



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON JAPAN  
UNIT 45006  
APO AREA PACIFIC 96343-5006

IMPC-JA-ZA

28 JUL 2011

MEMORANDUM FOR US ARMY GARRISON JAPAN COMMUNITY

SUBJECT: Emergency Preparedness Handbook

1. During your tour in Japan you can expect to experience, to some degree, the effects of two major natural hazards: earthquakes and typhoons. Earthquakes are unpredictable and have the potential to cause catastrophic damage. Typhoons occur primarily between May and November with a gradual speed of onset. Typhoons usually downgrade to tropical storms prior to reaching Honshu, with wind gusts and heavy rain being the primary hazards.
2. With the emergence of H1N1 and Avian flu, the potential for a pandemic disease is a growing concern worldwide. Taking into account that Japan is a major international business hub with a large demographic, pandemic events are very likely during international or regional epidemics.
3. Installation response and recovery plans are prepared to minimize personal and property damage should any type of disaster occur. However, it is important to understand that basic utilities may be disrupted and businesses such as the Xchange and commissary may be closed in the immediate aftermath of an event. Therefore, it is necessary that you and your family members are ready for an emergency through the Ready Army concepts of "Get a Kit, Make a Plan, and Stay Informed".
4. This pamphlet will provide information that will assist you and your family in preparing for emergencies should they occur. Implement its recommendations as practicable and keep it readily accessible. An electronic version of this handbook is available at:  
<http://www.usarj.army.mil/scripts/localconditions/index.asp>.
5. The point of contact for this action is the Emergency Management Specialist at DSN 263-4182.

ERIC D. TILLEY  
COL, AG  
Commanding

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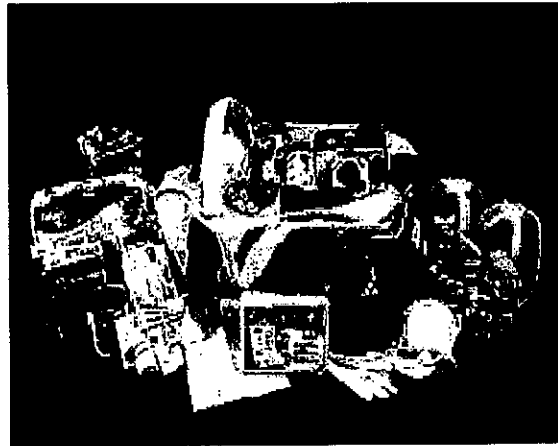
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Ready Army is the Army Emergency Management Program's proactive campaign to increase the resilience of the Army community by informing of relevant hazards and encouraging Soldiers, their Families, Army Civilians and contractors to, "Get a Kit. Make a Plan. Be Informed." Through outreach and education Ready Army calls our Army community to action and aims to create a culture of preparedness that will save lives and strengthen the nation.

## Get a KIT

When disaster strikes, emergency responders address the most critical needs and may not even be able to get to an area until it is deemed safe. While they work on behalf of the entire community, it is your responsibility to ensure your family's well-being during times of crisis. Emergency kits to sustain for 72 hours are an essential tool for meeting that challenge.



Recommended items for your Ready Army kits are listed on the last page of this handbook. Please remember to consider your pets when gathering your supplies.

## Make a PLAN

Make and practice a family emergency plan. Consider the range of potential emergencies and all the places you and your family might be. Some emergencies require different responses than others, but a family communications procedure will be helpful in any case. Knowing how to keep in touch and find one another will help your family stay safe and cope with the confusion and fear that come when emergencies strike.



