

**Action Policies for Supporting Evacuation Activities of
Persons Needing Assistance During Forced Evacuations**

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Cabinet Office
(Unit in Charge of Disaster Management)
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Foreword

As for measures to be taken for persons requiring assistance during a disaster, the Japanese Government has provided the “Guidelines for Evacuation Support of People Requiring Assistance During a Disaster” (March, 2006), which it made thoroughly known to municipal governments.

However, as a result of the Great East Japan Earthquake in 2011, of the deaths in the disaster-struck regions, deaths of elderly people aged 65 or older accounted for approximately 60% of all deaths. Moreover, the death rate of disabled persons was twice as high as that for all other residents in the affected areas. On the other hand, as an example, there were 281 fire station staff members and members of fire-fighting units who died or are missing, and 56 commissioned welfare volunteers who died or are missing. As such, a large number of supporters also became victims.

Taking into account such lessons learned from the Great East Japan Earthquake, during the revision of the Disaster Countermeasures Basic Law in 2013, in order to ensure effective evacuation support through the use of lists of those needing assistance during forced evacuations, stipulations were made, including the following.

- [1] Obligate municipal governments to prepare lists of those needing assistance during forced evacuations and to allow them to use necessary personal information when preparing such lists.
- [2] Provide information to those concerned with evacuation support activities, such as firefighting agencies and commissioned welfare volunteers, upon obtaining direct consent from those residents needing assistance during forced evacuations.
- [3] In cases where a disaster has occurred or is likely to occur, regardless of whether consent has been obtained from the person, allow the provision of information contained on the lists to those supporting evacuation activities and other persons.
- [4] Impose obligations of confidentiality on those who have received provisions of information contained on the lists, and have municipal governments take necessary measures to prevent leakages of information contained on the lists.

These Action Policies comprehensively represent the revised version of the above guidelines following the revision of the law described above. It includes items to be noted and related referential items, and was prepared to be used to assist municipal governments in proceeding with their clerical tasks.

In order to limit the number of victims among people needing assistance during forced evacuations, including elderly people requiring nursing care and disabled persons, as well as those supporting evacuation activities, it is necessary to promote advance preparations for the purpose of carrying out evacuation support, etc. promptly.

At the municipal government level, hereafter, we expect responses to be taken appropriately through the utilization of these Action Policies in order to achieve the important goal of protecting the lives and bodies of people needing assistance during disaster related forced evacuations to the greatest extent possible.

The Disaster Countermeasures Basic Law

Provisions of the Disaster Countermeasures Basic Law related to these Action Policies are as described below.

(Please note that although the date of enforcement of the law is the date of promulgation (June 21, 2013), as for Article 49, paragraphs 10 to paragraph 13 of the laws related to lists of persons needing assistance during forced evacuations, the date of enforcement is the date described by a cabinet order within a period not exceeding 1 year from the date of promulgation.)

(Preparation of Lists of Persons Needing Assistance During Forced Evacuations)

Article 49 (10) The mayor of the city or town or the head of the village shall endeavor to ascertain those persons from among persons requiring special care, who are living in the said city or town or village, who require special care, who have difficulty evacuating on their own when a disaster has occurred or is likely to occur, as well as those who need special support in order to ensure their smooth and prompt evacuation (hereinafter referred to as “Persons Needing Assistance During Forced Evacuations”) and is also required to prepare lists (hereinafter referred to as “Lists of Persons Needing Assistance During Forced Evacuations” in this article and paragraph 1 of the subsequent Article) that are to serve as the basis for supporting the evacuation of Persons Needing Assistance During Forced Evacuations, the determination of their safety, and other necessary measures to be taken to protect the lives and bodies of Persons Needing Assistance During Forced Evacuations (hereinafter referred to as “Evacuation Support, Etc.”) as described under the regional disaster prevention plan

2. In the Lists of Persons Needing Assistance During Forced Evacuations, items relating to Persons Needing Assistance During Forced Evacuations described below shall be described and recorded.
 1. Name
 2. Birth date
 3. Sex
 4. Address or place of temporary residence
 5. Telephone number and other contacts
 6. Reason for requiring evacuation support
 7. In addition to the items listed above, items deemed necessary by the mayor of the city or town or the head of the village in relation to implementation of Evacuation Support, Etc.
3. The mayor of the city or town or the head of the village may internally use names of persons requiring special care and other information concerning such persons that are held by such individuals for purposes other than those specified for use when holding such information within the scope necessary for the preparation of Lists of Persons Needing Assistance During Forced Evacuations pursuant to the provisions of paragraph 1.
4. The mayor of the city or town or the head of the village may demand information from the metropolitan and prefectural governors and other persons concerning persons requiring special care when such is deemed necessary by him or her for the purpose of preparing Lists of Persons Needing Assistance During Forced Evacuations pursuant to the provisions of paragraph 1.

(Use and Provision of List Information)

Article 49 (11) The mayor of the city or town or the head of the village shall describe necessary items on the Lists of Persons Needing Assistance During Forced Evacuations prepared pursuant to the provisions of paragraph 1 of the preceding Article within the scope necessary for the implementation of Evacuation Support, Etc., and may internally use the recorded information (hereinafter referred to as “List Information”) for purposes other than the specified purposes of use when holding such information.

2. The mayor of the city or town or the head of the village shall, in preparation for the occurrence of a disaster and to the extent necessary for implementing Evacuation Support, Etc., provide List Information to fire-fighting agencies, prefectural police, welfare volunteers commissioned pursuant to the Commissioned Welfare Volunteers Law (Act No. 198 of 1948), local social welfare council provided in Article 109 paragraph 1 of the Social Welfare Act (Act No. 45 of 1951), voluntary disaster prevention organizations, and other parties engaged in the implementation of Evacuation Support, Etc. (in the subsequent paragraph, referred to as “Parties Related to Evacuation Support Activities, Etc.”) as provided under the regional disaster prevention plan. However, unless otherwise specially provided for in the regulations of the said municipal government, the same shall not apply in cases where consent from the individual in question (meaning a specific individual identified by the said List Information, the same shall apply in the subsequent paragraph) concerning the provision of his or her List Information cannot be obtained.
3. The mayor of the city or town or the head of the village may, in cases where a disaster has occurred or is likely to occur, and where it is specially deemed necessary for protecting the lives and bodies of Persons Needing Assistance During Forced Evacuations from the disaster, provide List Information to Parties Related to Evacuation Support, Etc. and other persons to the extent necessary for implementing evacuation support, etc. In such case, it is not necessary to obtain consent from individuals with respect to the provision of List Information.

(Considerations When Providing List Information)

Article 49 (12) The mayor of the city or town or the head of the village shall, when providing List Information pursuant to the provisions of paragraph 2 or paragraph 3 of the preceding Article, request the person receiving the List Information to take necessary measures to prevent leakage of List Information, and shall endeavor to take necessary measures to protect the rights and interests of Persons Needing Assistance During Forced Evacuations, and third parties related to the said List Information, as provided under the regional disaster prevention plan.

(Confidentiality Obligation)

Article 49 (13) Persons to whom List Information is provided pursuant to the provisions under Article 49 (11), paragraph 2 and paragraph 3 (if the person is a corporation, its officers and directors) or its staff members, other persons involved in the implementation of Evacuation Support, Etc. using the said List Information, or persons under those persons shall not divulge any confidential information obtained with respect to Persons Needing Assistance During Forced Evacuations in relation to the said List Information without a justifiable reason.

(Disaster Response and Responsibility for Its Implementation)

Article 50 (Omitted)

2. Heads of designated administrative organs and designated local administrative organs, the heads of local governments and other executive organs, designated public institutions and designated local public institutions, and other persons responsible for the implementation of disaster responses pursuant to the provisions of laws and regulations, shall implement disaster responses with due consideration for the safety of persons engaged in disaster responses, as specified under the laws and ordinances or disaster prevention plan.

(Alert Announced by the Mayor of the City or Town or the Head of the village and Warning)

Article 56 The mayor of the city or town or the head of the village shall, when he or she receives a forecast concerning a disaster or an alert pursuant to the provisions of laws and regulations, when he or she comes to know of a forecast or an alert concerning a disaster, when he or she announces an alert concerning a disaster pursuant to the provisions of laws and regulations, or when he or she receives a notice described in the preceding Article, communicate the said forecast or alert or matters concerning the said notice to the concerned institutions, residents and other concerned public and private organs, as described under the regional disaster prevention plan. In such case, when it is deemed necessary, the mayor of the city or town or the head of the village may send a necessary notice or alert to residents and other concerned public and private organs related to the expected conditions of the disaster, preparations for evacuation to be made in response to the disaster and other measures.

2. The mayor of the city or town or the head of the village must, when sending a necessary notice or alert pursuant to the provisions of the preceding paragraph, pay special consideration to ensure that persons requiring special care can leave their places for evacuation smoothly when they receive an alert or order to leave their places for evacuation pursuant to the provisions of Article 60, paragraph 1.

