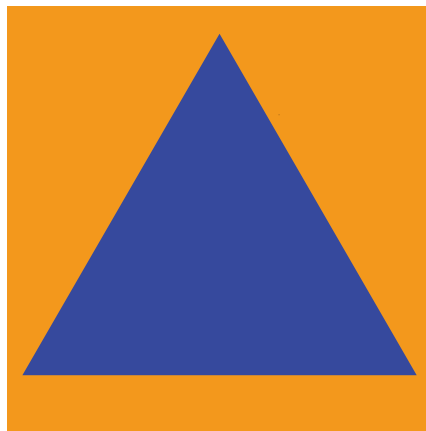


**Preparing against armed or terrorist attack,**

**What to do  
when the worst happens...**

# **Evacuation**

The Evacuation of Residents Based on the Minato City Civil Protection Plan



This symbol is an international sign that identifies organizations or personnel involved in civil protection measures or the protection of buildings and property as well as evacuation centers.



Minato City

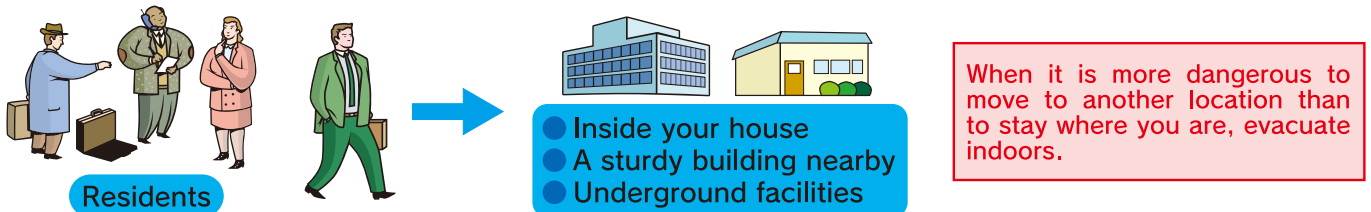
# Evacuation Plan

- If there is an armed attack on Japan, the national government will monitor that information and issue warnings to the citizens. The national government will direct the Governor of Tokyo to issue the instructions on evacuation measures if it determines that conditions warrant such an action.
- After being directed to do so, the Governor will issue the “Instructions of Evacuation” to the residents through the Mayor.
- At this time, the Mayor will promptly stipulate the “Evacuation Plan”.
- The “Evacuation Plan” is stipulated in order to communicate information about evacuation to the residents and create a shared understanding amongst relevant institutions active in civil protection to ensure a smooth evacuation.

