**Fire**

**What to do when fire breaks out**

1. **Announce**
   - Shout “Fire” loudly to inform others of the emergency
   - Press the emergency bell

2. **Report**
   - Call 119 to report the emergency.
   1. “There is a fire”
   2. “The location is __”
   3. “The fire is in room __ on the __ floor”
   4. “Everyone has been evacuated from the room.”
   - Inform the concierge (if there is one)

3. **Extinguish**
   - Try to put out small fires using a fire extinguisher
   - Use indoor fire hydrants and/hoses
   - If you feel endangered, evacuate the area immediately (do not overdo)

4. **Evacuate**
   - Evacuate from smoke
   - Use indoor fire hydrants and/hoses
   - Remove fire door latch covers and evacuate via stairways
   - Do not use elevators

**Earthquake**

**What to do in case of an earthquake**

1. **Personal safety**
   - Protect yourself from falling objects and debris
   - Do not rush outside

2. **Extinguish open flames; secure evacuation route**
   - Extinguish all open flames
   - Take initial measures to put out fires
   - Open exits and stairway doors
   - Do not use elevators

3. **Check surroundings for damage**
   - Call out to others; check whether anyone is injured
   - Check the condition of coworkers and colleagues
   - Check for interior and exterior damage of your workplace

4. **Inform superior of damage conditions**
   - Obtain instructions regarding evacuation, such as whether to stand by or go home

**Gathering information**

1. **Remain calm; check surroundings**
   - Obtain accurate information on magnitude, intensity, epicenter and the possibility of a tsunami from television, radio, the internet, etc.

2. **Call out to others and offer help**
   - Call out to others in the area and cooperate with each other (do not take actions alone)

3. **Confirm the safety of your family**
   - Use the emergency message voicemail service or other means to contact your family

**Standards for evacuation**

- Follow instructions broadcast over the building’s public address system (for buildings with a concierge)
- When the building has major damage
- When fire breaks out (includes fire in an adjoining building)
- When there is danger of injury due to debris or fallen objects indoors

**Emergency contacts**

Emergency contact (1)
- Name:
- Telephone number:
- Email address:

Emergency contact (2)
- Name:
- Telephone number:
- Email address:

What to do if emergency contact cannot be reached
- Please enter beforehand

What to do beforehand

Check☐ Local (Secondary) evacuation area Location:

Check☐ Wide (Primary) evacuation area Location:
### Action in case of emergency

#### If you find a injured person

1. **Check the person’s condition**
   - Is the person conscious?
   - Tap the person’s shoulder and call into the person’s ear; watch for a reaction. If there is a reaction, ask the person if he/she is in pain or injured and take the necessary measures. If there is no reaction, provide aid as follows

2. **Call 119 (emergency center)**
3. **Notify the concierge**
4. **Prepare the AED**
5. **Give First Aid**
   - If the person is not breathing, carry out artificial respiratory of 30 sternum/chest compressions, then secure an airway and give two breaths; repeat the pattern of 30 compressions and two breaths until the AED arrives.
   - If you hesitant to breath into the person’s mouth, just continue with the compressions

#### First Aid measures

- **Sternum/chest compression**
  - **Point of compression**
    - Center of the chest, in the middle of an imaginary line connecting the nipples
  - **Position for applying compressions**
    - Compress the chest about 4-5 cm in a perpendicular direction

- **Securing an airway**
  - Cross the fingers and place the thumb on the upper teeth; place the index finger on the lower teeth and open the mouth
  - Remove anything that may be clogging the mouth
  - Place one hand on the forehead; place the index and middle fingers of the other hand at the point of the chin and raise the chin, pushing

- **Cardio-pulmonary resuscitation**
  - Open the AED and turn on the power
  - Affix the electrode pads to the chest
  - Press the button to activate the electric shock
  - Follow the directions given by the AED’s voice announcements

#### Regular precautions

- **Earthquake**
  - Check
  - Don’t keep items under your desk
  - Secure fittings (wall cabinets, bulletin boards, etc.) that could fall or topple
  - Arrange partitions in “U” or “H” shaped layouts
  - Do not place items in such a manner that they block evacuation routes
  - Shut all drawers and doors securely to prevent them from flying open
  - Do not leave dangerous objects (medications, combustibles) lying around in the open

- **Fire**
  - Check
  - Always be sure that cigarettes are completely extinguished
  - Check all gas cocks are fully closed
  - Do not use piggy-backed electric outlets or extension cords as they are dangerous
  - Check all possible fire sources have been extinguished/turned off when leaving a room
  - Check location of all fire-fighting equipment
  - Actively participate in fire drills

### Evacuation procedures

- **Elevator**
  - Elevator will stop at the nearest floor. After you get off, the elevator will no longer be operable

- **Earthquake**
  - Make your way to the evacuation floor (first floor or other evacuation point)
  - After you get off, the elevator will no longer be operable

- **Fire**
  - How to open an emergency door
  - How to open a fire door

### Keep this Pocket Guide with you

- **How to print the Pocket Guide to Disaster Prevention**
  - Use double-sided printing

- **How to fold the Pocket Guide**
  - Hold Guide horizontally and fold in half the long way.
  - Accordion-fold the folded paper into four sections.

### When you are unable to return home

- **What to do if you are unable to return home**
  - 1. Remain calm and check your surroundings
  - 2. Keep a portable radio in your pocket
  - 3. Make a map of the route to your home
  - 4. Place sneakers in your locker so you can put them on when you open it (emergency goods)
  - 5. Keep chocolate and caramels in your desk (emergency food)
  - 6. Discuss the plan with your family beforehand (means of communication, meeting place)
  - 7. Confirmation of safety, voicemail (emergency message voicemail service)
  - 8. Practice walking home
  - 9. Prepare for weather according to the season (raincoat, pocket warmers, towels, etc.)
  - 10. Call out to others and offer help