



# Emergency Manual

This manual is distributed to all JICA training program participants. The manual provides instructions on how to respond to emergency situations (i.e. earthquakes, fires, etc.) during their period of stay in Japan.

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# Japan is a disaster-prone country.

From summer through autumn, there are series of typhoons that bring strong winds, torrential rain, floods and landslides. In winter, there is heavy snowfall in the northern half of Japan. Throughout the year, there is risk of earthquake.

In order to minimize risk due to these natural disaster, JICA has equipped each international center with emergency food and equipment, and prepared evacuation procedures for JICA participants.



# What to do in case of...

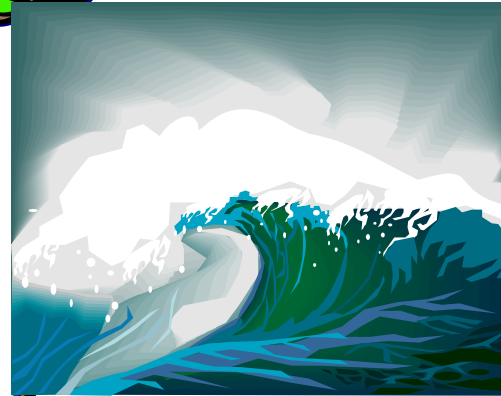
**Earthquake**



**Accidents**



**Fire**



**Typhoon**

**Tsunami**



# Earthquake

## Rule1:

During the earthquake, hide under a desk or a table until the trembling stops. Keep away from glass windows and falling objects!

## Rule2:

Turn off gas or oil heaters!

## Rule3:

Avoid rushing out of buildings!

## Rule4:

Open the door to secure an exit!

## Rule5:

If you are outside, watch out for falling rocks, landslides, and tsunami (tidal wave)!

**Remember these nine rules  
In case of an earthquake.**

## Rule6:

If you are in a public space such as shop, theater, or restaurant, follow the instructions by the staff!

## Rule7:

Do not stay alone. Keep together and wait for rescue or medical help!

## Rule 8:

When evacuating, go on foot and carry minimum items!

## Rule 9:

Avoid being misled by false rumors!



# Fire

① **Evacuate** immediately according to evacuation route.



② **Alert** others immediately.  
Shout “**FIRE!**”

③ Call **119** for **fire** and **rescue**.  
–Talk clearly and slowly.

# Typhoon (1)



## In case of a Typhoon,

- ① Do not go outside when strong wind is blowing. If you must go out, wear a helmet or a thick hat and be aware of flying or falling objects.
- ② Do not go near fallen electricity utility poles or sagging cables to avoid electric shock.
- ③ Pay close attention to weather reports. If a warning to evacuate an area is given, evacuate as quickly as possible.

# Typhoon (2)

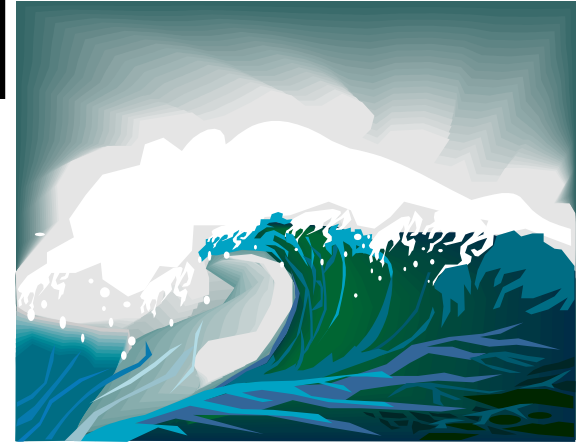


## **In order to prepare for typhoons and floods,**

- ① Try to grasp information in advance through news and weather forecast.
- ② Your residence should be fully inspected. Any repairs or reinforcements should be completed.
- ③ Close any windows or shutters.
- ④ Any objects outside such as rubbish bins, flowerpots, etc, should be fastened or brought inside.
- ⑤ If you live in an area where flooding will be likely , place furniture and electrical Items, etc. as high from the ground as possible.
- ⑥ In an event of a blackout (electrical power failure), have a flashlight, portable radio, etc. at hand.



# Tsunami/Tidal Waves



“**Tsunami**” is a series of large waves caused by an earthquake in the ocean floor. They are very different from normal waves, and have an incomparable power of destruction. Even **Tsunami** of only 10cm high can be very destructive.

