

EMERGENCY ACTION PLAN (EAP)

for

THE HOME



A collection of preparedness resources
for military families living in Navy Region Japan.

Prepared by: CNRJ N91

Reviewed by: CNRJ N9

CNRJ N37

CFAY N37

17 Jul 2026

Emergency Action Plan

Table of Contents

Sources, Purpose, and Resources.....	3
Preparing Your Family for Disaster.....	4
Evacuation and Fire Response	8
Medical Emergency	10
Mass Warning and Notification	10
Earthquake	11
Tsunami.....	13
Volcano	14
Inclement Weather	15
Nuclear Detonation/Radiation Emergency	16
Emergency Sheltering.....	18
Shelter-in-Place.....	18
Lockdown	21
Following an Emergency or Disaster.....	22
Sample Disaster Information Email Service flyer	23
Japanese Medical Phrases	24
A Note for Kids and Teens	25
Quick Reaction Checklist Template	26
Web Resources.....	27

SOURCES, PURPOSE and RESOURCES

Primary sources:

- <https://navyfamily.navy.mil>
- www.ready.navy.mil
- www.ready.gov
- <https://www.fema.gov>

Purpose and Intent:

Imagine being stationed in Japan and experiencing the most powerful earthquake in the country's recorded history -- while you are at work and your kids are in school. What if your home catches fire while your family is asleep? A cyberattack just occurred and now there is no power, no cell service, and no way to provide for your family using a bank card. Are you and your family prepared to be resilient and quickly recover from these events?

This document is designed to help you develop an Emergency Action Plan (EAP) for home use, which, if practiced, will help you and your family endure and prevail through the unexpected. The following suggestions are intended to guide you to develop procedures that fit the unique needs of your family. Take time to involve your family as you develop and practice your plan.

Resources:

Ready.Gov: Provides information for singles, couples and families to prepare for a wide range of natural disasters. The ReadyKids section has information, flyers, and games to help children understand the importance of disaster preparedness. Involve them in the process and help make them be resourceful during an emergency.

American Red Cross: Offers CPR and First Aid courses to become certified to provide basic life-saving and first aid skills. Contact American Red Cross by visiting their on-base offices www.redcross.org

American Society for the Prevention of Cruelty to Pets: Hosts information on general care and disaster preparedness for pets. Offers tips on shelter in home and evacuation with pets and offers free rescue alert stickers for homes with pets. For more information visit: <https://www.asPCA.org/pet-care/general-pet-care/disaster-preparedness>

Disaster Preparedness Courses: Your Fleet and family Support Center may offer monthly classes on Emergency and Disaster Preparedness as well as Emergency Evacuation Packet (EEP) overview. Both classes provide in-depth information and resources for preparing you and your family for disasters and emergency evacuation of non-essential personnel.

NFAAS: The Navy Family Accountability and Assessment System (NFAAS) <https://navyfamily.navy.mil/> provides a means to report accounting status, update contact and location information, complete a needs assessment, and contains reference material for emergency preparedness. NFAAS can be accessed by federal

employees/adult family members but must be kept up to date by the sponsor. Verification must be done at least semi-annually and as soon as information changes.

Apps: Several smartphone apps provide notifications, updates, and information in case of a natural disaster. Some recommended apps are FEMA, Smart Traveler (US State Dept.), NERV Disaster Prevention, AFN, and English-language news apps.

PREPARING YOUR FAMILY FOR DISASTER

Disasters can strike at any time – with or without warning – so preparing your family is vital to minimize the stress and miscommunication that can occur in the aftermath. Every family should consider their disaster plan, a family communication plan, create emergency kits for multiple locations, and be knowledgeable of orders and procedures during an ordered evacuation of Japan.

While you can't predict a disaster, you and your family can take the steps to plan and prepare should you encounter one. If there are children in the family, involving them in the process will increase their knowledge and confidence in the situation.

Some of the events you should consider while creating your family's emergency plan are listed below. This guide will provide information and procedures for such emergencies and disasters. Research the notification systems and resources for your immediate community. **Make a Plan, Build a Kit, and Stay Informed.** Win the day!

- Home evacuation in case of fire/flood
- Medical Emergency
- Earthquake/Tsunami
- Nuclear/Radiation
- Shelter-in-Place/Lockdown

Emergency Action Plan

The emergency action plan should include responses to multiple natural and man-made disasters and take into consideration all family members and pets. When working through the plan with your family, consider the following:

- How will I receive the notification/information? This includes initial notification, but also ongoing updates.
- Where do we shelter in case of shelter-in-place or lockdown?
- What are our evacuation routes in case of fire, flood or tsunami?
- What is our family communication plan?
- What do I need in my emergency kit?
- Where is the closest medical facility?

Actively practice how you and your family should appropriately respond to emergencies and disaster situations; through action, communication, and with consideration of special needs. You should also consider that your family members may not be with you at the time of the disaster. Discuss how you would meet up or communicate with each other in that case.

An emergency or disaster could occur while your child is at school or at a childcare or youth facility. During these circumstances, the children will likely be kept onsite until a family member collects them. If your child attends off-base school, ask them about their emergency procedure and determine how you would collect or contact your child. Add these procedures to the family's emergency action or communication plan so the child knows what to expect if a disaster occurs while away from the home.

If you have pets, ensure your emergency action plan has accounted for your pets' needs during a disaster. For example, in case of a Shelter-in-Place (SIP) and you cannot venture outdoors, your pet would need some way to relieve themselves indoors. Thinking through these scenarios ahead of time will allow you to be prepared with emergency kit supplies such as puppy pads, extra food, medication, veterinary records and extra leash and collar.

Once you've thought through multiple scenarios and have created a plan, print and consolidate it into a binder and review it with the entire family. This will give you the ability to include visuals or update sections as necessary.

For visual learners and/or children, creating an evacuation map similar to the ones you find at your workspace can aid in the location of exits, evacuation routes, assembly points, fire extinguishers, and more. It can also be used to show local evacuation sites or meeting points in case of a flood or tsunami. If evacuating with pets make sure to pre-identify which evacuation shelters accept pets.