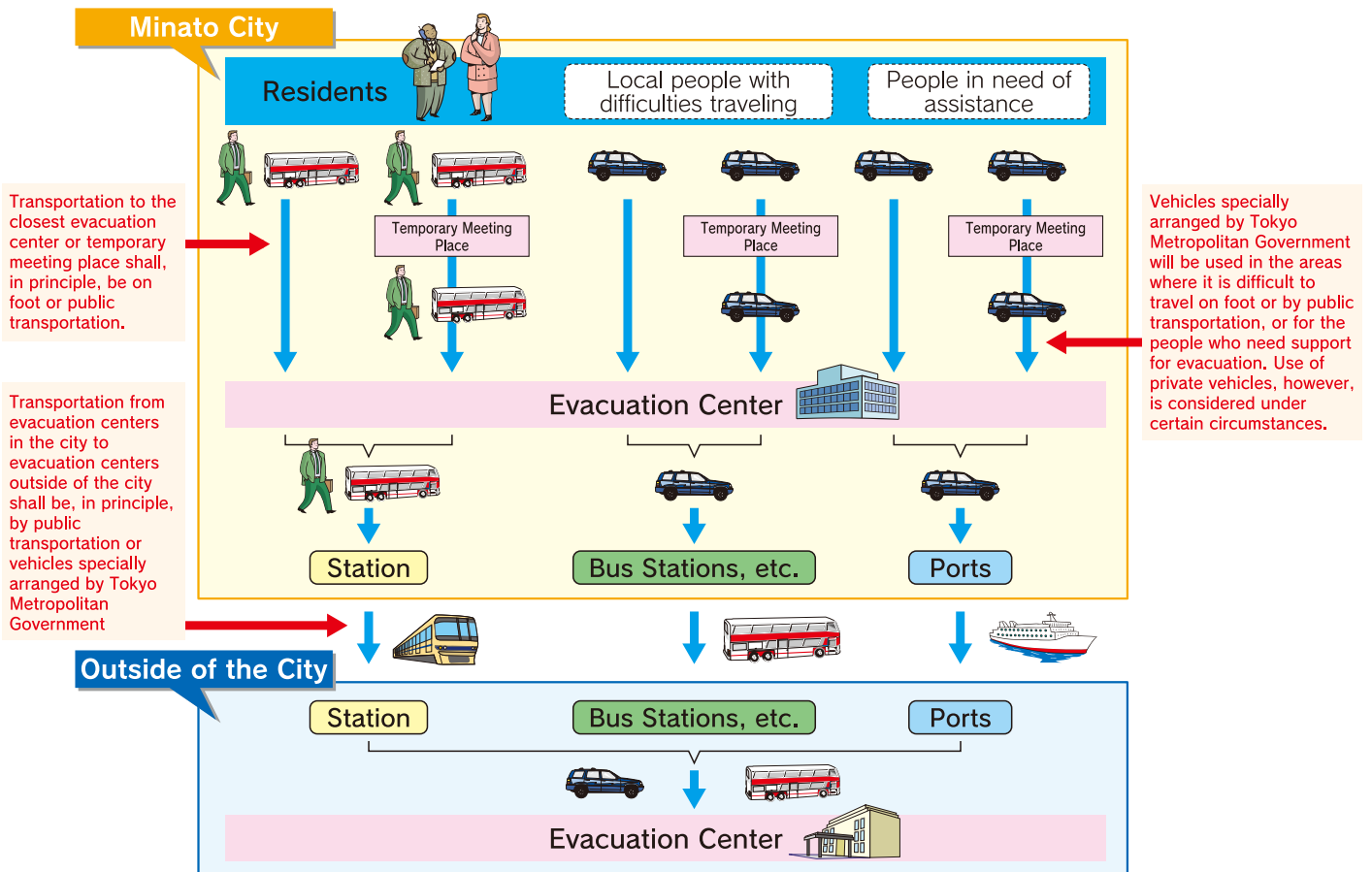
## Illustration of the Minato City Evacuation Plan

Residents should evacuate according to the following plan.

### Evacuating to indoors



### Evacuating to evacuation centers inside or outside of the city

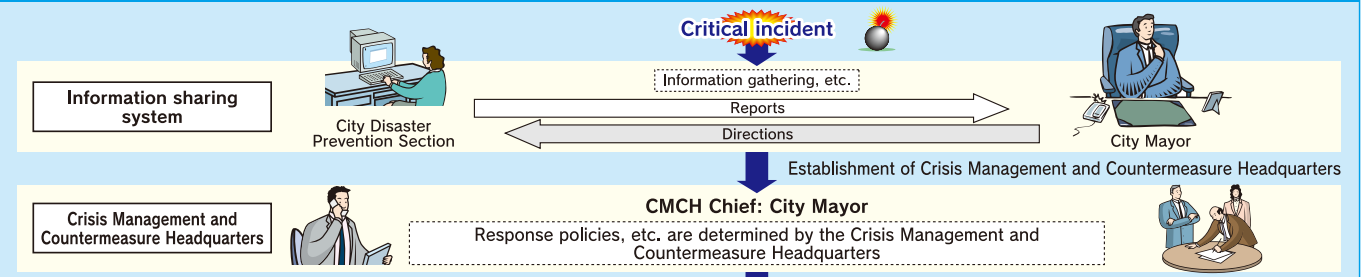


※ In some cases, residents may also go directly to evacuation centers outside of the city without stopping at an evacuation center in the city.

