

Sanjo City Area Disaster Prevention Plan

(Sanjo City, Local Disaster Management Plan)

**(Part of Countermeasures
against Wind and Flood Damage, Etc.)**

Sanjo City Disaster Management Council

Contents of Part of Countermeasures against Storm, Flood, Etc.

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1. Plan Policy

By paying special attention to the safety and physical and mental health statuses of persons requiring assistance during a disaster who have difficulty grasping necessary disaster related information, or who have restrictions on their movements, we will provide kind-hearted support measures according to the needs in each stage, ranging from evacuation to life after evacuation.

Support shall be provided in cooperation with local municipalities, such as prefectures, cities, etc. and area residents, concerned organizations and social welfare facilities, and medical facilities, etc. who are close to persons requiring assistance during a disaster during ordinary times (hereinafter, referred to as "Social Welfare Facilities, Etc.").

2. Responsibilities of Each Stakeholder

(1) Responsibilities of the Prefecture

The prefecture shall endeavor to gather information from the City, and shall dispatch concerned staff members, etc. as the need arises, and shall support activities by the City, long-term care insurance providers, social welfare facilities, etc. in cooperation with the national government and disaster prevention related institutions.

Additionally, the prefecture shall support the provision of information by the City to the vulnerable, such as foreigners, visually impaired persons and hearing impaired persons, etc.

(2) Responsibilities of the City

The City shall ensure to secure an evacuation time for persons requiring assistance during a disaster by making an announcement of evacuation preparation information at an early stage prior to the occurrence of a disaster, and shall secure the safety of persons requiring assistance during a disaster through obtaining cooperation from area residents, long-term care insurance providers, social welfare facilities, etc. Depending on the needs, the City shall request the prefecture, disaster prevention related institutions, etc. for their support and shall also share information concerning persons requiring assistance during a disaster.

Additionally, the City shall promptly confirm the safety of persons requiring assistance during a disaster.

After evacuation, the City shall serve as a contact for the support of persons requiring assistance during a disaster, and, in coordination with the prefecture, area residents, long-term care insurance providers, and social welfare facilities, etc., shall ensure the safety of persons requiring assistance during a disaster in the community as a whole.

Additionally, the City shall provide appropriate information to the vulnerable, such as foreigners, visually impaired persons and hearing impaired persons, etc.

(3) Responsibilities of Long-term Care Insurance Providers, Social Welfare Facilities, Etc.

Managers of long-term care insurance providers, social welfare facilities, etc. shall ensure the safety of persons requiring assistance during a disaster within their facilities, and shall endeavor to secure the safety of persons requiring assistance during a disaster outside their facilities in cooperation with the City, and disaster prevention related institutions, etc.

(4) Responsibilities of Corporations, Etc.

Corporations and related organizations that employ persons requiring assistance during a disaster shall prioritize persons requiring assistance during a disaster when giving evacuation guidance and shall promptly confirm their safety.

(5) Responsibilities of Corporations Employing Foreigners and International Exchange Related Organizations

Corporations employing foreigners and international exchange related organizations shall, through cooperation with the prefecture and the city, implement support activities, such as confirming the safety of foreigners, provision of disaster information, and consultation.

(6) Responsibilities of Area Residents, Residents' Associations, Etc.

Area residents, residents' associations, etc. shall, in cooperation with the City, disaster prevention related institutions, long-term care insurance providers, social welfare facilities, etc., endeavor to secure the safety of persons requiring assistance during a disaster in the community as a whole.

(7) Responsibilities of Persons Requiring Assistance During a Disaster and Guardians

Persons requiring assistance during a disaster and guardians shall endeavor to gather information and commence evacuation activities at an early stage.

3. Establishment of a Group to Implement Measures for Persons Requiring Assistance During a Disaster

The City, with respect to the gathering of safety information related to persons requiring assistance during a disaster, etc. shall, following the occurrence of a disaster, establish “a group to implement measures for persons requiring assistance during a disaster” as a cross-sectional organization centering around welfare groups, for the purpose of comprehensive coordination in an integrated manner to carry out evacuation support for persons requiring assistance during a disaster. In such case, the City shall request the prefecture to dispatch staff members as the need arises.

