

**English Version  
For MSP-E Residents**



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MAYA SEASIDE PLACE

**English Version  
Manual on Disaster  
Prevention/Mitigation  
(Mindset of Self-Help & Mutual-Help)**

**Maya Seaside Place East Management Association  
MSP-E Disaster Prevention Taskforce**

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## 1, Purpose of compiling and distributing this Manual

Japan is a country prone to so many natural disasters. This is the reason it is often referred to as "Disaster Archipelago." Over the last 30 years alone, we have witnessed the scenes of tragedies such as the Great Hanshin Earthquake (1995), the Great Tohoku Earthquake (2011), and the Great Kumamoto Earthquake (2016). In the foreseeable future we are most likely to experience another devastating disaster, "Nankai Trough Earthquake and Tsunami".

We are destined to face the natural disasters soon or later that are unpredictable in terms of time and location. We, however, would be able to minimize the damage if we brace ourselves together for them in "cooperation" getting ourselves prepared. (Disaster mitigation). This "guidebook" is intended as "practical manual for disaster mitigation" on which MSP-E taskforce has spent several years putting knowledge and experiences as well as advice from experts through repeated discussions and emergency drills. Therefore, We are confident that this manual would be a great help as a "guide" to "protect the lives of you and your family" in the event of a disaster. we would be happy if you would read this manual through to the end.

### "Each and every one of you is a Key Player in disaster mitigation"

- ◎ Firstly "Self-help" Secure the safety of yourself and your family among other things
- ◎ Secondly "Mutual-help" Reach out to those in need of help when you can afford to help.

## 2. Countermeasures of MSP-E against disaster

Our apartment buildings are unlikely to totally collapse even in the seismic intensity of 6 or higher due to the robust building structure based on the new seismic building code. Therefore In the event earthquake occurs,

1. "Stay in place" if possible. (Home shelter)
2. Move upstairs, 3rd floor or higher when "Tsunami warning" is issued, (vertical evacuation).
3. Use stairways to the upper floors, not an evacuation ladder that is meant only for fire escape.

Unexpected situations may occur. Always keep up with the latest information. Prepare yourself in advance so as not to panic.



Before Disaster/Earthquake occurs  
**Get yourself well prepared !!**

## 1. Talk about Disaster prevention with your family

Share information regularly with your family so that you could take action smoothly in

Discuss following matters considering the family structure such as elderlies and infants.

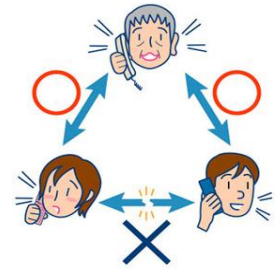
- ◇ Where is the safest place inside the house?
- ◇ Where is the shelter along with the route to get there?
- ◇ Where is the emergency carry-out bag kept?



## 2. How to contact each other within family

Secure safety of yourself. Then Secure safety of your family. Figure out how to stay in touch with your family if you are away from each other.

「Emergency Voice message 171」  
「Emergency Bulletin board. etc.」



- Decide the place for reunion when your family happens to be away from each other.

## 3. Which route to take to evacuate home

Keep more than one route in mind for you to get to the shelter safely from home

- Keep handy at bedside, Torch, Slipper, Shoes, etc., as an earthquake might occur while you are asleep

### Evacuation route (Ref Page5)

- Use stairways or emergency ladders when you are 2nd floor or higher
- Never use an elevator



