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Chiyoda City

For daytime residents

Disaster Response Manual

To make it home safely!

- First protect yourself
- Don't panic and rush home

February, 2018

At the workplace:

1 First protect yourself. Don't go outside, take cover inside the building.

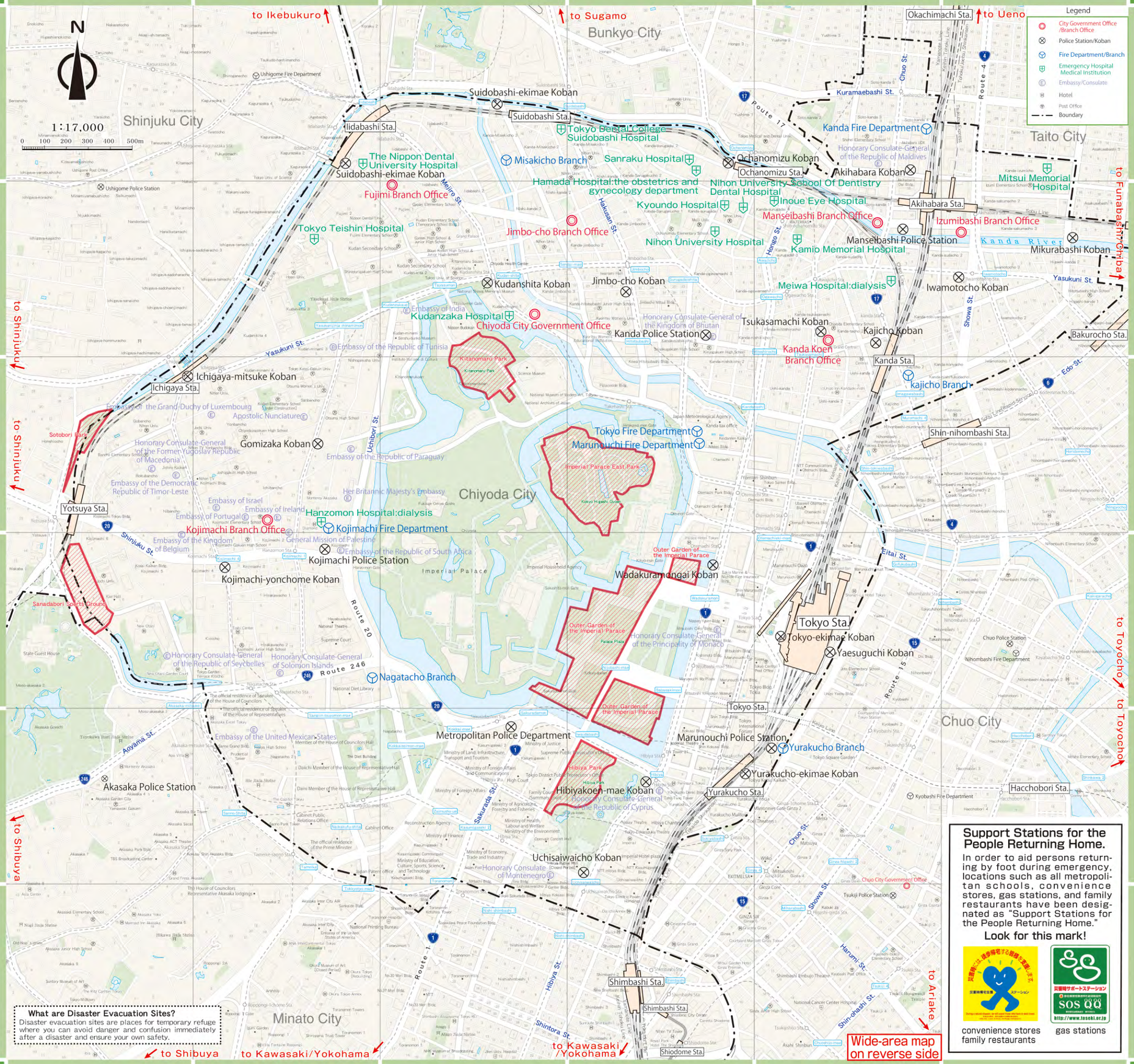
Buildings in the Chiyoda City generally feature fire and earthquake resistance. In order to avoid danger from fire and falling debris, stay inside your building. Due to falling glass and other risks, heading outside is actually more dangerous.

2 Don't panic and rush home.

If people panic and rush home immediately, nearby roads will become congested and emergency vehicles may be unable to pass. If returning home by foot is necessary, be sure to check your attire, necessary belongs and route before setting out. Try to stagger your trip, so that everyone is not returning at once.

3 Three days of emergency supplies!

Please keep three days of emergency supplies at your workplace, including enough supplies for customers. Necessary supplies include water, food, portable toilets and blankets.



What are Disaster Evacuation Sites?
Disaster evacuation sites are places for temporary refuge where you can avoid danger and confusion immediately after a disaster and ensure your own safety.

Support Stations for the People Returning Home.

In order to aid persons returning by foot during emergency, locations such as all metropolitan schools, convenience stores, gas stations, and family restaurants have been designated as "Support Stations for the People Returning Home."