4. Provision of Information Suited to the Needs of Persons Requiring Assistance During a Disaster

Since the prompt provision of information necessary in the event of a disaster will facilitate evacuation, etc. of persons requiring assistance during a disaster, the City shall endeavor to be able to promptly provide information concerning the status of a disaster and the measures to be taken by residents, etc. through a variety of information communication mediums, such as emergency broadcast system, community FM, cable television, email distribution services, bulletin boards and city journals.

Additionally, since the information needed by persons requiring assistance during a disaster will change as time elapses following the occurrence of a disaster, the City shall prepare a system that allows for the provision of information that suits the needs of persons requiring assistance during a disaster.

5. Evacuation Support

As for the evacuation of persons requiring assistance during a disaster, support shall be provided based on the lists of persons needing assistance during forced evacuations, through cooperation with residents’ associations, voluntary disaster prevention organizations, commissioned welfare volunteers, firefighting units, etc. in the community.

6. Establishment and Operation of Shelters and Welfare Shelters

The City shall open primary shelters and secondary shelters, based on emergency deployment standards to accept persons requiring assistance during a disaster assuming that they will evacuate earlier than the time specified in evacuation preparation information.

Also, the City shall endeavor to secure shelters in which a system is established to allow persons requiring assistance during a disaster who need special attention to receive necessary life support, such as physical care and medical consultation, thereby providing a sense of security in the welfare shelters.

The City and Health, Welfare and Environment Department of the Sanjo Area Promotion Bureau shall dispatch health care nurses, helpers, etc. to shelters and check the status of disaster through obtaining the cooperation of heads of residents’ associations, commissioned welfare volunteers, etc.

Also, as for the report, to ascertain persons requiring assistance during a disaster, input is to be made by each of the disability groups, and it shall be submitted to the group implementing measures for persons requiring assistance during a disaster that was established, and the City shall make efforts to be able to ascertain such within 48 hours from the occurrence of a disaster. Moreover, the group implementing measures shall endeavor to work as a liaison and coordinator for persons who come to evacuate from other areas based on the report.

[Matters to be Confirmed]

- i. Confirmation of persons requiring assistance during a disaster (if confirmation cannot be made at the shelter, confirmation is to be made at his or her home).
- ii. Confirmation of persons requiring assistance during a disaster whose caretakers are unable to provide nursing care as a result of the disaster
- iii. Confirmation of infants who have become persons requiring assistance during a disaster due to the death of their guardians as a result of the disaster
- iv. Confirmation of foreigners who cannot speak Japanese and foreigners who have no place to go

7. Measures for Welfare and Health

- (1) Implementation of Visiting Consultation, Etc.

The City and Health, Welfare and Environment Department of the Sanjo Area Promotion Bureau shall, for the purpose of ascertaining the status of damage of persons requiring assistance during a disaster and the needs for evacuation life, etc., implement regular or irregular visiting welfare consultation, and health guidance, etc. for persons requiring assistance during a disaster in shelters and their homes, etc. and take necessary measures.

- (2) Measures for Afflicted Persons Requiring Assistance During a Disaster

The City and Health, Welfare and Environment Department of the Sanjo Area Promotion Bureau shall, with respect to measures for afflicted persons requiring assistance during a disaster, work as a liaison and

coordinator for activities such as providing nursing care at shelters, emergency admission to facilities, nursing care at homes, and pickup by relatives.

Also, the City and Health, Welfare and Environment Department of the Sanjo Area Promotion Bureau shall endeavor to arrange appropriate nursing care volunteers to work towards providing life information through the securing of continuous manpower and volunteers, etc.

- (3) Confirmation of the Status of Evacuation Life and the Implementation of Consultation and Guidance
The City shall, in cooperation with the visiting health team formed by the Health, Welfare and Environment Department of the Sanjo Area Promotion Bureau, regularly confirm the status of the evacuation life of persons requiring assistance during a disaster, irrespective of their location, such as shelters, facilities, homes or their relatives' places, and shall endeavor to manage their living environment and health, such as by determining whether correct information and appropriate manpower are provided.

