

# Civil Protection Manual for Your Household

-- To Protect You and Your Family from a Terrorist or Armed Attack --



# Introduction

This booklet summarizes how you and your family, as the residents of Sumida City, should act in the event of a terrorist or armed attack against Japan from the outside and how you should prepare for such attack.

In the event of an emergency, the national government, prefectural and municipal governments, police departments, fire departments, and the Self Defense Forces, as well as lawfully designated public corporations and other designated institutions, will team up to take the appropriate action to protect you and your family.

However, if you are confused and do not know what to do in an emergency, it may cause a delay in properly responding or may create additional dangers, thus resulting in the further spread of damage.

In order to avert such risks, it is important that each of you will remain calm and obtain accurate information through communications from administrative agencies, including the Sumida City government, and through the television, radio, and other means. It is also essential for each of you to act calmly in concert with the people in your community, your workplace, or other locations where you may happen to be at that time.

To that end, you are encouraged to regularly discuss with family members how you should respond, what you need, what method of communication you should use, and other relevant matters in the event of an emergency. This should enhance your preparedness in the event of such an attack.

It should be noted that the measures to cope with such attack have much common with of the response to such natural disasters as earthquakes. We encourage the use of this booklet in combination with the Crisis Management Manual in preparation for natural disasters so that the preparedness of you and your family, as residents of Sumida City, can be further enhanced and facilitate the protection of you and your family in the event of disasters.

Sumida City Government  
March 2019

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# WHEN AN ALERT IS ISSUED

## Issuing an Alert

When there is a clear and imminent threat of a terrorist or armed attack or when a terrorist or armed attack has occurred, the Sumida City government will alert the residents of the city in order to protect lives and property by **sounding a unique civil defense warning siren** as designated by the national government principally through the disaster administration radio or announcements via loudspeaker from cars or vans.

The details of the alert to be transmitted through the disaster administration radio or announcements via loudspeaker from cars or vans are as follows:

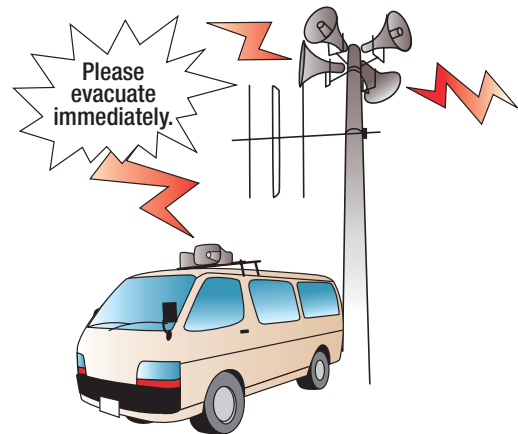
- Areas affected by a terrorist or armed attack or areas under a clear and imminent threat of such attack, and the details of such attack or imminent attack.
- Actions that residents are asked to take.



## Areas from Which Residents Must Evacuate

The City Government will alert the people in the evacuation areas by transmitting the following information through the disaster administration radio or announcements via loudspeaker from cars or vans:

- Evacuation method (routes, means, etc.)
- Evacuation site or shelter
- Important points to remember during an evacuation



## Sound of Warning Siren

- A sample warning siren sound is available at the Cabinet Secretariat Civil Protection Portal Site ([http://www.kokuminhogo.go.jp/en/pc-index\\_e.html](http://www.kokuminhogo.go.jp/en/pc-index_e.html)). You can access the Civil Protection Portal Site via the website of the Sumida City's Safety Assistance Section in charge of crisis management.
- You can also rent a cassette tape or a CD-ROM recording of the sample warning siren sound at the Sumida City's Safety Assistance Section in charge of crisis management.

### If Sumida City is in an area where there is a clear and imminent threat of an armed attack or where an armed attack has occurred

The city government will first sound the warning siren at maximum volume through the disaster administration radio and will then communicate an alert to all residents via the disaster administration radio and the Sumida city government's website.

### If Sumida City is not in an area where there is a clear and imminent threat of an armed attack or where an armed attack has occurred

In principle, the city government will not use the warning siren but will communicate an alert to the residents via the disaster administration radio and the Sumida city government's website.