## Tips to "Make a Plan"

- Ensure all family members understand the plan, and PRACTICE
- Know how to communicate during an emergency
- Consider what to do, where to go, what to take
- Plan for members with disabilities or special needs
- Include pets in family plan
- Report status of family members through sponsor's unit
- Identify a CONUS contact, especially when a family member is deployed

## Stay INFORMED

Many events can trigger emergency situations with the potential to escalate into disaster. Hazards such as power outages or disease outbreaks can happen anywhere at any time, so you should become familiar with the spectrum of possible dangers and how you will be notified about them. It is also important to give special consideration to hazards likely to affect your local area. In Japan, the most likely and severe hazards include earthquakes, pandemics, and tropical cyclones on Okinawa. Living abroad presents additional preparedness challenges as well as less familiar hazards and coordination efforts. To stay informed, always seek the answers to the following:

- What are the dangers/hazards present
- What should I do (or not do)
- If I need to evacuate, where do I go
- How long will I be displaced
- Be familiar with emergency numbers

You can further prepare yourself and remain informed through several websites such as FEMA and the Red Cross. Both are linked on the USARJ webpage. To stay informed, use the following as your primary information sources:

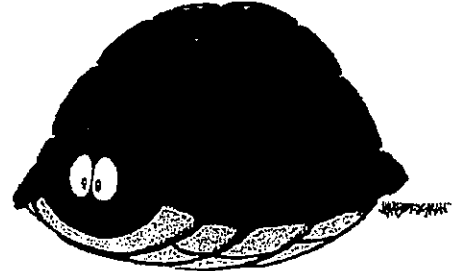
- [www.ready.army.mil](http://www.ready.army.mil)
- [www.usarj.army.mil](http://www.usarj.army.mil) (Local Conditions Page)
- Mass Notification / Emergency vehicle PA
- Command Channel 13
- Eagle 810 radio
- Family Assistance Center

## COMMUNITY AWARENESS AND ACTIONS

During any natural or manmade disaster, the community will be given instructions to take one of two actions—Shelter in Place or evacuate to a designated safe haven location. The Incident Commander of the event will provide the instructions through the Mass Notification giant voice system, individual facility notification systems, emergency vehicle Public Address systems, Command Channel informational slides, and computer pop-ups on the government network.

### Shelter in Place

- Often the best option
- Turn off HVAC systems
- Ensure all exterior openings are closed
- Use interior room (away from windows)
- Stay informed



Shelter in Place is primarily used during an event in which the atmosphere is contaminated, and is designated for maximum 4-hour duration. Most events will find families remaining at home and sustaining on their Ready Army kits—this is NOT Shelter in Place.

It is understandable that when a major event occurs, your primary concern will be the safety of your children. However, you must refrain from driving to the schools and the child development centers or tying up phone lines (if they are still working). DoDDS schools and CDCs receive special Mass Care planning and consideration by the USAG-J Emergency Management team, and your children will receive the best care possible under the circumstances. Depending upon the situation, it is possible that children will be moved to a temporary safe haven location. During any type of event which may affect the schools or CDCs, representatives will be available at the Family Assistance Center on Camp Zama, building 402, to provide information to parents.

### Safe Haven Areas

Safe Haven areas are facilities or open area locations that individuals and families receive care when their quarters have been damaged or destroyed, or in instances of a contaminated atmosphere in which evacuation is preferred over Shelter in Place. Mass Care provided at Safe Havens includes but is not limited to emergency bed down, feeding, religious support, legal support, medical support, and pet sheltering at designated locations. If directed to report to a Safe Haven, walk, DO NOT drive. Designated Safe Havens are located:

<u>Installation</u>	<u>Building Number</u>	
Camp Zama .....	S-205	(Yano Fitness Center)
.....	915	(High School Gym)

Sagamihara .....	S-539-3	(Arnn Elementary School Gym)
Housing Area .....	107	(Child Development Center)
Sagami Depot.....	80-S22	(Child Development Center)
.....	145-S4	(Gym)
Yokohama North Dock .....	347	(Cargo Operation Bldg.)
Akasaka Press Center .....	8	(Pacific Stars and Stripes)
(Hardy Barracks)		
Kure Pier 6 .....	100	(83rd Ord Bn HQ)
Akizuki Ammo Depot.....	S-246	(Heavy Equipment Shop)
Kawakami Ammo Depot.....	S-2680	(Employee Break Area)
Hiro Ammo Depot .....	S-1292	(Fire Station)

