

Proposed Common Rules for Evacuee Life (Example)

1. General Matters

The rules for this evacuation shelter are as stated below.
Evacuees should be careful to observe the rules.

_____ Evacuation Shelter Management Headquarters

1. This evacuation shelter is a community disaster prevention center.
2. The Evacuation Shelter Management Headquarters (hereinafter “the Management Headquarters”)—with its members consisting of the representatives of the evacuees, the facility (school) superintendent, and city office employees—is a place to discuss necessary matters for managing the shelter.
 - As a rule, meetings will be held twice daily at ____ a.m. and ____ p.m.
3. This evacuation shelter will close roughly when lifeline utilities—such as electricity and water—recover.
4. Evacuees must register with the household as a unit.
 - When leaving this evacuation shelter, please be sure to leave contact details where you can be reached with Management Headquarters.
 - Pets, such as cats and dogs, are not allowed inside the shelter buildings. Please be careful to avoid imposing on other evacuees.
5. Evacuees are not allowed to stay in a faculty room, nurse’s office or kitchen that supply facility management for all the evacuees, or in dangerous rooms such as special rooms for equipment and supplies.
 - The evacuation shelter periodically changes the rooms that are used.
6. As a rule, food and supplies are distributed with consideration for those requiring special care.
 - Food and supplies are distributed by residence groups of evacuees.
 - In special circumstances, items are distributed with the understanding and cooperation of Management Headquarters.
 - Distribution will also be extended to disaster victims remaining in their own homes.
 - Please contact the Special Care Requirements Squad concerning special needs, such as baby formula and diapers.
7. Lights will be turned off at ____ p.m.
 - Hallway lights will be left on, but room lights (such as in the gymnasium) will be turned off.
 - Lights in rooms that are necessary for management—such as the faculty room—will be left on to prevent crimes such as burglary.
8. Broadcasts will end at ____ p.m.
9. Telephones can be used from ____ a.m. to ____ p.m.
 - The special public telephone for disasters can be used only for emergencies, and only to make calls.
 - When telephone services are restored, and the general telephone of the facility can receive calls, evacuees will be informed via the broadcast system.
 - When using your mobile phone, please set it to manner (silent) mode, and do not to impose upon other evacuees. As a rule, please talk on the phone outdoors.
10. Evacuees are to clean the toilets in shifts at ____ a.m. and ____ p.m.
 - Cleaning times will be announced via the broadcast system.
 - Please flush the toilet with a bucket of water for excrement only.

11. Alcoholic beverages are prohibited. Smoking is permitted only in designated locations. Using equipment with open flame is prohibited.
12. Please sort your garbage and take it to the designated location (_____).
13. All types of relayed information will be posted on the bulletin board for evacuees.
14. All evacuees should participate in the management of the evacuation shelter voluntarily.

Note: The blank sections noted above will be determined at the management meeting.

2. Food and Supplies

**The distribution of food and supplies will be conducted according to the policies below.
The understanding and cooperation of all evacuees would be appreciated.**

_____ **Evacuation Shelter Management Headquarters**

1. Food, water and supplies will be distributed evenly and fairly.
2. If there are not enough supplies for all evacuees, priority will be given to those requiring special care.
3. Food and supplies will be distributed to each residence group leader, who will then distribute the supplies within their groups.
4. Food will be distributed daily at ___ a.m., noon, and ___ p.m. Supplies will be distributed daily at ___ a.m./p.m. The Food and Supplies Squad will handle all of this distribution; please follow the instructions of the squad member(s) in an orderly manner.
5. The details and amounts of items to be distributed will be announced to evacuees via the broadcast system.
6. Please consult the Food and Supplies Squad concerning any supplies you need.

Note: The blank sections noted above will be determined at the management meeting.

3 Keeping Pets

To Those Who Have Pets

Since many people will be sharing the evacuation shelter, pet owners should keep the following rules in mind to ensure comfortable everyday living at the shelter.

_____ **Evacuation Shelter Management Headquarters**

1. Pet owners should be responsible about feeding and taking care of their pets.
2. Pets are not allowed indoors. Please keep your pet on a leash or in a cage in the designated location.
3. Cleaning and disinfecting the pet area should be done by all pet owners in a cooperative way.
4. Please prevent any complaints about and injuries caused by your pet(s).
5. Please be sure to have your pet poop in the designated location outdoors, and clean up afterward.
6. Please establish set feeding times and clean the location after each feeding.
7. Please try to exterminate all hygiene-related pests, such as fleas.
8. Please be sure to exercise and brush your pet outdoors.
9. If problems arise between evacuees related to a pet, please contact the Health and Hygiene Squad as soon as possible.