

# Home Evacuation Guidebook For When an Earthquake Strikes



In the Tokyo Metropolitan region, it is possible for a major earthquake, such as a Tokai earthquake or an earthquake directly under the metropolitan area, to occur at any time.

Residents should also refer to this guidebook to prepare for an earthquake.

Collaboration Project Section, Azabu Regional City Office, Minato City

# Preparing for an earthquake

## Evacuation shelters (regional disaster prevention bases)

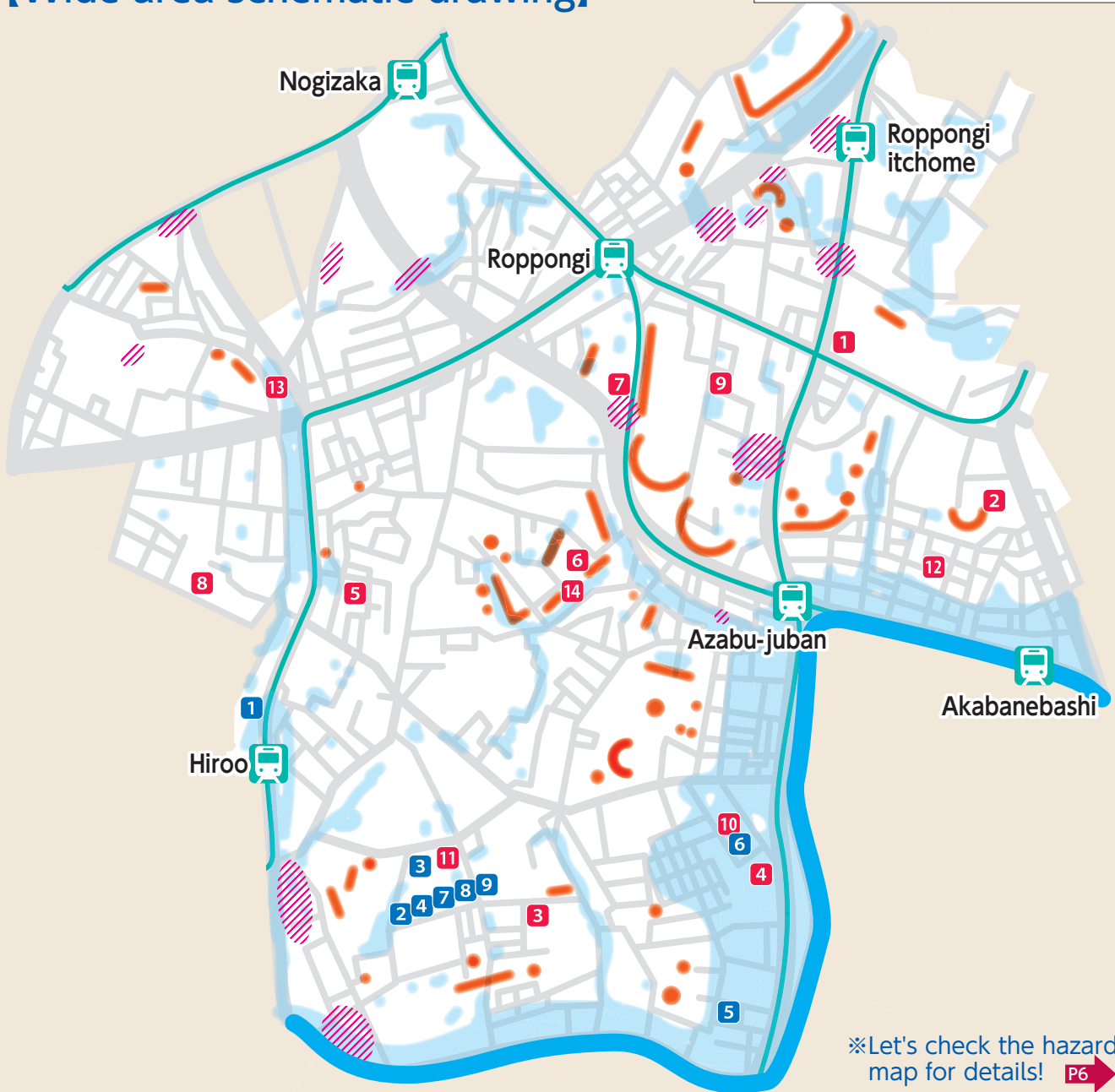
- 1 Azabu Elementary School, 1-5-15 Azabudai
- 2 Former Iigura Elementary School, Higashi-azabu 2-1-1
- 3 Hommura Elementary School, 3-9-33 Minami-azabu
- 4 Higashimachi Elementary School, 1-8-11 Minami-azabu
- 5 Kogai Elementary School, 3-11-16 Nishi-azabu
- 6 Nanzan Elementary School, 3-8-15 Moto-azabu
- 7 Roppongi Junior High School, 6-8-16 Roppongi
- 8 Koryo Junior High School, 4-14-8 Nishi-azabu
- 9 Azabu Civic Center, 5-16-45 Roppongi
- 10 Minami-azabu Iki-iki Plaza, 1-5-26 Minami-azabu
- 11 Azabu Kids-to-Teens Hall/Arisu Iki-iki Plaza, 4-6-7 Minami-azabu
- 12 Iigura Iki-iki Plaza, 2-16-11 Higashi-azabu
- 13 Nishi-azabu Iki-iki Plaza, 2-13-3 Nishi-azabu
- 14 Azabu Iki-iki Plaza, 3-9-6 Moto-azabu

## What is the Azabu area of Minato City like?

### [Characteristics of the Azabu area]

- There are old rivers (■) ▶ Beware of flooding (■) and liquefaction (▨) along rivers.
- There are many sheer slopes (■) ▶ Be careful of landslides
- There are many high-rise buildings. ▶ Be prepared for elevators to stop working due to power outages, etc.