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Part I

**Matters to be Addressed in Accordance with
the Revised Disaster Countermeasures Basic
Law**

[Main Procedure Related to Overall Plan/Disaster Prevention Plan/ the Lists of Persons Needing Assistance During Forced Evacuations]

1. Prepare the Overall Plan and Regional Disaster Prevention Plan

Reformulate the overall concept relating to Persons Needing Assistance During Forced Evacuation and set out important items for a regional disaster prevention plan. At the same time, establish an overall plan that includes detailed parts as an underlying plan for the regional disaster prevention plan. (Page 11 of the text)



2-1 Ascertain persons requiring special care

Ascertain information concerning elderly persons who require nursing care, the disabled, etc. as determined by concerned departments and agencies. (Page 15 of the text)



2-2 Prepare Lists of Persons Needing Assistance When Forced to Evacuate

Take into account the classification of the state in which nursing care is required, the classification of disability support, status of the family, etc., set out requirements for Persons Needing Assistance When Forced to Evacuate and prepare a list. (Page 16 of the text)



2-3 Update the Lists of Persons Needing Assistance When Forced to Evacuate and Share Information

Update the information needed for evacuation support as the need arises and share it. (Page 19 of the text)



2-4 Provide List Information to Parties Related to Evacuation Support, Etc. in Advance

Provide lists with respect to Persons Needing Assistance When Forced to Evacuate that contain information of those who have agreed to the provision, during normal times, to Parties Related to Evacuation Support, Etc., such as fire-fighting agencies, prefectural police, commissioned welfare volunteers, local social welfare council, and voluntary disaster prevention organizations. (Page 20 of the text)



<Described in Part II>

4. Preparing Individual Plans

Take into consideration the characteristics and actual conditions of the community. Based on List Information, the municipal government or a coordinator (such as commissioned welfare volunteer) shall take the lead in preparing individual plans concerning specific evacuation procedures, etc. while meeting with Persons Needing Assistance When Forced to Evacuate. (Page 35 of the text)

[Utilization of Lists of Persons Needing Assistance During Forced Evacuations in the Event of a Disaster, Etc.]

3-1 Communicating Evacuation Information

Wide dissemination is to be made by disaster prevention radio communications, loud speaker van, emergency radio mail for mobile terminals, etc. and consideration must be taken with regard to the communication of information so that Persons Needing Assistance When Forced to Evacuate can evacuate smoothly. (Page 25 of the text)



3-2 Evacuation Support for Persons Needing Assistance When Forced to Evacuate

In cases where a disaster has occurred or is likely to occur, regardless of the existence or nonexistence of consent described in 2-4, lists are to be provided to those supporting the evacuation. (Page 27 of the text)

- As for persons who have agreed to the provision of List Information pursuant to 2-4, support for evacuation activities is to be implemented with evacuation support playing a central role and based on the individual plans, etc. established in advance.
- Even for persons other than those who have agreed to the provision of List Information pursuant to 2-4, support for evacuation activities is to be implemented.



3-3 Confirm the Safety of Persons Needing Assistance When Forced to Evacuate

Safety is to be confirmed, including that of Persons Needing Assistance When Forced to Evacuate for whom evacuation support failed to be provided (including those who have disagreed to the provision of List Information pursuant to 2-4). (Page 30 of the text)



3-4 Responses to be taken at Evacuation Sites and Thereafter for Persons Needing Assistance When Forced to Evacuate

Based on the plans set out in a regional disaster prevention plan or an overall plan, the transfer of Persons Needing Assistance When Forced to Evacuate, etc. and transport from one shelter to another is carried out. (Page 31 of the text)

Chapter 1 Preparation of Overall Plan and Regional Disaster Prevention Plan

1. Overall Plan and Regional Disaster Prevention Plan

Article 49 (10) paragraph 1 of Revised Disaster Countermeasures Basic Law

The mayor of the city or town or the head of the village shall endeavor to ascertain those persons from among persons requiring special care, who are living in the said city or town or village, who have difficulty evacuating on their own when a disaster has occurred or is likely to occur, as well as those who need special support, in order to ensure their smooth and prompt evacuation (hereinafter referred to as “Persons Needing Assistance During Forced Evacuations”) and is also required to prepare lists (hereinafter referred to as “Lists of Persons Needing Assistance During Forced Evacuations”) that are to serve as the basis for supporting the evacuation of Persons Needing Assistance During Forced Evacuations, the determination of their safety, and other necessary measures to be taken to protect the lives and bodies of Persons Needing Assistance During Forced Evacuations (hereinafter referred to as “Evacuation Support, Etc.”) as described under the regional disaster prevention plan.

Article 49 (11) paragraph 2 of Revised Disaster Countermeasures Basic Law

The mayor of the city or town or the head of the village shall, in preparation for the occurrence of a disaster and to the extent necessary for implementing Evacuation Support, Etc., provide List Information to fire-fighting agencies, prefectural police, welfare volunteers commissioned pursuant to the Commissioned Welfare Volunteers Law (Act No. 198 of 1948), local social welfare council provided in Article 109, paragraph 1 of the Social Welfare Act (Act No. 45 of 1951), voluntary disaster prevention organizations and parties engaged in the implementation of Evacuation Support, Etc. (in the subsequent paragraph, referred to as “Parties Related to Evacuation Support Activities, Etc.”) as provided under the regional disaster prevention plan. However, unless otherwise specially provided for in the regulations of the said municipal government, the same shall not apply in cases where the consent of the individual in question (referring to a specific individual identified by the said List Information, the same shall apply in the subsequent paragraph), with regard to the provision of his or her List Information cannot be obtained.

Article 49 (12) of Revised Disaster Countermeasures Basic Law

The mayor of the city or town or the head of the village shall, when providing List Information pursuant to the provisions of paragraph 2 or paragraph 3 of the preceding Article, request the person receiving the List Information to take necessary measures to prevent leakage of List Information, and shall endeavor to take necessary measures to protect the rights and interests of Persons Needing Assistance During Forced Evacuations and third parties related to the said List Information, as provided under the regional disaster prevention plan.

Article 50, paragraph 2 of Revised Disaster Countermeasures Basic Law

Heads of designated administrative organs and designated local administrative organs, the heads of local governments and other executive organs, designated public institutions and designated local public institutions, and other persons responsible for the implementation of disaster responses pursuant to the provisions of laws and regulations, shall implement disaster responses with due consideration for the safety of persons engaged in disaster responses, as specified under the laws and ordinances or disaster prevention plan.

- In the existing “Guidelines for Evacuation Support of People Requiring Assistance During a Disaster” (March 2006), the overall concept, etc. concerning evacuation support for people requiring assistance during a disaster was to be established in an overall plan.

- In the revised Disaster Countermeasures Basic Law, preparations of lists of Persons Needing Assistance During Forced Evacuations, etc. were described. In order to operate it as a system, it was stipulated that at the municipal government level, based on the characteristics of disaster, etc. in the said area, an overall concept concerning evacuation support for Persons Needing Assistance During Forced Evacuations is to be reformulated and important matters for the regional disaster prevention plan are to be established. Based on the acknowledgement, it is appropriate to position and prepare the existing overall plan as an underlying plan of the regional disaster prevention plan, including detailed parts. Matters to be established in the overall plan and the regional disaster prevention plan are shown on the following page.

<Matters to be Specified in the Overall Plan and the Regional Disaster Prevention Plan>