## 4. Ensure evacuation route

Make sure the evacuation route to the shelter from home

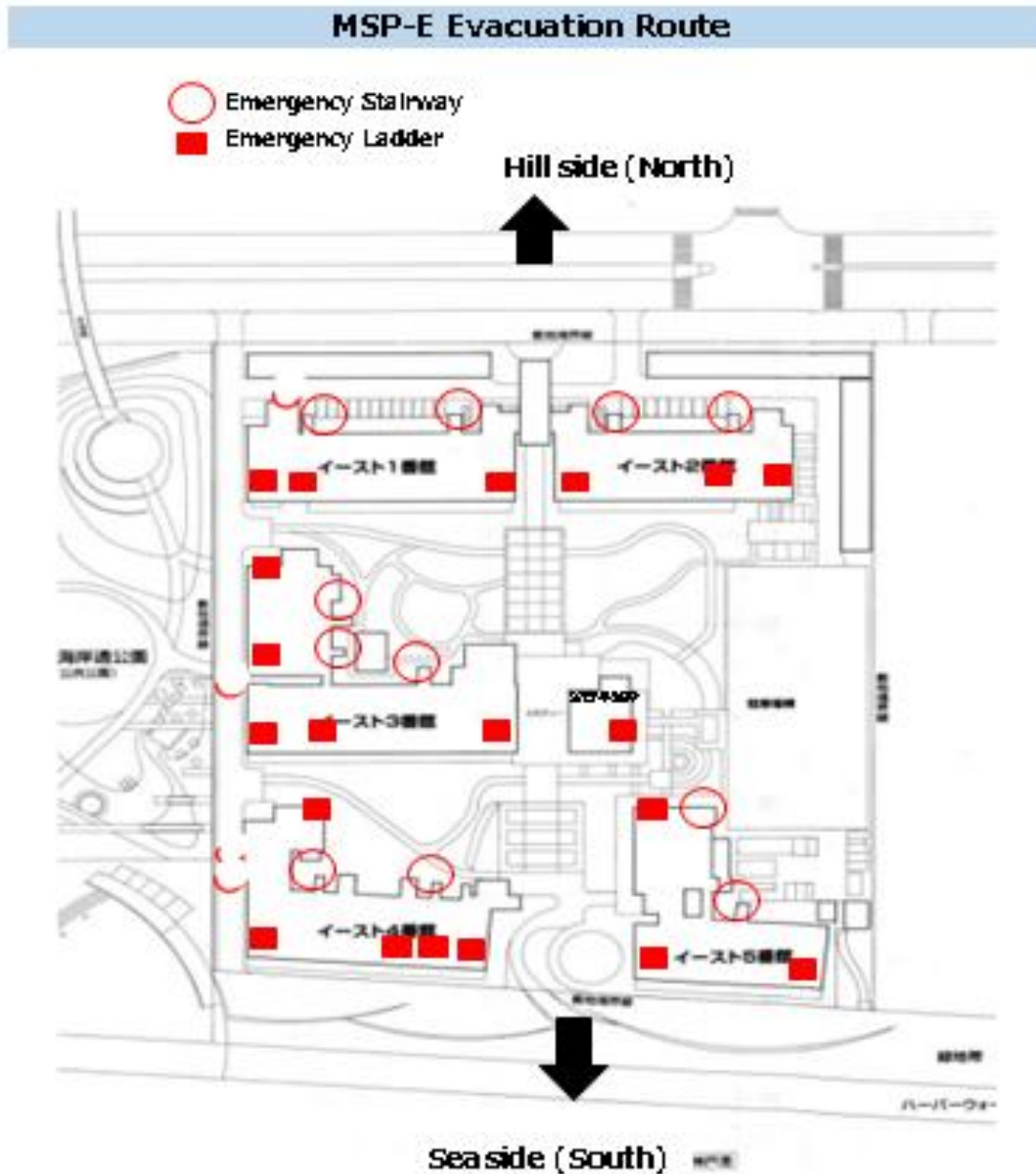
- Ensure some alternative route to get to the shelter by walking and checking with your own eyes if there are any risky spots on the way. The same old streets might be impassible In the event of an earthquake.

### Shelter To-Be in MSP-E

- Circle room/Study room, Party room on the 1<sup>st</sup> floor, Apartment Building #5 will be set up for Shelter in the event of an earthquake



## 5. Evacuation route from MSP-E



## 6. Stockpiles & Emergency Goods ・・What to Keep in stock (See P13)



Keep stockpiles to survive for a few days  
Keep in stock water and food for 3 days minimum (3 liter/man-day)

Our condominiums have no water or foods in stock.  
Each resident should have them in stock for minimum 3 to 7 days preferably.

## 7. Stockpile/Emergency goods •• Preparation for them (See P14)

Keep emergency things ready and put them in a knapsack so that you can carry it on your back with your hands free in the event of earthquake or Tsunami.



## 8. Prevent Furniture/Home appliances from toppling over

Be careful not to get pressed or injured by toppled furniture, which could block the exit although the apartment might not be damaged.

