

English ver.



2025

災害時 対応 マニュアル

At work, at home, or on business trip



The Soka Chamber Of Commerce
and Industry

How is your company's disaster preparedness?



Potential risks

Earthquakes and flood



Expected magnitude of earthquake

Probability of an earthquake occurring

Estimated flood depth Max. m

Rivers at risk of flooding

Infectious diseases and others



Types of infectious diseases

Others (tsunamis, landslides, etc.)

Concerns about damage and impacts at work and home/workplace

Company



Home/Work place



Family



Check it out now!

Disaster preparedness supplies for the workplace and home

What preparations should you make in case of flooding or an earthquake at your workplace? Prepare your emergency supplies and stockpiles in advance in preparation for natural disasters.



● Prepare your emergency supplies

There are emergency supplies at evacuation centers, but the quantity is limited. During stressful disaster situations, you will feel most at ease with items that are familiar and used in your daily life at home. First, let's focus on preparing items to

Emergency food and drinking water

At least
For 3
days



- Food
1. Easily digestible items
 2. Nutrient-dense items
 3. Items that require little water to consume
 4. Items that can be eaten as is



For water, the guideline is 3 liters per person per day, with 500ml bottles that can be divided into smaller portions.

*For infants, elderly and those with allergies, provide appropriate items.

Light



*One headlamp per person
The priority is **Headlights > lantern > Flashlight** A headlamp that leaves both hands free is also useful during an evacuation. Don't forget to bring extra batteries, mobile batteries, and other rechargeable items.

Hygiene products



Portable toilet, diapers for infants and adults, tissues, wet wipes, trash bags.

*With a portable toilet, you can feel secure even if the restrooms at the evacuation center are unavailable

Emergency medical supplies



Triangle bandages are very useful to stop bleeding and immobilization. Additionally, having medical supplies such as pain relievers, stomach medicine, and antiseptics can provide peace of mind. If you take any medication regularly, make a habit of replacing it when you receive new ones.

◆ 5 Additional items

Infection control measures



Masks, disinfecting items, thermometers, etc. During disasters, as dust can be in the air, disposable masks are recommended instead of cloth masks.

Valuables Items



Cash, copies of Id Card, bankbook, and insurance card, glasses (keep an old pair as a backup).

Clothes & everyday items



Underwear, socks, rain gear, comfortable shoes, toothbrush, compressed towels. For rain gear, a raincoat or poncho is recommended.

Information tools



Smartphone, mobile devices, radio, spare batteries and charging devices, earphones.

Useful Items



Jerrican (plastic fuel container), hazard map, work gloves, rubber gloves, pens, inflatable pillow, emergency aluminum sheet, vinyl bags, earplugs.

The preparations for the restoration of lifelines are : ①Electricity ②Water supply ③Gas

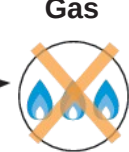
1
Approximately
4 days
until restoration



2
Approximately
17 days
until restoration



3
Approximately
42 days
until restoration



Emergency preparedness bag

Use a backpack as a disaster prevention bag so that you can keep both hands free. It is also useful to have a bag cover (available at 100 yen shops) to keep the bag from getting wet in the rain. Make sure to put each item in a zippered bag.

Infection control measures	It's convenient to prepare masks by dividing them into smaller packs of a few each, placed in zippered plastic bags. For those who cannot use alcohol-based sanitizers, please prepare alternatives like hand soap or paper soap that suit your needs.
Valuables Items	In case of a power outage, electronic payments won't be possible, so cash will be necessary. For security reasons, it's also a good idea to store it in a coin case or similar container to avoid making noise with the coins.
Clothes & everyday items	There are items like compression underwear and compressed towels that are compact and easy to carry. Oral care is very important during shelter life, so don't forget to bring a toothbrush. For clothing, make sure to pack it in zippered plastic bags. For rain protection, a raincoat or poncho is better than an umbrella.
Contact information memo	Prepare a note with your family's phone numbers for safety checks. It's also reassuring to write them on the hazard map and keep both together.
Useful Items	A jerrican with a spout is convenient. If you need to spend the night at an evacuation center, an inflatable pillow and earplugs are very useful. Rubber-coated anti-cut gloves provide extra security.

Example of Emergency supplies

Stock up on supplies to be able to live for several days (preferably 7 days) until disaster recovery.

Recommended emergency foods



Retort food/ Can food

Items with a shelf life of less than one year are fine. Choose foods that provide protein, such as meat and fish.



Freeze-dried foods



Dried foods

Supplement like minerals and dietary fiber, which are often lacking.

Convenient items for meals during emergencies

Portable Gas Stoves and Gas Canisters



1Unit can be used for about 65 minutes

15 ~ 20 units per month needed!

Essential items for cooking emergency food and supplies *Use for 30 ~ 45 minutes per day

Stockpiling Drinking Water for Emergencies



1Person 3 liters per day

For a family of four for 7 days At least 7 boxes (2 liter plastic bottles) (6 pieces).