Matters to be Specified in the Overall Plan

Essential Matters to be Specified in the Regional Disaster Prevention Plan

- Persons falling under Parties Related to Evacuation Support, Etc.
(Please refer to (P14), Article 49 (11) [2] of the Revised Disaster Countermeasures Basic Law “Chapter 1 2 Matters to be Noted for Preparation of Overall Plan and Regional Disaster Prevention Plan” described later)
 - Scope of Persons Described in the Lists of Persons Needing Assistance When Forced to Evacuate
(Please refer to (P16) Article 49 (10) [1] of the Revised Disaster Countermeasures Basic Law “Chapter 2 2 Preparation of Lists of Persons Needing Assistance When Forced to Evacuate” described later)
 - Personal Information Necessary for the Preparation of Lists and the Method of Procurement
(Please refer to (P15) Article 49 (10) [1] of the Revised Disaster Countermeasures Basic Law “Chapter 2 1 Ascertaining Persons Requiring Special Care” described later)
 - Matters Concerning the Updating of Lists
(Please refer to (P19) Article 49 (10) [1] of the Revised Disaster Countermeasures Basic Law “Chapter 2 3 Update of the Lists of Persons Needing Assistance When Forced to Evacuate and the Sharing of Information” described later)
 - Measures to be requested and taken by municipal governments in order to prevent leakage of information when providing Lists of Persons Needing Assistance During Forced Evacuations
(Please refer to (P16) Article 49 (12) of the Revised Disaster Countermeasures Basic Law “Chapter 2 2 Preparation of Lists of Persons Needing Assistance When Forced to Evacuate” and (P20) “Chapter 2 4 Provision of List Information to Parties Related to Evacuation Support Activities, Etc. in Advance” described later.)
 - Notice for the purpose of ensuring smooth evacuation for taking shelter with respect to persons requiring special care and consideration during warnings
(Please refer to (P25) Article 56 of the Revised Disaster Countermeasures Basic Law “Chapter 3 1 Communication of Information for Evacuation” described later)
 - Securing the Safety of Parties Related to Evacuation Support, Etc.
(Please refer to (P27) Article 50 [2] of the Revised Disaster Countermeasures Basic Law “Chapter 3 2 Support for Evacuation of Parties Related to Evacuation Support, Etc.” described later.)
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- Allocation of roles in the concerned departments with respect to the preparation of lists
 - Matters to be requested to Parties Related to Evacuation Support Activities, Etc. (Division of roles concerning the communication of information, support for evacuation activities, etc.)
 - Securing a support system (How many support mechanisms are to be allocated to each Person Needing Assistance When Forced to Evacuate, and matching Persons Needing Assistance During Forced Evacuations with Parties Related to Evacuation Support, Etc.)
 - Person engaged in coordination, etc., when having a meeting with Persons Needing Assistance When Forced to Evacuate, concerning specific support measures (Hereinafter referred to as “Coordinator”)
 - Support system for persons who have not consented to providing List Information to Parties Related to Evacuation Support Activities, Etc. in advance
 - Conclusion of agreements with industry associations, etc. to which requests for cooperating in the support of evacuations is to be made in cases where a disaster has occurred or is likely to occur
 - Evacuation site for Persons Needing Assistance During Forced Evacuations
 - Preparation of evacuation routes to evacuation sites
 - Method for transferring Persons Needing Assistance During Forced Evacuations at the evacuation sites and the protection system
 - Method for transport from an evacuation site to a shelter and to the said shelter

- * From the beginning, please account for the fact that the Revised Disaster Countermeasures Basic Law does not place a limit on matters to be described for a regional disaster prevention plan when preparing Lists of Persons Needing Assistance During Forced Evacuations, etc. to the

above matters.

2. Matters to be Noted When Preparing Overall Plans and Regional Disaster Prevention Plans

Preparations are expected to be made by taking into account the following points.

- Enhance local awareness of disaster prevention and disaster reduction abilities, ensure preparation of plans fit for the actual conditions of the locality, and when reviewing such plans, promote participation of a variety of sectors, such as those involved with Persons Needing Assistance During Forced Evacuations on a day-to-day basis, including firefighting agencies, prefectural police, commissioned welfare volunteers, local social welfare councils, voluntary disaster prevention organizations, welfare service operators, local residents, etc., the elderly, the disabled, etc.

- Support capabilities, such as manpower, is essential for supporting the evacuation of Persons Needing Assistance During Forced Evacuations. However, in reality, such capabilities vary depending on each locality. In order to create an effective evacuation support plan, decisions concerning Parties Related to Evacuation Support, Etc. in each locality is to be made by ascertaining the status of actual activities of those who can be Parties Related to Evacuation Support, Etc. At this time, evacuation support is not necessarily limited to firefighting agencies, prefectural police, commissioned welfare volunteers, local social welfare council, and voluntary disaster prevention organizations. Rather, a system must be in place to ensure that evacuation support is decided from among a wide variety of organizations rooted in the locality, according to the actual conditions of each locality.

Also, when securing the maximum number of persons who can be Parties Related to Evacuation Support Activities, Etc., ensure not to adhere to age and other requirements, but seek wide cooperation from local residents.

Chapter 2 Preparation of Lists of Persons Needing Assistance During Forced Evacuations, Etc.

Matters to be noted when preparing Lists of Persons Needing Assistance During Forced Evacuations, etc. are as described below.

1. Ascertaining Persons Requiring Special Care

Article 49 (10) paragraph 1 of the Revised Disaster Countermeasures Basic Law

The mayor of the city or town or the head of the village shall endeavor to ascertain those persons from among persons requiring special care, who are living in the said city or town or village, who require special care, who have difficulty evacuating on their own when a disaster has occurred or is likely to occur, as well as those who need special support, in order to ensure their smooth and prompt evacuation (hereinafter referred to as “Persons Needing Assistance During Forced Evacuations”) and is also required to prepare lists (hereinafter referred to as “Lists of Persons Needing Assistance During Forced Evacuations” in this article and paragraph 1 of the subsequent Article) that are to serve as the basis for supporting the evacuation of Persons Needing Assistance During Forced Evacuations, the determination of their safety, and other necessary measures to be taken to protect the lives and bodies of Persons Needing Assistance During Forced Evacuations (hereinafter referred to as “Evacuation Support, Etc.”) as described under the regional disaster prevention plan

Article 49 (10) paragraph 3 of the Revised Disaster Countermeasures Basic Law

The mayor of the city or town or the head of the village may internally use names of persons requiring special care and other information concerning such persons held by himself or herself for purposes other than the specified purposes of use when holding such information within the scope necessary for the preparation of Lists of Persons Needing Assistance During Forced Evacuations pursuant to the provisions of paragraph 1.

Article 49 (10) paragraph 4 of the Revised Disaster Countermeasures Basic Law

The mayor of the city or town or the head of the village may demand information concerning persons requiring special care to the metropolitan and prefectural governors and other persons when it is deemed necessary by him or her for the purpose of preparing the Lists of Persons Needing Assistance During Forced Evacuations pursuant to the provisions of paragraph 1.

(1) Concentration of Information Within a Municipal Government

Municipal governments shall endeavor to concentrate information concerning the elderly who require nursing care, the disabled, etc. as ascertained by the concerned departments of the city, town and village, in order to ascertain persons who fall under Persons Needing Assistance During Forced Evacuations, when preparing Lists of Persons Needing Assistance During Forced Evacuations. (Article 49 (10) paragraph 1 of the Law)

* Law: The Disaster Countermeasures Basic Law (Law No. 223 of 1961) after the revision by Law for Partial Amendment of the Disaster Countermeasures Basic Law (Law No. 54 of 2013)

Notice: “Operation of the Disaster Countermeasures Basic Law, etc. after revision by Law for Partial Amendment of the Disaster Countermeasures Basic Law”
(No. 559 of Fuseibo as of June 21, 2013, No. 246 of Shobosai, No. 1 of Shensohatsu 0621)

At such time, ensure to make determinations according to classification of the state requiring nursing care, the classification of disability and the classification of support.

(2) Acquisition of Information from Prefectural Governments, Etc.

When it is deemed necessary to acquire information not ascertained by municipal governments, such as, for example, information concerning intractable disease patients, for the purpose of preparing Lists of Persons Needing Assistance During Forced Evacuations, it is prescribed that requests for the provision of information may be made to the concerned prefectural governors, but it is recommended to endeavor to acquire necessary information in a proactive manner. (Article 49 (10) paragraph 4 of the Law)

Please note that when requesting the provision of information or providing information, it is to be clarified in writing that the request or provision is based on laws and regulations.

2. Preparation of Lists of Persons Needing Assistance During Forced Evacuations

Article 49 (10) paragraph 1 of the Revised Disaster Countermeasures Basic Law
The mayor of the city or town or the head of the village shall endeavor to ascertain those persons from among persons requiring special care, who are living in the said city or town or village, have difficulty evacuating on their own when a disaster has occurred or is likely to occur, as well as those who need special support, in order to ensure their smooth and prompt evacuation (hereinafter referred to as “Persons Needing Assistance During Forced Evacuations”) and is also required to prepare lists (hereinafter referred to as “Lists of Persons Needing Assistance During Forced Evacuations” in this article and paragraph 1 of the subsequent Article) that are to serve as the basis for supporting the evacuation of Persons Needing Assistance During Forced Evacuations, the determination of their safety, and other necessary measures to be taken to protect the lives and bodies of Persons Needing Assistance During Forced Evacuations (hereinafter referred to as “Evacuation Support, Etc.”) as described under the regional disaster prevention plan

(1) Scope of Persons Needing Assistance During Forced Evacuations

- Requirements are to be set with respect to the scope of persons, who among the elderly, the disabled, etc., have difficulty evacuating on their own when a disaster has occurred or is likely to occur, and who require special support for the purpose of securing a smooth and prompt evacuation.
- It is presumed that judgments regarding the ability or inability to evacuate with respect to persons requiring special care, such as the elderly and the disabled, must be made with a focus mainly on [1] the ability to acquire disaster-related information, such as warnings, evacuation advisories and orders, etc., [2] the ability to make independent judgments regarding the necessity to evacuate, the method of evacuation, etc., [3] the physical ability necessary for engaging in evacuation procedures. (Notice IV5 (2) [1] i)

Also, when setting the requirements, in addition to requirements for classification of the state requiring nursing care, classification of disability support, etc. more detailed requirements are to be set so that persons deemed to need specific and prioritized support in the locality will not be omitted from the subjects of support.