### [Wide-area schematic drawing]



※Let's check the hazard map for details! P6

### Welfare evacuation centers

- 1 Special Nursing Home for the Elderly "Azabu Keifukuen", 5-1-20 Minami-azabu
- 2 Special Nursing Home for the Elderly "Arisu-no-mori Kinoko Minami-azabu", 4-6-1 Minami-azabu
- 3 Special Nursing Home for the Elderly "Rakuwa Villa Minami-azabu", 4-6-1 Minami-azabu
- 4 Senior Citizens Health Facilities "Rakuwa Villa Sarasa", 4-6-1 Minami-azabu
- 5 Senior Citizens Health Facilities "Renaissance Azabu", 2-10-21 Minami-azabu
- 6 Minami-azabu Senior Citizens' Home Care Services Center, 1-5-26 Minami-azabu
- 7 Special Nursing Home for the Elderly "Minami-azabu Senior Garden Alice", 4-6-13 Minami-azabu
- 8 Minato Support Home Minami Azabu for Persons with Disabilities, 4-6-13 Minami-azabu
- 9 Minato Development Support Center for Children "Pao", 4-6-13 Minami-azabu

# In the event of an earthquake

let's check the shelter in advance!

Those who are in dangerous situations, such as collapsed houses or fires, need to evacuate. However, this does not mean that everyone must evacuate in the event of an earthquake. Check your home and the situation around you to determine if you need to evacuate.



You can access the disaster prevention map here.

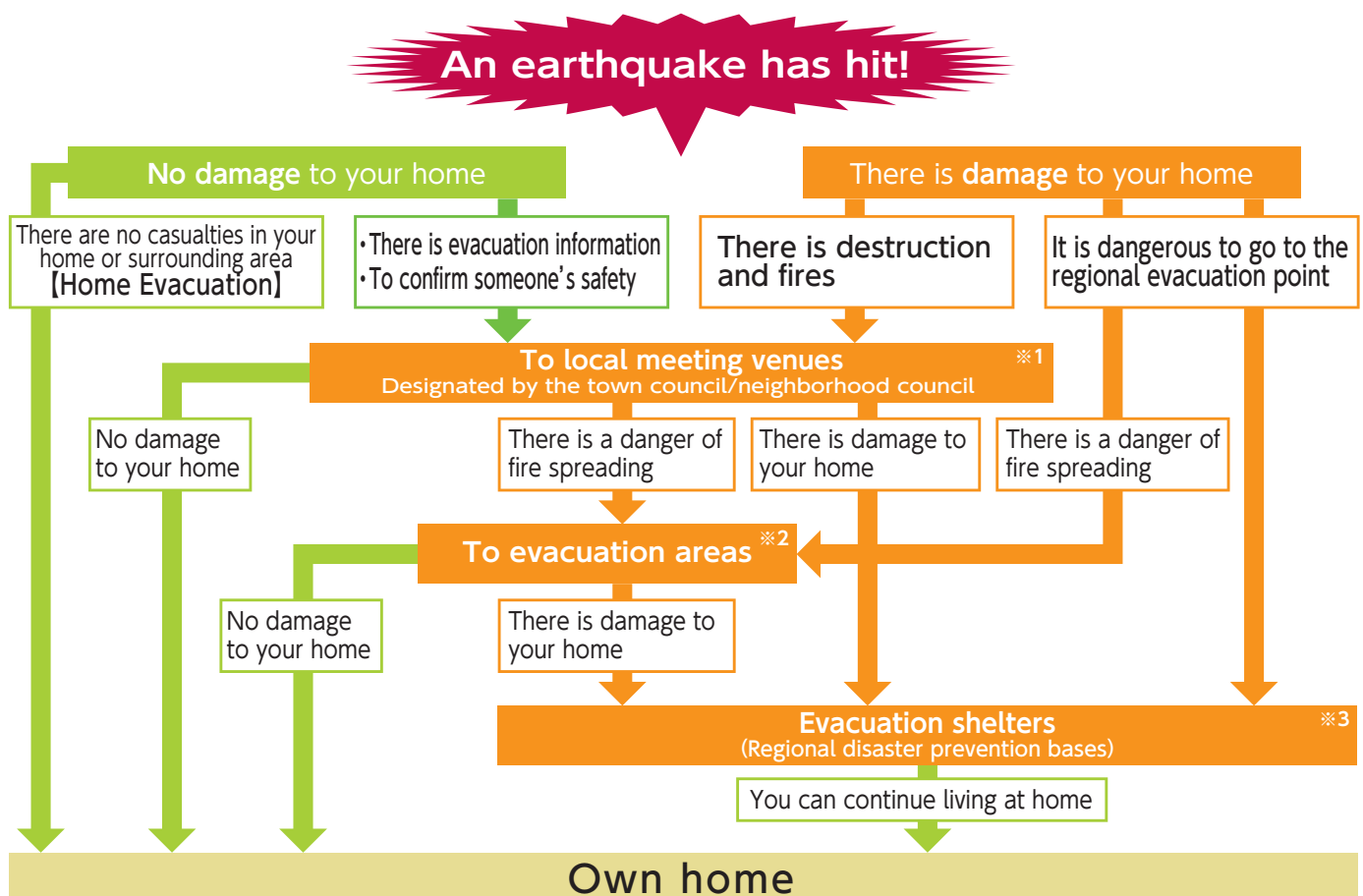
## To evacuate or not to evacuate - how do you decide?