Family Emergency Communication Plan (FECP)

Developing a communication plan as a family will reduce stress for everyone involved. In the plan, you should discuss emergency contacts e.g. phone numbers and email addresses, where to meet (in house, in neighborhood, and out of town), how you plan to evacuate and type of transportation you will use, and how to communicate. During some disasters, phones and data may be down so having a plan in place will minimize confusion. Here are some tips:

- Follow U.S. State Dept., local government, and disaster prep social media accounts *before* a disaster strikes.
- Enter emergency contact information (on-base, off-base, medical facilities, etc.) in every cell phone as well as local and stateside emergency contacts. Print out your FECP and insert it in your emergency kit. For children, you can place a simplified contact list in their backpacks.
- Ensure everyone knows how to contact local emergency services and where the family emergency plan and kit are stored.
- Have an emergency charger and cord. During a disaster, minimize voice cell phone usage to receive important updates from local government agencies. Use quick text messages to send updates to family members, instead.

Each family may have their own unique approach to writing their FECP. The plan can contain family members' contact information, work and school locations/phone

numbers, medical contact information, and emergency contacts. A sample template FECP can be found at <https://www.ready.gov/plan-form>. The form is fillable and printable. Print the document and store it in a location where all family members, including children, can retrieve it in case of an emergency.

Practice your Plan

Once you have plans in place for you and your family, it's important to practice and review the plan routinely. For families with children, practice will allow you to adjust the plan based upon needs and independence levels, as well as instill confidence in a child's ability to respond. Here are some tips:

- Ensure everyone knows where the emergency plan and kits are located. Putting the plans, FECP/contact lists, and kits in the same spot will make it easier for children to know where to go.
- Rehearse shelter-in-place and lockdown within the house. Walk the evacuation route and meeting locations outside your house within your neighborhood.
- Memorize immediate family member's phone numbers and email addresses.
- Discuss what type of information you would relay in case of a disaster.
 - With medical emergencies, you would want to relay situation, number of people, location, etc.
 - After an earthquake, you would want to let family members know you're safe by sending a short text such as: "I'm OK. At library."
- After practicing the plan, discuss what went well and what could be improved. Adjust the plan as needed.
- Regularly review the plan and have conversations about what you would do in different situations. In addition to reviewing your pre-determined plans, you may want to brainstorm through alternate actions such as, "What would you do if you were at the mall when an earthquake happened? Where would we meet then?"

Emergency Kits

As you may never know where you might be during a disaster, you should prepare an emergency kit for your home, work, and vehicle. In natural disasters, including earthquakes, typhoons and tsunamis, homes and businesses may be without electricity, water, sewer, and heat for long periods of time.

Families should therefore prepare an emergency kit for their basic needs for a minimum of 10 days (for best planning, think weeks). The CNRJ EM office recommends at least the "Basic Five" for your at-home kit with a smaller kit in your workspace and each vehicle. Items should include:

1. **Food:** Pre-cooked, shelf-stable, and easy-to-open food items are ideal. FEMA suggests at least 3-5 days' worth of food. If you live in an area where outages may be longer than 3-5 days, consider storing more food. Also remember to include eating utensils and can opener.
2. **Water:** At a minimum, one (1) gallon per person, per day for drinking. If

there are additional needs such as a baby formula, you would want to have more on hand.

3. **Heat:** Blankets, winter clothing, sleeping bags, or safe and appropriate heat source.
4. **Cash (yen and USD):** Often, ATMs do not work and banks may not have sufficient cash on hand for all patrons, even if these facilities are accessible. Have yen and USD cash on hand in small denominations.
5. **Radio:** Vital for receiving emergency and weather updates, but also useful for entertainment. Pack extra batteries if not solar powered or hand-cranked.

Beyond the “Basic Five,” you should consider adding a photocopy of identification such as passport, driver’s license and military ID, first aid kit, medications (prescription and general), extra pair of eyeglasses and/or hearing aids, extra personal hygiene supplies, soap/hand sanitizer, masks, a bucket and shovel, flashlights, and phone chargers/batteries.

For families with children, make sure the kit has items to support their developmental stage (i.e. diapers, formula, etc.) as well as any medications. Consider adding a comfort item (blanket, stuffed animal) and activities (books, games, coloring books) to the kit as well.

For families with pets, the kit should include pet food, medications, sanitation items (i.e., puppy pads, sanitizing wipes), and carriers. Additional items may include an extra leash and collar, a photo of your pet, immunization records, and microchip information.

Other Emergency Kits:

- **Workspace:** Individuals should keep a small kit at work to sustain them for approximately 24 hours. The kit would include water, snacks, phone charger, change of clothes, and comfortable shoes.
- **Vehicle:** Individuals should also have a kit in each family vehicle. This will include basic needs for the passengers such as blankets, food, water, and phone charger but also should include vehicle needs; such as jumper cables, flares/triangles, windshield scrapers, extra fluids and a small first aid kit. Remember to keep your vehicle’s fuel tank at least half full at all times!

All kits should be reviewed quarterly to check for expired food, batteries and/or medication, and to update children’s clothing, etc. Add a reminder to your phone or calendar to prompt you to review and update as needed.

<https://www.ready.gov/> has a wealth of information regarding creating an emergency kit for home, work, and vehicle. It also includes information on getting your family involved in the process. See the Ready Navy website for additional information: <http://www.ready.navy.mil> or contact the CNRJ Emergency Management Office for additional information at DSN 243-1709.

Emergency Evacuation from Japan

After a disaster, circumstances may compel the State Department to issue an Authorized, Ordered, or Noncombatant Evacuation Operation (NEO) evacuation of civilian personnel. Having your paperwork and affairs in order will allow you and your family to quickly be processed and evacuated. (EEP) package typically includes records, forms and information regarding persons and pets needing evacuation, but it will also include your house/rental agreement, vehicles' registration, and personal property inventories.

An Emergency Evacuation Program "EEP packet" can be found on CNRJ's Emergency Management website: <https://cnrj.cnmc.navy.mil/Operations-and-Management/Emergency-Management/> Here, you will find a series of fillable forms. It's a large packet, so it may take some time to prefill your information.

It is recommended you complete, print, and store the packet in a folder or binder and add it to your "Go-bag." It is also recommended you store these documents in a cloud/drive location so you can access them anywhere. Your command EEP Warden needs to see your package periodically to ensure it is complete and ready to go, but you need to retain the packet in your "Go-bag."

EVACUATION and FIRE RESPONSE

Conduct a walkthrough of your house and determine the preferred exits and routes in case of an emergency. Take into consideration any physical challenges that family members may have while assessing and planning escape routes. Also consider safe assembly points for the family within the home, neighborhood, and surrounding area.