### EARTHQUAKE PREPAREDNESS/ACTIONS

Over 7500 earthquakes occur annually in Japan, of which 1500 are recorded. USAG-J installations in the Kanto Plain region are highly susceptible to a catastrophic earthquake with little to no warning. An earthquake has the potential to trigger volcanic activity in the region of affected faults, as well as generate a tsunami watch for coastal areas. The likelihood of an earthquake is high, and the results have the potential to be catastrophic. The resulting damage, communication and utility outages, and limited resources would provide great difficulty in mounting response and recovery efforts. Facilities and houses are built to withstand tremors in the Kanto region. It is very unlikely that your home will collapse if we do have an earthquake. However, should a major earthquake occur, the biggest hazards are the fires that may break out after the earthquake,

Recently, research developments have greatly increased the ability of Japanese seismological observation systems in foretelling great earthquakes of magnitude 8 or above. By foreseeing a great earthquake and timely taking preventative measures, it may be possible to minimize damages whenever an earthquake is forecasted. Announcements will be broadcasted immediately on both military and Japanese television and radio stations. An audible warning will also be broadcast on loudspeakers that are located in every Japanese city and town. The audible warnings are 45-second steady blasts interrupted by 15-second silent intervals. Prior to any earthquake, make sure to conduct a full assessment of your home—particularly the identification of danger spots such as windows, mirrors, light fixtures, wall fixtures, and tall furniture that may topple. Also, pre-identify safe spots to hide during an earthquake. One of the best locations for shelter is lying down alongside heavy furniture such as a sofa. Ensure to take the following actions during and in the immediate aftermath of an earthquake:

- Remain calm. If you are INDOORS, watch for falling objects which might slide or topple. Stay away from windows and mirrors. If in danger, take cover. Use care if you must go outside—generally it is safer to remain indoors. If you are OUTSIDE, avoid high buildings, walls, power poles, falling glass, building parts and ornaments, broken bricks, wires, tall trees and the like. If

you are in an AUTOMOBILE, stop in the safest place available, preferably in an open area. Drive away from elevated railways, bridges or overhead walkways. Remain inside the car and lay flat on the floorboard. Turn off the ignition. If you have to leave your car pull off the road as far as possible and leave the car unlocked with the keys in it. AGAIN, do not park under elevated railways, bridges or overhead walkways.

- Check your family for injuries as well as others in your neighborhood. Do not attempt to move seriously injured persons unless they are in immediate danger of further injury.
- Do not touch downed power lines or objects touching the downed lines.
- Do not eat or drink anything from open containers near shattered glass.
- Do not use the telephone except for genuine emergency calls. Turn on your battery powered radio for damage reports and information.
- Open closet and cupboard doors carefully. Watch out for objects falling from shelves.
- Be prepared for additional earthquakes or aftershocks. Although most of these are smaller than the main shock, some may be large enough to cause additional damage.
- Monitor AFN radio (810 AM).
- The Military Police or other emergency vehicles will be in the area. Listen to any instructions that they may broadcast over their patrol car public address system.

#### PANDEMIC PREPAREDNESS/ACTIONS

Due to the crowded population demographics of Japan as well as the heavy use of public transportation, a pandemic can become a very serious event. Social distancing measures may be difficult to implement, especially off-post. Predicting the spread of a pandemic or even seasonal influenza is very difficult, so it is recommended that all families attempt to stay healthy and practice good hygiene. Some recommended protective actions include:

- Keep all family members current with vaccinations
- Frequently wash your hands with soap and water
- Cover your mouth and nose when coughing or sneezing
- Avoid contact with people who are ill
- Practice social distancing. Limit direct contact by not shaking hands and maintain personal space of three feet or more.