### When evacuation is not necessary (home evacuation)

- When there is little damage to your home
- When it is judged to be safe, such as when there is no risk of collapse even if aftershocks occur
- When there is no risk of fire, flooding, landslides, etc. in the neighborhood
- When there is no major hindrance to everyday life

### When evacuation is necessary

- When there is significant damage to your home
- When there is a risk of significant damage to your home due to aftershocks, etc.
- When there is a risk of fire, flooding, landslides, etc. in the neighborhood
- When the following advisories are issued: "evacuation for the elderly" or "evacuation order".



- ※1 **Local meeting venue** A temporary meeting place for confirming the safety of neighborhoods, providing first aid, etc., and evacuating to evacuation areas. Designated in units such as neighborhood associations.
- ※2 **Evacuation area** A place to evacuate from the danger caused by fire spreading during an earthquake. Districts that are at low risk of fire spreading during an earthquake, and for which there is no need to evacuate to evacuation areas, are designated as areas where evacuation is not necessary.
- ※3 **Evacuation shelter** Temporary accommodations for those whose houses have collapsed or burnt down due to a disaster.

# Let's act calmly

In the event of a major earthquake, it is difficult to respond calmly and appropriately, and every single judgment can be a matter of life and death.

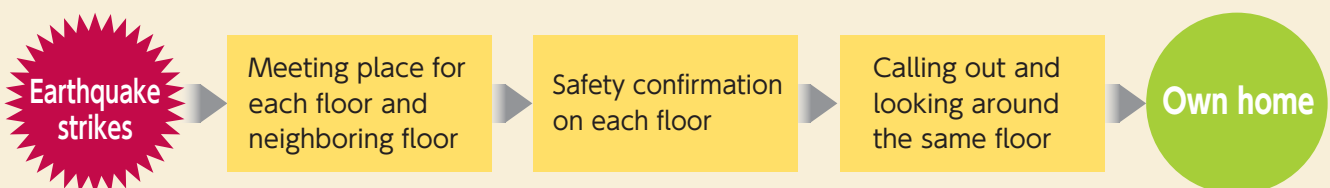
Remember the patterns of behavior for acting calmly without panicking



## What if I live in a high-rise building?

### Flow of evacuation

First of all, stay calm and keep yourself safe. Check the safety on each floor and on the neighboring floors, and try to stay at home. High-rise buildings have excellent earthquake resistance and fire resistance, and there is little risk of the building collapsing.





## Will you definitely be admitted into the shelter?

- In past earthquake disasters, many victims rushed into shelters, resulting in various problems such as securing living space, hygiene, and fairness in the distribution of supplies.
- When many people are crowded into an evacuation shelter, there are cases where it may be difficult to accept evacuees.

## Various evacuation sites (distributed evacuation)

- It is difficult to protect privacy in shelters where an unspecified number of people are living together, and stress due to changes in the environment can have various effects on the mind and body. Also, if an infectious illness is prevalent, there will be increased risk of infection.
- Besides evacuating to shelters, consider distributed evacuation in your home or the houses of friends or acquaintances. This offers an advantage in that those who are vulnerable to disasters (the elderly, infants, etc.) can use the shelter.



Home evacuation



Homes of friends/acquaintances



Evacuation shelter

# Let's think about home evacuation

When there is no damage to your home, the principle is to think about home evacuation, where you can continue to live at home without going to an evacuation shelter.

An evacuation shelter is a place of accommodation that is temporarily opened for people whose houses have been severely damaged, e.g. due to collapse or fire, and have become impossible to live in.

As shelters are shared spaces and living space is limited, it is necessary to be careful with things like toilets, privacy, health management and hygiene.

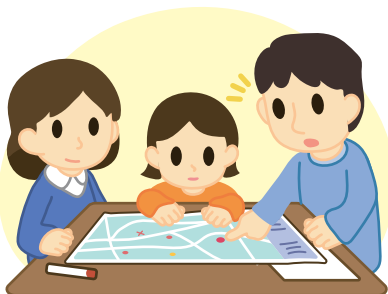
If you can continue to live at home, stay at home and wait for lifelines to be restored. In order to achieve this, it is important to take safety measures indoors during normal (non-disaster) times, and to stockpile drinking water, foodstuffs, portable toilets, etc. In addition, in the event of an earthquake disaster, it is essential to help each other in the neighborhood. In particular, communicate with people on the same floor of your housing complex on a daily basis so that it is possible to quickly confirm safety and help each other in case of emergency.



## Be well-prepared for home evacuation!

Talk to the family.

P6



Create a safe home.

P9



Stockpile supplies during normal times.