Once a plan is determined, it is vital to practice so all your family members are knowledgeable on the following:

- All exits
- Primary and secondary evacuation routes
- Primary and alternate assembly points
- Fire extinguishers
- Fire/smoke detectors
- Garden hoses

All members must know how to:

- Assist those with physical challenges in an emergency evacuation
- Report any problems to the adult-in-charge
- Know how to turn off gas and water from outside the house

If you experience a fire or evacuation in your home, follow these tips:

1. While preparing to evacuate, call 9-1-1 (on-base) / 1-1-9 (off-base) to report the fire.
2. Communicate to others within the home/building the need to evacuate by shouting, "Fire, Fire, Fire! Evacuate!" "Leave!" "Get out!" "Exit!" – or whatever your family agrees upon as the urgent announcement to vacate the home.
3. To create a fire and smoke barrier, close but do not lock the doors behind you as you evacuate.

4. Do not endanger yourself by gathering your pets. If it is safe to do so, leave the door open so pets can escape.
5. Turn off gas and water from outside the house.
6. Proceed to a safe assembly point, account for all family members, and provide any necessary information to responding emergency services.

In addition to signing up for the installation's AtHoc notification system, also take advantage of signing up for your city's Disaster Information Email Service. Research and be aware of information systems serving your neighborhood.

Draw and practice an emergency home evacuation plan (Figure 1). Note primary and secondary escape routes and assembly areas.

Insert home diagram and escape routes here. Include primary and alternate assembly area.

Figure 1

MEDICAL EMERGENCY

You may never know if you will encounter a medical emergency in or outside your home. Knowing the steps to take will help to get the person care as quickly as possible. Should you encounter a medical emergency, you should:

1. **Call 9-1-1 (on-base services), 046-816-0911 (from a cell), 1-1-9 (off-base services),**
 - a. When talking to the dispatcher, provide the following information:
 - i. Nature of medical emergency (i.e. seizure, fall, bleeding, poisoning, etc.)
 - ii. Location of the emergency (address, building, room number)
 - iii. Your name and phone number from which you are calling
 - iv. Be familiar with basic medical phrases in Japanese (see page 22).
2. Do not move victims unless absolutely necessary.
3. Attempt first aid **ONLY** if trained/qualified.
4. Perform or call for qualified personnel to administer Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) or Basic First Aid while you await the arrival of professional medical help.
5. If personnel trained in first aid are not available, attempt to provide the following assistance:
 - a. Apply direct pressure to the bleeding wound (note: avoid contact with blood or other bodily fluids).
 - b. Clear the air passage with back blows and abdominal thrusts in case of choking.
 - c. Neutralize eye irritant by flushing eyes for a minimum of 20 minutes with water.

MASS WARNING and NOTIFICATION (MW&N)

The naval installation utilizes multiple Mass Warning and Notification methods to notify community members of emergency situations. Notification methods employed by your installation are:

1. **Base Giant Voice** outdoor loudspeaker system.
2. **Wide Area Alert Network (WAAN):** The most used system used is the **Computer Desktop Notification System (CDNS)**.
 - a. The CDNS can push out emergency information to all ONE-NET users who are currently on-line. The emergency information will show up as a “pop up” mini window overriding whatever other software you may have running. It is imperative that you read the message, acknowledge receipt, pass the exact information to all other personnel in your area, and most importantly, follow the instructions provided.
 - b. Additionally, the CDNS has the ability to call any phone number previously registered within the **AtHoc Inc.** software. It is mandatory for all Naval personnel, including civilian employees and contractors, to register their ONE-NET email and closest work phone number in the AtHoc “Self Service Access” point which is a purple globe in the lower right hand tools tray on all ONE-NET computers.

How to set up AtHoc: In order to improve the speed and breadth of emergency notifications, personnel with ONE-NET are encouraged to add additional contact means to the WAAN system such as SMS text, email, cell and home phone by:

- 1) “Right click” on the Blackberry AtHOC (Globe with a purple ring) icon found in the bottom right hand tool ONE-NET bar
 - 2) Select “Access Self Service” from the resultant menu
 - 3) Select the “Devices” tab
 - 4) Add additional information to the add devices form. **Tip:** Add a SMS Text message phone number so the WAAN mass warning and notification information can reach you regardless of your physical location.
3. **Phone Tree:** The traditional method using available telephone systems (landline and cellular). One person calls the next in line, and so forth.
 4. **Radio:** The Installation Public Affairs Officer (PAO) initiates broadcasts from local radio stations. The principle local English-language station is Armed Forces Network (AFN) Eagle 810 AM.
 5. **Television:** Similar to radio, emergency information will be put out utilizing local AFN television channels.
 6. **Base-wide “all hands” email:** Base-wide emails may be sent from the PAO.
 7. **Social media:** Installation PAO utilizes their Facebook page to pass up-to-date information and directives to follow.
 8. **Off-base neighborhood announcements:** Japanese neighborhoods will also have a giant voice. The announcements may or may not be in English. PAO will coordinate with the community broadcast centers and will often post a transcript to the installation’s Face Book page and relay information to the Emergency Management Officer (EMO) for an AtHoc message.

EARTHQUAKE

Japan experiences approximately 1,500 earthquakes each year. While many are so small that you don’t notice them, larger earthquakes have caused significant damage. As an island nation, earthquakes may be the catalyst for a greater natural disaster by triggering tsunamis or landslides.

1. When experiencing an earthquake, remember “**Drop. Cover. Hold On.**” Drop to your hands and knees. Cover your head and neck with your arms. Hold on to any sturdy furniture until the shaking stops. Crawl only if you can reach better cover, but do not go through an area with debris.
 - a) If you are inside a building, immediately cover your head and neck with your arms, pillow, book, table or whatever is available.
 - b) If you are outside, protect your head and keep away from dangerous objects such as falling rocks, landslides, large buildings, downed power lines, etc.
 - c) If you are driving, park your car on left side of the street. Turn off the engine and remain in the vehicle until the earthquake stops.
2. Continue to be watchful of your surroundings and protect yourself from falling objects such as windowpanes and signboards. If needed, take refuge in a safe building or an open space nearby.
3. In an area where there is a danger of falling rocks, landslides, or collapsed structures, seek refuge at a safe place immediately.

4. Do not drive for personal reasons and do your part to minimize traffic on the roads. There could be hazardous items on the roadway and emergency vehicles need to be able to assist those in need.
5. Listen to the radio and follow instructions and remain vigilant for potential subsequent disasters such as tsunamis.

Be sure to review your installation's Emergency Management webpage to learn of specific and hazards or procedures for your area.



TSUNAMI

Tsunamis are large body or wave of water caused by a disturbance such as an earthquake. While you don't get a lot of notice on a tsunami, you can prepare by knowing if you're in a tsunami zone and knowing the closest evacuation points.