- Bolt down cabinets and shelves to the wall or the beam with L-shape metal fixtures.
- Install stoppers to drawers and swing-open doors
- Stick shatter-proof films on the glass door



## 9. Prevent Furniture/Electric appliances from falling

Home appliances and lightings could be dangerous if they topple or fall

- Anchor TV and PC to the stand, which in turn is fixed to the pillar or the beam with L-shaped metal fixtures.
- Fix pendant-type lightings to the ceiling with chains at some points
- Replace general florescent lumps and bulbs with Shatter-free ones



## 10. Lay out Furniture/Home appliance •• Laying out of them



- ✓ Laying out furniture properly is crucial for safety.
- ✓ Start with what you can do easily.
- ✓ Do not place tall furniture near the doorway in the bedroom, kids' room or elders' room.
- ✓ Do not sleep close to the furniture or within the reach of it as it might fall down.
- ✓ Install heavy furniture in the position as low as possible

## When earthquake occurs

### 1. Basic behaviors when you are at home

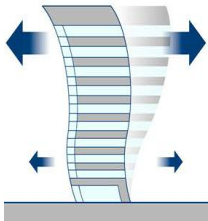
1. Secure safety of yourself in the first place
2. Leave open doors and secure the way out
3. Hide yourself under the robust table, e.g. and hold table legs until tremor dies down (Shake out)!



### 2. When you are in the apartment buildings

Be prepared for yourself as Tremor would be more amplified on the upper floor of the high-rise building than the ground surface.

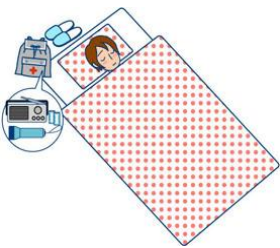
- Tremors would be delayed a little on the higher floors at the beginning, but once it starts swaying it would last longer and wider in amplification.
- Make sur of the way to the exit, the emergency stairways and the location of ladders



**Never use an elevator.**

Use emergency stairway in case of earthquake or Tsunami.  
Elevators will automatically stop in earthquake intensity 5 or more.

### 3. When you are asleep



Secure the safety of yourself covering with sleeping stuff or hide yourself under the bed if possible.

Be careful not to get injured with broken pieces of window glasses or lightings as you do not see well in the dark. Keep handy at your bedside thick socks, slippers, etc.,

### 4. When you are in the toilet or bath

Hide yourself under the table, e.g. and then wait for the tremors to die down

- Be careful not to get injured by the fall of tiles, mirrors or toilet tank, etc.
- Be careful not to get injured with broken mirrors or glasses when you happen to be in the bathroom or in the toilet.
- Cover and protect your head with a bath lid, e.g. when you are taking a bath.



## 5. When you are in the Kitchen

Leave open the door when you start feeling tremors.  
Secure the way out and Wait for the tremors to die down.

- Be careful not to get injured by falling cupboards, a refrigerator or dishes and contents that might be popping out of them.
- Our apartment buildings is equipped with automatic gas leak detector (gas meter with microchip) that sensors and stop the gas supply automatically when it detects tremors. Familiarize yourself with the function and the usage of the detector.

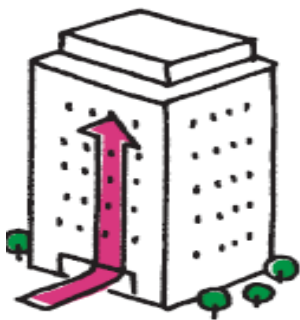


## 6. Seashore/Riverside

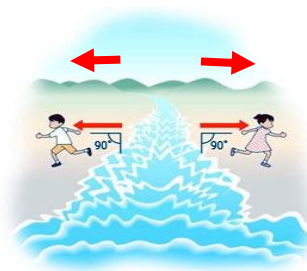
Tsunami could be the most dangerous when you feel strong tremor at the seashore or riverside. Rush to a safe elevated place or a shelter without waiting for instruction or recommendation. Tsunami might go back upstream along the river.

- Rush to any higher places. If there is no elevated places nearby, rush to a 4-story building or higher and stay on the 3rd floor or above. (Vertical evacuation)
- Tsunami usually hit repeatedly not by once. Waves might come back even higher than the first wave. Don't go closer shortly after the tide recedes.
- Even if you go away to the upstream, the tsunami would follow your way. Rush sideways to the direction of the Tsunami (Sideways to the flow)

Tsunami Water might draw back upstream along the river, Togawa-gawa, Saigo-gawa, Ikuta-gawa, e.g.