<Example>

- A system based on the judgment of a Party Related to Evacuation Support Activities, Etc., where a request is made to municipal governments to describe Persons Needing Assistance During Forced Evacuations on the Lists of Persons Needing Assistance During Forced Evacuations.
- A system in which persons who are omitted due to formalities can request to have their names described on the Lists of Persons Needing Assistance During Forced Evacuations in order for them to protect their lives through the exercise of their own judgment.

[Example case of City A with respect to persons having difficulties evacuating on their own]
Of those persons having their basis for life lie in their homes, persons falling under the following requirements

- [1] A person who has received a long-term care need certification of level 3 to 5
- [2] A physically disabled person having type 1 of the identification booklet for people with physical disability level 1 or 2 (Comprehensive level) (excluding those falling under the above only for heart and kidney function disorder)
- [3] A person with mental disabilities having an identification booklet for people with developmental disabilities A
- [4] A person with an identification welfare card for people with mental disabilities level 1 or 2 who lives in a single household
- [5] A person with an intractable disease receiving livelihood support from a city
- [6] A person other than the above for whom support is deemed necessary by a residents' association

- As for whether a person specially needs support for the purpose of ensuring smooth and prompt evacuation, the existence or nonexistence of a family member living with the person can be one requirement. However, even if a person has a family member living with him or her, there are cases where evacuation is difficult, such as where the person may be alone during certain times of the day, etc. and where the caretakers are elderly. Therefore, it is not appropriate to exclude persons from Persons Needing Assistance During Forced Evacuations solely because they have family members living with them. Also, as for residents of social welfare facilities and patients hospitalized long-term, since the locations of the subjects of support are clear and the number of Parties Related to Evacuation Support Activities, Etc. in each area is limited, persons living in their homes (including those who are temporarily residents or hospitalized) must be prioritized in

terms of the Lists of Persons Needing Assistance During Forced Evacuations.

(2) Matters to be Described on the Lists of Persons Needing Assistance During Forced Evacuations

Article 49 (10) paragraph 2 of the Revised Disaster Countermeasures Basic Law

In the Lists of Persons Needing Assistance During Forced Evacuations, items relating to Persons Needing Assistance During Forced Evacuations described below shall be described and recorded.

1. Name
2. Birth date
3. Sex
4. Address or place of temporary residence
5. Telephone number and other contacts
6. Reason for needing evacuation support
7. In addition to the items listed above, items deemed necessary by the mayor of the city or town or the head of the village in relation to the implementation of Evacuation Support, Etc.

In the Lists of Persons Needing Assistance During Forced Evacuations, describe the name, birth date, sex, address, telephone number and alternative contact, reason for needing evacuation support, etc. and other matters necessary for the implementation of Evacuation Support, Etc. with respect to each person who is to be on the list. (Article 49 (10) paragraph 2 of the Law) [Please refer to Example 1 (Page 23)]

(3) Backing up Lists of Persons Needing Assistance During Forced Evacuations

Considering that the functions of municipal governments may be extremely burdened depending of the scale of the disaster, be sure to establish a backup system for Lists of Persons Needing Assistance During Forced Evacuations, by using cloud computing for data management, in collaboration with prefectural governments, etc.

Also, in preparation for blackouts resulting from a disaster, etc., in addition to management by electronic media, be sure to keep the latest information in paper form.

(4) Appropriate management of information at municipal government level.

It is extremely important for municipal governments to appropriately manage Lists of Persons Needing Assistance During Forced Evacuations in order to protect the privacy of Persons Needing Assistance During Forced Evacuations, guarantee the reliability of evacuation support for those utilizing Persons Needing Assistance During Forced Evacuations, and promote smooth cooperation between Persons Needing Assistance During Forced Evacuations and Parties Related to Evacuation Support, Etc.

For this purpose, in order to ensure appropriate management of information concerning the Lists of Persons Needing Assistance During Forced Evacuations at the municipal government level, strict observance of the “Information Security Policy”, which concretely specifies the method of acquisition of information according to level of confidentiality, etc. based on the “Guidelines Concerning Information Security Policy in Local Authorities” by the Ministry of Internal Affairs and Communications is expected. (Notice IV5 (4) [2])

(5) Relation between Lists of Persons Needing Assistance During Forced Evacuations and Lists of Persons Requiring Assistance During a Disaster

For municipal governments that prepared Lists of Persons Needing Assistance During Forced Evacuation according to the names of persons on the “Lists of Persons Requiring Assistance during a Disaster” drafted prior to the enforcement of the Revised Disaster Countermeasures Basic Law, if the contents of the said lists effectively correspond to the contents of the Lists of Persons Needing Assistance During Forced Evacuations prepared based on the Revised Disaster Countermeasures Basic Law, it is not necessary to prepare Lists of Persons Needing Assistance During Forced Evacuations again if the said lists are positioned as the lists based on Article 49 (10) of the Law in their regional disaster prevention plan. (Notice IV5 (6))

3. Updating Lists of Persons Needing Assistance During Forced Evacuations and sharing information

(1) Updating Lists of Persons Needing Assistance During Forced Evacuations

Since the state of Persons Needing Assistance During Forced Evacuations can change at any time, municipal governments are required to endeavor to ascertain the Persons Needing Assistance During Forced Evacuations, build a system to update the Lists of Persons Needing Assistance During Forced Evacuations, and the update period, and to keep the Lists of Persons Needing Assistance During Forced Evacuations updated.

<Example of a system>

[1] Those persons who have newly moved into the said municipal government who are elderly and requiring nursing care, disabled, or newly certified as requiring nursing care or having disability, and persons falling under Persons Needing Assistance During Forced Evacuations, are described in the Lists of Persons Needing Assistance During Forced Evacuations, and as for the persons who are newly described in the Lists of Persons Needing Assistance During Forced Evacuations, confirmation of the consent shall be obtained with respect to the provision of their List Information to Parties Related to Evacuation Support Activities, Etc.

[2] In cases where changes to the Persons Needing Assistance During Forced Evacuations due to moving, death, etc. are confirmed based on changes to resident registration, etc., such applicable persons are deleted from the Lists of Persons Needing Assistance During Forced Evacuations. Please note that the “address” shown in Article 49 (10) paragraph 2 of the Law as an item to be described in the Lists of Persons Needing

Assistance During Forced Evacuations refers to the base for life of each person (Article 22 of the Civil Code) and it is not necessarily limited to the address described in the Basic Resident Register. Moreover, as for the “place of temporary residence”, it refers to a place where a person is living for a certain period continuously, although the link between the place and the person’s residence is not as close as the link between the address and the person’s residence, and it is not enough to be called the person's base . Additionally, in cases where it is ascertained that a Person Needing Assistance During Forced Evacuations has become a resident of a social welfare facility, etc., such person is deleted from the Lists of Persons Needing Assistance During Forced Evacuations.

(2) Sharing Information Concerning Persons Needing Assistance During Forced Evacuations

In cases where changes have occurred to items necessary for Evacuation Support, Etc. for Persons Needing Assistance During Forced Evacuations, it is appropriate to share the information among municipal governments, and also among Parties Related to Evacuation Support Activities, Etc.

Also, in cases where persons are deleted from the Lists of Persons Needing Assistance During Forced Evacuations due to moving or hospitalization, it is appropriate to make that fact thoroughly known to the Parties Related to Evacuation Support Activities, Etc. who received the List Information.

4. Provision of List Information to Parties Related to Evacuation Support Activities, Etc. in Advance

Article 49 (11) paragraph 2 of the Revised Disaster Countermeasures Basic Law
The mayor of the city or town or the head of the village shall, in preparation for the occurrence of a disaster, and to the extent necessary for implementing Evacuation Support, Etc., provide List Information to fire-fighting agencies, prefectural police, welfare volunteers commissioned pursuant to the Commissioned Welfare Volunteers Law (Act No. 198 of 1948), local social welfare council provided in Article 190, paragraph 1 of the Social Welfare Act (Act No. 45 of 1951), voluntary disaster prevention organizations and other parties engaged in the implementation of Evacuation Support, Etc. (in the subsequent paragraph, referred to as “Parties Related to Evacuation Support Activities, Etc.”) as provided under the regional disaster prevention plan. However, unless otherwise specially provided for in the regulations of the said municipal government, the same shall not apply in cases where the consent of the individual in question (referring to a specific individual identified by the said List Information, the same shall apply in the subsequent paragraph) with regard to the provision of his or her List Information cannot be obtained.

- Lists of Persons Needing Assistance During Forced Evacuations can lead to smooth and prompt Evacuation Support, Etc. in an emergency if it is provided to and shared among Parties Related to Evacuation Support, Etc. during normal circumstances. Therefore

municipal governments are expected to provide List Information of Persons Needing Assistance During Forced Evacuations to Parties Related to Evacuation Support Activities, Etc. to the extent necessary for the implementation of Evacuation Support, Etc. in advance. (Article 49 (11) paragraph 2)

- In order to provide List Information externally to Parties Related to Evacuation Support Activities, Etc. during normal circumstances, it is necessary to obtain consent from Persons Needing Assistance During Forced Evacuations. Therefore the responsible departments of municipal governments are expected to directly approach Persons Needing Assistance During Forced Evacuations by mail or through door-to-door visits. When this occurs, it is appropriate to explain to Persons Needing Assistance During Forced Evacuations the purpose and contents of the provision of List Information, and determine appropriate methods, such as collaborations with organizations for the disabled, etc.