## **TROPICAL CYCLONE PREPAREDNESS/ACTIONS**

Japan averages 24 typhoons per season, with peak season occurring between May and September. USAG-J installations on Okinawa are at highest risk of a tropical cyclone; Kanto Plain installations generally only experience high winds and heavy rain as a result of a tropical storm. It is possible that momentary losses of power will occur due to downed tree limbs and power lines. Key actions include ensuring your Ready Army kit is available to sustain your family staying informed for weather updates and recovery actions.

When Tropical Cyclone Conditions of Readiness (TCCOR) levels are declared, warnings will be given on AFN Radio and the Command Channel. The following actions should be taken during TCCOR levels:

### **TCCOR FOUR: Winds of 50 knots (58 mph) or greater are anticipated within 72 hours.**

- Ensure you have a three-day supply of non-perishable food items
- Ensure your Ready Army kit is stocked according to personal needs
- Review Family Plan with all family members
- Ensure the entire family is aware of emergency procedures and the locations of emergency safe havens
- Stay tuned to Command Channel 13 and AFN's Eagle 810 AM for information updates
- Follow Command direction for maximum safety

### **TCCOR THREE: Winds of 50 knots (58 mph) or greater are anticipated within 48 hours.**

- Ensure your Ready Army kit is complete and available in a convenient location.
- Pick up and secure loose items around the outside of your home. If the item is too large to bring inside, secure it to a tree or a stationary object.
- If residing in government quarters, DO NOT tape windows unless directed to do so.
- Stay tuned to Command Channel 13 and AFN's Eagle 810 AM for information updates
- Follow Command direction for maximum safety

### **TCCOR TWO: Winds of 50 knots (58 mph) or greater are anticipated within 24 hours.**

- Secure, or move indoors, all items that may be blown away or cause injury or damage such as bicycles, planters, trashcans, etc
- Ensure storage-shed doors are secure. Loose objects left in yards, sidewalks or parking lots may damage your car or house



- Set your freezer to the coldest temperature to minimize spoilage in the case of an electrical power outage.
- Ensure you have an ample supply of bottled water available
- Limit telephone usage to emergency use only. Authorities must make many official calls while in TCCOR status concerning storm preparations
- Stay tuned to Command Channel 13 and AFN's Eagle 810 AM for information updates
- Follow Command direction for maximum safety

**TCCOR ONE: Winds of 50 knots (58 mph) or greater are anticipated within 12 hours.**

- All facilities and DoDD schools will continue to operate under normal operating hours
- DO NOT tape windows unless directed
- Stay tuned to Command Channel 13 and AFN's Eagle 810 AM for information updates
- Routine medical and dental appointments may be cancelled upon declaration of this condition. The following personnel should contact the Camp Zama Medical Clinic for possible patient billeting and monitoring:
  - (a) OB patients in the third trimester.
  - (b) Patients on anticoagulant therapy.
  - (c) Patients with insulin-dependent diabetes.
  - (d) Patients with serious asthma or emphysema
  - (e) Patients receiving chemotherapy.
  - (f) Patients with seizure disorders.

**TCCOR ONE Caution: Winds of 35-49 knots sustained are occurring.**

- Non-essential travel suspended
- Non-essential personnel should remain indoors

**TCCOR ONE Emergency: Winds of 50 knots (58 mph) or greater are occurring.**

- Limit telephone usage to emergencies only.
- Stay indoors and away from windows. Draw blinds and drapes to prevent possible injury from broken glass.

**TCCOR ONE Recovery: Winds of 50 knots (58 mph) or greater are no longer forecast to occur.**

- Stay indoors while damage assessment and cleanup is accomplished

- Report downed power lines and major damage to the Emergency Operations Center (EOC) at 263-3123, the Directorate of Public Works (DPW) at 263-8627 or the Military Police at 263-3002. . . Never touch downed power lines. Report minor damage to quarters to DPW after ALL CLEAR declared
- Do not drive or resume normal activities until ALL CLEAR is declared.