## For full and part-time workers

## CONTENTS

# Pocket Manual of Fire Protection Management



Tokyo Fire Department

| Introduction ······1                   |
|--|
| Do You Know? ·····2                    |
| To Prevent Fires ·····3                |
| To Protect Your Workplace from Fires   |
| If a Fire Starts •••••8                |
| Earthquake Preparedness · · · · · · 17 |
| When an Earthquake Happens 21          |
| Reference26                            |
| Your Safety Plan ·····28               |
| Emergency Contacts ······30            |

## Introduction

Daily preparedness and quick actions are critical to prevent fire and minimize earthquake damage.

Check off each item 🗹 to make sure of your roles.

We hope this booklet will help you prepare for emergencies.



#### Do You Know?

|   | Do Tou Miow:                       |
|---|------------------------------------|
| 1 | What is your role in the workplace |
|   | fire brigade?                      |
| 2 | Do you know about your building?   |
|   | Name                               |
|   | Address                            |
|   | Landmarks nearby                   |
|   | Fire protection equipment, etc.    |
|   |                                    |
|   |                                    |
|   |                                    |
|   |                                    |
|   |                                    |

2

1