Vertical Evacuation



Sideway Evacuation

### Shelter in case of Tsunami alarm

Residents of 1st and 2nd floor should have good relationship with residents on 3rd floor or upstairs in order to secure the safe place as shelter upstairs.

Residents of 3rd floor or upstairs should cooperate to offer a part of their apartment to residents of 1st and 2nd floor for a shelter

## 1. Secure your safety

Secure your safety first, watching out around you

- If you react in a hurry, you might get injured by toppled furniture, scattered glass pieces, etc.
- Leave open windows and doors and secure an exit when the tremor was not so big and now dies down.



## 2. Timing of evacuation

Make a good judgement based on correct information!  
It all depends on your survival.

- Don't be fooled by rumors, Listen to the reliable information, TV, radio, government offices, etc. to grasp the correct situation.
- Follow official instruction/recommendation to evacuate immediately once it is issued.
- Evacuate quickly without hesitation if you judge that a danger is coming up to yourself,



## 3. Evacuation behavior ... When you leave home

Watch around you when you evacuate. Otherwise, you might get an unexpected accident

- Try to stay in your apartment as much as possible if you have no urgent reasons to go out. (Evacuation at home)
- Check the situation around you before you leave. Glass pannels or signboards might fall off on you.
- In evacuation, turn off the electric circuit breaker and close the main gas valve.

Magnetic sticker, "Safety Confirmation Sheet" distributed by MSP-E management Association.  
Post it on the front door to show if you are OK or NEED HELP when earthquake intensity is 5+ or more

## 4. Evacuation behavior •• Extinguish fire in its early stage

In strong earthquake Secure your safety, and then putout fire

- In the event of a big tremor, crouch and cover yourself under the desk waiting for the shake to subside before putting out the fire.
- Each apartment should have one fire extinguisher for the kitchen.
- If you fail to extinguish the fire in the initial stage before it spreads to the ceiling, secure safety of yourself and other residents in the first place and ask for help to the disaster prevention center of the MSP-E office.



### Location of fire Extinguisher

Fire Extinguishers are installed along the corridor on each floor.

Do not hesitate to use it if necessary.

### Fire Alarm Button

Each apartment is equipped with Fire Alarm Button. Press it to get connected to Disaster Prevention Center, Management office. Notify your neighbors at the same time,

Behave calmly and evacuate. Inhaling smoke is the main cause of death in fire.

## Fire Alarm

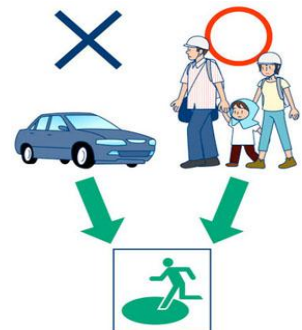
- Check the evacuation route regularly in the event a fire breaks out. (Refer to P-5 for the evacuation route of the MSP-E premises).
- When you hear the sound of fire alarm, check the surrounding situation and take action quickly.
- If smoke fills the room or the corridor, use a wet handkerchief or towel to cover your mouth and nose, and then evacuate keeping in a low position to avoid inhaling smoke.



## 5. Evacuate Behavior •• Evacuation Method

Never drive a car to evacuate

- In principle walk away to evacuate. Driving a car causes traffic jams, interfering with fire-fighting and rescue activities.
- The street you usually walk along might be in a mess, making it difficult to pass. Limit your belongings to the minimum you could carry easily on your back



### Designated Shelter

Following schools are designated as Shelter for MSP-E residents;

Nagisa Junior High School/Nada-no-hama Elementary School.

Nagisa Community Welfare Center is designated as Welfare Shelter located in 2<sup>nd</sup> street, Maya Kaigan-dori Stay in your apartment if you could unless there is any urgent circumstance

wearing clothes comfortable for activities.

- evacuate to a designated wide-area shelter, so be sure to check regularly the shelters and wide-area evacuation areas around you. (The elementary and junior high schools nearest to you are designated as shelters. Move to wide-area shelter in the event the disaster is bigger in scale

### MSP-E Shelter in our premise

**Circle room, Study room and Party room will be converted to shelter if they are spared from the damage of Tsunami or earthquake.**

**Party room will be used for Soup-Kitchen and food center for refugee residents who need help.**

- Contact MSP-E disaster prevention center for help in case of emergency such as you get injured in your apartment and need help

### Emergency contact/ Mail Address

Call or E-mail to our management in an emergency

**MSP-E Disaster Prevention Center (Land phone) :078-801-8513**

**MSP-E Disaster Prevention Taskforce Mail Address: mspebousaikai@gmail.com**

The above phone is for emergency only. It is given priority to rescue activities. So avoid non-essential calls in an emergency.