In cases where a detailed explanation concerning the purpose, etc. of the system concerning the Lists of Persons Needing Assistance During Forced Evacuations is requested, it is appropriate to individually visit the Person Needing Assistance When Forced to Evacuate, and explain the purpose and contents of the system to the said person, and to verify his or her intent with regard to the provision of List Information during normal circumstances. [Please refer to Example 2 (Page 24)]

- Consent may be made orally or in writing, when, in light of the circumstances, it is determined that the said person effectively consented.

Additionally, in certain cases, such as where a person has no ability judge the consequences of consenting to the handling of personal information due to severe dementia, disability, etc., it is permitted to provide List Information externally if consent is obtained from a person with parental authority, a legal representative, etc. (Notice IV5 (3) [2] iii)

- For the provision of List Information to Parties Related to Evacuation Support, Etc. under normal circumstances, the consent of the said person described on the Lists of Persons Needing Assistance During Forced Evacuations is required. However, in cases where a municipal government describes in their disaster countermeasure basic regulations, etc. that it is permitted to provide List Information to outside parties even without consent from the said person, from the viewpoint of further enhancing the effectiveness of evacuation support in a proactive manner, etc., given that consent from the said person would not required for provision during normal circumstances, the said municipal government is expected to consider necessary responses according to the actual conditions.

Please note that even in cases where the provisions of personal information protection regulations are used as a basis, such as “after hearing opinions of the Personal

Information Protection Council, when it is deemed necessary for the purpose of public welfare”, such would fall under “in cases where otherwise specially provided for in regulations of the said municipal government”. (Notice IV5 (3) [2] iv)

- When providing Lists of Persons Needing Assistance During Forced Evacuations, municipal governments are expected to endeavor to take appropriate measures to ensure that Parties Related to Evacuation Support Activities, Etc. manage information in an appropriate manner. (Article 49 (12) of the Law)

<Example measures taken by municipal governments>

- As Lists of Persons Needing Assistance During Forced Evacuations include highly confidential information of each Person Needing Assistance During Forced Evacuations, such as his or her name and address, contact, and the reasons for needing evacuation support, such as the classification of state requiring nursing care, classification of disability support, etc. Therefore, be sure that Lists of Persons Needing Assistance During Forced Evacuations are provided only to the local Parties Related to Evacuation Support Activities, Etc. that are responsible for the said Persons Needing Assistance During Forced Evacuations.
- Guidance is to be provided, such as the fact that Lists of Persons Needing Assistance During Forced Evacuations of a whole city are not to be provided to voluntary disaster prevention organizations of a district of a municipal government, so that personal information relating to Persons Needing Assistance During Forced Evacuations is not shared and used uselessly.
- Sufficient explanations are to be provided regarding the fact that each of the Parties Related to Evacuation Support Activities, Etc. is obliged to observe confidentiality obligations based on the Disaster Countermeasures Basic Law.
- Guidance is to be provided so that Lists of Persons Needing Assistance During Forced Evacuations are kept in a place that can be locked.
- Guidance is to be provided so that more copies of Lists of Persons Needing Assistance During Forced Evacuations are received than are necessary.
- In cases where the receiving party of Lists of Persons Needing Assistance During Forced Evacuations is an organization rather than an individual, guidance is to be provided so that the organization limits those who handle such Lists of Persons Needing Assistance During Forced Evacuations within the organization.
- Make sure to require submission of a report on the status of the handling of List Information.
- Make sure to hold a training session with respect to the handling of personal information for the receiving parties of Lists of Persons Needing Assistance During Forced Evacuations.

Example Form for Obtaining Consent (Example 2)

Kana syllables			
Name			
Birth date		Sex	Male Female
Address			
Reason for needing Evacuation Support, Etc.	<input type="checkbox"/> I have received certification under long-term care insurance <input type="checkbox"/> I have a booklet <input type="checkbox"/> Other [Special remarks]		Classification of state requiring nursing care: Name of disability: (<input style="width: 40px;" type="text"/>) Level:
	Telephone number		Fax number
Mobile phone number		Email address	

* If you agree, we describe the name of the disability, etc. in and provide it to Parties Related to Evacuation Support Activities, Etc.

A Person Needing Assistance During Forced Evacuation may, if he or she agrees to the provision of information to Evacuation Support, Etc., have a higher possibility of receiving support from evacuation supporters (area, etc.) with regard to evacuation activities in the event of a disaster, but as such, is subject to the safe evacuation of supporters themselves and their family members, etc.. Therefore, your consent does not guarantee that you will receive support for evacuation activities in the event of a disaster, and does not create a legal responsibility or obligation on the part of evacuation supporters.

With my understanding of the above and for the purpose of receiving evacuation support, confirmation of safety and other matters, such as the protection of life and body from disaster, with respect to the provision of the above contents (name, birth date, sex, address, classification of disability and other matters, contact, etc.) , and the name of the disability or disease, etc. to Parties Related to Evacuation Support Activities, Etc. specified in the Disaster Prevention Plan of ○○ City,

- I agree
- I do not agree after I understood the purposes
- I request for detailed explanations from the municipal government for the purpose of making judgment as to whether or not I agree

Date Month, Year Name _____

* The intent to consent will endure unless notice of change is submitted.

* Parties Related to Evacuation Support Activities, Etc. will visit you for the purpose of preparing Information of Persons Needing Assistance During Forced Evacuations, and your cooperation is expected at that time.

Chapter 3 Utilization of Lists of Persons Needing Assistance During Forced Evacuations in the Event of a Disaster, Etc.

Matters to be noted for the utilization of Lists of Persons Needing Assistance During Forced Evacuations in the event of a disaster, etc. are described below.

1. Communication of Evacuation Information

Article 56 paragraph 1 of the Revised Disaster Countermeasures Basic Law

The mayor of the city or town or the head of the village shall, when he or she receives a forecast concerning a disaster or an alert pursuant to the provisions of laws and regulations, when he or she comes to know of a forecast or an alert concerning a disaster, when he or she announces an alert concerning a disaster pursuant to the provisions of laws and regulations, or when he or she receives a notice described in the preceding Article, communicate the said forecast or alert or matters concerning the said notice to the concerned institutions, residents and other concerned public and private organs, as described under the regional disaster prevention plan. In such case, when it is deemed necessary, the mayor of the city or town or the head of the village may send a necessary notice or alert to residents and other concerned public and private organs related to the expected conditions of the disaster, preparations for evacuation to be made in response to the disaster and other measures.

Article 56 paragraph 2 of the Revised Disaster Countermeasures Basic Law

The mayor of the city or town or the head of the village must, when sending a necessary notice or alert pursuant to the provisions of the preceding paragraph, pay special attention to ensure that persons requiring special care can evacuate from their places smoothly when they receive an alert or order to leave their premises for evacuation pursuant to the provisions of paragraph 1 of Article 60.

(1) Announcement and Communication of Evacuation Preparation Information, Etc.

- Municipal governments shall, in order to be able to have all Persons Needing Assistance During Forced Evacuations evacuate smoothly and safely in the event of a disaster, specify judgment standards (specific way of thinking) concerning the announcement of evacuation preparation information, evacuation order, evacuation instruction, etc. in their regional disaster prevention plan, and shall make announcements as the needs arise and in an appropriate manner in the event of a disaster, by using the “Producing a Decision and Dissemination Manual for Evacuation Orders and Instructions” as a reference.
- Information, such as “Messages to evacuate independently” and “evacuation warning information”, that are announced in order to prepare for evacuations, is important for Persons Needing Assistance During Forced Evacuations to evacuate smoothly and

promptly. Some of the Persons Needing Assistance During Forced Evacuations are capable of evacuating on their own if information necessary for evacuation, etc. can be obtained.

As such, in order for Parties Related to Evacuation Support Activities, Etc. to utilize the Lists of Persons Needing Assistance During Forced Evacuations, and also to ensure the communication of information in an accurate manner, and to promote the rapid commencement of evacuation activities at the time of making announcements or communications:

- Ensure to use words, expressions, explanations, etc. that are easily understandable even to the elderly, the disabled, etc. so that information can be communicated to them in an accurate manner.
- Ensure to be aware of the fact that even among people with identical disabilities, the method for communicating necessary information, etc. may vary.
- Pay special attention to the communication of information through methods such as being selective of necessary information when sending information.