## Example of an Alert

"News of a major terrorist attack! News of a major terrorist attack! An alert has been issued for Sumida City! Sumida City may experience a terrorist attack. Please stay indoors and turn on your radio and television for news and instructions."

# WHEN AN ALERT IS ISSUED

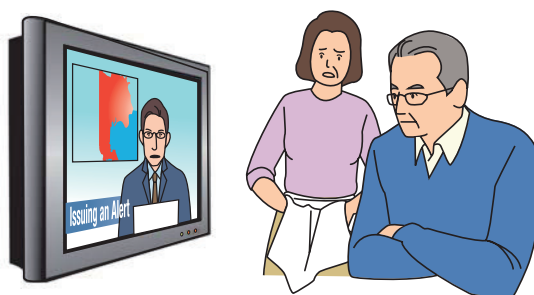
## In Case You Are Indoors

- Close all your doors and windows.
- Shut off gas and water, and turn off ventilating fans.
- Stay indoors and away from doors, walls, and windows.



## Stay Calm and Collect Information

- Listen to your radio or television, the alert, and the disaster administration radio for news and instructions and try to collect the most accurate and up-to-date information.



## In Case You Are Outdoors

- Seek shelter inside the nearest sturdy building or underground shopping area.
- If you are driving a car, park your car as far away as you can from the road. If you have no choice but to park your car on the road and evacuate, park your car at the far left end of the road with the keys in the ignition so as not to obstruct emergency vehicles.



## Actions in case of missiles flying to Japan

It may take less than 10 minutes that missiles reach Japan after being launched. If missiles are about to hit Japan possibly, J-ALERT system provides emergency information through various devices such as sirens and emails. When emergency information has been announced, please take action calmly.

- **When you are outside**  
Go into a nearby building or underground.  
※a sturdy building if possible
  - **When you can't find a building nearby**  
Lie flat on the ground or take cover behind anything that might offer protection.
  - **When you are inside**  
Stay inside well away from windows or stay in windowless room.
- <When a missile hit in nearby area>
- **When you are outside**  
Cover your nose and mouth with cloth. Evacuate from an impact area. Evacuate toward the windward side or into a sealed room.
  - **When you are inside**  
Stop a ventilator, close windows and seal cracks of a room.

# WHEN AN ALERT IS ISSUED

## In Case an Evacuation Order Is Issued

In order to protect you and your family, the administrative agencies of the Sumida City government and the Tokyo Metropolitan government will issue appropriate **evacuation orders** in accordance with the conditions of a terrorist attack or an armed attack.

Representative evacuation methods are outlined below. In some cases, two or more of these evacuation methods may be used in combination.

- Seek shelter inside the nearest sturdy building or underground shopping area.
- Stay away from dangerous areas and seek shelter in nearby safe areas.
- Evacuate to a nearby temporary meeting place, evacuation site, or designated shelter.
- Evacuate to neighboring safe places across the city border or the border with the Tokyo metropolitan area.



## Temporary Meeting Place

This is a meeting place where people will temporarily get together before moving on to an evacuation site or shelter. There is a designated meeting place per each town association or per each community association.

## Evacuation Site

This is the site where people will evacuate if it is difficult to ensure personal safety in areas where fires break out and spread.

## Designated Shelter

In Sumida City, nearby elementary or junior high schools are designated as primary shelters.

\* Check your nearest temporary meeting place, evacuation site, and shelter on the Sumida City Disaster Prevention Map.

## Important Points to Remember During an Evacuation

When any of the administrative agencies of the Sumida City government and the Tokyo Metropolitan government issues an **evacuation order**, stay calm and act in accordance with the instructions.

Take the following precautions when evacuating from your home to a shelter by following the evacuation order:

- Turn off the gas and unplug all power cords from power outlets, except for the refrigerator. Leave your refrigerator plugged in.
- Wear sturdy shoes, long pants, long-sleeved shirts, and a hat and take your emergency supplies and goods. (See page 12 for the emergency supplies and goods.)
- Take your passport, driver's license, or health insurance card for identification purposes.
- Lock your home.
- Check on your neighbors.
- Evacuate properly in accordance with the instructions by the city government, police department, and fire department regarding the evacuation routes and means.



