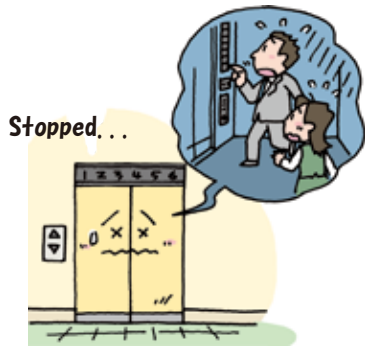


◆ How to Avoid Being Trapped in an Elevator



- Don't use elevators in case of a fire or an earthquake.
- Press all the floor buttons if you feel an earthquake in an elevator. Get off once it stops at any floor.
- If you are trapped, contact the outside on an intercom. Stay calm and wait for a rescue.

【Tips for Stranded Commuters】

- 1 Check safety.
Use Disaster Emergency Message Dial (a voice mail system), or seek support from relatives living outside the damaged area.
- 2 Practice walking back home and know your route for an emergency.
- 3 Prepare for any weather conditions. (Have pocket warmers, towels, etc. at hand.)
- 4 Be cooperative. Help each other.
- 5 Don't panic. Know what's going on.
- 6 Carry a portable radio.
- 7 Prepare the map for walking back home.
- 8 Keep a pair of sneakers in your locker. (emergency goods)
- 9 Keep sweets like chocolates and caramels in your desk. (emergency snacks)
- 10 Have family meetings in advance. (means of contact, meeting point)

◆ Measures for Stranded Commuters

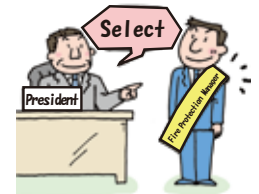


- Get traffic information through TV, radio and the Internet.
- Follow your company's staggered leaving hours plan to avoid the rush.
- Be prepared to walk home from work.

Reference

◆ Fire Protection Management

The person with authority for the management of a building of over a certain size shall designate a fire protection manager from among managers and supervisors in his/her workplace.



【Duties of Fire Protection Manager】

- To make, review and revise a fire protection plan
- To manage facilities required for escape
- To conduct drills in firefighting, reporting and evacuation
- To supervise inspection and maintenance of fire protection equipment
- To supervise the use of fire and other hazardous conducts
- To control the number of persons to be admitted
- To supervise and give directions to fire safety employees
- Other fire protection duties