8 Measures for Social Welfare Accommodation (visiting) Facilities, Etc.

- (1) Confirmation of Safety and Safe Conditions Immediately After the Occurrence of a Disaster
Heads of facilities shall immediately form a disaster prevention activity unit consisting of staff members, and shall have them confirm the safety of residents and the conditions of the facility so that residents feel secure. Also, in cases where he or she identifies persons needing rescue, he or she shall make a request for rescue according to the needs.
- (2) Securing of Shelters, Evacuation Guidance
With respect to evacuation sites, the heads of facilities shall make judgments regarding appropriate places inside or outside their facilities, depending on the status of damage to their facilities. In particular, in cases of evacuation during night hours or holidays, he or she shall endeavor to obtain the cooperation of area residents and voluntary disaster prevention organizations.
- (3) Report of Damages, Etc.
Heads of facilities shall report to related institutions regarding the status of damage to residents and facilities, and shall request necessary measures. Also, he or she shall contact guardians, and if possible, request their cooperation.
- (4) Measures in Cases Where the Use of a Facility is Impossible
The City and the Prefecture shall, in cases where it receives requests for emergency admission from afflicted facilities, work as a liaison and coordinator with respect to facilities that were not damaged, and shall provide information concerning facilities which may accept evacuees. Also, the City and the Prefecture shall endeavor to secure manpower at the accepting facilities.
- (5) Confirmation of the Status of Evacuation Life
Heads of facilities shall confirm the status of evacuation life at homes and emergency admission facilities on a regular basis, and shall report on the progress to related institutions.

9. Measures for Emergency Securing of Facilities

- (1) As places for the emergency protection of persons admitted (or visiting), the following matters shall be noted in securing such places.
 - i. Use of neighboring facilities undamaged by the disaster
 - ii. Use of neighboring public facilities, temples, etc.
 - iii. Establishment of temporary facilities, by methods such as prefabrication
- (2) When protecting persons admitted (or visiting), the following matters shall be noted
 - i. Measures for medical treatment and health and hygiene
 - ii. Securing of clothing, food, etc.
 - iii. Establishment of a system to contact family members, etc.
 - iv. Measures for securing safety of persons admitted (or visiting)
 - v. Securing staff members for opening temporary facilities, etc.

10. Measures for Foreigners, Etc.

The City shall, through obtaining cooperation from international exchange related organizations, endeavor to grasp afflicted foreigners, etc. and shall provide information in foreign languages.

11. Request for Wide-area Support

The City shall, in cases where damage is severe and the City is unable to independently secure a system concerning emergency measures for persons requiring assistance during a disaster, request support from the prefecture and cities, towns, villages, etc. with which the City has concluded a wide-area mutual support agreement.

12. Response During the Snow Season

(1) Response for Persons Staying at Home

The City shall, through obtaining cooperation from related institutions, endeavor to ensure measures for it to be able to respond to the needs for removing snow from roofs and snow clearance for households with persons staying at home and needing nursing care, aged persons providing nursing care or with aged persons only.

