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 off. 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.

Support Stations for the People Returning Home.

In order to aid persons returning by foot during emergencies, locations such as all metropolitan areas, convenience stores, stores, restaurants have been designated as "Support Stations for the People Returning Home."

Look for this mark!
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
   - Keep a pair of sneakers in your locker
   - (for use during disaster)
4. Keep chocolate or caramel in your desk (simple food)
5. Talk with family in advance
   - (way to contact each other, meeting place)
6. Safety check, disaster emergency
   - message dial and distant relatives
7. Practice walking your return route home
   - Air condition / heating according to season
   - (warming pad, towel, etc.)
8. 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 (excluding apartment housing).

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

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