# IN THE EVENT OF AN EXPLOSION

## Explosion

Take the following action, regardless of whether an alert has been issued or not:

- Get down at once and keep low to protect yourself.
- In case objects are falling around you, get under a sturdy table until they stop falling.
- Then, as quickly as you can, evacuate the building where an explosion has occurred.
- Stay clam and act in accordance with the instructions by the city government, police department, and fire department.
- Listen to your radio or television to collect the most up-to-date information from the administrative agencies.



## Trapped in Wreckage

- Do not use a lighter for light.
- Do not move about and avoid raising dust.
- Cover your mouth and nose with a handkerchief.
- Pound on the pipes to let others know where you are.
- Screaming for help should be used as a last resort because you may inhale dust.



## Fire

- Get down, keep as low as possible, and quickly get out of the building.
- Cover your mouth and nose with a handkerchief.



# IN THE EVENT OF A TERRORIST ATTACK

Chemical agents, biological agents, and nuclear substances, which are used as the means of a terrorist attack or an armed attack, seriously impair the functioning of the body. You will need special care for exposure to such agents or substances in the attack. It is important to listen to the radio or television or the disaster administration radio for news and instructions and to try to collect the most up-to-date information; respond by following the instructions issued by the Sumida City government, police department, and fire department.

## Characteristics

### Chemical Agents

- Chemical agents are classified into nerve agents, blister agents, blood agents, and asphyxiants according to their characteristics.
- Generally, chemical agents are affected by weather and terrain and spread in a downwind direction. Nerve agents, such as sarin, are heavier than air and tend to spread close to the ground.

### Biological Agents

- Biological agents are designed to kill and wound human beings and animals, and include bacteria, viruses, other microorganisms, and associated toxins.
- The people who have been exposed to a biological agent may move around during the incubation period before symptoms appear and may disperse the biological agent. If this is discovered after the fact, it is likely that contamination from the biological agent may have already spread over a wide area.

### Nuclear Substances

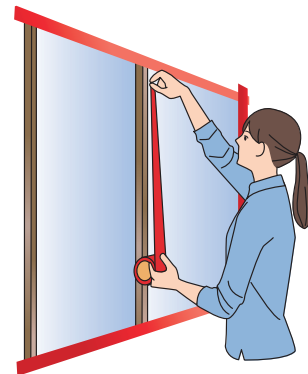
- Thermal radiation and the blast from a nuclear explosion first cause things to burn, buildings to collapse, and radioactive contamination of people, animals, and objects, as well as other damage.
- Thereafter, radioactive fallout (lethal radioactive dust) is dispersed over a large area and settles to earth, causing radiation disease and other damage.
- When a dirty bomb explodes, it does not cause as serious damage as a nuclear explosion, but causes damage from conventional explosives as well as by radiation.

\* A dirty bomb is designed to disperse radioactive material over a large area and thus to cause radiation contamination.

## Important Reminders When Taking Actions

### Chemical Agents

- Cover your mouth and nose with a handkerchief and leave the area immediately.
- Evacuate to safe areas where there is no danger of contamination, such as a tightly sealed room, an upwind location, and high places.
- When indoors, shut all your windows and seal them tightly. Then move into an interior room, preferably a room with no windows.



- If you are in a two-story or higher building, evacuate to as high a story as possible.
- Quickly remove any contaminated clothing, wristwatches, and contact lenses outdoors. Put them in a plastic bag, seal it tightly, and dispose of it quickly. **If you are careless when removing contaminated clothing, your exposed skin may come in contact with the contaminated clothing.** Cut off any clothing that has to be pulled over your head with scissors, put the clothing in a plastic bag, and then seal it tightly for disposal.
- Wash your hands, face, and body thoroughly with soap and water.
- Refrain from ingesting water and food suspected of contamination until they are confirmed to be safe for consumption.
- If you are suspected of being contaminated, wash as thoroughly as possible and submit to medical treatment.

