

Shinjuku City Animal Protection Manual for School Evacuation Sites

新宿区学校避難所動物救護マニュアル

In September 2003, Shinjuku City reached an agreement with the Shinjuku branch of the Tokyo Veterinary Medical Association concerning animal protection activities to be conducted in the event of a disaster.

With consideration for the safety of both people and animals, Shinjuku City is preparing for such disasters through consultations with relevant groups.



**Shinjuku City Public Health Center
Security Affairs Division
Shinjuku Branch, Tokyo Veterinary
Medical Association**

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1

Protecting Animals During a Disaster

When a major earthquake strikes, we need to acknowledge that many people as well as many pets will become victims of disaster.

Although rescuing pets should primarily be the responsibility of their owners, they cannot do so completely on their own. Shinjuku City, the Tokyo Metropolitan Government and the Veterinary Medical Association jointly carry out rescue activities. Evacuation sites also play an important role in carrying out effective rescue activities.

1 Animals Allowed at Evacuation Sites

As a rule, the animals allowed at evacuation sites are dogs, cats and other small animals such as birds.

2 The Role of Evacuation Sites

(1) Caring for Evacuated Pets

Caring for the pets that evacuees bring with them to evacuation sites without incident is a major issue. Pets must be cared for following the underlying rule of obtaining the understanding of all evacuees, and pet owners must take care of their pets together.

(2) Taking Temporary Guardianship of Animals Whose Owners Cannot Be Identified

Animals whose owners cannot be identified are taken to the Tokyo Metropolitan Animal Protection Consultation Center. However, sending lost animals to the center immediately during the confusion after a disaster strikes will be difficult. For this reason, animals whose owners cannot be determined must temporarily be taken into safekeeping, and only evacuation sites can fulfill this role.



Animal Protection Measures at Evacuation Sites

1 Basic Policies

(1) At evacuation sites, the area where people live should be completely separate from the animal shelters, and the animals should be kept inside cages or on leashes tied to a bar or post.

(2) As a rule, pet owners must take care of their own pets at the evacuation site.

① Pet owners must be responsible for the care of their own pets.
Note: As a rule, pet owners must also prepare the food and equipment (such as a cage) necessary for caring for their pets.

② Pet owners should work together to complete essential chores (such as maintaining the animal shelter) that go with keeping pets at the evacuation site.

(3) Animals brought to the evacuation site whose owners cannot be identified will be temporarily kept in the same location as other pets until their next living space is determined.

2 Preparation for Activities

Based on the abovementioned policies, the Animal Protection Department will supervise animal protection activities jointly performed by the pet owners.

3 Animal Shelters (Animal Protection Sites)

Since animals must be kept in a cage or on a leash tied to a bar or post, a spacious site with a horizontal bar or vertical post will be chosen for animal shelters.

4 Materials for Activities

As a rule, equipment necessary for animals whose owners cannot be identified will be kept in the supply warehouse. Pet food will not be stored for these animals, however.

Emergency Medical Services the Veterinary Medical Association Provides and Shinjuku City's Role

After a disaster strikes, the Shinjuku branch of the Tokyo Veterinary Medical Association will begin emergency animal medical services based on its agreement with Shinjuku City.

Shinjuku City will establish the *Animal Custody Subsection, Sanitation Section, Disaster Health Department*, and coordinate comprehensive animal protection activities.

1 Description of Veterinary Medical Association Activities

- ① Medical treatment and consultation during rotational rounds to evacuation sites
The association will provide medical treatment for injured animals and advice on maintaining the health of the animals being cared for.
- ② Medical treatment and consultation at Veterinary Medical Association member clinics (animal protection sites)
The association will provide medical treatment and advice on maintaining the health of the animals at evacuation sites and within the community.

Note: Member clinics will display an "Animal Protection Site" plate.

2 The Role of the Disaster Health Department's Animal Custody Subsection

- ① Assessing the conditions of and care for animal victims of the disaster
The subsection's tasks will include determining the number of animals at each evacuation site, their condition, what supplies are lacking, and what food is required.
- ② Communication with the Veterinary Medical Association (information exchange and requests)
The subsection's tasks will include determining the state of activities at the member clinics as well as the planning of activities such as group animal medical treatment and rescue rotational rounds.
- ③ Communication with the Tokyo Metropolitan Animal Protection Headquarters (information exchange and requests)
The subsection's tasks will include caring for any animals whose owners cannot be identified, and providing relief supplies and personnel.
- ④ Support for Evacuation Sites
The subsection's tasks will include supplying materials and pet food that are lacking, dispatching animal protection volunteers, providing information on medical activities, and advising pet owners on caring for their pets.

4

Organizing the Animal Protection Department

The Animal Protection Department should be organized and ready to start relief activities as soon as possible after evacuation sites open.

Since the staff members are not yet determined, the director, assistant director or general staff of the Animal Protection Department must start out by gathering the pet owners who have brought along their pets.