(2) Communication of Information Through the Utilization of Various Measures

In the event of a disaster, in particular, in the event a tsunami occurs after an earthquake, in order to ensure urgent and accurate evacuation instructions, make sure to organically combine multiple measures based on the features of each information communication measure, such as the utilization of a mobile phone terminal, etc. and emergency rapid emails, in addition to the communication of information by a disaster prevention and administration radio (individual receiver) and by a loudspeaker van.

Also, some Persons Needing Assistance During Forced Evacuations are capable of carrying out evacuation procedures if they can obtain necessary information regarding evacuation activities. Use of a variety of measures for communicating information can lead to a mitigation of burdens on Parties Related to Evacuation Support Activities, Etc. Therefore, municipal governments are expected to ensure that they secure a variety of information communication measures.

Further, in order for Persons Needing Assistance During Forced Evacuations to be able to obtain information themselves, make sure to communicate information utilizing a variety of measures, such as by utilizing the communication of disaster information to devices, etc. that support daily life.

<Example cases of communicating information>

Hearing impaired person: Dissemination of disaster information by fax

Information receiving equipment for hearing impaired person

Visually impaired person: A mobile phone that reads our received emails.

Physically handicapped person: A mobile phone equipped with a freehand device

Others:

Transmission by mailing list, etc.

Subtitled broadcasting, explanatory broadcasting (television program using 2 or more voices, such as a second audio

program and two language broadcasting: sound multiplex
broadcasting) and sign language broadcasting
Provision of information through the internet, such as the use of
SNS (Social networking service)

2. Evacuation Support for Persons Needing Assistance During Forced Evacuations

Article 49 (11) paragraph 1 of the Revised Disaster Countermeasures Basic Law

The mayor of the city or town or the head of the village may internally use information described or recorded on the Lists of Persons Needing Assistance During Forced Evacuations that were prepared pursuant to the provisions of paragraph 1 of the preceding Article (hereinafter referred to as “List Information”) for purposes other than the specified purposes of use when holding such information within the scope necessary for implementation of Evacuation Support, Etc.

Article 49 (11) paragraph 2 of the Revised Disaster Countermeasures Basic Law

The mayor of the city or town or the head of the village shall, in preparation for the occurrence of a disaster and to the extent necessary for implementing Evacuation Support, Etc., provide List Information to fire-fighting agencies, prefectural police, welfare volunteers commissioned pursuant to the Commissioned Welfare Volunteers Law (Act No. 198 of 1948), local social welfare council provided in Article 109, paragraph 1 of the Social Welfare Act (Act No. 45 of 1951), voluntary disaster prevention organizations and other parties engaged in the implementation of Evacuation Support, Etc. (in the subsequent paragraph, referred to as “Parties Related to Evacuation Support Activities, Etc.”) as provided under the regional disaster prevention plan. However, unless otherwise specially provided for in the regulations of the said municipal government, the same shall not apply in cases where the consent of the individual in question (referring to a specific individual identified by the said List Information, the same shall apply in the subsequent paragraph) with regard to the provision of his or her List Information cannot be obtained.

Article 49 (11) paragraph 3 of the Revised Disaster Countermeasures Basic Law

The mayor of the city or town or the head of the village may, in cases where a disaster has occurred or is likely to occur and where it is specially deemed to be necessary for the purpose of protecting the lives and bodies of Persons Needing Assistance During Forced Evacuations from a disaster, provide List Information to Parties Related to Evacuation Support Activities, Etc. and other persons to the extent necessary for the implementation of evacuation support, etc. In this case, it is not required to obtain consent from the individuals with respect to the provision of List Information.

Article 50 paragraph 2 of the Revised Disaster Countermeasures Basic Law

Heads of designated administrative organs and designated local administrative organs, the heads of local governments and other executive organs, designated public institutions and designated local public institutions, and other persons responsible for the implementation of disaster responses pursuant to the provisions of laws and regulations, shall implement disaster responses with due consideration for the safety of persons engaging in disaster responses as specified under laws and ordinances or disaster prevention plan.

(1) Principle of Response of Parties Related to Evacuation Support Activities, Etc.

Parties Related to Evacuation Support Activities, Etc. shall, with respect to Evacuation Support, Etc. for Persons Needing Assistance During Forced Evacuations who have agreed to the provision of their List Information to Parties Related to Evacuation Support Activities, Etc. during normal circumstances, carry out evacuation support based on the List Information.

Additionally, the protection of the lives and bodies of the Parties Related to Evacuation Support Activities, Etc. as well as their family members, etc. is a major premise. Therefore, municipal governments, etc. shall sufficiently consider securing the safety of Parties Related to Evacuation Support Activities, Etc. so that Parties Related to Evacuation Support Activities, Etc. can carry out Evacuation Support, Etc. to the extent possible according to the actual conditions of the area and the conditions of the disaster. (Article 50 paragraph 2 of the Law)

(2) Measures for Securing the Safety of Parties Related to Evacuation Support Activities, Etc.

In each area, explanations regarding the necessity and significance of evacuation and the ideal situations concerning the Lists of Persons Needing Assistance During Forced Evacuations is to be provided, and each area must establish measures for securing the safety of Parties Related to Evacuation Support Activities, Etc.

Evacuation Support, Etc. refers to the support of persons who intend to evacuate, and an understanding of the Persons Needing Assistance During Forced Evacuations with respect to an evacuation is to be obtained when the consent is obtained from such persons with respect to the provision of Lists of Persons Needing Assistance During Forced Evacuations during normal circumstances.

When deciding measures for securing the safety of Parties Related to Evacuation Support Activities, Etc., it is appropriate that, as a whole, residents in each area, including the Persons Needing Assistance During Forced Evacuations, Parties Related to Evacuation Support Activities, Etc., etc. discuss, decide rules and prepare plans and ensure dissemination. After that, in addition to ensuring that each of the Persons Needing Assistance During Forced Evacuations understands the utilization method, significance, etc. of the system of Lists of Persons Needing Assistance During Forced Evacuations, it is also expected for them to understand that Parties Related to Evacuation Support Activities, Etc. will attempt to help at any cost, but that there is a possibility they may not be able to help them.

(3) Concept of Confidentiality Obligation Relating to Persons Who Have Received List Information

Article 49 (13) of the Revised Disaster Countermeasures Basic Law

Persons to whom List Information is provided pursuant to the provisions under Article 49 (11),

paragraph 2 and paragraph 3 (if the person is a corporation, its officers and directors) or its staff members, other persons involved in the implementation of Evacuation Support, Etc. using the said List Information, or persons under those persons, shall not divulge any confidential information obtained with respect to Persons Needing Assistance During Forced Evacuations in relation to the said List Information without a justifiable reason.

In the case a recipient of Lists of Persons Needing Assistance During Forced Evacuations lets residents in a neighborhood urgently know the Lists of Persons Needing Assistance During Forced Evacuations in order to obtain necessary support for Evacuation Support, Etc. for those persons, it can be considered to fall under “justifiable reason”, and such a case would not be in violation of the confidentiality obligation of the Revised Disaster Countermeasures Basic Law.

However, even if the purpose is to obtain support for Evacuation Support, Etc., provision of List Information to others during normal times when no disaster has occurred does not fall under “justifiable reason”. (Notice IV5 (5) [1])

(4) Evacuation Support for Persons Who Have Disagreed to the Provision of Lists of Persons Needing Assistance During Forced Evacuations During Normal Times

[1] Provision of Lists of Persons Needing Assistance During Forced Evacuations that include those who have not given consent

The mayor of the city or town or the head of the village may, in cases where a disaster has occurred, or is likely to occur, and where it is specially deemed necessary for the purpose of protecting the lives and bodies of Persons Needing Assistance During Forced Evacuations, provide List Information to Parties Related to Evacuation Support Activities, Etc. and other persons, regardless of the existence or nonexistence of the consent, to the extent necessary for implementing evacuation support, etc. (Article 49 (11) paragraph 3)

As such, municipal governments may request Parties Related to Evacuation Support Activities, Etc. and other persons, to cooperate in providing support to the greatest extent possible, even to those who have not agreed to the provision of information, in particular, where, in the disaster, such as in the case of a storm and flood, there is extra time to evacuate.

However, this does not mean that such is permitted in disaster situations, etc., without reserve. For example, in cases where the flooding of a river is imminent due to heavy rainfall, it is not appropriate to uniformly provide List Information of residents who are in areas where there is no possibility of flooding, and who have not consented to information provision. Thus, municipal governments shall judge whether it is appropriate to provide List Information of those who have not given consent, by taking into account the type and scale of the imminent disaster, the geographical conditions of the areas expected to be stricken, past disaster experiences, etc. in a comprehensive

manner. (Notice IV5 (3) [3] ii)

- [2] Recipients of Lists of Persons Needing Assistance During Forced Evacuations that include those who have not given consent

In cases where the support for Evacuation Support, Etc. can be received from other areas, such as from support units of the self-defense force or from prefectural police in other prefectures, List Information may be provided to such persons. (Notice IV5 (3) [3] i) Additionally, be sure to conduct evacuation support planning in collaboration with concerned parties in advance, such as at the conclusion of agreements with private corporations, etc. during normal circumstances.