# IN THE EVENT OF A TERRORIST ATTACK

## Biological Agents

- Cover your mouth and nose with a handkerchief and leave the area immediately.
- Evacuate to a tightly sealed room or evacuate to other safe areas where there is no danger of contamination.
- When indoors, shut all the windows and seal them tightly. Then, move into an interior room, preferably a room with no windows.
- Before coming indoors from the outside, take off your clothing, put it in a plastic bag or a container, and seal it tight for disposal in order to remove any contaminated objects from your body.
- Wash your hands, face, and body thoroughly with soap and water.



- Refrain from ingesting water and food suspected of contamination until they are confirmed to be safe for consumption.
- If you are suspected of being infected, submit to medical treatment in accordance with the instructions of administrative agencies and follow the measures implemented by the relevant administrative agencies to prevent the spread of infection.
- It is important for everyone, including those suspected of infection, to wear a mask over the face.

## Nuclear Substances

- Do not look at the flash or fireball from a nuclear explosion as you may lose your eyesight.
- Immediately hide behind anything that can shield you. If there are buildings nearby, take shelter in one of them. Underground facilities or concrete buildings are much safer places to take shelter.
- Pull a jacket over your head and cover your mouth and nose with a handkerchief so as to minimize skin exposure. Quickly get as far away as possible from the explosion site. Be sure to evacuate in an upwind direction, not in a downwind direction.



- When indoors, shut all the windows and seal tightly. Then move into an interior room, preferably a room with no windows.
- If your house has a basement, move to the basement.
- Before coming indoors from the outside, take off your clothing, put it in a plastic bag or a container, and seal it tight for disposal in order to remove any contaminated objects from your body. After that, wash your hands, face, and body thoroughly with soap and water.
- Refrain from ingesting water and food suspected of contamination until they are confirmed to be safe for consumption.
- If you are suspected of being exposed to radiation or contamination, follow the instructions from the administrative agencies and submit to medical treatment even if you do not notice any symptoms.



# IN THE EVENT OF AN ARMED ATTACK

It is impossible to completely define an armed attack because they may differ, depending on the means, size, or patterns of the armed attacks. Under the Basic Guidelines for Protection of the People, the following four types of armed attacks are assumed in order to clarify the important points to remember to protect the people.

## Characteristics

### Ballistic Missile Attacks

- Prior to the missile launch, it is extremely difficult to pinpoint the attack targets. It is expected that the missiles, once launched, will land in a short period of time.
- The damage inflicted differs significantly depending on the type of warheads (conventional warheads or nuclear, biological or chemical warheads) used in the missiles.

### Attacks by Guerrillas or Special Operations Forces

- The damage will generally be limited to a relatively small area. But, depending on the kind of facilities targeted (such as large-scale facilities and plants), the attacks may cause heavy damage.
- Nuclear, biological, or chemical (NBC) weapons and dirty bombs may possibly be used.

### Landing Invasion

- The areas where civil defense measures should be implemented are likely to be extensive and the duration of measures in place is likely to be relatively long.
- The affected people may be instructed to evacuate from the areas in advance at the time when it is expected that the enemy's invasion will occur.

### Aerial Intrusion

- As compared with ballistic missile attacks, it is relatively easy to detect the signs of an attack but difficult to pinpoint the attack target in advance.
- Instructions may be given for a large area to evacuate indoors without specifying the specific attack target areas.

## Important Reminders When Taking Actions

- When an armed attack has actually occurred, the Sumida City government will alert the residents of the attack by sounding the warning siren (see page 1) or some other means. Try to collect the most accurate and up-to-date information through your television, radio, disaster administration radio, or other means.
- If you suffer unexpected damage, evacuate indoors at the outset of the attack. (If there should be a sturdy building or an underground mall nearby, evacuate there for the time being.)
- Evacuate properly in accordance with the instructions of the city government, police department, and fire department regarding the evacuation routes and means.

