

# Measures to Manage an Evacuation Center with the Best Use of a Community's Characteristics



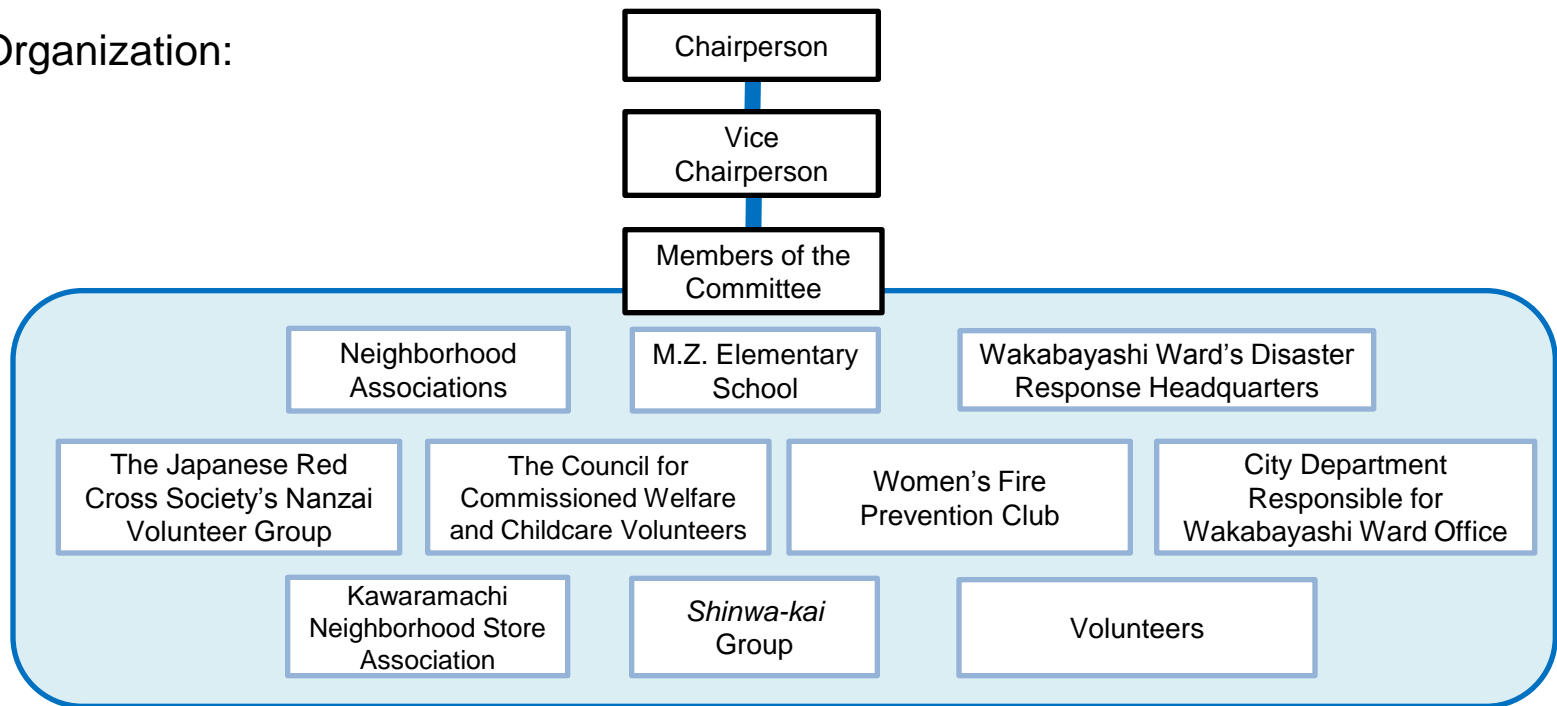
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At an evacuation center on the morning of March 12, 2011

# The Managing Committee for the Evacuation Center at Minami-Zaimokucho Elementary School (“M.Z. Elementary School”), effective from March 11 - 21, 2011

## ■ Organization:



## ■ Tasks:

Administration	Wakabayashi Ward Office; M.Z. Elementary School; Commissioned Welfare and Childcare Volunteers in the Area
General Affairs	Wakabayashi Ward Office; M.Z. Elementary School
Food and Necessities	Commissioned Welfare and Childcare Volunteers in the Area; Kawaramachi Neighborhood Store Association
Meals	Women's Fire Prevention Club; The Japanese Red Cross Society's Nanzai Volunteer Group
Water Supply	Volunteers (those affected by the Earthquake); <i>Shinwa-kai</i> Group
Relief Operations	Volunteers (Nurses of those affected by the Earthquake)
Hygiene	Volunteers (those affected by the Earthquake); M.Z. Elementary School
Security	M.Z. Elementary School; Kawaramachi Neighborhood Store Association



A meeting held on March 12, 2011 by the Managing Committee for the Evacuation Center



Meals (breakfast) rationed on the morning of March 14, 2011

# Nanzai District's Voluntary Disaster Prevention Plan

## Chapter 1: Action at an early stage

1. If an earthquake or flood occurs, immediately secure your safety and then confirm the safety of your family.
2. Try to gather information by TV or radio.
3. If an earthquake registers **6 or above** on the Japanese seismic scale, a chairperson of a neighborhood association shall confirm the safety of his or her association members and the condition of the area covered by the association.
4. In the case of the previous paragraph, a chairperson of a neighborhood association shall report promptly, within one hour, preferably, to the Disaster Response Headquarters that is to be set up on the second floor of M.Z. Elementary School's gymnasium.
5. If an evacuation advisory or order is issued, a chairperson of a neighborhood association shall gather the residents at a temporary evacuation site and then evacuate to a designated refuge area as a group. If there are any of people requiring assistance, their supporters shall accompany them.
6. In the case of evacuation as a group, leave a couple of residents in the area to watch for empty houses as measures against theft.