1. If there is an earthquake and tsunami warning, you should first protect yourself from the earthquake before moving to higher ground. “Drop, Cover, and Hold On” through the earthquake.
2. When the shaking stops, and there are natural signs (water level changes, wall of ocean water, odd animal behavior, etc.) or official warnings of a tsunami, immediately move to higher ground. Evacuation routes are marked with signs depicting a wave and an arrow pointing in the direction of the evacuation point.
 - a. If you live on-base, head to higher ground whether man-made housing towers or to one of the hills located within the installation.
 - b. If you live off base, follow the evacuation signs and/or instructions from your neighborhood disaster information service.
 - c. If you are in a car, park and turn off the engine. Leave the key in the ignition, doors unlocked and evacuate to a safe place.
 - d. If you are outside the tsunami hazard zone and receive a warning, stay where you are unless officials tell you otherwise. If you are told to leave, leave immediately.
 - e. If you are in the water, grab something that floats such as a raft or tree trunk.
 - f. If you are in a boat, face in the direction of the waves and head out to sea.
3. Follow information passed via At-Hoc, official FB pages, or other official communication methods.
4. It is recommended that you determine your evacuation location *prior* to an earthquake/tsunami warning. Bring along the whole family so everyone knows the way from your home to the evacuation point. Discuss alternate routes to the evacuation point as well as potential alternate meeting locations at the site.

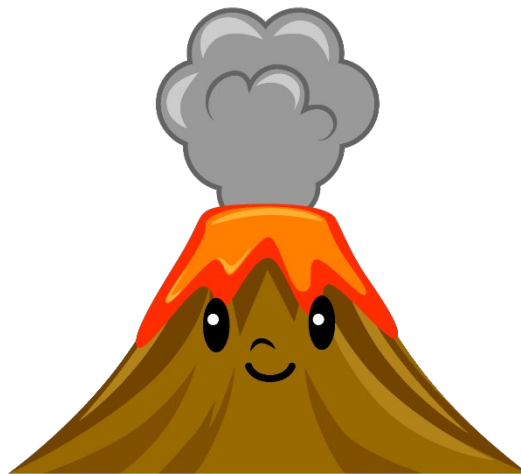
<https://www.fema.gov/emergency-managers/national-preparedness/plan>



VOLCANOS

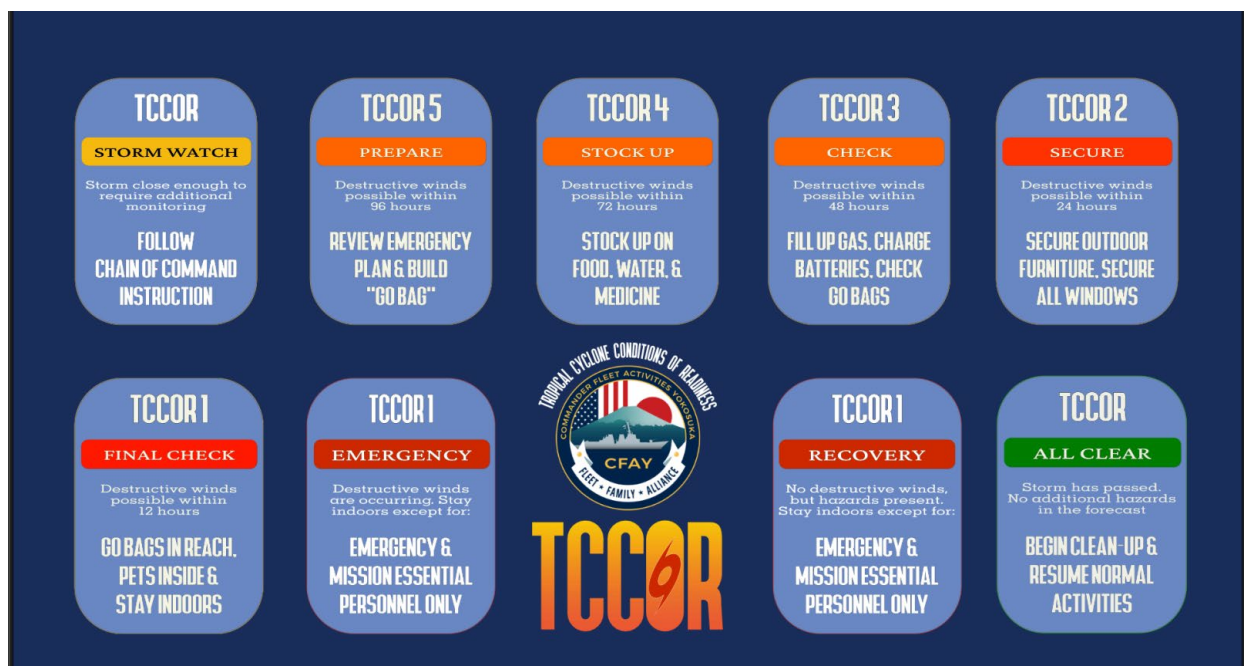
Most of Japan's mountains have their origins as volcanos. Many are now inactive or haven't erupted in many years – like Mount Fuji – but it is still important to be aware of what to do in case of a volcano.

1. Listen to alerts. The Volcano Notification Service, JMA website, and NERV Disaster app provides up-to-date information about eruptions.
2. If local authorities issue an evacuation order, follow it immediately.
3. Avoid areas downwind, and river valleys downstream of the volcano. Rubble and ash will be carried by wind and gravity.
4. Take temporary shelter from volcanic ash in the location where you are, if you have enough supplies. Cover ventilation openings as well as seal doors and windows.
5. If you are outside, protect yourself from falling ash that can irritate skin and injure breathing passages, eyes and open wounds. Wear a well-fitting, certified face mask such as an N95 if possible.
6. Avoid driving in heavy ash fall.
7. Continue to monitor updates from local authorities.



INCLEMENT WEATHER

Inclement weather can occur year-round with typhoons, wind/rainstorms, and snowfall. For this area, typhoons and flooding are the most common occurrences. Japan's typhoon season is June through October, with most activity taking place between July and September. During this time, your installation may remain in an elevated state of readiness at TCCOR 5 (PREPARE: Destructive Winds possible withing 96 hours). As typhoons approach, the installation will increase the TCCOR level, 4 through 1.



