

Checklist for double punch of evacuation-shelter and COVID-19



Evacuation behavior



Opening shelters



Reception for evacuees



■ Wide-area evacuation*1

- ☐ Indoor evacuation in landslide warning areas and near major rivers are dangerous, but is the home evacuation acceptable for those people?
- Home evacuation and evacuation in a car are some of the possible choices; however, how much do evacuees understand the evacuation methods itself and do they prepare?
- ☐ The Cabinet Office and Ministry of Health, Labor, and Welfare have issued a notice recommending evacuation to friends' homes to prevent concentration in evacuation centers, but to what extent are residents understanding and preparing for this?
- People with the poor physical condition should also evacuate if they are in danger. How do you judge?

Call for an evacuation

- ☐ If we call out "evacuate as soon as possible," isn't it possible that many unwanted people will evacuate.
- ☐ If we call for "don't evacuate if it is unnecessary (unnecessary or not urgent)," won't there be more casualties due to damages to their homes without evacuation?
- ☐ If someone is in a dangerous area but does not evacuate for fear of infection, how do we call out to them?
- ☐ Amid the spread of infectious diseases reported by media, will people evacuate to a shelter?
- Many places have timelines for floods, but in the case of infectious disease, is it necessary to have enough time to disseminate information about the location of the shelter?

Vulnerable people

- Above all, evacuation is a top priority, but don't we need supporters to evacuate those in need and risk infection at the time of evacuation?
- ☐ If possible, we need a system to share information on infected persons who are receiving medical treatment at home as health centers in flooded areas, landslide disaster warning areas, etc. in real-time. Is there a problem with personal information protection?

Opening the evacuation center Evacuees information and confirming the safety It takes time and effort to check the physical of

- When opening an elementary school as a shelter, the elementary school is closed, and there is no key. How to open the lock when there is no facility manager due to school closure?
- Who should know the safety of evacuation centers, and how?

Additional shelters

- ☐ In the event of a sudden disaster such as a landslide disaster caused by a heavy storm, it is necessary to inform residents in advance of the additional shelters, the evacuation route, etc. Is it possible to inform them in a short period of times?
- When adding evacuation shelters to prevent three conditions that facilitate the transmission of infectious disease (closed spaces, crowds, and close contact), what are the selection criteria for expansion (earthquake resistance, inundation area & outside sediment disaster warning area, and Wi-Fi, etc.)?
- ☐ How do we manage the transportation and supply of goods when we install additional shelters, and how do we ensure the safety of the people who operate them?
- What should we do if it is difficult to build an evacuation center that can accommodate people requiring assistance?

Utilization of hotels

- When using highly livable facilities such as hotels as evacuation centers, evacuees may be concentrated. How should we manage acceptance?
- ☐ There is a report that people with mild illness are supposed to receive medical treatment at the hotel, but there is no legal force, and many people choose home medical treatment. How should we deal with patients with mild symptoms?

Managing responders

- ☐ To what extent should staff who will be dispatched to the evacuation center be equipped with infectious disease prevention equipment in advance?
- ☐ If the staff who is scheduled to be sent to the shelter and the staff's family are infected, is it okay to be absent?

- ☐ It takes time and effort to check the physical condition of the evacuees at the evacuation center, which increases congestion and increases the risk of infection. In this case, who should be the receptionist and how should the safety management of responders be done?
- How should we inform the contactless reception guide method and conduct training?
- ☐ How to describe the status of infectious diseases in the evacuee's list and how to share information?

Allocation and movement of evacuees

- It is necessary to allocate shelters and evacuation facilities to each person who is expected to evacuate, such as coronavirus infected persons, non-infected persons, waiting for PCR test results, and concentrated contacts. What kind of confirmation and allocation are appropriate?
- It is necessary to select and review evacuation shelters to change the social impact of coronavirus and change the government's response policy. What should we prepare for a flexible response?
- ☐ Isn't it dangerous to move from one shelter to another?
- ☐ If evacuees are to be moved to a distant evacuation center due to infection, how should the transportation be secured?

We will lose something by choosing something in disaster response. The evacuation and shelter management, particularly during a coronavirus epidemic, will be repeating dilemmas.

This checklist shows many questions that you may be confused about evacuation management. They are compiled from *Japanese* administrative staff who participated in the "BOSS Lab", a standardization study group on disaster response for effective support.

Please use this for local governments and their preparations for the double punch of "evacuation and COVID-19".

Feel free to use.

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^{*1} Moving across municipalities and other prefectures

Operation of evacuation centers



Consolidation and closure of shelters

Managing shelters securely

- ☐ If there is a shortage of staff at the shelter, how can we dispatch support staff and volunteers to the shelter, considering the risk of infection?
- ☐ If shelter operators are uncooperative due to the risk of coronavirus infection, how far should residents be allowed to manage shelters?
- ☐ If residents are preparing for the operation of shelters, most of the workers are elder people, and since there is a high risk of infection and seriousness, how far can they be entrusted?