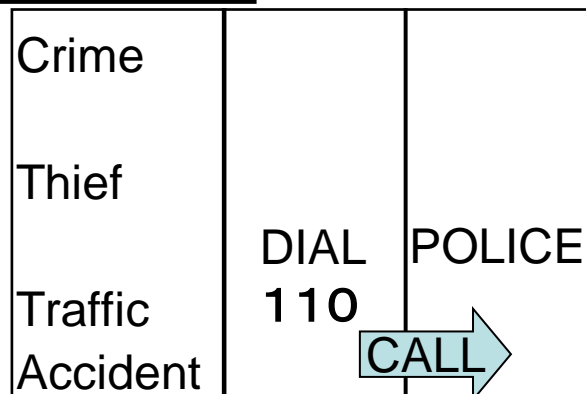
In a coastal area, if you feel an earthquake, evacuate immediately to a safer higher ground as far away from the coast as possible.

# How to call in emergency (1)

STEP1: When you encounter an incident such as crime or traffic accident, call 110 from the nearest phone (you will not need any coins). It will connect you to the nearest police station.

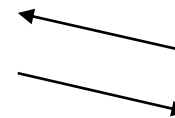
STEP2: After dialing 110 or 119, don't forget to call your JICA emergency contact person about your safety. Then, follow instructions from the contact person.

STEP1



STEP2

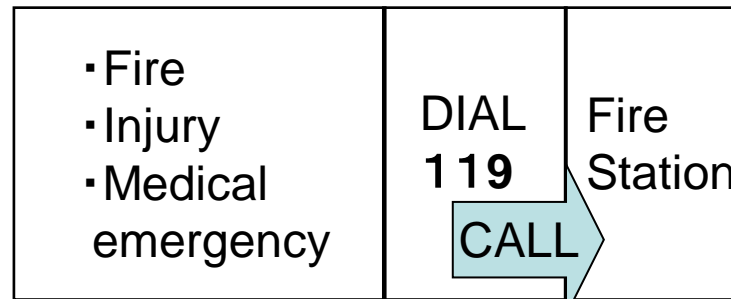
You



Emergency  
Contact <sup>8</sup>

# How to call in emergency (2)

In case of fire and/or a medical emergency, call 119 from the nearest phone (no coin is needed). You will be connected to the nearest fire station. Be sure to grasp the situation precisely in order to explain it to fire station.



When you dial 119, calmly tell the officer following:

- (1) It is an emergency.
- (2) What has happened.
- (3) Your location (address or some landmarks).
- (4) Your full name, and
- (5) The phone number from which you are calling.

Wait for an ambulance and have your National Health Insurance card and JICA Medical Card ready.

# How to call in emergency with public telephone



public telephone  
(gray)

Take the telephone receiver, and dial 110. Then, tell the number of the public telephone to the operator. (telephone card or coin are not necessary.)



public telephone  
(green)

Take the telephone receiver, and push the red button on the lower left side of the telephone box. Then tell the operator the number of the public telephone. (telephone card or coin are not necessary.)

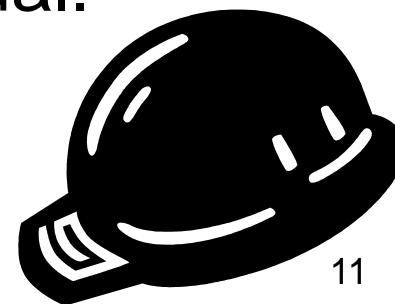
## How to call in emergency

- ※When major earthquakes strike, there is a rush of telephone calls. As a result, the use of wireless phones such as mobile phones or PHS become overcrowded.
- ※It is better to use a public phone to make a call. Public phones have been designed to have a greater chance of making a connection after disaster has occurred.
- ※Gray public phones may be used to make international calls.



# Pre-disaster measures

- Confirm where the nearest evacuation center is.
- Confirm where an emergency exit is in the hotel or JICA Center where you are staying.
- Place all your emergency items (helmet, copy of passport, medical card and emergency manual etc.) in an easy-to-access location. When you go out, don't forget to carry copy of passport, medical card and an emergency manual.



# Useful Website & App

## Website

You can get the latest information about natural disasters from the sites below.

- The Japan Meteorological Agency

<https://www.jma.go.jp/jma/en/menu.html>

- NHK WORLD

<https://www3.nhk.or.jp/nhkworld/>

## App

- Safety Tips

This app pushes alerts in 15 languages when natural disasters approach or occur.

For iPhone



For Android



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