Installation and regional personnel fall under CFAY regarding Tropical Cyclone Conditions of Readiness (TCCOR) response conditions and hazardous weather. Watch and listen for instructions:

1. Prepare your home for inclement weather. Secure all outdoor items such as grill, trampolines, etc.
2. Close metal shutters (if available) and fill tub with water.
3. Prepare for potential power outages by turning your refrigerator to the coldest setting and start charging all electronic devices.
4. Move large items away from windows and draw curtains.
5. Monitor and follow additional instructions from CFAY Giant Voice or AtHOC messages.
6. Base personnel will be contacted by their supervisor or designated representative in the event of severe weather and will be given appropriate directions.
7. Follow the CFAY Facebook page or Eagle 810 AM for official updates or additional information.

Additional resources for your phone

Download: NERV Disaster Prevention App

Facebook: United States Army Garrison Japan

Action steps:

TCCOR 5 Review family emergency plan and build Go-bags.

TCCOR 4 Continue normal outdoor activities. Review family emergency plans and check emergency kits. Stock up on food and water.

TCCOR 3 Fill your car up with fuel. Secure all outdoor objects and items of debris. Stay tuned for storm updates.

TCCOR 2 Close and secure all shutters. Park car in a protected area. Fill containers and bathtub with water. Pack freezer with containers of water. Get radio and flashlights prepared.

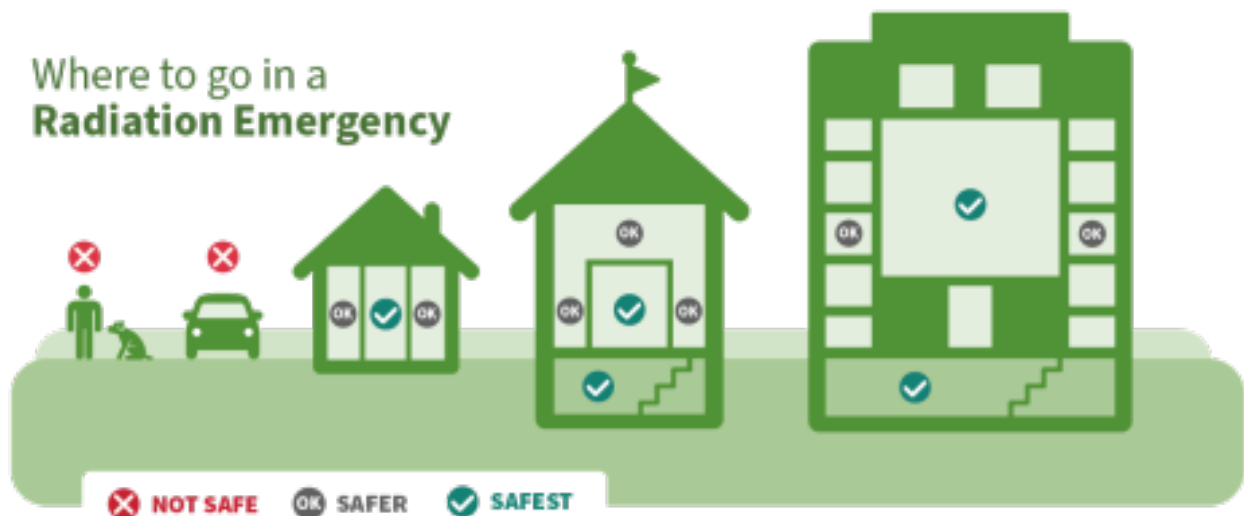
TCCOR 1 Installation will close gates. Only mission essential personnel will be allowed outside. Be mindful of storm surges and flood warnings. Seek shelter until given the all-clear.
TCCOR 1 RECOVERY Dangerous weather is still possible. Prep for cleanup.
ALL CLEAR No imminent danger is present. Be mindful of debris and other possible hazards. Notify your chain of command for accountability.

NUCLEAR DETONATION

During any radiation emergency, follow the radiation protection principles of **time**, **distance**, and **shielding**. Limit your time exposed to radiation, stay as far away as possible from a radioactive source, and shield yourself from radiation by going deep inside a sturdy building.

If the emergency is outside, **Get inside. Stay inside. Stay tuned.**

If warned of the possibility of a radiation hazard, immediately get inside the nearest building (preferably concrete) and move away from windows. Put as many walls as possible between you and the outside to protect you from the radiation.



NUCLEAR / RADIATION EMERGENCY

Nuclear detonation is the most dangerous radiation emergency. They create a large, deadly blast. If they detonate on the ground, the explosion can suck material up into the air and create dangerous, sand-like, radioactive particles called fallout.

1. If you receive warning of a nuclear explosion, take cover from the blast behind anything that might offer protection. This includes getting inside a concrete or brick building (concrete preferred), in a basement, or anything that may shield you from the explosion.
2. If you are outside, lie face down to protect exposed skin from the heat and flying debris. After the shockwave passes, go inside the nearest building as quickly as possible.
3. After a detonation, you will have 10 minutes or more to find an adequate shelter before fallout arrives.
 - a. In a multi-story building, and if underground space can be safely reached within a few minutes of the explosion, go there immediately.
 - b. The safest buildings have brick or concrete walls.
 - c. Underground parking garages and subways can also provide good shelter.
4. Remain in the most protected location (basement or center of a large building) for the first 24 hours unless threatened by an immediate hazard (e.g., fire, gas leak, building collapse, or serious injury) or informed by authorities that it is safe to leave. Radiation levels decrease rapidly, becoming significantly less dangerous during the first 24 hours.
5. Take shelter unless told otherwise. If possible, turn off fans, air conditioners, and forced-air heating units that bring in air from the outside. Close windows, doors, and fireplace dampers.
6. Keep all pets and service animals indoors with you for 24 hours.
7. Follow instructions from emergency response officials. If advised to evacuate, listen to information about routes, shelters and procedures. If you have evacuated, do not return until told to do so by local officials.

Staying Safe after a Nuclear/Radiation Emergency

1. If you were outside during a radiological release or if you think you have radioactive material on your body, there are simple steps to remove it.
 - a. Remove your outer layer of contaminated clothing to remove radioactive material from your body. Removing your outer layer of clothing can remove up to 90% of radioactive material.
 - b. Be very careful while removing your clothing to prevent radioactive dust from shaking loose.
 - c. Avoid touching your eyes, nose, and mouth if possible.
2. Clean yourself to remove radioactive particles. Do not use household cleaning wipes on your skin. Hand sanitizer does not protect against radioactive materials.
 - a. If possible, take a shower or wash with soap and water to remove any radioactive particles from skin or hair that were not covered.
 - b. If you cannot wash, use a wipe or clean wet cloth, to wipe skin or hair that was not covered.
 - c. For more information, follow the Center for Disease Control (CDC) guidance on “Decontamination for Yourself and Others.” <https://www.cdc.gov/radiation-emergencies>
3. Clean any pets that were outside after the radioactive dust arrived.
 - a. Wear protective gloves while you gently brush your pet’s coat to remove any radioactive particles.
 - b. If available, wash your pet with soap and water.