## **6. Rescue/ First aid (Mutual help) ...Activities of Rescue and First aid**

**Cooperation of residents is necessary if medical staff or fire fighters are not available.**

- In a large-scale disaster, more people tend to get injured and the roads would be difficult to pass along, leading to the situation rescue team from the fire department might not be available in time. So work together and provide first aid to minor injuries,

**MSP-E Management Association have emergency goods and equipment in stock as below:**

**Make-shift Toilet (Manhole-type/Outdoor Eco toilet), stretcher, portable generator, cardboard beds, etc.**

- If someone is found buried under toppled furniture or fallen objects, check to see if he/ she is conscious and cheer her/ him up. Rescue activities could be dangerous if you try to do alone. Work together with as many people as possible.

### MSP-E Disaster Prevention Taskforce

See P-16/17 for the organization of MSP-E Voluntary union, MSP-E Disaster management headquarters in an emergency.

Those residents who can afford to help are requested to join and cooperate in rescue activities.



## 7. Follow the rule

Various unexpected troubles could happen in earthquake / disaster

Cooperate in following the rules and requests issued from MSP-E Disaster Management Headquarters  
(Management Association / Disaster Taskforce)

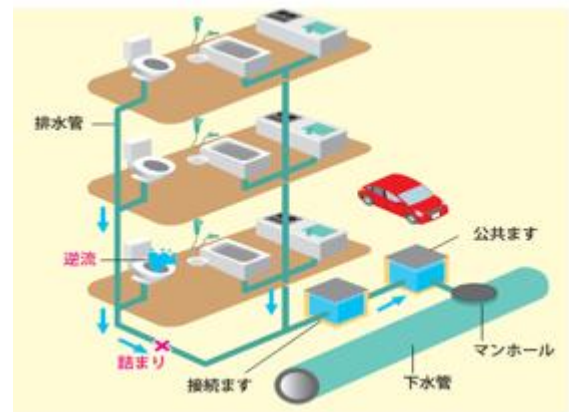
< Example 1 >

### Rules on drainage (Use of Toilet)

Toilets, kitchen sinks, and bathtubs in the condominium are connected into the same single drain pipe. If the drainage pipe is damaged or clogged, sewage could overflow on the first floor or the lower floors. Once the drainage pipe is found to be damaged, the disaster response headquarters may instruct you to stop drainage. Thank you for your cooperation in advance in this regard.



Use simple toilets, portable toilets, etc. that do not need to be drained.



<Example 2>

### Rules for garbage disposal

In a large-scale disaster, it may not be possible to collect garbage regularly. if you throw kitchen waste into the garbage drum as you usually do, it would easily become full and overflow resulting in nasty odor and hygiene problems.

Suspend dumping domestic garbage until an instruction is announced by the disaster response headquarters. Thank you for your cooperation in advance.

(Temporary storage in the dwelling unit)



## 1. Check list of Stockpile

\* The stockpile is prepared so that you could be self-sufficient for several days until disaster recovery. It is convenient to store them separately in a warehouse or car trunk so that you can pick them up in a disaster. "

Food	
Retort food (rice, porridge, etc.), alpha rice	
Instant noodle cup miso soup	
Drinking water	3ℓ / man-day as a guideline. Be prepared for at least 3-7 days.
Daily necessities	
Water supply plastic tank	It is convenient to store tap water in the plastic tank regularly so that it could be used as domestic water in a disaster.
Cassette stove	
Tissue paper and wet wipes	Wet wipes are useful for wiping your body in a disaster where taking bath is difficult.
Disinfectant / mask	
Wrap film	Laying it on the tableware so that you do not need to wash it.
Paper plates, paper cups, disposable chopsticks	
Portable toilet	
Waterless shampoo	
Plastic bag	Can be used as rain gear, rugs, and simple toilets.
Broom / dustpan	Helps remove glass and collapsed objects.
Lantern	
Boots	Protect your feet from rubbles and the like.