Evacuees zoning

- Evacuation shelters will be separate by infected and non-infected. However, how to separate the suspected infected person occurring after evacuation be set?
- Avoiding the three conditions that facilitate the transmission of infectious disease (closed spaces, crowds, and close contact) will have an adverse effect on the storage space. If evacuees overflow, should it be accepted at close intervals? Is it realistic to refuse evacuees in an evacuation center because of the risk of infection?
- ☐ Isn't it difficult to ventilate the room if there are partitions?

Evacuees outside of a shelter

■ How much support should be given to evacuees outside of evacuation centers?

■ Infectious disease prevention

- How should we wash the hands of each one if the water is cut off due to an earthquake or water supply damage?
- ☐ If there is a shortage of masks, who will be given priority to distribute? (Medical workers, shelter operators, people with poor physical condition)
- ☐ How should we inform evacuees of bringing their masks to the shelter?
- It is necessary to educate the shelter operator on how to put on and remove masks and protective clothing correctly and prevent the spread of infection.
- Who should be designated to support evacuees who suspected of being infected? (administrators, residents, volunteers, etc.)
- How should a health check with a thermometer be made into a rule?
- ☐ If you do not have a non-contact thermometer, you must thoroughly disinfect with alcohol and use a thermometer.
- *Social distancing: a certain distance between evacuees

Garbage management

- ☐ The correct disposal of contaminated waste, such as masks and paper towels, is necessary.
- ☐ Garbage management, garbage can with lid, and storage location setting are required.

■ Toilets, food, and sleep

- ☐ The shared use of toilets is a concern for the spread of infection. Is it possible to secure enough toilets to separate toilets for suspected and non-infected evacuees?
- ☐ Is it possible to provide nutritious meals to boost the immune system?
- ☐ Should the evacuees come to the supply place themselves or the operator should distribute the meals? Who distributes to evacuees?
- □ Can the shelter operator leave the cardboard bed assembly to the evacuees?
- The coronavirus may be stuck to a used cardboard bed. If so, who needs to be cleaned up and disposed of?

Privacy & safety of evacuees

- ☐ If your secure privacy in the changing room, the changing room will be a closed space, so how can you reduce the risk of infection in that case?
- ☐ If you place yourself at a distance from the evacuees, you will not be able to nestle together and you will have mental health problems (violence, sexual crimes, etc.). How far snuggle up?

Hygiene management

- How to ventilate in consideration of the seasons and weather, due to heavy rain and wind, cold in winter and hot in summer?
- ☐ Is there enough inventory of heat insulation equipment or blanket against the decreasing in room temperature due to ventilation?

Response to infectious diseases

- How to persuade evacuees who do not comply with staying in isolation rooms?
- How to respond if isolation is identified as discriminatory?
- ☐ If close contactor is not defined, can it not be isolated as close contactor ?
- Who takes care of the people with a poor health condition? (Will it be separated from the family?)
- ☐ If the physical condition of the evacuees improves, will they be returned to the same place as normal evacuees?
- ☐ If an infected person emerges among evacuees, who decides the procedure, transportation, disinfection process, and rules?
- ☐ It is necessary to inform in advance that there are other types of viruses such as influenza viruses and norovirus as well as coronavirus?

■ Health and mental care

- □ Physical contact is not possible if the social distancing is thoroughly enforced. How should I provide mental support?
- With a thorough social distancing, even in the same shelter, people who are sick in the surrounding area cannot notice. Particularly what should be taken into consideration for those who need attention, such as the elderly and the disabled?

Securing volunteers

- ☐ How do you politely refuse volunteers from outside the area?
- ☐ Without infection prevention training and supply, wouldn't volunteer in the area be able to accept?
- Depending on the work content, volunteers could help from home.

Medical information

- ☐ If evacuees become infected with coronavirus, how should shelter operators cooperate with medical institutions?
- A report shows 30% of designated medical institutions for infectious diseases are in flooded areas. The entire medical institutions may be necessary to consider evacuation.

Medical aid station

- ☐ If the medical aid station is installed in a well-ventilated outdoor environment, how should space be sealed to reduce the risk of infection when the wind is strong, or weather is cold?
- What to do if the public health center is congested and the people suspected of being infected with coronavirus cannot report the possibility of outbreak?

Dissemination of information

- When an infected person occurs in an evacuation center, reducing the size of the evacuation center or closing it is necessary. At what timing should the information be sent?
- Restrictions are needed to prevent the media from entering evacuation centers freely for interviews about infected persons.