# Issuing Process of the Instructions of Evacuation

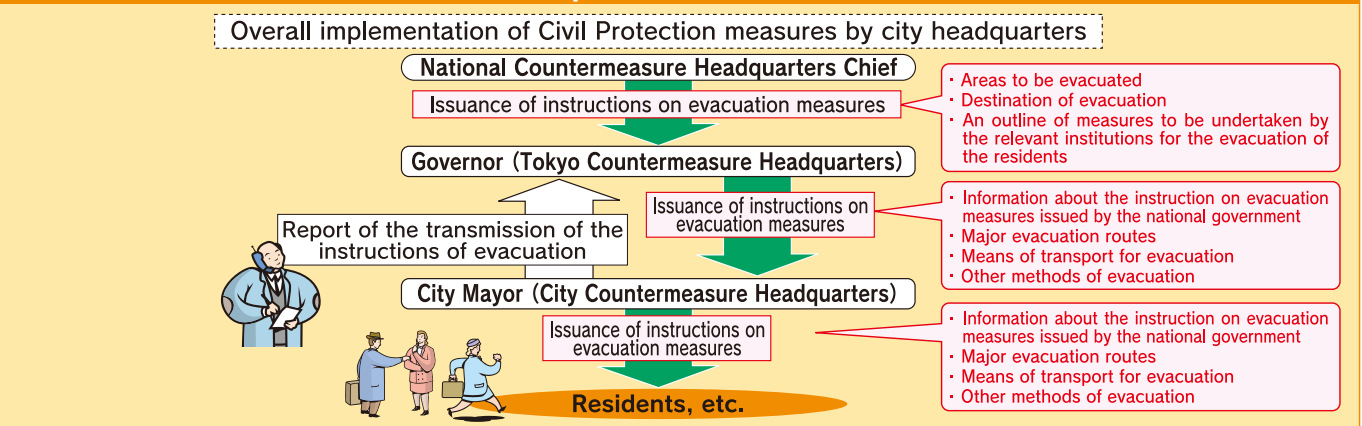
The steps of the transmission of the instructions of evacuation to the residents at the occurrence of a critical incident are as follows.

## The city response until the government identifies the incident as a military attack.



The government orders the establishment of the headquarters (Emergency situation recognized)

## Civil Protection Countermeasure Headquarters



# Warnings and Instructions of Evacuation Orders, etc.

In response to an armed attack, etc., the mayor will transmit and notify the following to residents and related organizations.

- Instructions of urgent evacuation
- Establishment of the precautionous areas
- Transmission and notification of warnings
- Transmission of instructions of evacuation
- Transmission and notification of emergency information

# The Creation of Evacuation Plan

The mayor, after reviewing the opinions of relevant institutions, shall quickly and carefully establish "Evacuation Procedures." (When the contents of the instructions of evacuation have been amended or when conditions have changed, the Evacuation Procedures shall be amended immediately.)

In principle, the following items shall be stipulated in the Evacuation Plan.

- ① Areas to be evacuated and the unit of residents to be guided for evacuation
- ② Destination of evacuation
- ③ Temporary meeting places and meeting methods
- ④ Meeting times
- ⑤ Points of consideration concerning temporary meeting
- ⑥ Evacuation measures and evacuation routes
- ⑦ The placement of city staff, etc.
- ⑧ Measures for elderly and the handicapped, or other persons requiring special assistance
- ⑨ Checking for remainees in evacuated areas
- ⑩ Support in the form of food, etc. while organizing the evacuation
- ⑪ The baggage and clothing of evacuees
- ⑫ Emergency contact information, etc. for persons separated during a guided evacuation

# Evacuation Scenarios

The following five evacuation scenarios are considered in the Minato City Civil Protection Plan.

## (1) A sudden and localized incident occurred outside

### Examples:

- An attack by guerrilla or special forces
- A ballistic missile attack (standard ordnance warheads, BC[biochemical] warheads)
- Aerial assaults (standard ordnance bombs, etc.)
- Emergency situations (large-scale terrorist attacks, etc.)