1 Explain the Evacuation Site Animal Care Procedures and Basic Rules to Pet Owners and Reach an Understanding

- ① Agreement to follow the animal care rules so that people and animals can coexist peacefully together at the evacuation site
- ② Agreement to participate in the work that the Animal Protection Department conducts

2 Select Animal Protection Department Staff

Responsible persons must be chosen to monitor the progress and execution of shared tasks and to relay information to other parties. (The number of personnel assigned should be adjusted as necessary after activities have started.) The tasks include:

- Task ① Establish and maintain animal shelters (animal protection sites)
- Task ② Safekeeping and care of evacuated pets
- Task ③ Taking temporary guardianship of animals whose owners cannot be identified
- Task ④ Contact with Shinjuku City

Notes: Pet owners must share pet-related tasks under the supervision of Animal Protection Department staff.

Animal Protection Department staff must make adjustments as necessary to ensure the completion of tasks, as follow:

- Write up a task plan and task person rotation schedule
- Accept and assign animal protection volunteers, and other responsibilities

Task 1

Task Topic

Establish and Maintain Animal Shelters (Animal Protection Sites)

Precaution

As a rule, the area at evacuation sites where people live should be completely separate from the animal shelters. Locations of animal shelters are planned in advance, but the final decision will be reached upon discussion with the headquarters officers and General Affairs Department, giving consideration to the general placement of evacuation sites.

Task Description

Remarks

[Establishment]

- 1 Establish boundaries and clarify the location of animal shelters.**

Equipment to be used: (1) Color cones (with weights)
(2) Safety bars
(3) "Do Not Enter" tape
(4) "Animal Protection Site" flags

- 2 Decide on the location of the pet toilet, and mark the location with the "Animal Toilet" plate.**

- 3 If there is no roof for the location for cages or tying leashes, use a blue sheet or other material as a canopy from the rain.**

[Maintenance]

- 4 Within the animal shelter, animals will be separated into groups according to their type.**

- 5 To keep the animal shelter and surrounding areas clean, necessary tasks such as cleaning must be conducted periodically.**

Note: If disinfection is necessary, contact Shinjuku City.

- 6 Strive to maintain appropriate space in accordance with the number of animals being cared for.**

Note: If any equipment is lacking, contact Shinjuku City.

Task 2

Task Topic

Safekeeping and Care of Evacuated Pets

Precaution

Register evacuated animals so that relief efforts such as providing supplies can be handled properly, and try to grasp the overall situation. The care of animals accompanying evacuees is the responsibility of the pet owners. The rules for animal care within evacuation sites should be announced.

Task Description

Remarks

[Registration of Accompanying Evacuation Pets]

1 A card will be written for each animal.

Note: Complete the spaces on the card labeled “pet owner” and “animal.”

2 Add up the number of animals based on the cards. Determine the current number by updating the total periodically.

[Care Within Evacuation Sites]

3 Animal care rules should be posted within the evacuation site so that everyone is familiar with them.

Note: Pets with owners who do not have the necessary materials prepared will be handled individually (such as by temporarily using the materials stored at the site).

4 If any problems arise, such as complaints from evacuees who have no accompanying pets, contact the General Affairs Department to resolve them.

Animal Care Rules at Evacuation Sites (Page 9 in this manual)

[Medical Treatment and Health Maintenance]

5 Veterinary clinics of the Veterinary Medical Association that are assigned medical rotational rounds or are practicing in neighboring areas will handle medical treatment and health consultations for animals.

Collect the necessary information from Shinjuku City—such as the schedule of the rotational rounds and location of clinics—and relay it to the pet owners.

Note: Since this information is essential to pet owners of all neighboring areas, it must be relayed to the communities as well.

3, Emergency Medical Services the Veterinary Medical Association Provides and Shinjuku City's Role

Task 4, Contact with Shinjuku City

Task 3

Task Topic

Taking Temporary Guardianship of Animals Whose Owners Cannot Be Identified

Precaution

When an animal whose owner cannot be identified is found or brought in, it is cared for at the animal shelter at an evacuation site until the owner appears or until the animal is sent to the Tokyo metropolitan custody facility. The Animal Protection Department staff handles this task.