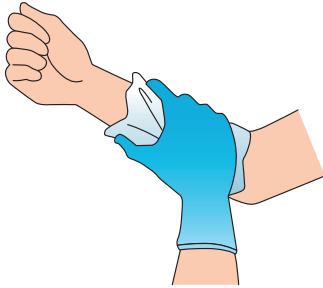


# FIRST-AID MEASURES FOR INJURIES AND OTHER HARM

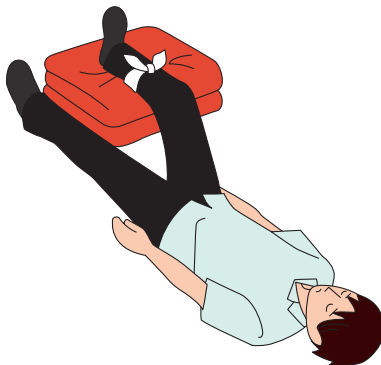
In the event of a terrorist attack or an armed attack, an ambulance may not be able to come to the rescue as it usually does. There may be cases where you are injured, or where you are fine but your family or neighbors are injured, or where emergency measures are needed. In order to prepare for such occasions, learn how to provide first aid.

## Bleeding from Cuts

- If there is bleeding, apply firm but gentle pressure with a clean gauze or cloth to stop the bleeding.
- Confirm that no bones are broken and then raise the wound higher than the level of the heart.



- Keep the affected area clean when applying a bandage.
- Use a vinyl glove, rubber glove, or a plastic bag from a supermarket to avoid touching the blood directly.

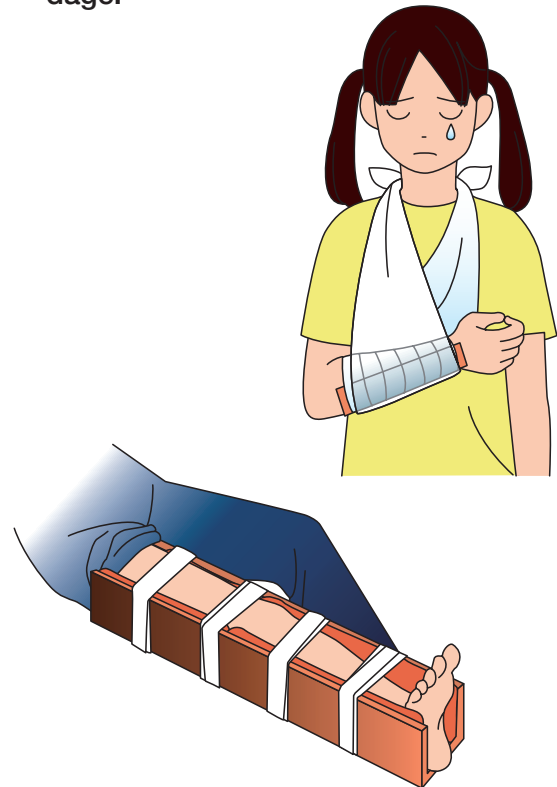


## Burns

- Cool the affected area with running water.
- Be careful not to break any blisters.
- Place a sterilized gauze or clean cloth on the affected area and apply a bandage.
- Do not use too many medical supplies.

## Fractured Bones

- If there is any bleeding, provide medical treatment first to stop the bleeding.
- Do not move the injured section too much.
- Reduce swelling and pain with an ice pack or cold compress.
- Splint the fractured section in place,\* if possible, to secure the top and the bottom of the section.
- If the arm is broken, secure the fractured section with a triangular bandage.



\* Splints can be substituted by sticks, plates, umbrellas, or cardboard.

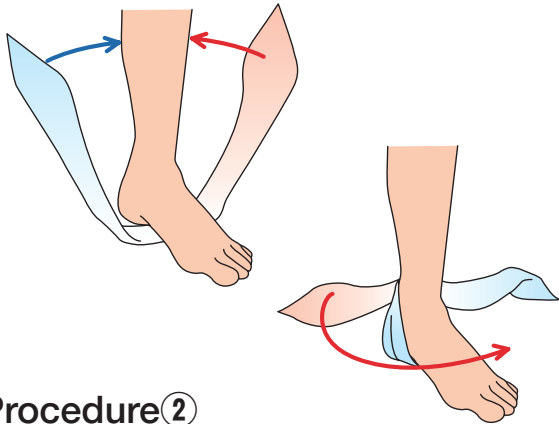
# FIRST-AID MEASURES FOR INJURIES AND OTHER HARM

## Sprains

- Reduce swelling and pain with an ice pack or cold compress.
- Do not take off the shoes as they can serve as splints. Secure the sprained foot with a triangular bandage or cloth over a shoe.