**An armed attack, etc.**

imminent situation

sudden occurrence

## (2) A sudden and localized incident occurred in a large public facility

### Examples:

- Emergency situations (large-scale terrorist attacks, etc., including situations resulting from NBC[nuclear, biological and chemical] attacks)

**An armed attack, etc.**

imminent situation

sudden occurrence

## (3) A sudden incident occurs over a wide area

### Examples:

- Ballistic missile attack (nuclear warhead)
- Aerial assault (nuclear warhead)

**An armed attack, etc.**

imminent situation

sudden occurrence

## (4) A localized incident developed over time

### Examples:

- An attack by guerrilla or special forces (evacuation of residents from nearby an occupied facility)

Issuance of instructions on evacuation measures (National Government)

■ Evacuation of the

## (5) An incident developed over time and across a wide area

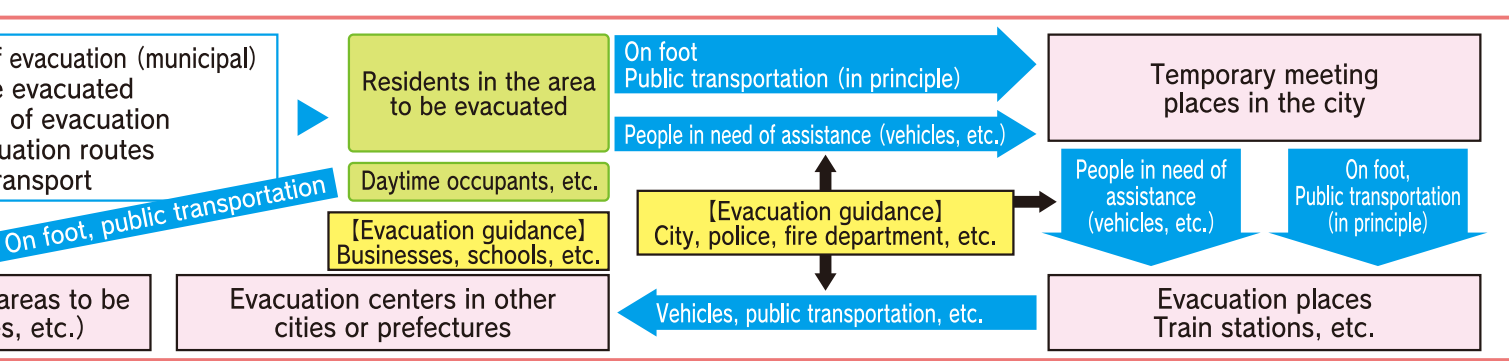
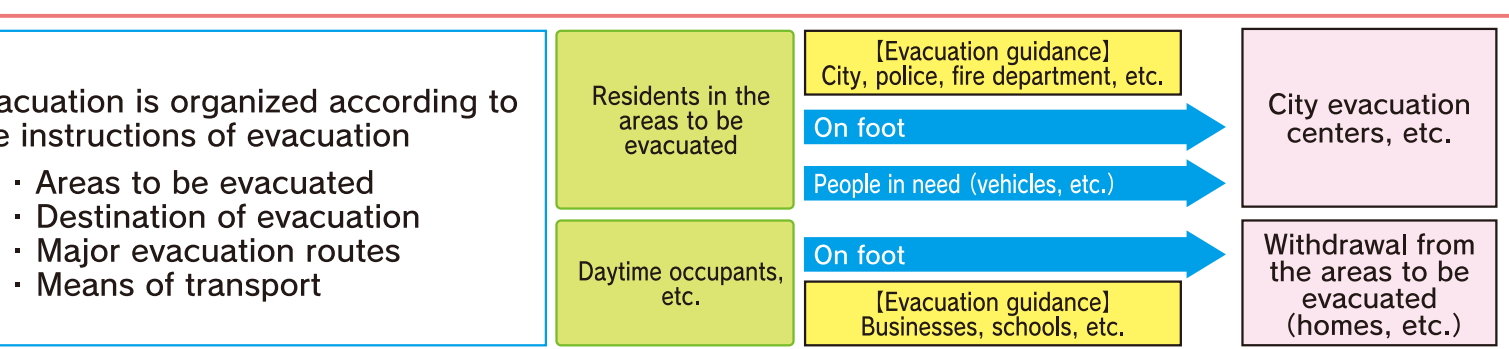
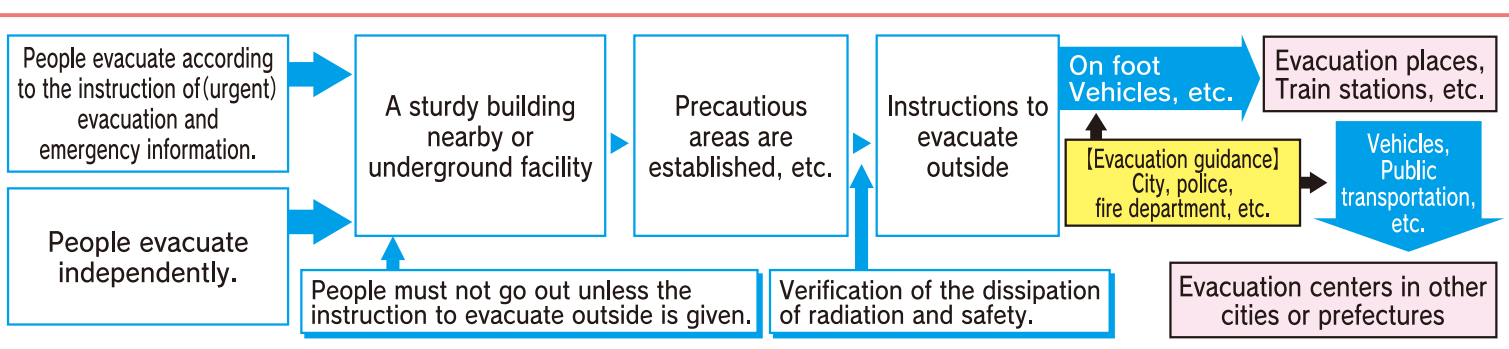
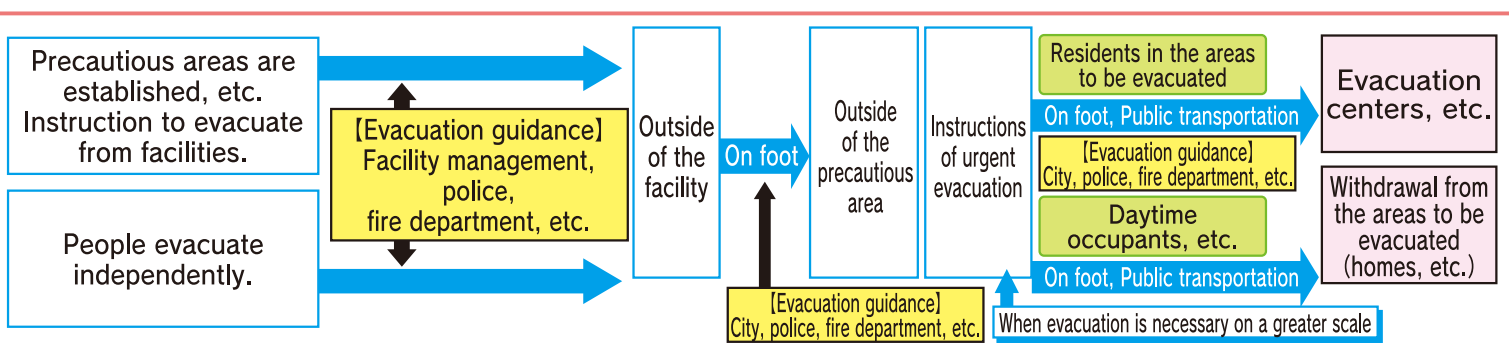
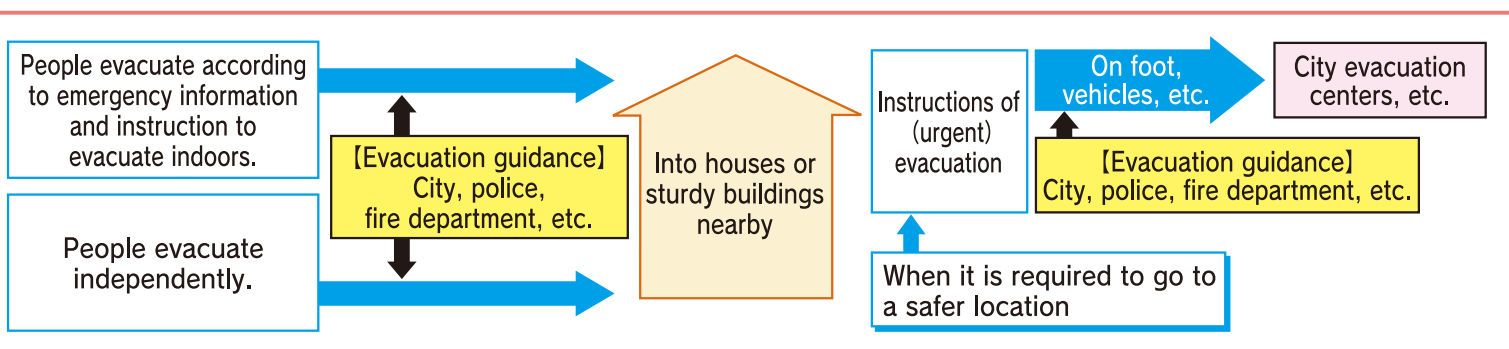
### Examples:

