AM and ____ PM.
 - Outgoing calls and messages will be made via broadcast.
 - Public phones shall be reserved for emergency use. (Cell phone use is also prohibited outside of designated areas)
10. Restrooms will be cleaned by evacuees on a rotating basis at ____ AM, ____ PM, and ____ PM.

- Broadcasts will be made during cleaning times.
 - During a water outage, please use a bucket of water to flush feces only.
11. Smoking and drinking alcohol are not permitted outside of designated areas.