(2) Responses by Facilities

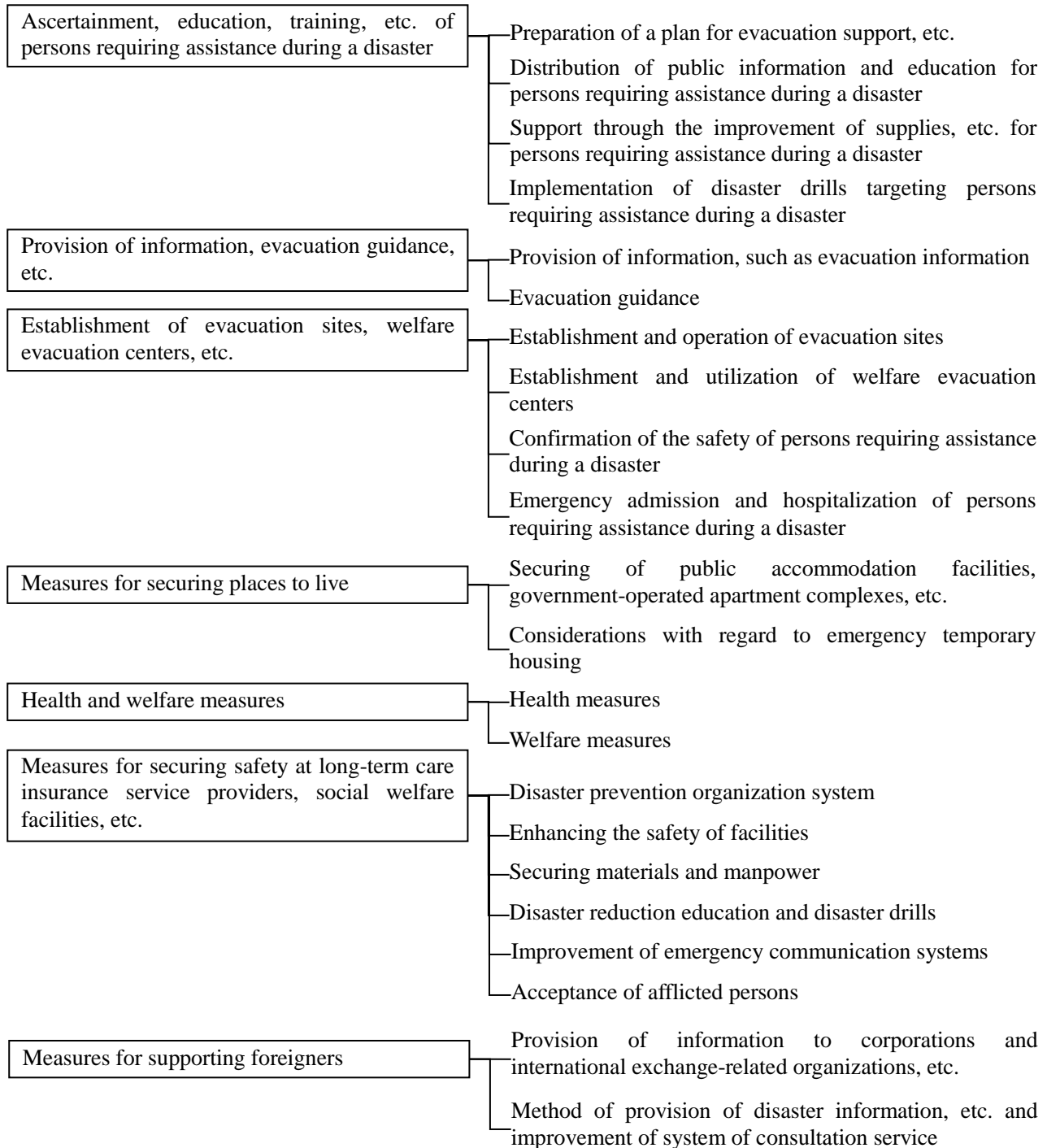
Social welfare facilities, etc. shall endeavor to remove snow as the need arises for the purpose of securing evacuation sites and evacuation routes. In response, the City and the prefecture shall endeavor to provide cooperation and secure safety to ensure adequate response in the event of a disaster.

Chapter 26 Plan for Securing Safety of Persons Requiring Assistance During a Disaster

1. Plan Policy

In order to be able to provide kind-hearted support measures according to the needs in each stage, ranging from evacuation to life after evacuation, while giving special consideration to the safety and health condition of persons requiring assistance during a disaster who have difficulty grasping necessary disaster related information, or who have restrictions on their movement, etc., a system is to be established that allows cooperation between local municipalities, such as prefectures, cities, etc., and area residents, as well as concerned organizations, social welfare facilities, and medical facilities, etc. who are close to persons requiring assistance during a disaster during ordinary times (hereinafter, referred to as "Social Welfare Facilities, Etc.") in performing their respective roles in an appropriate manner.

2 Plan Structure



3. Ascertainment, Education, Training, Etc. of Persons Requiring Assistance During a Disaster

(1) Preparation of a Plan for Evacuation Support, Etc.

- i. The City prepared the “Plan for Evacuation Support for Persons Requiring Assistance During a Disaster” based on the “Guidelines for Evacuation Support of People Requiring Assistance During a Disaster” by ensuring sufficient collaboration with commissioned welfare volunteers, heads of residents’ associations, etc. when gathering information concerning persons requiring assistance during a disaster. Additionally, the City shall review the plan on a regular basis, and shall take all possible measures to ensure the protection of personal information.