- An overland invasion

Issuance of instructions on evacuation measures (National Government)

- Instructions of
- Areas to be evacuated
  - Destination
  - Major evacuation routes
  - Means of transport

Withdrawal from the area of evacuation (home)



## Evacuation Plan for residents in the area of a public facility occupied by guerrilla or special forces (Example)

### Evacuation Plan (Example)

Mayor of Minato City, Tokyo  
As of 00:00, month, day

#### 1. Current Conditions and the Necessity for Evacuation

The National Countermeasure Headquarters Chief, based on the occupation of the "XYZ" Hotel by armed agents, issued a warning at 14:00 today and the instructions on evacuation measures saying that the "ABC" area of Minato City nearby "XYZ" be evacuated. \*1

Furthermore, the Tokyo Metropolitan Government Countermeasure Headquarters Chief issued the attached instructions of evacuation at 15:00 based on the issuance of instructions on evacuation measures by the Government.

Note: The weather is rainy. There is a north wind of 5m/sec.

#### 2. The Method of Evacuation Guidance

##### (1) The overall policy for the evacuation guidance

The city will notify the some 500 residents in the areas to evacuate and promptly assemble at the temporary meeting places of A, B, and C Civic Centers, which are located outside of the areas to be evacuated. The city will then instruct the residents to go to the evacuation center (the ABC Elementary School located at 3-2-3 ABC) within the city. \*2

The evacuation will be on foot and evacuation by private vehicle will only be allowed for those who give and receive assistance. \*3

Daytime occupants of the area surrounding "XYZ" Hotel will be asked to evacuate either by tour bus, if they came on a tour bus, or by private owned vehicle, if they drove a vehicle, or by JR train (ABC line) otherwise.

The method of evacuation guidance shall be amended as appropriate, based on the information and advice from the Tokyo Metropolitan Police Department, the Tokyo Coast Guard or the Japan Self-Defense Force working on-site.

Additionally, the Evacuation Plan shall be amended when significant changes to conditions occur or alterations are made to the instructions on evacuation measures.

##### (2) Set up of the City Countermeasure Headquarters and the dispatch of staff

###### a. Establishment of the City Countermeasure Headquarters

In accordance with the stipulations from the national government, the City Countermeasure Headquarters shall be established with the mayor as the chief.

###### b. Dispatch of the city staff

(number) members of the city staff shall be dispatched to each Civic Center (A, B, and C) and (number) members to ABC Elementary School to work towards coordinating efforts on-site.

###### c. Establishment of On-site Communication and Coordination Center, etc.

In order to enable rapid response to conditions as they change on-site, On-site Communication and Coordination Center shall be established, and the staff will share information with relevant institutions such as the Tokyo Metropolitan Police Department, Tokyo Fire Department, Tokyo Coast Guard Office, and Japan Self-Defense Forces.

The city will obtain necessary information from the staff dispatched to the On-site Communication and Coordination Center and implement the Evacuation Plan in a flexible manner.

