

EMERGENCY CARD – CUT OUT AND KEEP IN WALLET:

Name 氏名		Sex 性別	
Address 住所		Home & Mobile Phone Numbers 自宅電話番号 & 携帯電話番号	
Date of Birth 生年月日		Blood Type 血液型	
Nationality & Passport Number 国籍 & パスポート番号		Guardian 保護者、 後見人	
Medical Records 診断書		Insurance Card Number 保険証番号	
Name & phone numbers of Emergency Contacts 緊急時の連絡先（氏名、電話番号）			
Agreed meeting place for family members 家族共通理解の待ち合わせ場所			
Phone number to use for NTT Disaster Message Exchange 災害伝言ダイヤル (171)			
British School in Tokyo, 03 - 5467 4321			

USEFUL WEBSITES:

<http://www.ready.gov/>

great website with interactive games and information for children to learn about emergency planning in a non-threatening way; colourful and fun to do.

<http://www.fema.gov/plan/prepare/plan.shtm>

good outline of what to consider in a family disaster plan.

http://getprepared.ca/plan/plan_e.asp

quick ‘prompted’ emergency plan that you fill out online and then print – for Canadians but can be adapted for Japan. Five minutes to complete.

www.redcross.org/services/disaster/

comprehensive list of disaster supplies – use to prepare your own emergency kit.

www.uknow.or.jp

British Embassy website. See http://www.uknow.or.jp/be_e/consular/life/earthquake/ for specific details relating to earthquakes.

FAMILY EMERGENCY PLAN – An example

(see http://getprepared.ca/plan/plan_e.asp)

Every household needs an emergency plan. Make sure everyone in your home has read it; your family may not be together when a disaster occurs. Practice how to meet or contact one another and discuss what you would do in different situations. Keep this plan in an easy-to-find, easy-to-remember place (for example, with your emergency kit). Make duplicate copies to keep in your car and/or at work. Update your plan yearly.

Next step...

Make copies of birth and marriage certificates, passports, licences, wills, land deeds and insurance. Keep them in a safe place inside your home. As well, keep copies in a safe place outside your home.

1. Escape routes

During an emergency, these escape routes will help you get out of your home quickly and join your family or roommates at your designated meeting place. If you are asked to evacuate your neighbourhood, use the route you've identified below or follow the directions of emergency officials.

Emergency exits from home:

Escape route from neighbourhood:

Meeting place:

2. Children

Make sure your children's school or daycare has updated contact information for parents, caregivers and designated people.

Contact person 1:

Contact person 2:

Safety tip: Keep a copy of your children's contact information with you.

3. Special health needs

Keeping an updated list of your medical information is an important part of being prepared for emergencies. Prepare a two-week supply of medications and medical supplies. Include prescriptions and medical documents. Pharmacies may be closed for some time, even after an emergency is over.

Next step... Establish a support network of friends, relatives, health-care providers, co-workers and neighbours who understand your special needs.

Health information

Medications and medical equipment

Grab-and-go bag location

4. Pets

The most important thing you can do to protect your pets is to take them with you if you need to evacuate. Since pets are not allowed in some public shelters or hotels, it's important to identify in advance where your pet will stay.

Pet location:

Safety tip: Pets should wear up-to-date identification and vaccination tags at all times.

5. Emergency contacts

Having all your important contact information in one place can be very helpful during an emergency. Make a photocopy of this list and leave a copy close to your telephone.

Safety tip: Plan for each family member to call or e-mail the same out-of-town contact person in the event of an emergency. Teach children how to make this call, as well as how and when to dial 119.

Local emergency numbers

Fire:

Police:

Ambulance:

Other:

Non-emergency numbers

Health clinic:

Other contact numbers:

Out-of-town contact

[Home] [Work] [Cell]

Family contacts

[Home] [Work] [Cell]

Friend/Neighbour

[Home] [Work] [Cell]

Family doctors

6. Home instructions

Everyone in your home should know where to find the fire extinguisher and the emergency kit. Older children and adults should know how to turn off your home's water, electricity and gas.

Safety tip: Make large, easy-to-see signs for water and gas shut-offs as well as for the breaker panel or fuse box.

Emergency kit:

Fire extinguisher:

Electrical box:

7. Emergency instructions

During an emergency, you may not have time to make alternative plans. You may also not be aware of whom to listen to for instructions. That's why it is important to know who to call and what to do.

EMERGENCY KIT

It is highly recommended you prepare a supply of emergency food, water, first aid, clothing and equipment to sustain yourselves for 3 to five days. Keep these items in a portable container such as a comfortable backpack.

The American Red Cross has very useful information on this subject at www.redcross.org/services/disaster/ but at the very least, you should keep the following most important items listed below:

- Drinking water (don't forget to allocate water for visitors, pets, etc.);
- Food (canned or pre-cooked that require no heating or water. Remember to cater for special needs such as infants, the elderly and pets);
- A comprehensive first aid pack (with additional items suitable for dealing with cuts and shock such as, latex gloves, emergency blankets etc and instructions of how to use in your own language);
- A portable radio;
- Disinfecting hand cleaner gel that do not require water;
- A torch (flashlight) and extra batteries (you can also buy emergency radio and torch combinations that operate via turning a handle);
- Cash (it is recommended to keep a stock of small bills for an emergency, as ATMs may not work).
- Copies of important documents (e.g. passports, identity documents and medical records). Copy critical information onto discs and have a hard copy available to show if necessary;
- Important medication;
- Clothing (especially in winter when warm hats, gloves and socks are important).

Additional useful items include sweets for children (useful for dealing with shock), a tent, sanitary supplies (you can buy portable toilet sets at Tokyo Hands); and a telephone card (note: the grey public telephones are designed to work during an emergency such as an earthquake).

A similar, smaller kit should be kept in your car should an emergency arise while travelling. Always maintain a supply of water and first aid at the very least. Tokyo Hands and National Azabu carry pre-packaged emergency packs (The Ark) that are ideal for keeping in a car. Costco located in Chiba also sells emergency kits.

Online access to ordering emergency equipment is available at www.fireman21.net and via the Foreign Buyers Club at www.fbcusa.com

EMERGENCY FOLDER

1. Emergency Japanese:

Who to call/What to say/How to say it.

2. Important Telephone Numbers

FAMILY:

Parent 1 – family details outside of Japan	Insert name	Insert tel. no w/international dialing codes
Parent 2 (same as above)		
Other family contacts (aunts; uncles; cousins)		

FRIENDS IN JAPAN:

Insert name	Insert home/work number	Insert mobile number

OTHER IMPORTANT CONTACT'S DETAILS (JAPAN):

Landlord	Insert home/work number	Insert mobile number
Japanese speaking friends		
Doctor		
Dentist		

SCHOOL DETAILS: CHILD NUMBER 1 (add new table if more than one child and at different schools):

General number		
Head Teacher	Insert name	Insert number/email
Class Teacher and Assistant	Insert name	Insert number/email

DOMESTIC HELPER DETAILS: insert name

Mobile number		
Address in Japan/friend's contact details		
Address/family contact details in home country		

OTHER DETAILS TO BE INCLUDED IN INFORMATION FILE:

1. Maps to doctors, parent's office and school, local area.
2. Class parent contact list.
3. Download CPR how-to-do instructions from website
4. Photocopies of passports, visas, ID cards/documents.
5. Cash – at least ¥30,000 in small denominations.