P11



## Points to keep in mind when living at home

- Try to save water. It takes considerable time to restore the water supply.
- When using a flushing toilet, do not flush until you can confirm the safety of the sewage pipes.  
If the sewage pipes are damaged, sewage may flow backwards.
- Even in the event of an earthquake disaster, separate garbage properly. It is important to take care of maintaining indoor hygiene.
- Always obtain information released by the city, such as on the Minato City disaster prevention radio, so as not to be deceived by hoaxes. (Please see page 13 for information about the Minato City disaster prevention radio)

Always maintain a strong relationship with the local community and cooperate with each other in the case of emergency.

# Talk to the family

In order to ensure that families can act without panicking in the event of an earthquake disaster, discuss the rules for evacuation on a daily basis and make decisions such as how to contact each other and what to do.

First, let's look at a hazard map.

## Decide where the family will meet

- Decide on where to meet, such as a shelter nearby, for situations when family members are dispersed or separated during a disaster.
- Decide on the division of roles at home, such as the person responsible for picking up children from nursery schools, kindergartens or elementary schools, or the person responsible for protecting elderly or sick persons.



## Think about means of communication

- Assume that mobile phones will not be connected, and discuss other means of communication such as disaster message services.
- Check the contact points and contact method in the event of disaster for the nursery school, etc. that children are attending.



You can access the hazard map here.

## Use parents and relatives outside the disaster-stricken areas as the contact point

- It is a good idea to use parents, relatives and friends outside of Tokyo as the contact point. Let the children know their telephone numbers too.

Keep a record of what the whole family has discussed. Complete the "Evacuation rules for my house" on the back cover, referring to the sample provided.



### Evacuation and meeting places

Neighborhood association unit

**Local meeting venue** ○○ Elementary School

If there is a risk of fire spreading

**Evacuation area** ○○○○ Park

A place where families can meet easily

**Family meeting place** ○○ Square

If your home collapses and cannot be lived in

**Evacuation shelter** ○○○○ Center

### Risk management in our house

Have a firm grasp of your family's schedule and think about what to do in case of emergency.

- Sample: Days when my daughter attends classes

	Time	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
Father		Nursery School	Train			Office							Train			
Mother						Office							Train	Nursery School		
Daughter		Commuting				Elementary school					Coming home / Classes					
Son		Commuting				Nursery School										

※No family members are home.  
Call your father's parents' house

Daughter stays at home alone. Not sure if mother can return home quickly if necessary.  
\*Contact Grandma if you cannot get through to the home phone.

### Means of communicating safety status

Prioritize and prepare at least three options.

- Who : Grandmother Method : Telephone  
Telephone number : 000-XXX-000
- Who : The whole family Method : Message dial  
Telephone number : 171
- Who : Uncle XX Method : Telephone  
Telephone number : 000-XXX-000

# Let's "DIG" with the family

## Check how dangerous the house is using the "Domestic DIG"

Many deaths or injuries during earthquakes are caused by furniture toppling over, falling objects, and broken glass.

How can we stay safely at home in a situation where electricity, gas, and water supplies have been cut off after an earthquake? How can we prepare for it?

Have a family discussion using "Domestic DIG".

No need to worry  
if we are prepared!