4. Stay hydrated and fed.
 - a. It is safe to eat and drink food that was inside a building.
 - b. It is safe to eat food in sealed containers that were outside as long as you wipe off the container with a damp towel or cloth before using. Seal these towels or cleaning cloths in a plastic bag and place them away from people and pets.
 - c. Unsealed foods from outside may be contaminated. Do not consume food from your garden, or food or liquids that were outdoors and uncovered until authorities tell you it is safe.
5. Take care of yourself and others. If you are sick or injured, listen for instructions on how and where to get medical attention. If you are experiencing a medical emergency, call 9-1-1 (on-base), 046-816-0911 (cell), or 1-1-9 (off-base). Knowing a few medical phrases in Japanese may make the request for assistance go more smoothly (see page 22). If you are at a public shelter, immediately notify the staff to call a local hospital or clinic.
6. The threat of radiation or nuclear emergencies can be stressful and surviving one can be a traumatic experience. Talk to someone if you're feeling upset.

EMERGENCY SHELTERING

Following a tsunami, earthquake or flooding, you may find that your home is not safe to stay in. Emergency shelters are located throughout the installation and community to provide temporary shelter while more permanent arrangements can be made. Take the time for you and your family to become aware of the shelter's location nearest your home and which ones accommodate pets.

- If you live off base, have a look at Japan Travel Navitime website, as they may list shelters in your area. Make a map to these shelters and practice going to them with your family.
<https://japantravel.navitime.com/en/area/jp/around/category/0511/?spot=02011-00000826>

Following such a disaster, your installation and community leaders will provide guidance via AtHOC (see page 9), Disaster Information Email, or by loudspeaker as to which shelters are open and how to proceed to them.

SHELTER-IN-PLACE (SIP)

As each emergency comes with its own set of unique challenges, authorities may have no time or option but to direct residents to remain sheltered in their homes. These situations may include contaminated/poor air and water, tornado warning, or a chemical/radiological/vial release. SIP may also act as a layer of protection while authorities investigate a situation.

While preparing for such a situation, it is important to ensure you have the necessary supplies needed at home and at work. Having an emergency kit and a SIP kit on hand will help facilitate the need to convert your living or working space into a temporary SIP. SIP does not provide long-term protection, nor does it substitute for evacuation. Ideally, SIP should not exceed two hours.

In preparation of activating SIP, you should:

- Identify the best SIP location within your home. Ideally, the room with the least number of windows/doors.
- Procure sealing materials (tape, plastic, first aid kit, etc.). Prepare and store these items.
- Determine access and location to shut off air conditioning and ventilation.
- Review/practice plan as a family. Make sure all family members know how to shut off HAVAC, know where supplies are stored, and understand the procedures for SIP.

When directed, or if you feel the situation deems a SIP, follow these steps:

1. Notify family to “SIP.”
2. Shut off all HVAC / wall units which introduce air into a room. Close windows.
3. Seal vents/windows/doors to SIP room with pre-measured materials.
4. While in SIP status:
 - a. Notify your supervisor of accountability and safe condition.
 - b. Treat injured people (if applicable).
 - c. Remember not to drink water from tap because it could make you sick.
 - d. Monitor situation via chain of command or notification updates.
5. Once SIP has been cleared:
 - a. Remove sealing materials and dispose of as directed by local authorities.
 - b. Review kit for used/disposed items. Create a list of required items.
 - c. Reconstitute SIP supplies for the kit.