Look for this mark!

convenience stores
family restaurants

gas stations

10,000

Ten things to remember when you can't return home

Everyday, countless workers, students and shoppers pass through Chiyoda City. If transportation were to stop due to earthquake or disaster, it is estimated that approximately 500,000 people would be stranded on foot and unable to return home.
(Estimate of Damage to Tokyo in the Event of a Metropolitan Near-Field Earthquake, 2012)

Follow the 10 tips listed below to help ensure you don't become stranded and unable to return home!

1. Check the situation without panicking
2. Put a portable radio in your pocket
3. Create a map of your return route home
4. Keep a pair of sneakers in your locker (for use during disaster)
5. Keep chocolate or caramel in your desk (simple food)
6. Talk with family in advance (way to contact each other, meeting place)
7. Safety check, disaster emergency message dial and distant relatives
8. Practice walking your return route home
9. Air condition / heating according to season (warming pad, towel, etc.)
10. Call out and help each other

Disaster Support for Workplaces

1 Financial aid for purchasing workplace disaster supplies

Financial aid for businesses is available to cover a portion of the cost of disaster supplies for employees and customers.

2 Safety/security email notices

An email notification service is available to relay emergency radio broadcasts and information on disaster and child safety.

3 Earthquake simulation truck

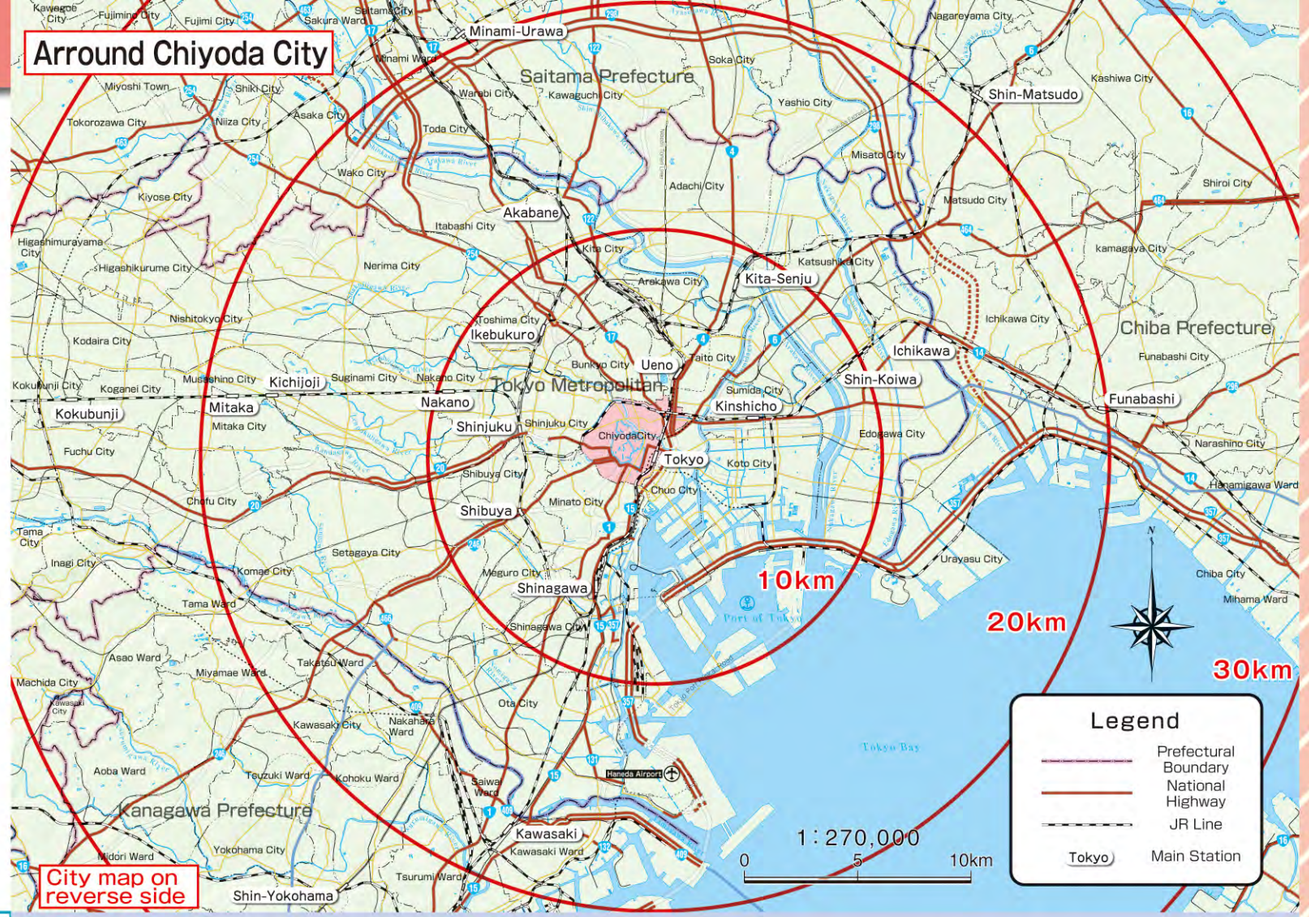
Earthquake simulation truck can be dispatched in response to requests from businesses and other workplaces.