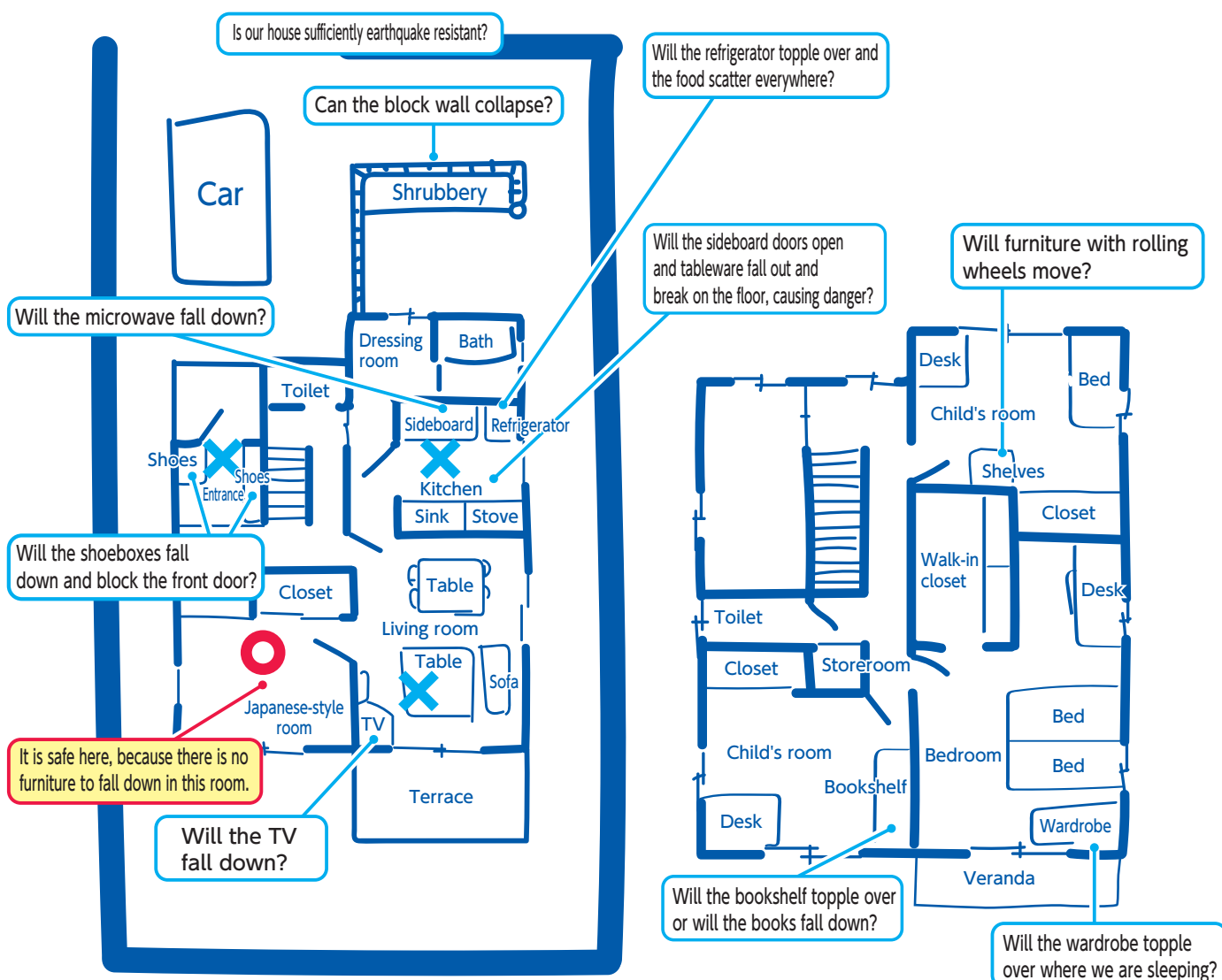


## What is "DIG"?

"DIG" is a training program in which all participants surround a large map and think about countermeasures in the event of a disaster. It was named "DIG" based on the first letters of the title "Disaster Imagination Game".

You can also refer to the "Disaster Management" page of the Cabinet Office.

## Check before disasters occur. What are the dangers in our home?



# Check how dangerous the house is

Step  
**1**

Draw a "floor plan" of the house in the box below.

Step  
**2**

Use the left page to check the dangers in the house.

Step  
**3**

Check the location of the electricity breaker, gas mains, and microcomputer meter.

In the past, fires often started after power outages were restored. If you evacuate after an earthquake, be sure to shut off the electricity breakers before evacuating. Don't forget the gas mains, too.

Step  
**4**

Think about the evacuation route from rooms you spend a lot of time in to the outdoors.

After an earthquake, fallen furniture and broken glass are scattered in the house, making it difficult to get outdoors.

Step  
**5**

Think about the following to make sure you can live in the house after the earthquake.

- ▶ Which room will you live in?
- ▶ What will you do about food and drinking water?
- ▶ What about the lavatory issue?
- ▶ What measures will you take against the cold weather?

A large rectangular area filled with a grid of dashed blue lines, intended for drawing a floor plan.

# Create a safe home

In a major earthquake, furniture topples over and everything can fall down. Therefore, there is a high risk of getting stuck under furniture or getting injured by falling objects. To prevent damage, check how safe your house is.

## Reduce the number of furniture items

- Dispose of unnecessary furniture, or use storage such as walk-in closets and fixed storage furniture. Avoid placing furniture in the living spaces as far as possible.

## Find creative ways of securing an evacuation route

- Arrange furniture creatively so as not to block the door and evacuation route. Also, think about the direction in which the furniture may topple over.
- Do not place furniture near evacuation routes or doorways, or places where you sleep and sit. Also, be creative to avoid putting things around the entrance hall.

## Fix the furniture in place

- Be sure to fix tall furniture, refrigerators, etc. in place. Minato City has established a subsidy system for equipment to prevent furniture from toppling over, and also published a brochure on how to fix furniture in place. Take advantage of these and carry out any necessary measures.

## Create a place in the house that you can escape to

- When an earthquake occurs, an important rule is to protect yourself from falling objects. It is safe to hide under a sturdy table as a refuge that is close to you. A table that is large enough for the whole family to hide under, and has a thick table top and strong legs would be preferable. Put anti-slip material on the legs of the table. Be careful not to put things under tables or desks during normal times.



## Protect the lives of the family in the event of an earthquake

### Pre-confirmation sheet

#### Indoor confirmation items [Key points for danger spots]

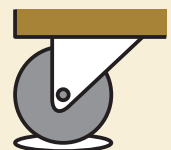
Check with your family to ensure that the room is safe.

- ☐ Home appliances such as refrigerators and microwave ovens are fixed in place
- ☐ Sideboards are fixed in place
- ☐ Sideboard contents are arranged in a way that prevents them from falling out
- ☐ Lighting fixtures are fastened to keep them from falling
- ☐ Footwear is prepared to prevent scattered items from cutting the feet
- ☐ Evacuation routes to the outdoors are secured
- ☐ Anti-scattering measures are taken to prevent glass from breaking.
- ☐ Flashlights are easy to find even in a power outage
- ☐ Emergency bags are organized so that the contents can be taken out easily

## What if I live in a high-rise building?

### Countermeasures for long-period ground motion, which is characteristic of high-rise buildings

Long-period ground motions, which are long and slow cycles of tremors, are apt to happen in high-rise buildings. Hence, attach non-slip devices on the bottom of heavy furniture. Ensure that rolling wheels on furniture and racks are locked (if they do not come with a locking function, fix them in place with caster wheel dishes), and tall furniture is fixed to the ceiling with a firm pole.