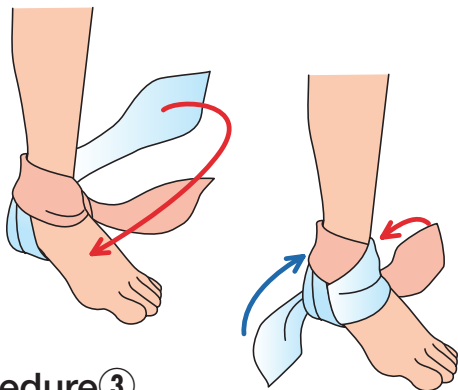
### Procedure ①

Set the center of the triangular bandage at the sole of a foot and pull both ends of the triangular bandage upward to cross at the ankle.



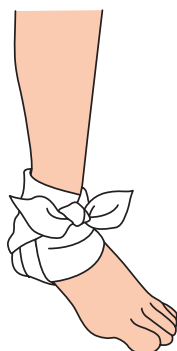
### Procedure ②

Cross both ends of the bandage at the instep and let them pass inward at the ankle.



### Procedure ③

Tie the ends together at the instep.

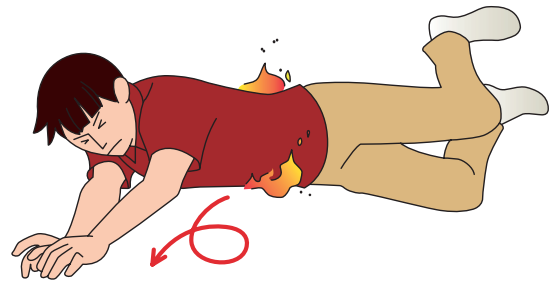


## Abnormal Skin Itching and Rashes

- Cut the clothing with scissors so that the contaminants will not touch the eyes, nose, and other parts of the body. Place the clothing in a plastic bag and seal it tightly.
- Wash the hands, face, and body thoroughly with soap and water.

## Clothing Catching on Fire

- Put out the fire with water or a fire extinguisher. If they are not available, roll with both hands on the ground until the fire is extinguished.



## Emotional Shock

- Attend to any child or elderly person who is suffering from emotional shock.
- Do not strain yourself but try to take as much time as possible to rest, sleep, and relax with your family on a regular basis.

# FIRST-AID MEASURES FOR INJURIES AND OTHER HARM

## Someone Is Unconscious

1 Tap the shoulder lightly and talk to the person.



3 Once the AED has arrived, follow the instructions displayed on the AED or given by the voice message.



2 When the person does not react, or if it is difficult to judge, ask loudly for help. Ask others to call an ambulance and fetch the Automatic External Defibrillator (AED).



4 Look at the movement of the chest and the belly to confirm if the person is breathing normally. Check it by less than ten seconds.

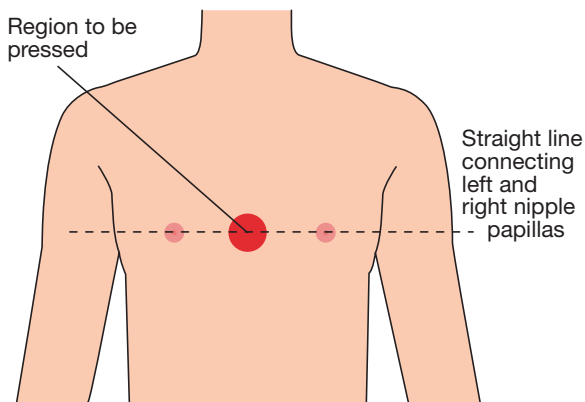


# FIRST-AID MEASURES FOR INJURIES AND OTHER HARM

5 If the person stopped breathing, or if it is difficult to judge, immediately try cardiac massage (compression of the sternum) by paying close attention to the following.

