

**EVACUEE PREPAREDNESS CHECKLIST
(USFJ PAM 600-300-1)**

SPONSOR'S NAME	RANK	SPONSOR'S UNIT	UNIT TELEPHONE NUMBER	APO AP
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REQUIRED DOCUMENTS <i>Must be maintained by OAEEP Warden for every Evacuee</i>	YES	NO	NA
JSF FORM 178-R, OAEEP OPERATIONS DATA CARD			
STRIP MAP FROM RESIDENCE TO ECC			

REQUIRED DOCUMENTS FOR EVACUEE *Keep these items in your OAEEP KIT*

IDENTIFICATION DOCUMENTS <i>(Military or Government ID Card, Passport, Marriage Certificate, or Birth Certificate For all evacuees)</i> DD Form 1797, PERSONAL PROPERTY COUNSELING CHECKLIST JSF Form 199-R, TURN-IN REGISTER <i>(1 for each Evacuee)</i> AF Form 624, CHANGE OF ADDRESS AND DIRECTORY CARD <i>(2 Copies)</i> AF Form 1670, PERSONAL PROPERTY RECORD <i>(2 Copies in Packet; 1 for the Transportation & 1 for you)</i> DD Form 754, REPAIR TAG <i>(1 for each Evacuee Family)</i> DD Form 788-1, PRIVATE VEHICLE SHIPPING DOCUMENT FOR AUTOMOBILE <i>(2 for each Motor Vehicle)</i> DD Form 1337 or DD Form 2461, AUTHORIZATION FOR EMERGENCY FUNDS <i>(DD Form 1337 for Military Sponsor, DD Form 2461 for Civilian Sponsor / 2 Copies of DD Form 1337 or 3 Copies of DD Form 2461)</i> DD Form 1701, INVENTORY OF HOUSEHOLD GOODS <i>(2 Copies in Packet; Mail 1 Copy to Permanent U.S. Address)</i> DD Form 1864, VEHICLE KEY TAG <i>(1 for each Motor Vehicle)</i> DD Form 2585, REPATRIATION PROCESSING CENTER PROCESSING SHEET <i>(1 for each Evacuee Family)</i> JSF Form 123-R, EVACUEE VOLUNTEER INFORMATION <i>(1 for each adult Evacuee - 2 copies)</i> PASSPORTS/BIRTH CERTIFICATES USFJ Form 207, MILITARY REGISTRATION AND CERTIFICATE OF TITLE OF MOTOR VEHICLE or OTHER LEGAL MOTOR VEHICLE OWNERSHIP REGISTRATION <i>(1 for each Motor Vehicle)</i> USFJ PAM 600-300, EMERGENCY EVACUATION INSTRUCTIONS ORDERS ASSIGNING SPONSOR/EVACUEES TO JAPAN <i>(1 for each Evacuee Family)</i> PHS Form 731, INTERNATIONAL CERTIFICATES OF VACCINATION <i>(1 for each Evacuee)</i> AF Form 357 FAMILY CARE PLAN <i>(Only applies to sole/dual military parent(s) or Emergency Essential Civilian parents)</i> POWER OF ATTORNEY FINANCIAL REFERENCES <i>(Check Book, Bank Book, Insurance Policy Information, etc.)</i> OTHER PERSONAL PROPERTY RECORDS, OF 28 <i>(Bill of Lading, Appraisals, Receipts for locally purchased items, etc)</i>			
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OAEEP KIT *(These items should be kept readily available and brought to the ECC in the event of an actual Evacuation*
 * Total OAEEP KIT cannot exceed two bags or a combined weight of 66 pounds.)

THREE DAYS SUPPLY OF NON-PERISHABLE FOOD AND WATER <i>(For each Evacuee)</i> FIRST AID KIT INCLUDING A 30 DAY SUPPLY OF BASIC MEDICATION <i>(For each Evacuee)</i> BABY FOOD/FORMULA/DIAPERS <i>(If applicable)</i> BLANKETS <i>(Keep baggage limits in mind)</i> TOILETRIES <i>(For each Evacuee)</i> LIGHT BACKPACK/LUGGAGE <i>(Keep baggage limits in mind)</i> EXTRA CLOTHING <i>(Keep baggage limits in mind)</i> FLASHLIGHT WITH EXTRA BATTERIES PORTABLE RADIO WITH EXTRA BATTERIES PET CARRIER/PET FOOD & WATER/PET VACCINATION CERTIFICATES <i>(If applicable)</i>			
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DATE OF INSPECTION	INSPECTOR'S NAME (PRINTED)	INSPECTOR'S SIGNATURE	SPONSOR'S SIGNATURE
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