\* The items of the stockpile vary depending on the family structure. Prepare what you need for your family. (Especially for families with small children or the elderly who need special care)



## 2. List of Things to carry in emergency

Reference: Useful tools for Disaster Prevention

### Check list of Emergency goods to carry.

Take these items out with you in evacuation.

Put them in a carry-out bag and Keep it in a place like the entrance so that you can take it out easily,.

Valuables		
<b>Make a note or copy of the number for Passbooks, Cards, Health Insurance Cards, Driver's licenses, etc., Don't forget your mobile phone.</b>	Passbook	Note1
	Seal	
	Health insurance card	
	Driver's License	
	Mobile phone (convenient with charging cable / battery charger)	
Evacuation goods		
<b>Prepare one flashlight for each person preferably</b>	Flashlight	
	Mobile radio	
	Spare batteries	
	Helmet / Head Scarf for disaster prevention	
Daily Necessities		
<b>Followings are minimum necessities for living in the shelter. If you have a baby, an elderly person, or a handy-capped person, make sure to arrange them.</b>	Thick gloves	
	Blanket	
	Can opener	
	Lighter/Match	
	Knife	
	Portable toilet	
First aid kit		
<b>Keep first aid kit including Adhesive plasters, Disinfectants, Masks, and other supplements like Vitamins that are taken regularly.</b>	First aid kit	
	Prescription copy/ Medicine notebook	
	Gastrointestinal ,medicine, laxative, Medicine for chronic disease	
	Sanitary Pad	
Clothes		
<b>Wear clothes easy to move around. Winter clothes like sweaters are also useful in the cold season.</b>	Underwear /Socks	
	Long sleeves / Long pants	
	Winter Jacket /Rain gear	
Others		
	Portable warmer (convenient in cold weather)	

Note 1: In the event of power outage, Small-scale generators will be available for charging mobile phones (outlet) in the lounge or multipurpose hall.

Use your charging gears to charge your phone.

### 3. Information Sources

Information Source	Organization	Web Page	Phone Number
<b>Government</b>	Fire and Disaster Management Agency, MIC	<a href="http://www.fdma.go.jp/">http://www.fdma.go.jp/</a>	
<b>Local Government</b>	Nagisa Junior High School (designated shelter)	<a href="http://www2.kobe-c.ed.jp/bch-ms/">http://www2.kobe-c.ed.jp/bch-ms/</a>	078-242-4501
	Nada no Hama Elementary School (designated shelter)	<a href="http://www.kobe-c.ed.jp/ndh-es">http://www.kobe-c.ed.jp/ndh-es</a>	078-802-1750
	Nagisa Community Welfare Center	(Designated Welfare Shelter)	078-871-6122
	Nishinada Anshin Healthy Center	(Special elderly nursing home)	078-803-3130
	KOBE city WEB	<a href="http://www.city.kobe.lg.jp/">http://www.city.kobe.lg.jp/</a>	078-331-8181
	NADA ward Web	<a href="http://www.city.kobe.lg.jp/ward/kuyakusho/nada">http://www.city.kobe.lg.jp/ward/kuyakusho/nada</a>	078-843-7001
	Hyogo Disaster Prevention Net (Kobe City)	<a href="http://bosai.net/kobe/">http://bosai.net/kobe/</a>	
<b>Medical Institute/ Volunteer</b>	Kobe Red Cross Hospital	<a href="http://www.kobe.jrc.or.jp/">http://www.kobe.jrc.or.jp/</a>	078-231-6006 (Main)
	Hyogo Prefectural Emergency Medical Center	<a href="http://www.hemc.jp/">http://www.hemc.jp/</a>	078-241-3131
	Kobe Children's Primary Emergency Center	<a href="http://www.kobe-kodomoqq.jp/">http://www.kobe-kodomoqq.jp/</a>	078-891-3999 (Reception)
	Hyogo Prefectural Children's Hospital	<a href="http://www.hyogo-kodomo-hosp.com-">www.hyogo-kodomo-hosp.com-</a>	078-945-7300 (Main)
	Disaster countermeasure guidelines to protect pregnant women and infants	<a href="https://www.fukushihoken.metro.tokyo.lg.jp/kodomo/shussan/nyuyoji/saitai">https://www.fukushihoken.metro.tokyo.lg.jp/kodomo/shussan/nyuyoji/saitai</a>	
<b>Disaster Bulletin Service</b>	NTT West Japan	<a href="http://www.web171.jp/top/php">http://www.web171.jp/top/php</a>	171
	NTT Docomo	<a href="http://dengon.docomo.ne.jp/top.cgi">http://dengon.docomo.ne.jp/top.cgi</a>	See each web for usage
	Soft bank	<a href="http://dengon.softbank.ne.jp/">http://dengon.softbank.ne.jp/</a>	
	au	<a href="http://dengon.ezweb.ne.jp/">http://dengon.ezweb.ne.jp/</a>	
<b>MSP-E</b>	Disaster Prevention Center (Management Office)	<a href="mailto:mspebousaikai@gmail.com">mspebousaikai@gmail.com</a>	078-801-8513
<b>Management</b>	KOBELCO Real estate GCLEF Service	<a href="https://www.gclef-service.co.jp">https://www.gclef-service.co.jp</a>	078-261-4550