- ii. As for the prepared information concerning persons requiring assistance during a disaster, the City shall ensure the sharing of information with commissioned welfare volunteers, heads of residents' associations, etc. while accounting for the protection of personal information, and shall, as the need arises, endeavor to confirm safety during normal times by dispatching health care nurses, home care workers, etc. to persons requiring assistance during a disaster. Additionally, the City shall promote communication between persons requiring assistance during a disaster and neighboring residents in cooperation with commissioned welfare volunteers, heads of residents' associations, etc.
- (2) **Distribution of Public Information and Education to Persons Requiring Assistance During a Disaster**
The City shall endeavor to provide disaster reduction education concerning appropriate actions to take in the event of a disaster through pamphlets, leaflets, etc. for persons requiring assistance during a disaster, and shall also endeavor to educate and disseminate matters concerning support for persons requiring assistance during a disaster to Residents, Etc. who are close to them through pamphlets, public relations magazines, etc.
 - (3) **Support through the Improvement of Supplies, Etc. for Persons Requiring Assistance During a Disaster**
The City shall, according to actual conditions, provide support to households of persons requiring assistance during a disaster and to area volunteer disaster prevention organizations to improve their disaster prevention materials and equipment, such as stretchers for carrying, helmets, and emergency evacuation sets to store medicine-chest items, valuables, etc.
 - (4) **Implementation of Disaster Drills Targeting Persons Requiring Assistance During a Disaster**
The City shall, for the purpose of providing training concerning the evacuation of persons requiring assistance during a disaster, etc., endeavor to implement joint disaster drills with area volunteer disaster prevention organizations.

4. Provision of Information, Evacuation Guidance

- (1) **Provision of Information**
The City shall endeavor to establish a system that enables information provision to persons requiring assistance during a disaster in a prompt and accurate manner when a disaster occurs. Information should be provided through the utilization of various methods, such as emergency broadcast system, community FM, cable television, an email distribution service, contact network within the area, the city's loudspeaker vans, etc. In particular, commissioned welfare volunteers, heads of residents' associations, etc. shall make efforts to prepare a system within their areas in order to be able to communicate evacuation information, etc. based on lists of persons needing assistance during forced evacuations.
- (2) **Evacuation Guidance**
Since it is considered to be a role that is to be fulfilled by neighboring residents to provide evacuation guidance to persons requiring assistance during a disaster, the City shall, in cooperation with area volunteer disaster prevention organizations, heads of residents' associations, etc., endeavor to enhance awareness regarding the mutual assistance of persons requiring assistance during a disaster and their neighboring residents, and shall ensure to enhance preparedness for evacuation guidance in the event of an emergency, such as by actually visiting those on the lists of persons needing assistance during forced evacuations and hearing about the necessary support, matters to be noted, and evacuation destination of

the said persons and their family members during normal circumstances.

5. Establishment of Evacuation Sites, Welfare Evacuation Centers, Etc.

(1) Establishment and Operation of Evacuation Sites

- i. The City shall, based on emergency deployment standards, endeavor to improve the system so that the City can open a primary shelter and a secondary shelter, and accept persons requiring assistance during a disaster who will evacuate earlier due to grasping the evacuation preparation information. Additionally, when establishing and operating shelters, the City shall endeavor to enhance the system through obtaining contacts and cooperation from welfare-related persons, such as commissioned welfare volunteers, and disaster management related institutions, in order to be able to respond by considering persons requiring assistance during a disaster.
- ii. The City shall pay sufficient attention to the securing of a good living environment in shelters for persons requiring assistance during a disaster, such as by securing necessary space and establishing rest rooms for disabled persons, and shall also consider the securing of communication methods so that accurate information can be communicated to visually impaired persons and hearing impaired persons.
- iii. The City shall ensure to secure life necessities for persons requiring assistance during a disaster, such as wheelchairs and milk powder, and shall endeavor to improve the system to provide support in shelters, such as the provision of food prepared for persons requiring assistance during a disaster and the securing of helpers, through obtaining the cooperation of volunteers, etc.

(2) Establishment and Utilization of Welfare Evacuation Centers

The City shall, in order to be able to establish welfare shelters with special consideration to persons requiring assistance during a disaster, endeavor to build cooperative relations with facility managers, etc., to check facility use methods, and to secure counseling session staff, etc. during normal circumstances. Additionally, the City shall ensure to deepen the understanding of persons requiring assistance during a disaster with regard to welfare shelters, by methods such as preparing easily-understandable pamphlets, etc.