Portable toilet

Assume that each person will use the toilet about 5 times a day, and prepare enough supplies for the family for at least 7 days.



Portable toilet



5x 1person per day

For each person (Family)

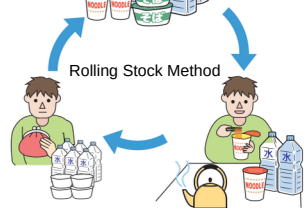
7 days' worth or more

For a family of 4 people, approximately 140 sheets are needed

*Quoted from the Prefecture Manual Book [Toilet Measures in the Home During Disasters Section].

Recommended stockpiling method: "Rolling Stock Method"






To store 7 days' worth of food for an emergency, it's effective to buy slightly more food and water regularly, and when the expiration dates approach, use those items and replenish them. This method, known as the 'Rolling Stock Method' it allows you to eat familiar foods during a disaster and providing peace of mind.



Portable Water Bags

It helps prevent toilet and bath reverse flow during the early stages of flooding.

How to make a temporary water storage bag

- Use a larger bag, double it, and fill it with water. 
- Close the opening of the bag.  *Remove the air 
- Toilet backflow prevention. 
- Preventing backflow from the bathroom drain. 

Things to do to protect life

Things to do at work

Things to do at home and work

Things the family should do

Things to do to protect life (example)

Things to do at work

- Create an emergency response plan for your workplace and review it regularly. Make sure evacuation routes and evacuation shelters are clearly defined and that employees understand the plan and their roles.
- Create an emergency contact list that clearly defines how to contact employees and support centers during and after a disaster, so that they can communicate quickly.
- Review the layout of equipment and fixtures in the office to reduce the risk of them from falling or breaking. Disaster prevention measures such as earthquake reinforcement of buildings are also important.

Things to do at home and work

- Secure heavy furniture such as shelves to prevent them from falling over.
- Regularly check your smoke detectors and fire extinguishers.
- Prepare emergency supplies such as food, water, a first aid kit, and a flashlight.

Things the family should do

- Confirm the location and contact details of designated evacuation shelters, and be prepared to evacuate if necessary.
- Receive training in basic first aid and cardiopulmonary resuscitation so that you will be able to respond to injuries etc.
- Prepare emergency supplies for pets and have a plan for how to care for them in the event of a disaster.

You never know when a major earthquake will occur, so be prepared in advance!



With events like the Noto Peninsula Earthquake and Nankai Trough Earthquake Advisory, let's be fully prepared for major earthquakes that can occur at any time.



Clothing during evacuation

When evacuating, make sure to wear clothing that allows easy movement.



An earthquake has occurred! What should you do at that time?

Precautions when outside



Be cautious of the tipping over of block walls and vending machines



If you're near a sturdy building, take shelter inside it



Even after the shaking stops, be cautious of falling objects from above

Find more in the article:
《What to do when an earthquake occurs!》

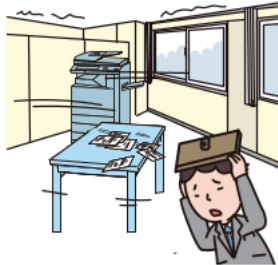


When experiencing shaking in a high-rise building

During the Great East Japan Earthquake, the intense shaking unique to high-rise floors continued for a long time.



Furniture and appliances that are dangerous should be secured in advance



Protect your head and evacuate to an area with fewer appliances



Stop the elevator at the nearest floor and quickly exit

Find more in the article:

《If the shaking doesn't stop...
Long-period seismic waves' hitting high-rise buildings
and tower mansions》



If An earthquake occurred! What should you do at that time?

Points to note when indoors



Take shelter under a sturdy table or in another safe space



Do not evacuate under hanging lights or similar objects



Do not panic and rush outside, or try to put out a fire forcefully



Do not panic and rush to the exit in crowded places



There is a risk of fire spreading due to surrounding fires. Evacuate early

Find more in the article:

《Earthquake occurs, what to do at that moment!?!》



A major earthquake has occurred! What should you do at that moment?

Preparation for earthquakes

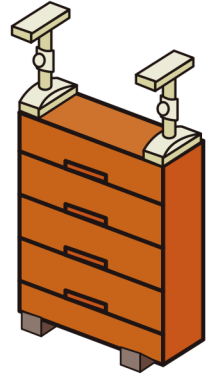
Let's prepare in advance so that we can stay at home even after a disaster