- 1) Always check if the above homepage and phone number are up to date.
- 2) Priority would be placed on calls on the disaster management and activities.  
Refrain from non-essential call or enquiry except for an emergency.

### MSP-E Disaster Prevention Taskforce

If the damage by a disaster is turned to be serious, or could be anticipated, the chairman of the management union will discuss with the head of the Disaster Prevention Taskforce and set up an emergency disaster countermeasures headquarters.

- The chairman of the Disaster Prevention Taskforce acts as the head of the disaster countermeasures headquarters.
- The Deputy Head, the Disaster Prevention Taskforce assists the President of the Disaster Prevention Taskforce and carries out duties to achieve the purpose of disaster prevention.
- The deputy Head may act on behalf of the Head.

- The deputy Head will assist the Head of the Disaster Prevention Taskforce and carry out the duties of the taskforce. After establishing the Emergency Disaster Countermeasures Headquarters, Secretary assists the Head of the Headquarters.

**Disaster Prevention Headquarter is set up in Disaster Management Center (Management office) and multi-purpose hall.**

**In case Tsunami is feared, Appropriate place is designated, e.g., Management office,3rd floor.**

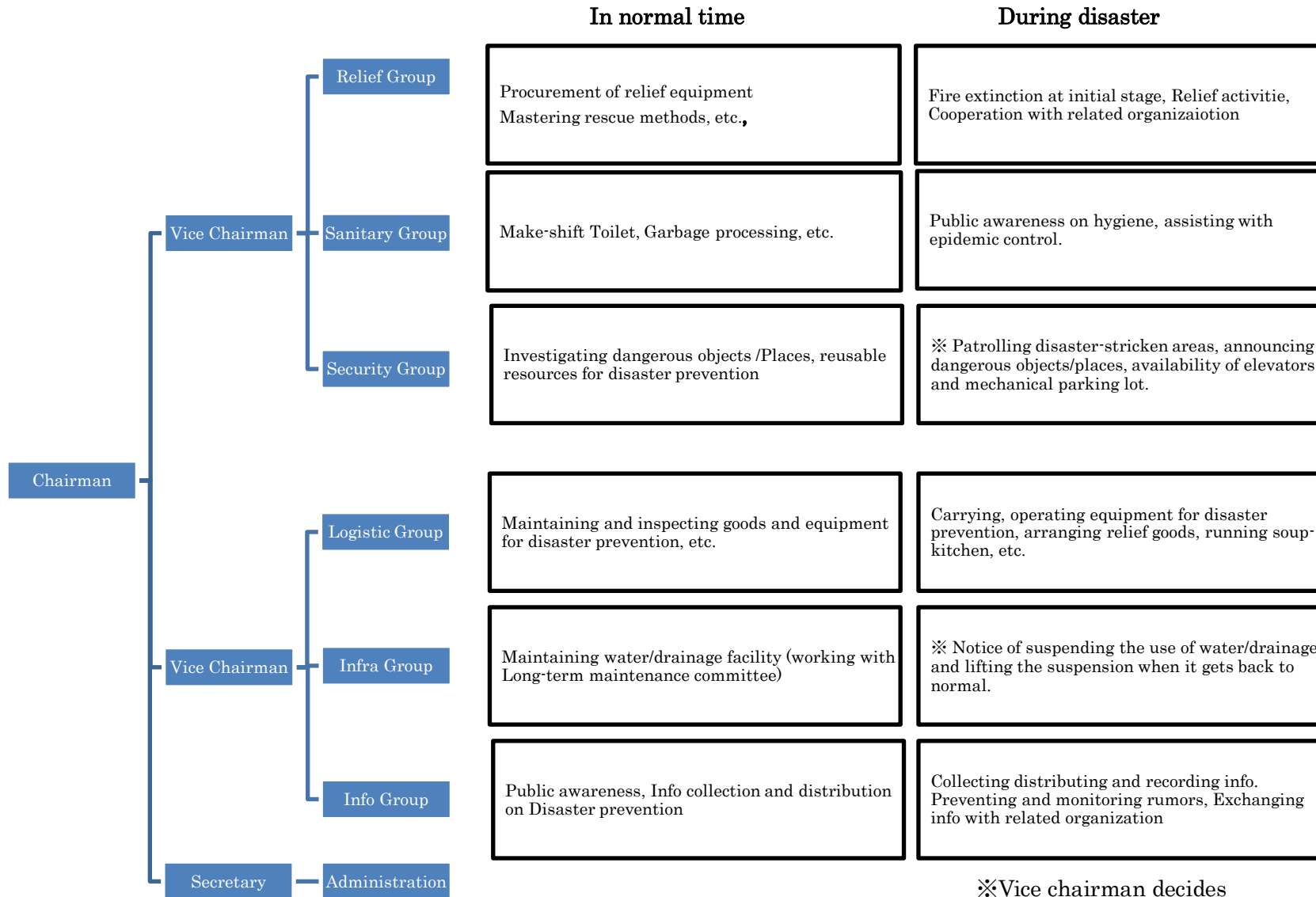
## 1. Role of MSP-E Disaster Prevention Taskforce