- [3] Preventing the leakage of List Information of Persons Needing Assistance During Forced Evacuations that include those who have not given consent

In cases where Lists of Persons Needing Assistance During Forced Evacuations are provided in an urgent manner, irrespective of whether the said person's consent has been obtained, in the event of a disaster, it is conceivable that List Information may be provided not only to Parties Related to Evacuation Support Activities, Etc. that are specified in regional disaster prevention plans beforehand, but also to those who do not hold the information during normal circumstances. Thus, in order to ensure appropriate management of information by those persons, in addition to the examples of measures to be taken by municipal governments that are described in Chapter 2-4, it is expected that measures necessary for the prevention of information leakage will be taken, such as the disposal and return of List Information (Article 49 (12) of the Law).

3. Implementing Safety Confirmation of Persons Needing Assistance During Forced Evacuations

- Be sure to effectively utilize List Information of Persons Needing Assistance During Forced Evacuations when confirming the safety of persons.

- Even if a Person Needing Assistance When Forced to Evacuate is safe and his or her home is free from damage, his or her care giver or protector may be stricken while outside of the home, or go missing, thus, there may be no one to support the person. Further, it is presumable that the care givers themselves may need support in the event of a disaster due to injury, old age or disability. In such situations or in cases where the supply of essential utilities is shut off, even those Persons Needing Assistance During Forced Evacuations who happened to survive may start facing difficulty in surviving on their own, and their lives could become threatened.

Thus, in cases where there are Persons Needing Assistance During Forced Evacuations whose safety has not been confirmed, municipal governments are to continue confirming the safety of evacuees at their homes, etc. utilizing List Information of Persons Needing Assistance During Forced Evacuations.

Also, in cases where no reply is received at the time of safety confirmation, the state of such person's safety is to be grasped by such measures as the dispatch of a person from the closest evacuation site to his or her place, and necessary support, such as transportation of the person to an evacuation site, etc. is to be provided in order to ensure that necessary measures are taken so that lives that can be saved are not lost.

- In cases where the confirmation of safety is commissioned to an outside party, it is expected that necessary measures are taken to ensure that information is managed appropriately in order to prevent misuse of Lists of Persons Needing Assistance During Forced Evacuations (Article 49 (12) of the Law). Thus, it is appropriate to conclude agreements with welfare service operators, disability groups, private corporations and organizations, etc. which are expected to be able to carry out safety confirmations in an appropriate manner prior to the occurrence of a disaster.

Also, with regard to recent disasters, there are cases where welfare service providers, called care managers, provide empathetic care, such as taking the lead in confirming safety and the residential environment, etc. of their users and play important roles by responding as necessary, such as by changing care plans and ensuring urgent enrollment in facilities. This is one of the effective measures for disaster prevention departments and health and welfare departments of municipal governments to stay in close contact with welfare service providers, and to continue cooperation with them in a proactive manner.

- Even for those who do not fall under Persons Needing Assistance During Forced Evacuations, in cases where a disaster has occurred or is likely to occur, the decision to prepare and utilize lists, etc. for a protection system targeting the aged and the disabled, etc. in the area and to carry out confirmation of safety, can be considered.
Additionally, it is effective to conclude agreements with respect to a cooperation system, etc. to carry out safety confirmations of those who do not fall under Persons Needing Assistance During Forced Evacuations with welfare service operators, disability groups, etc. in advance, in order to carry out safety confirmation once a disaster has occurred.

4. Response to Persons Needing Assistance When Forced to Evacuate Both at the Evacuation site and Thereafter

It is necessary to be attentive to the lives of Persons Needing Assistance During Forced Evacuations who survive disasters so that following the disaster, their lives will not be lost due to insufficient consideration to their post disaster refuge life. For this purpose, based on the actual conditions and characteristics of the area, and by using the below items as references, it is necessary to carry out support for Persons Needing Assistance During Forced Evacuations following their evacuation.

(1) Transfer of Persons Needing Assistance During Forced Evacuations

In order to ensure that Persons Needing Assistance During Forced Evacuations and List Information are properly transferred from Parties Related to Evacuation Support Activities, Etc. to the person in charge of the evacuation site, etc., it is appropriate to prepare and describe methods relating to that purpose, etc. in the regional disaster prevention plan or the overall plan related to carrying out the transfer of Persons Needing Assistance During Forced Evacuations in the evacuation site, etc.

At that time, it is appropriate to transfer List Information in a manner that it will be utilized for supporting life after leaving the evacuation sites.

(2) Transportation of Persons Needing Assistance During Forced Evacuations From an Evacuation Site to a Shelter

In order to ensure prompt transportation of Persons Needing Assistance During Forced Evacuations from an evacuation site to a shelter, it is appropriate to conclude agreements concerning the transportation of Persons Needing Assistance During Forced Evacuations with carriers in advance, and to describe it in the overall plan.

Once a disaster has occurred, it is appropriate to transport Persons Needing Assistance During Forced Evacuations from an evacuation site based on the overall plan prepared in advance, centered on the person in charge of transporting Persons Needing Assistance During Forced Evacuations.

Part II

Matters to be Addressed to Further Support Evacuation Activities

Chapter 4. Preparation of Individual Plans

In order to make Evacuation Support, Etc. effective in the event of a disaster, in addition to an overall plan, and in line with the preparation of Lists of Persons Needing Assistance During Forced Evacuations, it is important to promote preparation of individual plans during normal circumstances. At such time, based on the characteristics and actual conditions of the area, and the List Information, municipal governments are expected to prepare individual plans while having meetings about the specifics with Persons Needing Assistance During Forced Evacuations.

Preparation of individual plans is required to refer the following items and take necessary measures.

1. Preparation of Individual Plans in Collaboration with Parties Related to Evacuation Support Activities, Etc.

Municipal governments are to obtain assistance from commissioned welfare volunteers and local social welfare councils, voluntary disaster prevention organizations and residents' associations, welfare service operators, etc. by having them coordinate, etc. meetings between Persons Needing Assistance During Forced Evacuations and Parties Related to Evacuation Support Activities, Etc. and determine the division of roles of Parties Related to Evacuation Support Activities, Etc. Additionally, in cooperation with such persons, the preparation of individual plans should be promoted so that the contents and progress status of each person's individual plan, and the follow-up status, etc. are ascertained and effective Evacuation Support, Etc. can be carried out.

Additionally, ask for cooperation by Parties Related to Evacuation Support Activities, Etc. so that Persons Needing Assistance During Forced Evacuations and Parties Related to Evacuation Support Activities, Etc. can have meetings regarding the details of specific methods of support, such as Evacuation Support, Etc. during normal circumstances

2. Coordination In Relation to Specific Support Procedures

Centered on municipal governments, commissioned welfare volunteers, local social welfare councils, voluntary disaster prevention organizations, residents' associations, and welfare service operators, etc. which will serve as coordinators, visits to Persons Needing Assistance During Forced Evacuations are to be carried out by having meetings with the said persons regarding specific methods of Evacuation Support, Etc. Moreover, in addition to the information described in the Lists of Persons Needing Assistance During Forced Evacuations, the following information, etc. is to be recorded so that information necessary for carrying out Evacuation Support, Etc. can be shared among municipal governments and the Parties Related to Evacuation Support Activities, Etc. [Please refer to Example 3 (P 37)]

<Examples of specific support methods>

- Persons provide support for evacuation in the event of a disaster
- Matters to be noted when providing evacuation support
- Method of evacuation support, evacuation site and evacuation route
- Response to be taken when the said person is out and cannot be contacted, etc.

3. Matching Persons Needing Assistance During Forced Evacuations with Parties Related to Evacuation Support Activities, Etc.

For the purpose of matching Persons Needing Assistance During Forced Evacuations with Parties Related to Evacuation Support Activities, Etc., it is appropriate for persons who serve as the coordinator, from among the persons from municipal governments and the Parties Related to Evacuation Support Activities, Etc. who have received Lists of Persons Needing Assistance During Forced Evacuations from municipal governments, to engage in coordination regarding which Party Related to Evacuation Support Activities, Etc. will respond to each Person Needing Assistance During Forced Evacuations, based on the actual conditions of the area.

At such time, in order to enhance the effectiveness of Evacuation Support, Etc.,

- With respect to each of the Persons Needing Assistance During Forced Evacuations, ensure that evacuation support is provided while as many Parties Related to Evacuation Support Activities, Etc. as possible supplement each other.
- Ensure an appropriate division of roles, by considering the age and characteristics of the persons who serve as Parties Related to Evacuation Support Activities, Etc. to prevent only one Party Related to Evacuation Support Activities, Etc. having heavy workload.

4. Consideration of Personal Information of Persons Needing Assistance During Forced Evacuations

Municipal governments are to give explanations to Parties Related to Evacuation Support Activities, Etc. in order to avoid situations where Parties Related to Evacuation Support Activities, Etc. demand more personal information of Persons Needing Assistance During Forced Evacuations than is necessary, thereby undermining the interests of Persons Needing Assistance During Forced Evacuations.