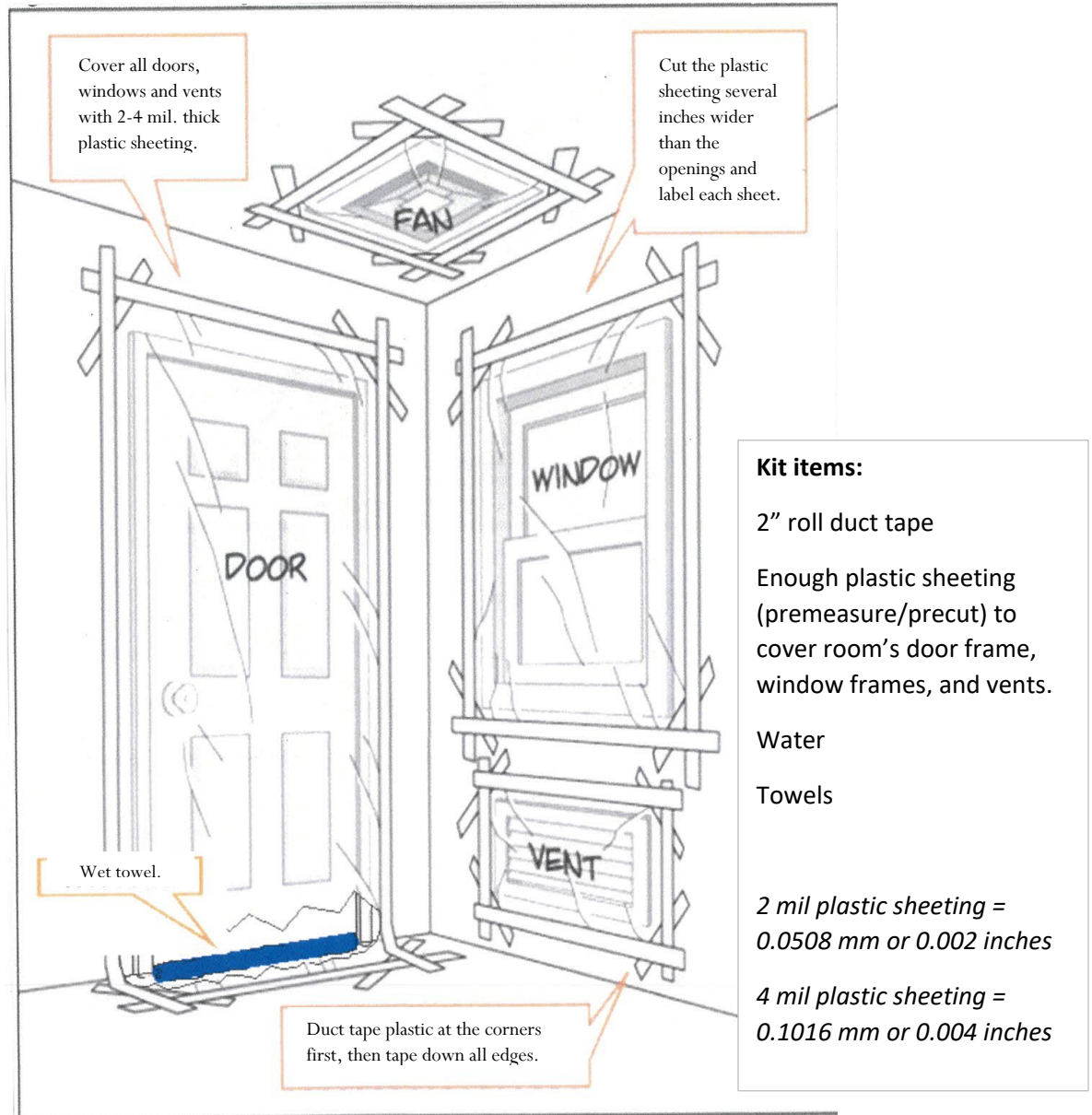


Figure 2

LOCKDOWN

In the event of an active shooter, active threat (moving danger) or similar terrorist incident, a lockdown may be advised. A lockdown restricts movement or access due to an external threat. There is no official direction governing lockdown in your home, but the procedures listed below and on the poster for your workspace are also recommended for home. RUN, HIDE, FIGHT tactics apply at home, as well.

In addition to sheltering people inside, the home must be physically secured as much as possible using all available locking mechanisms. Creating a plan and practicing it as a family will make it easy to follow day or night, 24/7 in case of a real threat.

1. Notify all family members that there is an active threat and the house needs to be locked down. All family members should check and double check that all doors windows are closed and locked. If a family member is not at home at time of the threat, alert them to avoid the area and find somewhere safe to shelter until the incident is over.
2. Family members should close and lock all exterior doors, turn off all lights, and close all window shades/curtains. Do not endanger your safety to secure the metal shutters if the threat is nearby; in those instances, lock windows (if able) and immediately move to a safer, interior room.
3. Close and lock as many doors within the home to slow the potential threat from reaching you and your family. If there is a way to barricade the interior room's door, do it once everyone in the house is safely inside. Hide behind large furniture if that is an option. Silence phones.
4. Remain quiet and hidden throughout the incident.
5. If there is no escape route and there is an imminent threat to your life, you should distract or attack the active shooter. This could include yelling, throwing items, hitting, or rushing the shooter.
6. Remain in the room until an "all clear" is heard from law enforcement officers. Keep your hands in view and do not make any sudden movements.



FOLLOWING AN EMERGENCY OR DISASTER

After any emergency or disaster, it can be a gradual return to normal life. Safety – physical and mental – is of the utmost importance in those initial hours, days, and weeks following a disaster. Remain vigilant of your surroundings and follow instructions from local authorities.

1. Follow installation and local government social media accounts and follow instructions in alerts. Local authorities will use these methods to communicate areas to avoid, shelter locations, etc.
2. Save phone calls for emergencies. Phone systems are often down or busy after a disaster. Use text messages or social media to communicate with family and friends.
3. Protect you and your family's physical safety.
 - a. Avoid wading in floodwater, which can contain dangerous debris. Water may be deeper than it appears.
 - b. Be aware of the risk of electrocution. Underground or downed power lines can electrically charge water. Do not touch electrical equipment if it is wet or if you are standing in water.
 - c. Stay away from damaged buildings, roads and bridges.
4. If you see potentially dangerous situations, contact local authorities.
5. If you become injured or sick and need medical attention, contact your healthcare provider and shelter in place if possible. Call 9-1-1 / 1-1-9 if you are experiencing a medical emergency.
6. Document property damage with photographs. Conduct an inventory and contact your insurance company for assistance.

Note: In any disaster, there will be plenty of rumors, incorrect information, and misinformation circulating throughout your community. It can be overwhelming and unhelpful to your mental and physical health. Look towards your chain of command, installation official FB page, all hands emails, and local off-base authorities to provide you with accurate information on the situation.

From the Emergency Management Coordinator

Again, this is all offered as a non-all-inclusive guide to consolidate a list of protective actions recommended by local and national agencies. During your efforts to make your family unit more prepared for the likelihood of an emergency situation, you may find more resources. Please feel free to share them with your co-workers and neighbors. Please contact your Emergency Management Coordinator if you have any questions or future suggestions for this guide. If you wish to further consolidate or make your own quick reaction checklists for your emergency action plan, using the attached template may help you get started.

Available in English !!

Disaster Information Email Service

The City of Yokosuka broadcasts emergency weather information such as storm and flood warnings from over 400 speakers positioned throughout the community.

Sign up for the **Disaster Prevention Information Email Service** to have the emergency weather information sent directly to your personal computer or mobile phone.



The email service is now available in:

- Ⓐ **English** Ⓑ **Standard Japanese** (kanji) Ⓒ **Easy Japanese** (hiragana/katakana)

☆ How to register...

- ① Please read the terms in the link (safe.menlosecurity) listed below. *
※ Before registering for the service, make sure that your mobile phone **domain settings** allow you to receive messages from the following:
ktaiwork.jp (without "@") (If you need assistance, consult your mobile phone provider)
- ② Send a **blank email** to the **registration address** for the service you wish to use.
- ③ Follow the instruction written in the Email that you will receive shortly. You will receive a **confirmation Email**.

☆ Registration Address

bousai-yokosuka@raidan.ktaiwork.jp

- ☆ You can also use the barcode reader on your mobile telephone to register:



☆ If you don't receive a confirmation email...

Check to see that the address you used to register and your email settings are correct, and repeat steps ② & ③ as listed above.

☆ Sample Email (storm & flood warning)

English

This is the Yokosuka City Disaster Prevention Information Email Service.
The Yokosuka District Weather Station has declared a flood warning due to heavy rainfall.
Heavy rainfall is expected to continue, take necessary precautions.
Please listen and watch for up-to-date information on the television and radio.

Standard Japanese

横浜質市防災情報メールサービスです。
只今、横浜地方気象台は大雨洪水警報を発表しました。
これから、強い雨が降る恐れがありますので、十分ご注意ください。
テレビやラジオから最新の情報を入手してください。

Easy Japanese

よこすかし、ぼうさいようほうメールサービスです。
あつらはんどうに、おおあめ、こうすいけいぼうが、はっぴょうされました。
つよいあめがふるかもしれませんので、ちゅういしてください。
テレビやラジオから、あたらしいようほうを、てにいれてください。

<https://safe.menlosecurity.com/doc/docview/viewer/docNF9737E48946D41953996f15a1e9e996c679329038df3ad837f81d703d7e585df31306e77d507> *

☆ Always listen and watch for up-to-date weather information on the television or radio.

