

Shelter Checklist

■ Date of Check: / /

■ Checking Person: _____

Check
▼

1 Spaces of the shelter	
Privacy	<input type="checkbox"/> A nursing room (with chairs, pillows or cushions for nursing, and a diaper changing space)
	<input type="checkbox"/> Separate men's and women's changing rooms and rest spaces
	<input type="checkbox"/> Separate men's and women's changing rooms and rest spaces located in separate areas
	<input type="checkbox"/> Partitions tall and large enough to protect privacy
Persons requiring special care	<input type="checkbox"/> Adequate pathways with steps being cleared
	<input type="checkbox"/> Area for families with a baby or infant
	<input type="checkbox"/> Area for people who need nursing care or assistance
	<input type="checkbox"/> Area for single women and women-only households
	<input type="checkbox"/> Women-only space (where goods and counseling for women are available)
	<input type="checkbox"/> Space for children (where parents can let their children play and study and get useful information on childcare) and a childcare area
	<input type="checkbox"/> Bedding (such as cardboard beds) for people with legs or lower back problems
Toilets	<input type="checkbox"/> Toilets are in a safe, accessible place.
	<input type="checkbox"/> Women's toilets and men's toilets are located far apart.
	<input type="checkbox"/> Women's toilets: placement of women's products and personal alarms, more temporary toilets for women than those for men.
	<input type="checkbox"/> Men's toilets: placement of incontinence pads and other similar goods.
	<input type="checkbox"/> Multi-purpose toilets for people with disabilities and mothers and babies.
	<input type="checkbox"/> Western-style toilets.
	<input type="checkbox"/> Outdoor toilets are not located in dark places.
	<input type="checkbox"/> Night lighting in the stalls and on the route to the toilets.
	<input type="checkbox"/> Stalls have locks.
Bathing facilities	<input type="checkbox"/> Bathing facility that is safe and as barrier-free as possible.
	<input type="checkbox"/> Bathing facility where men and women can bathe alone (or with a helper).
Safety	<input type="checkbox"/> Dangerous areas and blind spots are identified and restricted.
	<input type="checkbox"/> If partitions are tall, those living in partitioned rooms are regularly checked.
Others	<input type="checkbox"/> Each room has a room tag (using a pictograph and easy-to-understand Japanese).
	<input type="checkbox"/> Information is provided on bulletin boards (for those who cannot use the Internet or have poor access to information).



2 Management system and rules of the shelter	
Operational system	<input type="checkbox"/> Both women and men should be appointed in managing shelters.
	<input type="checkbox"/> At least 30 percent of the members of evacuee's voluntary management bodies for shelters are women.
	<input type="checkbox"/> The members of evacuee's voluntary management bodies include representatives from various backgrounds. <ul style="list-style-type: none"> • Persons requiring special care or assistance • PTA members • People with disabilities • Junior high and high school students • People with a baby or infant • Foreigners (if the shelter has many foreign residents)
Operational rules	<input type="checkbox"/> The burden of meal preparation, cleanup after meals, cleaning, and other chores done by evacuees is not unevenly distributed to those of either gender or in certain positions (it is to be shared by those who can do it, regardless of gender).
	<input type="checkbox"/> Women's products (such as sanitary goods and underwear) are distributed by female staff.
Identification of needs	<input type="checkbox"/> There is a system that enables evacuees to make requests and ask for help with their problems (placing a suggestion box in the toilets or other places).
	<input type="checkbox"/> The shelter staff actively ask women and families rearing children or caring for the elderly about their needs and problems and reflect their opinions in its management.
	<input type="checkbox"/> The shelter has a list of evacuees and strictly manages their information. (Such information includes their names, ages, genders, health condition, and need for childcare or nursing care, where they evacuated, whether they stay at home or in their car, and whether they want to provide their personal information in response to inquiries outside the shelter)
	<input type="checkbox"/> The shelter has a counseling system and provides mental care and health consultation with the help of medical professionals.
3 Measures to prevent violence and secure safety	
<input type="checkbox"/>	The shelter has a list of evacuees who became victims of spousal or other violence and strictly manages their information.
<input type="checkbox"/>	Crime prevention activities are conducted by men and women together.
<input type="checkbox"/>	The sleeping areas, women-only spaces, and other necessary areas are patrolled.
<input type="checkbox"/>	If there are evacuees staying in their cars on the premises, the car parking areas, such as the schoolyard, are patrolled.
<input type="checkbox"/>	Measures to create an environment that does not tolerate violence have been taken. (For example, there are posters raising public awareness of zero tolerance for violence, cards for counseling, additional lighting, a rule that women and children move in groups of two or more, and a rule stating that evacuees should tell someone around them when leaving their allocated places).
<input type="checkbox"/>	Personal alarms or safety whistles have been distributed to evacuees.
<input type="checkbox"/>	Evacuees have been informed about a helpline for anxiety, worries, violence against women, and other problems, as well as a helpline for men.
4 Hygiene and prevention of infections	
<input type="checkbox"/>	Measures to prevent infections (such as hand washing, disinfection, and wearing masks) have been taken.
<input type="checkbox"/>	Hygiene measures for toilet use and waste disposal have been taken.
<input type="checkbox"/>	Toilet shoes (such as slippers) are used.
<input type="checkbox"/>	Waste is thoroughly sorted for collection.
<input type="checkbox"/>	When preparing meals on-site, the shelter makes sure to show cooking procedures, manage food, show the presence of major allergens, and dispose of leftover food.
<input type="checkbox"/>	Before distributing infant formula (powdered and liquid milk), the shelter gives an explanation of the formula based on nursing assessment sheets.
5 Support for people who evacuated to places other than designated shelters including those staying at home	
<input type="checkbox"/>	The shelter has information on evacuees who evacuated to places other than designated shelters including those staying at home (to identify those who require special care).
<input type="checkbox"/>	The shelter has times and places to distribute food and supplies to people who evacuated to places other than designated shelters including those staying at home.
<input type="checkbox"/>	The shelter has a system to provide support and other necessary information to people who evacuated to places other than designated shelters including those staying at home.
<input type="checkbox"/>	The shelter has a system to find out about the needs of people who evacuated to places other than designated shelters including those staying at home.