Example Form of Individual Plan (Example 3)

Matters for which consideration must be given at the time of evacuation	Insert a check mark in <input checked="" type="checkbox"/> for all applicable items <input type="checkbox"/> I am incapable of standing and walking <input type="checkbox"/> I am visually impaired (I have difficulty seeing) <input type="checkbox"/> I cannot make judgments about danger <input type="checkbox"/> Other <div style="border-left: 1px solid black; border-right: 1px solid black; border-bottom: 1px solid black; height: 40px; margin-top: 5px;"></div>	<input type="checkbox"/> I have a hearing impairment. (I have difficulty hearing) <input type="checkbox"/> I have difficulty understanding words and characters. <input type="checkbox"/> I cannot identify acquaintances and family members even when I see their faces.
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Family members living with, etc.	
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Contact in the event of an emergency [1]	Kana syllables	
	Name (Name of organization)	
	Address	
	Contact	Telephone number 1: Telephone number 2: Email address: Others:

Contact in the event of an emergency [2]	Kana syllables	
	Name (Name of organization)	
	Address	
	Contact	Telephone number 1: Telephone number 2: Email address: Others:

[Matters to be specially noted] (The room I usually stay in, the location of my bedroom) (A mark that shows that I am out, a mark that shows that I have already evacuated), etc.	
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Information of evacuation supporter [1]	Kana syllables	
	Name <small>(Name of organization and the representative)</small>	
	Address	
Contact	Telephone number 1: Telephone number 2: Email address: Others:	

Information of evacuation supporter [2]	Kana syllables	
	Name <small>(Name of organization and the representative)</small>	
	Address	
Contact	Telephone number 1: Telephone number 2: Email address: Others:	

Information concerning evacuation site * Location, route, matters to be noted until transportation, etc.

Day Month, Year
 With respect to the information I provided to the above Parties Related to Evacuation Support Activities, I confirm that no errors are included and approve that it is reported to ○○ City.

Name _____

Chapter 5. Enhancement of Joint Support in Relation to Evacuation Support Activities

In order to carry out Evacuation Support, Etc. smoothly and promptly in the event of a disaster, it is necessary to enhance disaster reduction capabilities in the area during normal circumstances, such as by building relations that would allow residents to know each other by sight. For this purpose, based on the characteristics and actual conditions of the area, it is appropriate for parties in the fields of disaster prevention and welfare, health, medical, etc. and institutions, to address the following matters in cooperation with each other.

Also, as it is expected that it may become difficult for disaster-affected municipalities to respond independently, it is appropriate to improve cooperation systems, such as the conclusion of agreements in advance, in order to receive support from wider areas.

1. Establishment of a Liaison Committee of Supporters for Evacuation Activities (tentative name)

(1) Structure

At the municipal government level, it is appropriate to structure a cross-departmental organization with the participation of health related departments, departments responsible for making communities, etc., led by disaster prevention departments and welfare departments, when structuring the liaison committee of supporters for evacuation activities (tentative name) for the purpose of implementing accurate support tasks for Persons Needing Assistance During Forced Evacuations.

Also, when promoting measures relating to the improvement of evacuation systems, it is appropriate to proceed while obtaining participation from Parties Related to Evacuation Support Activities, Etc. as the need arises.

(2) Matters to be Considered

In order to ensure that measures for Persons Needing Assistance During Forced Evacuations can be carried out systematically from the time a disaster occurs to the period of taking shelter, it is appropriate to review matters to be included in the overall plan and the regional disaster prevention plan, as well as the division of roles, in line with such plans, and to ensure decisions are made during normal circumstances.

2. Implementation of Training, Etc. Targeting Persons Requiring Special Care and Parties Related to Evacuation Support Activities, Etc.

(1) Training, Etc. for Persons Requiring Special Care

It is appropriate to encourage the elderly and disabled to think about their evacuation plans in the event of a disaster or imminent disaster, so that they can take actions proactively in order to protect their lives and to enhance their preparedness through training sessions, etc.

<Examples>

- Active registration in Lists of Persons Needing Assistance During Forced Evacuations
- Building of relations with disability groups, parties related to welfare, etc.
- Improvement of indoor safety, such as securing household furniture, and maintaining a reserve of emergency food, etc.
- Participation in local disaster reduction drills, etc.
- Deciding on roughly 3 contacts (persons and places) who can provide support in the event of a disaster.

(2) Training for Parties Related to Evacuation Support Activities, Etc.

For the purpose of enhancing the quality of disaster prevention capabilities in the locality, it is appropriate to nurture human resources from which cooperation for the protection of the lives of Persons Needing Assistance During Forced Evacuations can be expected.

<Examples>

- Training sessions concerning welfare and health, such as how to interact with elderly persons needing nursing care, disabled persons, etc. for parties related to disaster management, such as voluntary disaster prevention organizations and residents' association.
- Training sessions concerning disaster prevention for the purpose of spreading and disseminating the significance and utilization of Lists of Persons Needing Assistance During Forced Evacuations at meetings, etc. in the locality.
- Training sessions for the purpose of preventing leakage of personal information

3. Regional Construction Relating to Support for Evacuation Activities

For the purpose of promoting mutual assistance between residents and constructing systems for Evacuation Support, Etc., it is important to promote regional construction during normal circumstances. As such, it is appropriate for municipal governments, voluntary disaster prevention organizations, residents' associations, etc. to promote the building of relations which allow residents to know each other by sight with Persons Needing Assistance During Forced Evacuations, during normal circumstances. In addition, it is also appropriate to work to extend Parties Related to Evacuation Support Activities, Etc.

At such time, consideration may be given not only to working on measures directly related to disaster prevention, but also building an environment in which the isolation of Persons Needing Assistance During Forced Evacuations from the local community is prevented through various daily projects, which allows Persons Needing Assistance During Forced Evacuations to blend in with the local community. Further, cooperation with various local economic development projects and volunteers can also be considered.

<Example cases of regional construction>

- Sending messages to invite the participation of Persons Needing Assistance During Forced Evacuations in local events.
- Activities to speak to Persons Needing Assistance During Forced Evacuations, etc. and to

monitor them under normal times, etc.

4. Collaboration With Private Organizations

In the event of a disaster or an imminent disaster, it is permitted to provide List Information of those who have not agreed to their information being provided to Parties Related to Evacuation Support Activities, Etc. to such parties and other parties, for the purpose of protecting lives or bodies of Persons Needing Assistance During Forced Evacuations.

In such case, since it is effective to obtain assistance from volunteer organizations, disability groups, private corporations, etc. who can be recipients of the List Information, as Parties Related to Evacuation Support Activities, Etc. and other parties, it is appropriate to promote necessary collaborations, such as the conclusion of agreements concerning the provision of List Information in advance, in order to provide for the promotion of collaborations with local private organizations, etc.

5. Disaster reduction drills

- When implementing disaster prevention drills, etc., it is appropriate to ask for the participation of both Persons Needing Assistance During Forced Evacuations and Parties Related to Evacuation Support Activities, Etc. and to check as to whether the communication of information, evacuation support, etc. can actually function.

- From the planning stage, it is appropriate to expand the opportunities for participation in disaster prevention drills by Persons Needing Assistance During Forced Evacuations by utilizing Lists of Persons Needing Assistance During Forced Evacuations and by cooperating with disability groups, etc.

Further, participation of Persons Needing Assistance During Forced Evacuations in drills is also important from the viewpoint of better understanding Persons Needing Assistance During Forced Evacuations because, for example, each person's actual experiences with a wheelchair may be different, etc.

In addition, when implementing disaster prevention drills with the participation of Persons Needing Assistance During Forced Evacuations, it is appropriate to try to enhance disaster awareness of each of the Persons Needing Assistance During Forced Evacuations, by providing pamphlets, etc. concerning disaster prevention in Braille or in enlarged characters, or audio pamphlets, and by preparing such pamphlets, etc. with easy to understand contents, for the purpose of ensuring the smooth evacuation of Persons Needing Assistance During Forced Evacuations in the event of a disaster.

- It is appropriate for municipal governments to envision various disasters and damage that that can be expected, and to implement drills for accurate communication of information and the provision of supplies to Persons Needing Assistance During Forced Evacuations and other methods of implementation, while obtaining participation of various concerned institutions and parties, such as commissioned welfare volunteers and firefighting units, voluntary disaster prevention organizations, residents' associations, welfare service operators, volunteers, employees of local corporations, etc.

<Examples of training sessions>

- Announcement and communication of information concerning evacuation preparation, etc.
- Support for evacuation activities to evacuation sites
- Start of support for those who have disagreed to the provision of Lists of Persons Needing Assistance During Forced Evacuations to Parties Related to Evacuation Support Activities, Etc. during normal circumstances
- Confirmation of safety immediately after the occurrence of a disaster
- Transportation from an evacuation site to an evacuation shelter, etc.