# Think about what you need after the earthquake



Imagine what can happen and discuss it with the whole family.

## Earthquake strikes

### Phase 1

#### Check right away

Right after an earthquake strikes, it is important to have a grasp on the situation and confirm safety. However, it is more difficult than usual to gather information due to power outages and high traffic volume in communication servers.

In order to obtain accurate information, check the information on disaster prevention on a daily basis, and check how to obtain information in the event of an earthquake disaster!

#### Information gathering

Minato City social media "Information regarding disasters and emergency countermeasures"

Minato City Disaster Prevention App, disaster information e-mail service

Disaster Prevention Radio



#### Safety confirmation

Disaster Message Dial "171"

Disaster Message Board

Disaster Broadband Message Board "web171"



#### What you need for everyday life after the disaster

After an earthquake disaster, expect lifelines such as water, electricity, and gas to be cut off. to be cut off.

Depending on road conditions, it may take several days for relief supplies to arrive.

To protect yourself and your family, make a stockpile that can last you seven days.

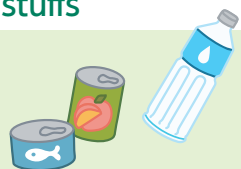
With regard to foodstuffs, it is convenient to have items that can be eaten without cooking or warming.

### Phase 2

#### Foodstuffs

Emergency food

Drinking water



#### Hygiene

Portable toilets

Sanitary products

Masks

Thermometer



#### To live in greater safety

It will take several days for water, electricity and gas supplies to be restored.

In order for you to stay home safely when your lifelines are cut off, stockpile more than just food.

### Phase 3

#### Lifelines

Gas cartridge stoves and spare cylinders

Flashlights (LED Lanterns, headlights)

Mobile batteries

Disposable heating pads

(hand warmers)



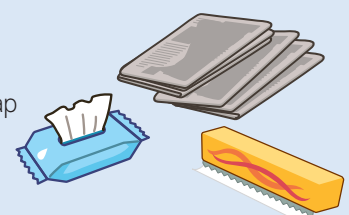
#### Hygiene

Newspapers

Wet wipes

Cellophane wrap

Plastic bags

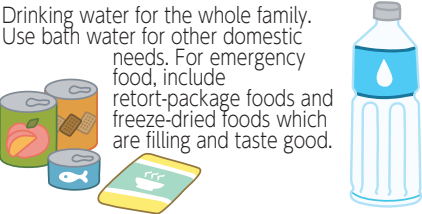
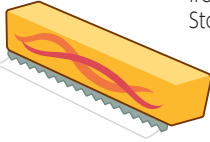




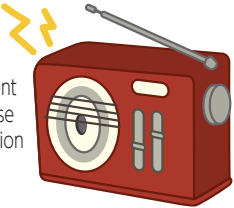
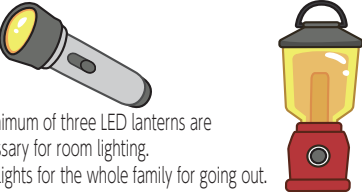
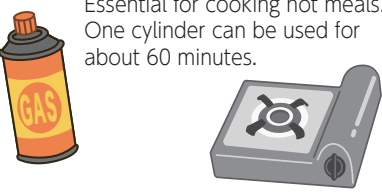


# Prepare your stockpile during normal times

Prepare stockpiles so that each person can live at home for at least seven days, even if lifelines such as water, electricity, and gas are cut off.

Ensure you have at least these items! 9 items carefully selected for home evacuation

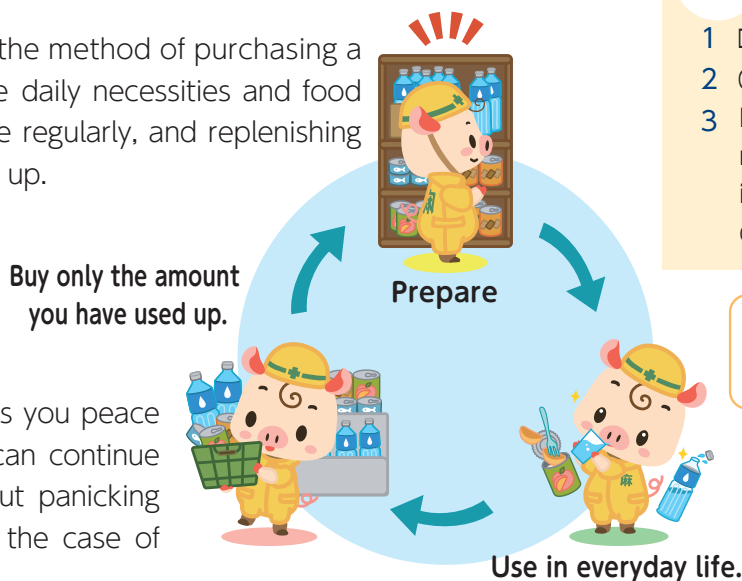
☑ Put a check mark against the item once you have it ready.