Task Description	Remarks
<p>[When Taking Animals into Safekeeping]</p> <p>1 Record the details of when and where the animal was found, condition and physical characteristics of the animal on the “animal reception sheet.”</p> <p>2 Prepare the stored equipment needed (such as a cage), and keep the animal within the animal shelter. <small>Note: Write the animal's card number on the cage or other equipment so that the animal can be referred to with the record card.</small></p> <p>3 If the animal is injured or sick, please contact Shinjuku City and request the cooperation of the Veterinary Medical Association.</p>	<p>3, Emergency Medical Services the Veterinary Medical Association Provides and Shinjuku City's Role</p> <p>Task 4, Contact with Shinjuku City</p>
<p>[Care While in Custody]</p> <p>4 Take care of the animals each day based on the animal care rules just as the pets accompanying evacuees are treated.</p>	<p>Task 2, Safekeeping and Care of Evacuated Pets</p>
<p>[Other Necessary Tasks]</p> <p>5 Be sure to report information on the animals to Shinjuku City when taking animals into safekeeping, when the owner claims the animal, and/or when the animal is transferred. If there is a lack of pet food or equipment, please file a request for supplies with Shinjuku City on an ongoing basis.</p> <p>6 Strive to find the pet owners by transmitting information to the communities concerning animals in safekeeping. <small>Note: If there is an inquiry after the animal is transferred, handle the inquiry using its “animal reception sheet” as a reference.</small></p> <p>7 If there is a request to search for a lost animal, make a record of the request and report it to Shinjuku City.</p> <p>8 If someone applies to be a volunteer directly with the evacuation site, have the person complete an application form and relay the application to Shinjuku City.</p>	<p>Task 4, Contact with Shinjuku City</p>

Task 4

Task Topic

Contact with Shinjuku City

Precaution

Promoting animal protection activities at evacuation sites and providing support—such as supplying materials and dispatching medical personnel—are essential, so maintaining close contact with Shinjuku City is necessary. Work together with the city’s Information Communication Department, which is in charge of communication.

Task Description	Remarks
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[Contacting Shinjuku City]

1 Communicate information about the evacuation site and neighboring communities to the Animal Custody Subsection, Sanitation Section, Disaster Health Department or to community headquarters periodically or as necessary on a regular basis.

[Information Topics]

- (1) Status of accompanied evacuation pets (such as types and current number)
- (2) Status of any animals whose owners cannot be identified (such as the current number)
- (3) Requests for replenishing supplies, such as materials that are lacking, pet food, and personnel
- (4) Requests to find lost animals
- (5) Volunteer applications
- (6) Other topics, such as requests for emergency medical treatment

[Contact from Shinjuku City]

2 Pass along information from Shinjuku City to the evacuation sites and surrounding communities as necessary.

[Types of Information]

- (1) New supplies of materials or food being sent
- (2) Dispatch of animal protection volunteers
- (3) Schedule of evacuation site medical treatment rotational rounds
- (4) Veterinary Medical Association member clinics where medical services are available
- (5) Measures for animals whose owners cannot be identified (information on where they are to be transferred, and information on pet owners)
- (6) Instruction on sanitation maintenance

Animal Custody Subsection, Sanitation Section, Disaster Health Department	Tel: 5273-3148 (Shinjuku City Office ext. 4312) Location: Shinjuku City Office Annex 2 3F, 5-18-21 Shinjuku
Maintenance Section, Sanitation Division, Shinjuku City Public Health Center	

Animal Care Rules at Evacuation Sites



To All Pet Owners

Please observe the following rules so that people and animals can live comfortably together at the evacuation site:



1. The pets allowed at the evacuation site are dogs, cats, small birds and small rodents, etc. Other pets are not allowed.
2. Please take care of animals at the designated location, keeping them in a cage or leashed to a pole.

Follow the instructions of the Animal Protection Department staff member in charge about the location of your pet's cage and where to tie its leash.
3. Please do not let your pets inside the rooms at the evacuation site.
4. Please strictly observe the schedule for feeding and cleaning up after your pet, and keep your pet and its cage clean to avoid causing problems to the surrounding area.
5. Have your pet use the designated "Animal Toilet" and take care of its waste.
6. Some pet owners will not be able to care for their pets at the evacuation site, so please help one another whenever possible.
7. Everyone will be responsible for performing certain tasks together related to caring for the pets at the evacuation site. The Animal Protection Department staff member in charge will provide guidance; your cooperation is appreciated.

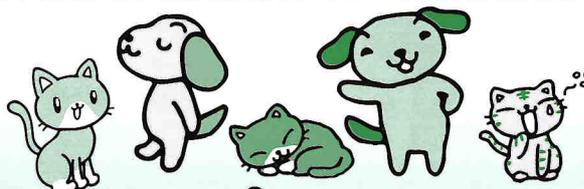
Task Examples

- (1) Cleaning and disinfecting the animal shelter and surrounding area
- (2) Handling pet waste and garbage
- (3) Loading, sorting and distributing relief supplies (such as pet food and equipment)

8. Animals whose owners cannot be identified will also be kept at the evacuation site. Please help take care of these animals as well. The Animal Protection Department staff in charge will provide guidance; your cooperation is appreciated.

As a rule, pet owners should bring the equipment necessary for caring for their pets (such as a cage and other supplies) and food for the time being. If you were unable to bring your own supplies, please consult the Animal Protection Department staff member in charge.

Medical treatment of pets with injuries or illnesses and consultations concerning health will be provided during the rotational rounds by members of the Shinjuku branch of the Tokyo Veterinary Medical Association, or at neighboring veterinary clinics that are affiliated with the association and displaying the "Animal Protection Site" plate.





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