

# Disaster Preparedness Checklist

Ikoma International Exchange Association (Ikoryu)

Date checked :                      /                      /                     

Name : \_\_\_\_\_

**How to use**

Put a ☒ next to the things you have already done. Write the missing ones in the box at the bottom, and get them ready.  
Review this list once a year. What you need changes with the number of people in your family, their ages, and the season.

## 1. What to talk about with your family, and do in advance

|                                                                                                                                                                                                                                                                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> ① Use your city's hazard map (a map of dangerous places) to check the risks around your home (earthquake; landslide = hills or cliffs falling down; flooding = being under water)                                                                                |
| <input type="checkbox"/> ② Fix your furniture so it cannot fall over, and stop window glass from scattering (especially in the room where you sleep)                                                                                                                                      |
| <input type="checkbox"/> ③ Keep shoes (or slippers) and a torch next to where you sleep (so you do not get hurt on broken glass)                                                                                                                                                          |
| <input type="checkbox"/> ④ Check your evacuation site and your evacuation shelter, and walk there yourself, once in the daytime and once at night                                                                                                                                         |
| <input type="checkbox"/> ⑤ Make sure you can receive disaster information (city disaster information, TV, radio, smartphone / disaster apps - in foreign languages, "Safety tips" and NHK WORLD). When "Warning Level 4" is announced, everyone must leave a dangerous place and evacuate |
| <input type="checkbox"/> ⑥ Decide how your family will contact each other (disaster message dial 171, disaster message board, SNS, a relative living far away)                                                                                                                            |
| <input type="checkbox"/> ⑦ Keep a fire extinguisher ready, and check that your fire alarm sounds                                                                                                                                                                                          |
| <input type="checkbox"/> ⑧ Check how to turn off the gas tap (main valve) and the circuit breaker                                                                                                                                                                                         |
| <input type="checkbox"/> ⑨ Prepare your go-bag and your home stockpile, and check the expiry dates of the food and the medicine                                                                                                                                                           |

**Our family rules (write down what you decided)**

Evacuation site (where you go first when in danger, e.g. a park or open square): \_\_\_\_\_

Evacuation shelter (where you stay if you cannot go home, e.g. a school or gym): \_\_\_\_\_

Where the family will meet:\_\_\_\_\_      How we will contact each other:\_\_\_\_\_

Family phone numbers:\_\_\_\_\_      Contact far away (relatives, family in your home country, etc.): \_\_\_\_\_

Family members who need help (elderly, children, sick people, pets) and how they will evacuate: \_\_\_\_\_

## 2. Disaster supplies

\* The same items appear in both ① and ②. Prepare them separately: one set to take with you, and one set to keep at home.

### ① Emergency go-bag (what you take with you when you evacuate)

|                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Valuables              | <input type="checkbox"/> cash (including coins) <input type="checkbox"/> ID (residence card, passport, driver's licence, etc.)<br><input type="checkbox"/> My Number card and health insurance card <input type="checkbox"/> cash card<br><input type="checkbox"/> copies of important documents (bankbook, insurance, etc.)                                                                                                                                                                                                                                                                              |
| Water and food         | <input type="checkbox"/> water <input type="checkbox"/> food you can eat straight away (nutrition bars, canned food, etc.)<br><input type="checkbox"/> paper or plastic plates, cups and chopsticks <input type="checkbox"/> food and milk for babies and elderly people                                                                                                                                                                                                                                                                                                                                  |
| Medicine and first aid | <input type="checkbox"/> your regular medicine <input type="checkbox"/> medicine notebook (okusuri-techo: a copy of your medicine record)<br><input type="checkbox"/> first-aid kit (adhesive plasters, bandage, disinfectant) <input type="checkbox"/> painkillers and stomach medicine<br><input type="checkbox"/> thermometer <input type="checkbox"/> glasses and contact lenses                                                                                                                                                                                                                      |
| Daily necessities      | <input type="checkbox"/> change of clothes (underwear, socks) <input type="checkbox"/> towel <input type="checkbox"/> face mask <input type="checkbox"/> work gloves <input type="checkbox"/> rainwear<br><input type="checkbox"/> tissues and wet wipes <input type="checkbox"/> plastic bags <input type="checkbox"/> portable toilet (bags you use when the toilet cannot flush)<br><input type="checkbox"/> toothbrush set <input type="checkbox"/> soap and disinfectant liquid <input type="checkbox"/> sanitary products <input type="checkbox"/> nappies <input type="checkbox"/> indoor slippers |

|                              |                                                                                                                                                                                                                                                                                             |
|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Information and light</b> | <input type="checkbox"/> mobile phone <input type="checkbox"/> mobile battery and charging cable <input type="checkbox"/> portable radio <input type="checkbox"/> torch <input type="checkbox"/> spare batteries<br><input type="checkbox"/> pen and paper <input type="checkbox"/> whistle |
| <b>Other</b>                 | <input type="checkbox"/> rucksack (so both hands are free) <input type="checkbox"/> plastic ground sheet <input type="checkbox"/> eye mask and earplugs <input type="checkbox"/> pet supplies<br><input type="checkbox"/> helmet or disaster hood (bosai-zukin)                             |

\* Keep the go-bag where you can take it out at once, such as by the entrance or in the room where you sleep. Make it light enough to carry on your back and walk. In summer add things for the heat, and in winter things for the cold.

## ② Home stockpile (so you can keep living at home)

|                            |                                                                                                                                                                                                                                                                                                                                 |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Water and food</b>      | <input type="checkbox"/> drinking water (3 liters per person per day) <input type="checkbox"/> rice (retort-pouch rice, instant dried rice, etc.)<br><input type="checkbox"/> canned food and retort-pouch food <input type="checkbox"/> cup noodles <input type="checkbox"/> snacks and nutrition bars                         |
| <b>Toilet and hygiene</b>  | <input type="checkbox"/> portable toilet (bags you use when the toilet cannot flush; 5 times per person per day x the number of days)<br><input type="checkbox"/> toilet paper <input type="checkbox"/> rubbish bags and plastic bags <input type="checkbox"/> wet wipes <input type="checkbox"/> dry shampoo (no water needed) |
| <b>Power and fire</b>      | <input type="checkbox"/> tabletop gas stove <input type="checkbox"/> gas canisters <input type="checkbox"/> LED lantern <input type="checkbox"/> batteries <input type="checkbox"/> mobile battery                                                                                                                              |
| <b>Water for daily use</b> | <input type="checkbox"/> water carrier tank or water bag <input type="checkbox"/> water stored in the bathtub                                                                                                                                                                                                                   |
| <b>Daily necessities</b>   | <input type="checkbox"/> blanket or sleeping bag <input type="checkbox"/> disposable heat packs <input type="checkbox"/> cling film <input type="checkbox"/> duct tape <input type="checkbox"/> work gloves<br><input type="checkbox"/> pet food                                                                                |

\* Do not use candles after an earthquake. They can fall over and start a fire. Use an LED lantern or a torch for light.

### How much should you prepare?

- Enough for every person in your family for at least 3 days. 1 week is safer, if you can.
- Rolling stock: eat your stored food in everyday life, and buy more to replace what you ate. That way your home always has fresh food.

### What was missing / What to buy this month

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If you are not sure about something, please ask Ikoryu, your local neighbourhood association, or the city office.

Source: based on "Preparing for Earthquakes and Tsunami" (Jishin-Tsunami e no Sonae), Chapter 4 Self-help (Table 2 examples of emergency go-bag items, Table 3 examples of home stockpile items)