■ Put one of your hands on top of the other, apply weight vertically, and press the breastbone of the person 5 centimeters downward 30 times at a rate of 100~120 times per minute.

\* In case of a little child, the depth of pressing should be 1/3 of the thickness of the chest.

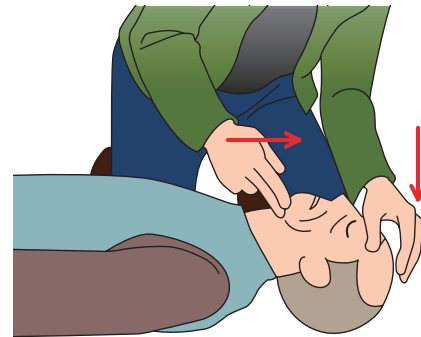


6 If you have trained to perform artificial respiration and if you are intend to, secure the airway and perform artificial respiration after the cardiac massage (compression of the sternum). Please pay attention to the following.

※If a mouthpiece for artificial respiration is not available, do not perform artificial respiration.

※If there is a risk of infection by blood or vomit, do not perform artificial respiration.

■ Place your hand on the person's forehead and lift the chin up to secure the air passage so that the person will be able to breathe more easily.



■ After securing the airway, repeat artificial respiration twice.

■ Close the person's nostrils with your thumb and index finger.

■ Open the person's mouth wide and breathe into the mouth softly at a rate of one breath per second.

■ If the breath is inhaled with little resistance, breathe into the mouth once again.



\* Press the breastbone 30 times and perform artificial respiration twice repeatedly.

# EMERGENCY PREPAREDNESS

## Stockpile Essential Supplies and Goods

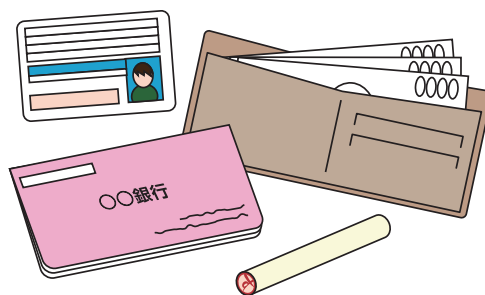
To prepare for natural disasters, such as an earthquake, each administrative agency has recommended a list of emergency supplies and goods that you and your family should take when evacuating as well as to stockpile to allow you and your family to be self-sufficient for several days. Such preparedness should be useful when you and your family have to evacuate due to an armed attack or a terrorist attack. So make sure that such preparation is always in place and more than adequate for you and your family.

## Emergency Supplies and Goods

### Valuables

- Cash
- Credit cards and other plastic cards
- Bankbooks and other deposit books
- Title deeds
- Driver's license
- Insurance cards
- Seals

Other



### Emergency Food

- Water
- Food that can be eaten without cooking, such as biscuits and canned food
- Baby formula, baby bottle and baby food
- Snacks for children

Other



### Emergency Medical and Pharmaceutical Supplies

- Medicine that you or your family use regularly
- Gauze, bandage
- Vulnerary
- Gastrointestinal drugs
- Band-aid (adhesive plaster)
- Antiseptic solution
- Eye drops

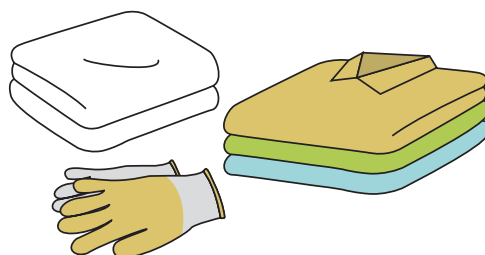
Other



### Clothing

- Spare jackets
- Underwear
- Towels
- Rain gear
- Toilet kit
- Paper diapers
- Regular gloves, cotton work gloves