<p><b>Drinking water and emergency food</b> (3 L per person per day) (3 meals per person per day)</p> <p>Drinking water for the whole family. Use bath water for other domestic needs. For emergency food, include retort-package foods and freeze-dried foods which are filling and taste good.</p> 	<p><b>Cellophane wrap</b></p> <p>Wrap tableware with cellophane to save water from washing up. Stockpile many long rolls.</p> 	<p><b>Plastic bags</b></p> <p>They can be used for many purposes, such as cooking, transporting water, and making survival toilets and so forth.</p> 
<p><b>Newspapers</b></p> <p>Multifunctional goods that can be used to make paper tableware and survival toilets. Stockpile one week's worth of the morning edition.</p> 	<p><b>Portable toilet</b> (about 5 times a day per person)</p> <p>In the event of a disaster, do not flush the toilet. There is a risk of backward flow.</p> 	<p><b>Wet body wipes, and wet wipes for oral care</b></p> <p>Wet body wipes are big enough for you to clean your back by yourself, meaning you can clean your entire body with them. Oral health also affects your physical health. Prepare wet wipes that can be used to clean your teeth.</p> 
<p><b>Portable radio</b></p> <p>A reliable source of information in the event of a power outage. Use for gathering information after a disaster.</p> 	<p><b>Flashlights LED Lanterns, headlights</b></p> <p>A minimum of three LED lanterns are necessary for room lighting. Headlights for the whole family for going out.</p> 	<p><b>Gas cartridge stoves and spare cylinders</b></p> <p>Essential for cooking hot meals. One cylinder can be used for about 60 minutes.</p> 

## Prepare smartly using the "Rolling Stock Method"

"Rolling stock" is the method of purchasing a little more of the daily necessities and food that you consume regularly, and replenishing only what is used up.

This method gives you peace of mind as you can continue stockpiling without panicking or overbuying in the case of emergency.



### Point!

- 1 Daily necessities are covered by "Rolling stocks."
- 2 Goods for carrying out are in placed in a backpack
- 3 Instead of storing stockpiles in one place, it is recommended to store "distributed stockpiles" in several places such as the kitchen, bedrooms, children's rooms, etc.

Do not buy up everything in the market!



# For those who live in an apartment

## ① Never flush or drain water right after a major earthquake.

Shaking from the earthquake may have damaged the plumbing in an apartment or condo building. If the plumbing is damaged and someone flushes a toilet or drains liquids into a kitchen/bathroom drain, it may leak into lower floor living spaces, causing great difficulties for others. A notice will be posted as soon as the plumbing system has been checked. Until then, do not drain any liquid or liquid waste into the plumbing system.



## ② Don't use the elevator.

Even if the elevator is operational, an earthquake aftershock, power outage, etc., can cause you to become trapped inside. Be sure to avoid the elevator and take the stairs.

## ③ Keep your garbage at home.

Garbage collection services may be suspended for some time. Therefore, please keep garbage, including used portable toilet kits, on your home balcony, etc.



## ④ Inform your building manager etc. of your contact information if leaving the building to take shelter elsewhere.

Not knowing your whereabouts can cause concerned neighbors to worry about you or even slow down emergency repair work. If you plan to leave your home for an extended time to take shelter elsewhere, follow these steps: switch off the power breaker, turn off water and gas mains, and provide your contact information to a building manager or a member of the building's management association.

## ⑤ Please cooperate with disaster response efforts.

There are many things that must be done with regard to the disaster response of an apartment building or condo. It is important for residents to provide as much cooperation as possible. In particular, residents with the specialized knowledge or technical skills listed below are asked to proactively volunteer to help.

- Engineers/technicians in architectural or building equipment fields.
- Able-bodied persons strong enough to carry water to upper floors.
- Persons able to communicate in sign language or a foreign language.
- Persons able to look after children or support the elderly.



### What if I live in a high-rise building?

#### Find out about the disaster prevention measures and stockpiles for the apartment building that you live in.

During an earthquake, expect to move around using the stairs as elevators may stop working. Going up and down the stairs could be very tiring, especially if you live on a higher floor, so it's important that you ready a stockpile on a day-to-day basis.

There is also a large-scale apartment complex use by the organizing associations and Disaster Prevention Committee to jointly stockpile water, food, portable toilets, etc.

Be sure to check the disaster prevention measures of your condominium.



# Use the support systems of Minato City

The important thing is to be prepared during normal times. Talk often with your family and be prepared for an emergency. For inquiries and applications for each document, please contact the Collaboration Project Section of the Azabu Regional City Office or Disaster Prevention Section.

## Support system for measures that can be implemented individually

- **Subsidy for anti-toppling devices for furniture**

Equipment to prevent furniture from falling and tableware from jumping out is provided for free, up to a certain limit. Please use this for disaster prevention measures at home.

- **Distribution of disaster prevention radio**

Minato City disaster prevention radio is distributed as one of the means of obtaining information in the event of an earthquake disaster. Using a frequency band of 280 megahertz, it is a dedicated radio that can receive disaster information from Minato City, and it is distributed to households that request for one at a fee. Please make full use of it.

- **Negotiation for disaster prevention supplies**

We engage in negotiations for disaster prevention products for homes. In addition, for elderly people, people with disabilities, and expectant mothers, some disaster prevention products are provided at a special price.