Meetings will be held regularly or as required at the On-site Communication and Coordination Center in order to collect, coordinate, and confirm information about the activities of relevant institutions.

d. Coordination with the On-site National Countermeasure Headquarters  
If the national government establishes an On-site National Countermeasure Headquarters, the city will dispatch a staff to work on communication and coordination of activities and information gathering.

##### (3) The evacuation routes and methods of evacuation (Continually amended to accommodate changing conditions)

As of XX:XX (Current time)

Of the approximately 500 residents from ABC(name of an area such as "Shiba") 1-5 Chome:

<Route A> ABC 1-3 Chome: 300 residents

Residents will gather at the temporary meeting place (A Civic Center) and then do as described below. \*4

Evacuation route: National Road Route XX (Standby: Metropolitan Road Route YY or Route ZZ)

<Route B> ABC 4 Chome: 100 residents

Residents will gather at the temporary meeting place (B Civic Center) and then do as described below.

Evacuation route: Metropolitan Road Route XX (Standby: Metropolitan Road Route YY or Route ZZ)

<Route C> ABC 5 Chome: 100 residents

Residents will gather at the temporary meeting place (C Civic Center) and then do as described below.

Evacuation route: Metropolitan Road Route XX (Standby: Metropolitan Road Route YY) \*5

##### (4) The unit of evacuees and the time at which evacuation begins

The unit of evacuees shall be by each building, office or "ABC" town association. \*6

Of the approximately 500 residents from ABC(name of an area such as "Shiba") 1-5 Chome:

<Route A> ABC 1-3 Chome: 300 residents

Evacuation begins at 16:00

<Route B> ABC 4 Chome: 100 residents

Evacuation begins at 16:00

<Route C> ABC 5 Chome: 100 residents

Evacuation begins at 16:00 \*7

##### (5) Responding to persons in needs of assistance during the disaster

The city microbus will be used to evacuate approx. 10 individuals who require assistance in the areas to be evacuated. \*8

The time to begin evacuation and other details regarding the implementation of evacuation are as follows.

<City microbus> 1 (one) vehicle

Residents from ABC 1-5 Chome (approx. 10 persons)

Evacuation begins at 16:30

\*1 : A description of the areas to be evacuated

\*2 : A description of the destination of evacuation

\*3 : A description of the method of evacuation

\*4 : A description of temporary meeting places

\*5 : A description of the evacuation routes

\*6 : A description of the unit of residents to be evacuated

\*7 : A description of the time to begin evacuation

\*8 : A description of measures for the elderly, handicapped, and other individuals in needs of special care

## Prerequisite conditions

- ★ Armed agents of an unidentified nationality have occupied the “XYZ” Hotel in Minato City.
- ★ Residents in the areas nearby the “XYZ” Hotel evacuate to an evacuation center within Minato City.
- ★ The weather is rainy. There is a north wind of 5 m/sec.

### (6) Evacuation guidance by the city staff

Staff will be dispatched in order to guide residents for evacuation. 5 (Five) staff will be dispatched to ABC 1-3 Chome, 3 (three) staff to each 4 Chome and 5 Chome. 2 (Two) staff will be dispatched to evacuate persons in needs of assistance from ABC 1-5 Chome. \*9  
In all cases the number of the staff dispatched to each area may be increased or decreased as needed.

### (7) The dispatch of staff along the evacuation route

The city will place some liaison centers with the staff to respond to various inquiries and coordination along the evacuation routes. Also, with the cooperation of relevant institutions, the city vehicles and signboards will be deployed. Relief teams shall be established at each liaison center to assist evacuees suffering from minor injuries or sick and to dispense water, etc. (See the attached document for detailed information.)  
The staff will also communicate with headquarters regarding the launch and completion of evacuation in each area, etc.

### (8) Communicating with residents about the Evacuation Plan

- The city will use the Disaster Prevention Administrative Radio Broadcasting, the city homepage and emergency e-mail delivery system, etc. to communicate the contents of the Evacuation Plan to the residents in the areas concerned.
- Along with the step a. above, the city, through fax, etc., will request the leaders of town associations and community/residents' disaster prevention organizations in the areas to be evacuated, and the heads of the fire department and police office in the areas to communicate residents regarding the Evacuation Plan by using phone, etc.
- The city will use all available means, such as fire trucks, etc. to notify residents in the affected area. At the same time, the city will request the relevant organizations to check for the remains.
- In coordination with the metropolitan government, the city will provide the Evacuation Plan to media organizations and request them to broadcast the information.