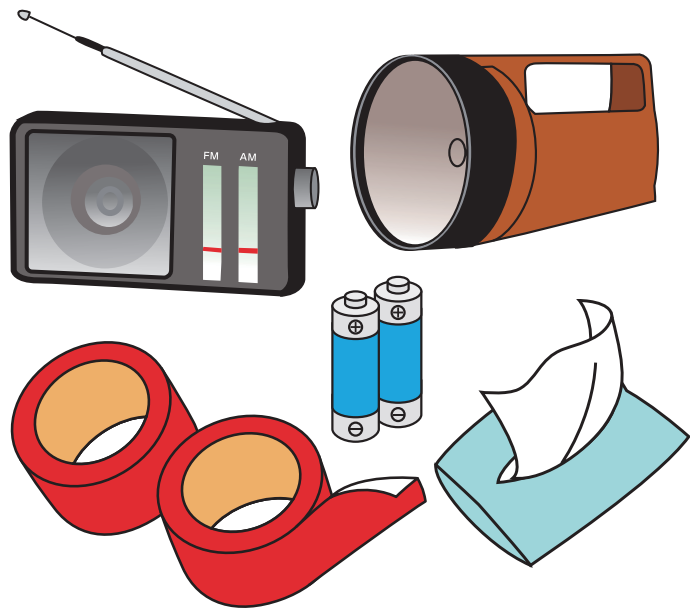
Other



# EMERGENCY PREPAREDNESS

## Small Articles and Tools

- Flashlight (one per person)
- Spare batteries
- Portable radio
- Simplified eating utensils
- Water bottles
- Tissue papers
- Cords, ropes
- Plastic bags
- Adhesive tape
- Can opener, knives, bottle opener
- Sewing kit
- Pens and pencils
- Used newspapers
- Sanitary goods
- Sheets
- Body warmer



Other

## Stockpile Essential Supplies and Goods in Preparation for a Terrorist or Armed Attack

If chemical agents, biological agents, or nuclear substances are used in such an attack, you may need to wear **a pair of gloves, a hat, goggles, and a raincoat** to minimize exposure to the body; you may also need to wear a mask, folded handkerchief, or towel to cover your mouth and nose when evacuating. It is important to always have these items available as part of the essential emergency supplies and goods.

## Participate in Emergency Preparedness Drills

- Pursuant to the Civil Protection Law, the national government, the Tokyo Metropolitan government, and other local governments implement civil defense drills, including those for evacuation and relief. You and the people in your community and your workplace are encouraged to participate in the drills so that you can be fully prepared and remain calm in the event of an actual terrorist or armed attack.
- **In addition, it would be very useful in an emergency to participate in the disaster prevention drills in preparation for natural disasters that are routinely implemented in your community.** You, your family, and your colleagues are encouraged to participate in these drills to the extent that you can.

# CONFIRM EMERGENCY CONTACTS

Please fill in this form now. It should prove very useful in an emergency.

## ■ Place of Evacuation for My Family (Check the place on the Sumida City Disaster Prevention Map.)

Place of Evacuation	Name	Location
Temporary Meeting Place (by town association and by community association)		
Evacuation Site		
Designated Shelter (nearest elementary or junior high school)		

## ■ Notes about Family Members

Name	Contact Name (Place of employment, school, etc.)	Name of Disease under Treatment
Date of Birth	Address	Names of Primary Doctor and Medical Institution
Gender and Blood Type	Telephone No.	Telephone No.
Birth Date: Male / Female Blood Type:		
Birth Date: Male / Female Blood Type:		
Birth Date: Male / Female Blood Type:		

## ■ Method of Communication with Family Members (Relatives residing in places other than Sumida City, friends, and other people) -- Used as the point of relay in case direct communication cannot be made with any of the family members.

Name	Address	Telephone No.

## ■ Emergency messaging services

Note the telephone numbers of emergency messaging services that you use for a landline or mobile phone and how to use such services.

Name of Messaging Service	Telephone No. and Method of Use

## Safety Assistance Section

In charge of Crisis Management Sumida City Government

1-23-20 Azumabashi, Sumida City Tokyo 130-8640

Telephone: (03)5608-6199

Fax: (03)5608-6425

E-mail: anzensien@city.sumida.lg.jp

Homepage: <http://www.city.sumida.lg.jp>