(3) Confirming the Safety of Persons Requiring Assistance During a Disaster

The shelter manager shall, when preparing lists of persons needing assistance during forced evacuations, endeavor to grasp persons requiring assistance during a disaster, and improve the system for confirming their safety.

(4) Emergency Admission and Hospitalization of Persons Requiring Assistance During a Disaster

With regard to persons requiring assistance during a disaster who have difficulty living in a shelter, system improvement through the consideration of necessities, such as emergency admission to social welfare facilities, etc., hospitalization, admission to government-operated houses, etc., and transportation, shall be undertaken.

6. Measures for Securing Places to Live

(1) Securing of Public Accommodation Facilities, Government-operated Apartment Complexes, Etc.

Since equipment is furnished and foods are secured at government-operated accommodation facilities, the

City shall endeavor to secure such facilities as housing facilities for persons requiring assistance during a disaster, and shall also secure government-operated houses, etc. for those persons requiring assistance during a disaster who have concerns about their health.

(2) Considerations for emergency temporary housing

When constructing emergency temporary housing, consideration must be given to specifications for persons requiring assistance during a disaster as well as the screening of residents.

7. Health and Welfare Measures

The City shall endeavor to secure implementation systems according to disaster scale and improve the system in which health and welfare services can be provided in response to the needs in each stage.

Additionally, the City shall establish systems for accepting the services from the prefecture and from other cities, towns and villages and for cooperation with volunteers, etc.

(1) Health measures

Since it is especially important to maintain the psychological and physical health not only of those persons requiring assistance during a disaster, but also for afflicted residents, the City shall endeavor to implement health consultation sessions, as described below, by dispatching health care nurses to shelters, emergency temporary houses, homes, etc. Also, particular consideration shall be given to persons requiring assistance during a disaster.

- i. Visiting consultation session and nutrition counseling
- ii. Mental health care
- iii. Health service by visitation guidance, home-visit nursing, etc.

(2) Welfare Measures

i. Ascertaining the Needs of Persons Requiring Assistance During a Disaster

The City shall endeavor to prepare a system to facilitate an understanding of the actual conditions of persons requiring assistance during a disaster, ascertaining their needs, and providing information and consultation sessions for residents, etc. immediately after the occurrence of a disaster through obtaining cooperation from welfare related staff members, disaster prevention related staff members, social welfare councils, commissioned welfare volunteers, long-term care insurance providers, welfare related persons, heads of residents' associations, etc.

ii. Provision of Welfare Services

The City shall endeavor to prepare systems for emergency admission of persons requiring assistance during a disaster to social welfare facilities, etc. and for provision of welfare services at shelters, emergency temporary houses, homes, etc.

iii. Provision of Information

The City shall endeavor to prepare a system that allows for the utilization of bulletin boards, facsimile machines, personal computers, etc. and the use of newspapers, radio, text broadcasting, TV broadcasting with sign language, etc. in cooperation with news organizations so that information concerning disasters, medical services, welfare, etc. and information needed for everyday life can be provided to persons requiring assistance during a disaster in an accurate manner.

With regard to visually impaired persons who have difficulty obtaining information, the use of Braille, enlarged characters, and audio shall be implemented, while sign language, etc., shall be implemented for hearing impaired persons in order to endeavor to prepare a support system that allows for information provision.

8. Measures for Securing Safety at Long-term Care Insurance Service Providers, Social Welfare Facilities, etc.

Managers of long-term care insurance providers, social welfare facilities, etc. shall endeavor to secure the safety of persons requiring assistance during a disaster within their facilities.

Also, in order to be able to accept persons requiring assistance during a disaster at the request of the prefecture and the city, such entities are to improve their system during normal circumstances.