In order to minimize damage from earthquake disasters that may occur any time, it is important to be prepared for earthquake disasters on a daily basis. Take this opportunity to check your home safety measures.



## Support system for measures that can be taken in condominiums and other apartments

- **Subsidy for disaster prevention materials for high-rise buildings**

In order to improve the disaster prevention capabilities of high-rise buildings, we subsidize disaster-prevention materials for organizations (Joint Housing Disaster Prevention Organizations) formed by residents that engage in disaster prevention activities. Within a certain limit, disaster prevention equipment selected from a list specified by Minato City will be provided.

- **Support for earthquake countermeasures for medium-rise buildings**

We have created the "Disaster Prevention Card", and provide advice on disaster prevention measures through direct visits from Minato City staff, who introduce the support system.

In addition, we subsidize stockpiles used in buildings. In principle, to receive a subsidy the residents of the medium-rise building should form an organization that engages in disaster prevention activities (Joint Housing Disaster Prevention Organization).

- **Distribution of disaster prevention chairs and cabinets for elevators**

We distribute disaster prevention chairs and cabinets for elevators, which contain emergency supplies such as water, to condominiums that request them for free as a countermeasure in case anyone becomes stuck in an elevator in a condominium due to an earthquake striking the Tokyo metropolitan area.



Please use this as a reference.

### For residents and managers (management associations, managers) of condominiums

In Minato City, we provide a handbook for condominium disaster prevention titled "Minato City Condominium Earthquake Countermeasures Handbook - Recommendation of Home Evacuation".



# and prepare for earthquakes



Find it on Minato City's website.

## Collect disaster prevention information

### ● Distribution of the Disaster Prevention App

In order to spread and raise awareness of disaster prevention to residents, business operators, etc., Minato City has made the "Minato City Disaster Prevention App" available at no charge.

### ● Disaster information e-mail service

This is a service that disseminates information about disasters 24 hours a day, 365 days a year to your mobile phone (e-mail on smartphones, tablets, and computers).

### ● Repeated broadcast of disaster prevention radio

#### ■ Disaster Prevention Administrative Radio Broadcast Confirmation Telephone: 03-5401-0742

Minato City has set up a disaster prevention administrative radio broadcast confirmation telephone service so that you can listen to the contents of the broadcast even if you have missed the broadcast or could not hear the contents of the broadcast.

### ● Utilizing services such as social media

Social media such as X(Twitter) and Facebook can also be used as a means of communication in emergency.

In addition, Minato City disseminates local information, including disaster and emergency response-related information, on X(Twitter) and Facebook.

- Minato City's official social media pages (X(Twitter)/ Facebook)
- Azabu Regional City Office's X(Twitter) account

### ● Disaster Message Dial and Disaster Message Board

- Audio message board that is used in the event of a disaster (NTT Disaster Message Dial 171)

This can be used on mobile phones, fixed landline phones and public phones.

※ Trial use dates are provided. Try using it with your family at normal times.



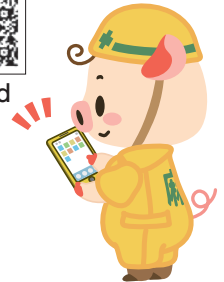
iPhone



Android



Disaster information e-mail service



Minato City, Tokyo  
(Information regarding disasters and emergency countermeasures)



X(Twitter)



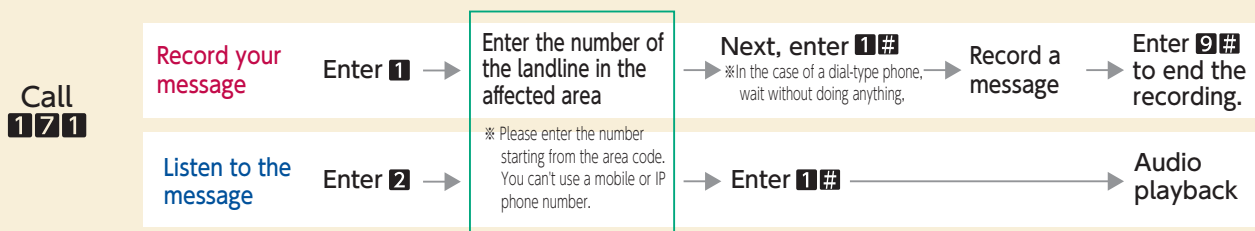
Facebook



Azabu Regional  
City Office X(Twitter)



### How to call the Disaster Message Dial service



# Evacuation rules for my house

It is useful to make a copy of the rules and put it up in an accessible place, or keep it somewhere so that everyone in the family can see it.  
Please refer to P6 for how to fill this out.

## Risk management in our house



Time	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21

## Evacuation sites and meeting places

Neighborhood association unit

Local meeting venue \_\_\_\_\_

If there is a risk of fire spreading

Evacuation area \_\_\_\_\_

A place where the family can meet easily

Family meeting place \_\_\_\_\_

If your house has collapsed and cannot be lived in

Evacuation shelter \_\_\_\_\_

## Means of communicating safety status

1 Who : \_\_\_\_\_ Method : \_\_\_\_\_  
Telephone number \_\_\_\_\_

2 Who : \_\_\_\_\_ Method : \_\_\_\_\_  
Telephone number \_\_\_\_\_

3 Who : \_\_\_\_\_ Method : \_\_\_\_\_  
Telephone number \_\_\_\_\_

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