■ Contact Information ■

【Yokosuka City Public Safety Department Crisis-Management Division】

TEL: 046-822-8357 FAX: 046-827-3151

bousai-mail@city.yokosuka.kanagawa.jp

JAPANESE MEDICAL PHRASES

Below are some basic phrases that can be used should you need to contact local emergency medical services for yourself, a family member, or someone experiencing a medical emergency.

When contacting emergency medical services, you will need to provide the basics so the professionals can respond. Here are translations of key phrases you will need:

My address is ...	<i>Watashi no jusho wa.....desu.</i>
I am injured. / There is an injured person.	<i>Kega-o shite-i-masu. / Kega-nin-ga a-i-masu.</i>
My phone number is ...	<i>Watashi no denwa bangō wa...</i>

To communicate address and/or phone number, you may need to know counting:

0	<i>rei, zero</i>	4	<i>shi, yon</i>	8	<i>hachi</i>
1	<i>ichi</i>	5	<i>Go</i>	9	<i>kyuu, ku</i>
2	<i>ni</i>	6	<i>Roku</i>	10	<i>juu</i>
3	<i>san</i>	7	<i>shichi, nana</i>		

Additionally, here are some phrases to help you communicate your needs

Help!	<i>Tasukete!</i>	Poison	<i>dokubutsu desu</i>
I need a doctor	<i>Byōin ni ikitai desu.</i>	Pregnancy	<i>Ninshin</i>
I am feeling sick.	<i>Guai ga warui desu</i>	Rashes	<i>Shisshin</i>
Call an ambulance.	<i>Kyukyusha o yonde! Hyakujukyuban!</i>	Seizure	<i>Hossa</i>
Call the police.	<i>Keisatsu o yonde! Hyakujuban</i>	Shivering	<i>Furue</i>
		Stomachache	<i>I ga itai desu.</i>
Possible injuries:		Swelling	<i>Hare</i>
Allergic reaction	<i>arerugi hannou desu</i>	Throat pain	<i>Nodo ga itai desu.</i>
Broken bone	<i>kossetsu detsu</i>	Unconscious	<i>ishiki fumei desu</i>
Burn	<i>hidoi yakedo desu</i>		
Chest pain	<i>Mune ga itai desu</i>	Possible symptoms:	
Diabetes	<i>Tou-nyo-byo</i>	Feeling dizzy	<i>Memai ga shimasu</i>
Headache	<i>Atama ga itai desu.</i>	Feeling nauseous	<i>Hakike ga shimasu</i>
High fever	<i>kou netsu desu</i>	Having a cough	<i>Seki ga demasu</i>
Hypertension	<i>Kou ketsuatsu</i>	Having a fever	<i>Netsu ga arimasu</i>
Itching	<i>Kayui</i>	Having a stuffy nose	<i>Hana ga tsumatte imasu</i>
Lower abdominal pain	<i>Onaka ga itai desu.</i>	Having a runny nose	<i>Hana ga demas</i>
Numbness	<i>Shibire</i>	Having diarrhea	<i>Geri o shite imasu</i>
Palpitation	<i>Douki</i>	I'm pregnant.	<i>Ninshin shite imasu</i>

A NOTE FOR KIDS and TEENS

During an emergency, your parents or caretaker will have one thing overriding all other thoughts... “Where are the kids and how do I protect them from harm?!”

Adults can become very distracted and forget what they are supposed to do to protect themselves. The best thing you can do to protect them AND you is be prepared. That one thing can help you take care of yourself and help the adults stay on track.

Here are some things you can do before and during an emergency:

1. Learn about potential hazards in your area.
2. Help build and practice your family’s emergency communication plan.
3. Know important contact numbers by heart.
4. Help build your family’s emergency kit.
5. Make sure your emergency bag is complete and ready to go at all times. Be sure to include:
 - A good book and one other activity that will keep your brain busy that does not require power
 - Ear buds
 - Ear plugs
 - A favorite blanket
 - A special snack that has a long shelf-life
6. Understand and practice your part in an emergency. These events may occur in your home, at school, or on the playground. Know how to evacuate these places safely if it should become necessary.
7. Let the adult know if you are hurt or sick.
8. Ask questions if something doesn’t look right.
9. Help the adults stay on track.
10. Stick to the plan.

Go to <https://www.ready.gov/kids> to explore for more information. Have fun!

QUICK REACTION CHECKLIST TEMPLATE for EVENT OR INCIDENT

QUICK REACTION CHECKLIST		
EVENT OR INCIDENT:		
GENERAL DESCRIPTION:		
ACTIONS		X
1		
2		
3		
4		
5		
SPECIAL INSTRUCTIONS (WHO, WHAT, WHEN)		
	WHO: 1. 2. 3.	
	WHAT: 1. 2. 3.	
	WHEN: 1. 2. 3.	

WEB RESOURCES:

NFAAS <https://navyfamily.navy.mil>



READY NAVY www.ready.navy.mil



READY.GOV www.ready.gov



READY KIDS <https://www.ready.gov/kids>



READY.GOV COMMUNICATION PLAN
<https://www.ready.gov/plan-form>



FEMA <https://www.fema.gov>



FEMA PREPAREDNESS PLANS
<https://www.fema.gov/emergency-managers/national-preparedness/plan>



AMERICAN REDCROSS www.redcross.org



American Red Cross Yokosuka
<https://www.redcross.org/volunteer/become-a-volunteer.html#step1>

CFAY EMERGENCY MANAGEMENT
<https://cnrj.cnic.navy.mil/Installations/CFA-Yokosuka/Operations-and-Management/Emergency-Management/>



Emergency Management: A Guide for Personal & Family Preparedness
https://cnrj.cnic.navy.mil/Portals/80/CFA_Yokosuka/Documents/Emergency%20Management/AOB%20SLIDES.pdf?ver=IWtId1FWm8uQMaWQd8TgHw%3D%3D



RADIATION EMERENCIES
<https://www.cdc.gov/radiation-emergencies>



Disaster Evacuation / Support around Yokosuka
<https://japantravel.navitime.com/en/area/jp/around/category/0511/?spot=02011-00000826>



NAVITIME TRAVEL APP
<https://japantravel.navitime.com/en/area/jp/around/category/0511/?spot=02011-00007383>