### Chapter 3: Opening of an evacuation center

1. Heads of facilities—M.Z. Elementary School, Hachiken Junior High School and Nanzai Community Center—and the leader of the Disaster Response Headquarters shall confirm the safety of each facility.
2. The Disaster Response Headquarters shall grasp the damage to the surrounding area.
3. Allocate space of an evacuation center to each evacuee.
4. Accept evacuees.
5. Set up a Managing Committee for an evacuation center under the leader of the Disaster Response Headquarters.

### Chapter 4: Managing Committee for an evacuation center

1. A Managing Committee shall have the following positions: (1) Chairperson (Deputy Leader of the Disaster Headquarters); (2) Vice Chairperson; (3) Facility Manager (Principal, etc.); (4) Administrator; (5) Receptionist or List Manager; (6) Person Responsible for Information; (7) Relief Operator; (8) Person Responsible for Hygiene; (9) Person Responsible for Meals; (10) Counselor; (11) Person Responsible for Recording; and (12) Other.
2. Designate some residents as members of the Managing Committee and assign tasks to them.
3. Confirm the commodities and supplies, including drinking water, food and blankets.

# Development of Nanzai District's Comprehensive Emergency Drills

FY 2005	<ul style="list-style-type: none"> <li>• Designated by Sendai City to conduct comprehensive disaster drills</li> </ul>
FY 2008	<ul style="list-style-type: none"> <li>• Conducted an disaster prevention drill at Hachiken Junior High School</li> </ul>
FY 2009	<ul style="list-style-type: none"> <li>• Adopted refuge area operation drills</li> </ul>
FY 2011	<ul style="list-style-type: none"> <li>• Opened three evacuation centers and allocated them to each neighborhood association</li> </ul>
FY 2012	<ul style="list-style-type: none"> <li>• Designated Saturdays as the days when people would carry out the second stage of a two-step evacuation in the case of floods caused by an earthquake with its epicenter directly under a city.</li> </ul>
FY 2013	<ul style="list-style-type: none"> <li>• Students of Hachiken Junior High School participated in drills by the after-school activity club.</li> <li>• Decided that in the case of disaster, people requiring assistance would be evacuated to Nanzai Community Center, refuge area for persons with disabilities.</li> </ul>
FY 2014	<ul style="list-style-type: none"> <li>• Gathered students and all the people concerned at M.Z. Elementary School to conduct various types of drills after having carried out an ordinary evacuation drill</li> <li>• Adopted a drill to ensure that school children were safely picked up by their parents.</li> </ul>
FY 2015	<ul style="list-style-type: none"> <li>• Extended the area for the drill to include Hachiken Junior High School's precinct  → <b>Comprehensive Emergency Drills in Hachiken Junior High School's Precinct</b></li> </ul>



Fiscal Year 2015  
**Comprehensive Disaster Preparedness Drills  
in Hachiken Junior High School's Precinct**



# List of Tasks of the Comprehensive Disaster Preparedness Drills FY 2017

## 1. Nanzai District Disaster Response Headquarters:

Leader, Deputy Leader, Facility Managers (Principals of M.Z. Elementary School and Hachiken Junior High School), and the members designated by Sendai City

## 2. The Evacuation Center Managing Committee:

### ■ M.Z. Elementary School

- Chairperson
- Vice Chairperson
- Facility Manager (Principal of M.Z. Elementary School)

### ■ Hachiken Junior High School

- Chairperson
- Vice Chairperson
- Facility Manager (Principal of Hachiken Junior High School)

Group	Group Leader	Group members
Administration	Commissioned Welfare Volunteers	Sendai City Department
Reception and List Management	Former PTA Members, and Leader for Sendai City Community Disaster Preparedness	Junior High School Students (“J.H.S. Students”)
Information	Former PTA Members	J.H.S. Students, and Sendai City Department
Relief Operations	Community Social Welfare Council	Nurse-teachers of M.Z. Elementary School, and J.H.S. Students
Hygiene	Neighborhood Associations	Hachiken Junior High School, and M.Z. Elementary School
Food and Necessities Management	Leader for Sendai City Community Disaster Preparedness, and Women’s Fire Prevention Club	The Japanese Red Cross Society, Neighborhood Associations, and J.H.S. Students
Evacuation	Former PTA Members	Neighborhood Associations, and J.H.S. Students
Counseling	Neighborhood Associations	Elderly Club Association
Photographing and Recording	Hachiken J.H.S. Teachers	J.H.S. Students

Group	Group Leader	Group members
Administration	Neighborhood Associations	Neighborhood Associations, and Sendai City Department
Reception and List Management	Neighborhood Associations, J.H.S. Teachers	J.H.S. Students, and the members designated by Sendai City
Information	Former PTA Members	Neighborhood Associations, J.H.S. Students, and Sendai City Department
Evacuation	Nanzai District Allied Children’s Association	J.H.S. Teachers and Students



An advance meeting between leaders and junior high school pre-meeting students



Cooperation among elementary school teachers, local residents and junior high school students to set up a tent to provide emergency foods



新弓町内会

たくましくつ

リオ





キャベツ

カルゲン会さしき

仙台市若林消防

# Summary

1. Managing an evacuation center under self-help and mutual aid requires the full use of human resources with a variety of capabilities.
  - Drills require the participation of a wide range of human resources, including the personnel and public assistance.
  
2. Challenges:
  - (1) Building face-to-face relationships in communities and with people from the public sector
  - (2) Participation of local companies