<b>Normal time</b>	Implementing activities on Disaster prevention and mitigation for people around you and at home. Implementing and participating public awareness and training on Disaster prevention and mitigation in local communities and companies.
	<ul style="list-style-type: none"> <li>• Implementing disaster prevention measures such as discussions, training, and stockpiling at home, local communities, and workplaces.</li> <li>• Investigating the possibility of a disaster in our neighborhood and how to cope with it</li> <li>• Anchoring furniture, performing seismic diagnosis and reinforcement of buildings, and strive to disseminate it to neighbors.</li> <li>• Ensuring the evacuation route, evacuation site, and method of safety confirmation for each household.</li> <li>• Taking disaster prevention measures for condominiums, etc.</li> <li>• Making and promoting plans on regional disaster prevention</li> <li>• Preparing "list of people who need special care in a disaster" In cooperation with local governments and communities, and coping with the situation in a disaster.</li> <li>• Planning and exercising drills for disaster prevention, evacuation and setting up shelter, etc. for residents.</li> <li>• Exercising training on AED / first aid and initial fire extinguishing for residents.</li> </ul>
<b>During disaster</b>	Tring to mitigate the damage by putting out fire at initial stage, rescue, and guide evacuation until the time public support becomes available from the fire department, police, and the Self-Defense Forces arrives
	<ul style="list-style-type: none"> <li>• Securing safety of yourself and your family, and then people around you assisting them with help</li> <li>• Provide support to people who need special care in a disaster</li> <li>• Putting out fire at initial stage, exercising rescue &amp; relief, first aids etc. for injured people, along with transportation if necessary.</li> <li>• Initiating evacuation leading people around you to safety</li> <li>• Setting up and operating evacuation shelters in cooperation with the government.</li> <li>• Collecting accurate and appropriate information and convey it to people around you.</li> </ul>
<b>After disaster</b>	Supporting victims working with local governments, NPOs and organization related with disaster prevention, etc.
	<ul style="list-style-type: none"> <li>• Support disaster victims working with management associations, etc.</li> <li>• Transporting, sorting out and distributing relief supplies.</li> <li>• Supporting evacuation shelters as a volunteer.</li> <li>• Working to cater to the needs of victims as a volunteer, such as removing rubble, etc.</li> <li>• Supporting other disaster volunteers.</li> </ul>

## 2. Organization of MSP-E Disaster Prevention Taskforce and Subgroup

MSP-E Disaster Prevention Taskforce Organization Chart

2021/5/31





**Publisher**

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MSP-E Disaster Prevention Taskforce**

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