4 Aid for seismic evaluation of buildings and structures

Financial aid is available to cover the costs of seismic evaluation for owners of private buildings (exc. apartment housing).

※Conditions apply. For details, please check flyers available at the City office or the City website.

Information : Chiyoda City,
Disaster Countermeasures and Crisis Management Division
TEL 03-3264-2111 [Representative phone number]



Be prepared

Important first-aid steps to remember

For heavy bleeding

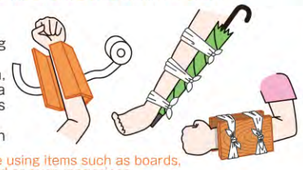
①Find the source of bleeding
②Apply pressure to the wound (compression)
Place sterile gauze (or handkerchief, etc.) on the wound and apply direct pressure (if blood continues to seep into the cloth you may be applying pressure to the wrong location, or using insufficient force).
※To avoid contamination from the person's blood, when possible cover the hand with a plastic glove, bag or similar item.

For burns

Cool immediately in water
Cool the burn in water as quickly as possible.
Apply gauze to affected area
After cooling the burn, bandage with sterile gauze (or towel, etc.) and seek medical attention.
Do not pop blisters
Popping blisters can lead to infection. Leave blisters alone. Do not apply home remedies such as miso paste, butter or oil. Instead, seek medical attention as quickly as possible.
※Placing the burn directly under running water may result in shock. Instead, place a wash basin or similar container beneath the running water, then place the affected area within the basin.

For possible broken bones

①Treat any wounds or bleeding, while trying not to move the affected area.
②Use a splint to stabilize the affected area, holding the fracture firmly in place. If a splint is unavailable, use whatever items are available to create a splint.
③Remain calm, and seek medical attention as quickly as possible.



※Splints can be made using items such as boards, umbrellas, cardboard or even magazines.

Carrying injured persons

Carrying in arms

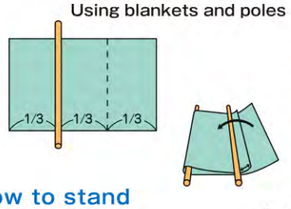
One person should grip the injured person from their back, while the other carries the legs, with the legs crossed. Carry the injured person together, leading with the legs.

Carrying with several people, by hand

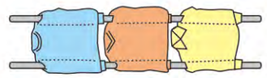
Place hands underneath body, and attempt to keep as level as possible while lifting and carrying.

Creating a simple stretcher

Using blankets and poles



Using coats/jackets and poles



Caution: Please check that stretchers are safe before using.

How to use a fire extinguisher

1. Pull out safety pin using fingers.
2. Unhook hose and point towards source of fire.
3. Squeeze lever firmly to emit spray.

Use For powder/water and alkali extinguishers

How to stand

- Approach the fire from upwind. Do not expose yourself directly to the fire.
- Crouch down and stay low. Avoid heat and smoke.
- Ignore the flames and smoke billowing upwards and aim the nozzle at the items actually burning, at the base of the fire. Use a sweeping left to right motion as you spray.

Using Disaster Emergency Message Dial

Disaster Emergency Message Dial

Dial 1 7 1

Record : 1 → Home phone number, etc (△△△△)△△-△△△△

Replay : 2 → Other person's number (△△△△)△△-△△△△ (Dial from area code)

Record — "I'm alright. I'm taking shelter at ___." — Replay

- Each message is limited to 30 seconds.
- Messages are saved for 48 hours.

The service can also be used from cellular and PHS telephones.
For details, check with your telephone service provider.

Disaster Message Board

MENU
Disaster Message Board
1 My Page
2 What's New
3 Menu List
4 Options

Select "Disaster Message Board" displayed at the top of the Menu.

Post Massage

Disaster Message Board
Message can be Registered/Confirmed.
Register Msg
Confirm Msg
Delete Msg
Service Areas
How to Use

Select "Register Msg".

Register Message
▼Current Situations
☑I'm okay
☐Need help
☐Safe at home
☐At evacuation areas
▼Comment
(up to 100 full-size or 200half-size characters)
I'll be back tomorrow.
※Phone number and registered date/time will be displayed, when confirming your registered information.
※If the number of message exceeds 10,the oldest message will be deleted automatically.
Register

Select the condition option that describes your current situation from the four displayed("I'm okay" etc.), and enter any comments (optional) up to 100 full-size or 200 half-size characters.

Check Message

Disaster Message Board
Message can be Registered/Confirmed.
Register Msg
Confirm Msg
Delete Msg
Service Areas
How to Use

Select "Confirm Msg".

Confirm Messages
Enter the phone number of the person you wish to confirm safety.
▼Phone Number
090XXXXXXXX
Search

Enter the mobile phone number of the person whose status you wish to confirm and then press the "Search" button.

For details, check with your telephone service provider.