### (9) Establishing evacuation centers

- The city shall establish the gymnasium of ABC Elementary School as an evacuation center and communicate this to the relevant organizations and the residents in the areas to be evacuated.
- The residents will be compelled to stay in the evacuation center until the time when the safety of the evacuated areas is verified. The city shall secure the relief system such as providing or loaning food and essential commodities for approximately XX (number) people. Foodstuffs and essential commodities to be provided or loaned to the residents are supplied from the city owned stockpiles. If deficiencies are predicted, however, the city shall request assistance from the metropolitan government. \*10
- In case that there is a necessity of sending individuals in need of assistance to secondary evacuation centers, the city shall establish secondary evacuation centers and request the assistance to the metropolitan government for transporting those persons.

### (10) Completion of evacuation

- With the cooperation of residents, the city staff shall visit door to door to verify that there are no remains. Unless there is a special reason, the staff shall persuade the remains to evacuate. \*11
- The city staff shall work to complete the implementation of the evacuation by 17:30.

### (11) Guidelines and note for the city staff regarding implementing the evacuation

- The city staff shall pay attention to the followings while implementing evacuation.
- As residents may experience fear and uncertainty during the evacuation, the city staff shall stay calm, poised and resolute.
  - When implementing the evacuation, the city staff will wear disaster response uniforms or armbands to clearly signify their position and role and seek understanding from residents.
  - When the city staff predicts that there may be confusion, he/she needs to move quickly to provide information and warns of the dangers of panic while requesting residents remain calm and orderly.
  - The city staff should request that, as a principle, organizations such as schools or businesses move as groups.
  - Because of the rain, the evacuation will take more time than in the better weather. Staff also should make certain that residents do not become separated from other evacuees.

### (12) Ensuring the Safety of the city staff

In order to avoid secondary damage occurring to the city staff, information from the On-site Communication and Coordination Center should be collected by the headquarters, and updated information should be provided to each staff.

## 3. Instructions for Residents

- Residents should communicate with each other and assist each other in the evacuation.
- The leaders of town associations and community/residents' disaster prevention organizations in the areas, etc. should implement the evacuation in a resolute fashion and work to prevent panic.
- Personal baggage should be limited to valuables (money, ID such as passports or drivers license, etc.) and clothing and daily (emergency) goods necessary for a few days. It also should be light enough not to inhibit the smooth implementation of evacuation. Because it is raining, moreover, evacuees should consider using rain boots and coats and bringing plastic bags to keep wet clothes, etc. \*12
- Evacuees should lock their houses, turn off the gas and unplug all appliances except refrigerator, etc.
- If you see any suspicious persons by their clothing and possessions, report it to the city, fire department or police personnel.

## 4. Communication and Coordination Information

- Countermeasure Headquarters: Minato City
- On-site Communication and Coordination Center:
- Evacuation center: ABC Elementary School

<Contact> \*13  
Persons in charge: Mr./Ms. \_\_\_\_\_  
Civil Protection Information Department,  
Minato City Civil Protection Countermeasure Headquarters  
Phone: 0000-0000  
Fax: 0000-0000

\* 9 : A description of the placement of the city staff

\*10 : Description of support in the form of food, etc. during the evacuation

\*11 : A description of checking and confirming of remains in evacuated areas

\*12 : A description of the baggage and clothing of evacuees

\*13 : A description of emergency contact information, etc. for persons separated during the evacuation

# The Role of City Staff

- City staff shall fulfill the following roles, in accordance with the "Evacuation Plan".
  - Leading residents to the destination of evacuation
  - Taking responsibility for communication and coordination wherever necessary along the evacuation route
  - Politely persuading residents in the areas to be evacuated who do not comply with the instructions of evacuation together with personnel from the police and fire department
  - Giving warnings and instructions when confusion caused by the evacuation is creating a dangerous situation

# Specific Methods for Transmitting Evacuation Instructions to Residents