(1) Disaster Prevention Organization System

i. At long-term care insurance providers, social welfare facilities, etc., a self-defense disaster organization (disaster prevention activities camp) shall be established for the purpose of self-defense, and shall consist of staff members of facilities under the fire-prevention manager. Tasks shall be divided by establishing an information group, firefighting group, safety guidance group, medical aid group, emergency materials group, etc. as the need arises.

ii. Securing the Communication of Information and Support Systems

At long-term care insurance providers, social welfare facilities, etc., the establishment of emergency alarm equipment (hotline) with disaster prevention related institutions, such as fire headquarters, shall be considered. Also, liaison councils with fire departments, the police and neighboring facilities shall be established as the need arises. They shall be requested to recognize the actual conditions of the interior structure of facilities and residents, in order to endeavor to secure a system for support and cooperation.

iii. Enhancement of Night System

At long-term care insurance providers, social welfare facilities, etc., in order to respond to disasters during the night, it is to endeavor to deploy night-duty staff members, by taking into account the situations of residents at each facility, the structure of the building, etc. in a comprehensive manner. Additionally, it shall secure staff members to work under rotation and night watch systems.

(2) Enhancing the Safety of Facilities

Managers of long-term care insurance providers, social welfare facilities, etc. shall secure the safety of facilities based on technical standards in accordance with the Building Standards Law, and to endeavor to maintain and enhance safety by implementing checks on facilities and equipment during normal circumstances.

(3) Securing Materials and Manpower

i. Stockpiling Foods, Etc.

At long-term care insurance providers, social welfare facilities, etc., efforts are to be made to ensure the stockpiling of 2 to 3 days worth of food and drinking water, medicine for persons with chronic illness, temporary lavatories for the aged and the disabled, evacuation tents, welfare instruments,

tools for living in evacuation shelter, etc., and also to improve wells, earthquake-proof water storage tanks and warehouses for stockpiling.

ii. Securing of a System for Cooperation with Area Residents, Etc.

At long-term care insurance providers, social welfare facilities, etc., efforts are to be made to improve the emergency contact system of staff members and to secure manpower. In addition, efforts are to be made to build cooperative relations under normal circumstances so that the cooperation of area residents, private volunteers, neighboring facilities, etc. can be obtained.

(4) Disaster Reduction Education and Disaster Drills

At long-term care insurance providers, social welfare facilities, etc., efforts are to be made to improve disaster awareness of staff members and residents during normal circumstances, to implement disaster drills in accordance with standards set by the national government or the prefectural government. During the implementation of such drills, efforts are to be made to call for participation by area voluntary disaster prevention organizations and firefighting institutions, and to implement drills for the evacuation and rescue of persons with difficulty evacuating on their own, drills focused on evacuation during night hours, etc.

(5) Improvement of Emergency Communication Systems

At long-term care insurance providers, social welfare facilities, etc., efforts are to be made to improve the emergency contact system so that contact with guardians or family members of residents, etc. can be made without fail in the event of a disaster, and to ensure dissemination to their family members, etc. to that effect.

(6) Acceptance of Afflicted Persons

At long-term care insurance providers, social welfare facilities, etc., which are located in the areas neighboring the disaster-stricken area, after securing the continuation of treatment of residents, afflicted persons are to be accepted by utilizing excess spaces, etc., and when accepting, persons who require greater help, such as persons needing nursing care, shall be prioritized.

As such, the City shall endeavor to build a network between facilities within the health, medicine, and welfare sphere and endeavor to secure excess spaces.

9. Measures for Supporting Foreigners

(1) Provision of Information to Corporations and International Exchange-Related Organizations, Etc.

The City, for the purpose of preventing isolation, etc. of foreigners due to differences in language, living practices and disaster awareness in the event of a disaster, shall ascertain the needs of foreigners in cooperation with the prefecture and related organizations and implement disaster awareness education and disaster prevention measures.

The City shall endeavor to distribute evacuation guidelines in foreign languages and implement disaster drills with the participation of foreigners, as the need arises, through cooperation with corporations employing non-Japanese foreigners and related organizations, such as city international exchange associations.

(2) Method for Providing Disaster Information, Etc. and Improving the Consultation Service System

The City shall endeavor to improve the support system for foreigners, such as the provision of

information in the event of a disaster, consultation desks, etc. in cooperation with the prefectural government, foreign related organizations, foreign language volunteers, etc. during normal circumstances.

平成 19 年 3 月 15 日

平成 24 年 12 月 1 日更新

三条市地域防災計画

(風水害等対策編)

三条市防災会議

【Unofficial Partial Translation by ICHARM, March 2014】