Earthquake reinforcement

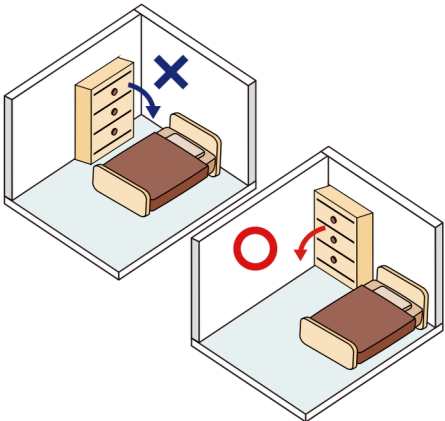


Glass shattering prevention

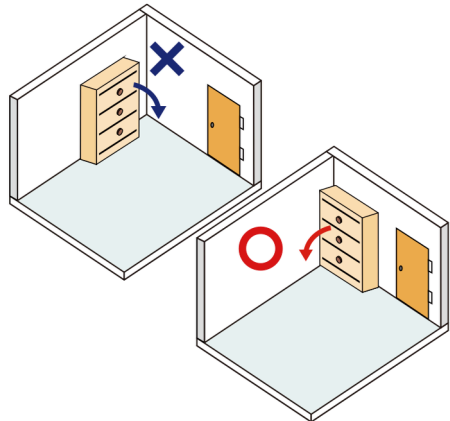


Securing furniture and other items

Is it in a dangerous arrangement?



Arrange furniture so that it does not fall onto the bed



Arrange the furniture so that it doesn't block the entrance, even if it falls

Find more in the article:

《You can do it now! Illustrated earthquake preparedness tips for your home》



Designated evacuation shelter



Community Block	Category	Name of the shelter
Shinden West Block	Evacuation Center No. 1	Shinden Junior High School
		Shinei Elementary School
		Shinei Junior High School
		Seimon Elementary School
		Shinden Elementary School
		Sakae Junior High School
	Evacuation Center No. 2	Shinden West Cultural Center
Labor Welfare Hall		
Shinden East Block	Evacuation Center No. 1	Yahata Elementary School
		Yahata North Elementary School
		Matsue Junior High School
	Evacuation Center No. 2	Yahata Community Center
Soka Angyo Block	Evacuation Center No. 1	Koyama Elementary School
		Sakae Elementary School
		Matsubara Elementary School
		Hanaguri South Elementary School
		Hanaguri Junior High School
	Evacuation Center No. 2	Haramachi Community Center
Soka Inari Block	Evacuation Center No. 1	Inari Elementary School
	Evacuation Center No. 2	Inari Community Center
Soka Kawayagi Block	Evacuation Center No. 1	Kawayanagi Junior High School
		Aoyagi Junior High School
		Kawayanagi Elementary School
		Aoyagi Elementary School
	Evacuation Center No. 2	Kawayanagi Cultural Center
		Kakinoki Community Center

Community Block	Category	Name of the shelter
Soka West Block	Evacuation Center No. 1	Soka Junior High School
		Nishicho Elementary School
		Hikawa Elementary School
	Evacuation Center No. 2	Hikawa Community Center
Soka East Block	Evacuation Center No. 1	Takasago Elementary School
		Soka Elementary School
	Evacuation Center No. 2	Chuo Community Center
		Yoshicho Assembly Hall
Yatsuka East Block	Evacuation Center No. 1	Sezaki Elementary School
		Sezaki Junior High School
	Evacuation Center No. 2	Sezaki Community Center
Yatsuka West Block	Evacuation Center No. 1	Nisato Elementary School
		Yatsuka Junior High School
		Ryoshinden Elementary School
		Ryoshinden Junior High School
	Evacuation Center No. 2	Nisato Cultural Center
		Yanagijima Community Center
Yatsuka Central Block	Evacuation Center No. 1	Yatsuka Elementary School
	Evacuation Center No. 2	Yatsuka Cultural Center
		Community Exchange Activity Center
Third Evacuation Center		Encle Sports Arena Soka
		Soka Community Gymnasium
		Soka High School
		Soka Nishi High School
		Soka Higashi High School
		Soka Minami High School
Fourth Evacuation Center		Dokkyo University

Make sure you follow these steps in the event of a disaster!

Nationally Certified Plan

What is a business continuity plan(BCP)?

It is the first step in preparing for the risks of natural disasters, which have become more frequent in recent years due to the effects of climate change, and infectious diseases such as the COVID-19 virus, and is an important plan for quickly continuing business activities in the event of a disaster. By formulating a business continuity plan (BCP) in advance, you can understand the minimum actions that should be taken in the event of a disaster and what is still lacking at present.

Benefits of developing a business continuity plan

Having your business continuity plan (BCP) certified by the National government, provides the following benefits:

- Tax measures for disaster prevention and mitigation equipment.
- Additional credits for subsidies (manufacturing subsidy, etc.)
- Discounts on non-life insurance premiums.
- Low-interest loans from the Japan Finance Corporation.
- Use of the certification logo permitted.



Inquiry

Soka Chamber of Commerce and Industry
340-0016 Soka City, Chuo 1-5-22 (Temporary Office) ※ Until March 2025
340-0016 Soka City, Chuo 2-16-10 ※ From April 2025
TEL 048-928-8111

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Emergency Contact

- Evacuation destination

- Telephone No.(Company/Family)

- Message Dial **171**