

~For employees~

# Pocket Manual of Fire protection Management



Tokyo Fire Department

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# Introduction

Daily preparedness and quick response actions are critical to prevent fire and minimize damage from earthquakes.

Check ☒ each item to make sure you understand your roles.

We hope this booklet will help you prepare for emergencies.





# Do you Know?



1 What is your role in the private fire brigade?

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2 Do you know about your building?

Name 

---

Address 

---

Nearby landmarks 

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Fire protection equipment , etc.

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# To Prevent Fires



Fire

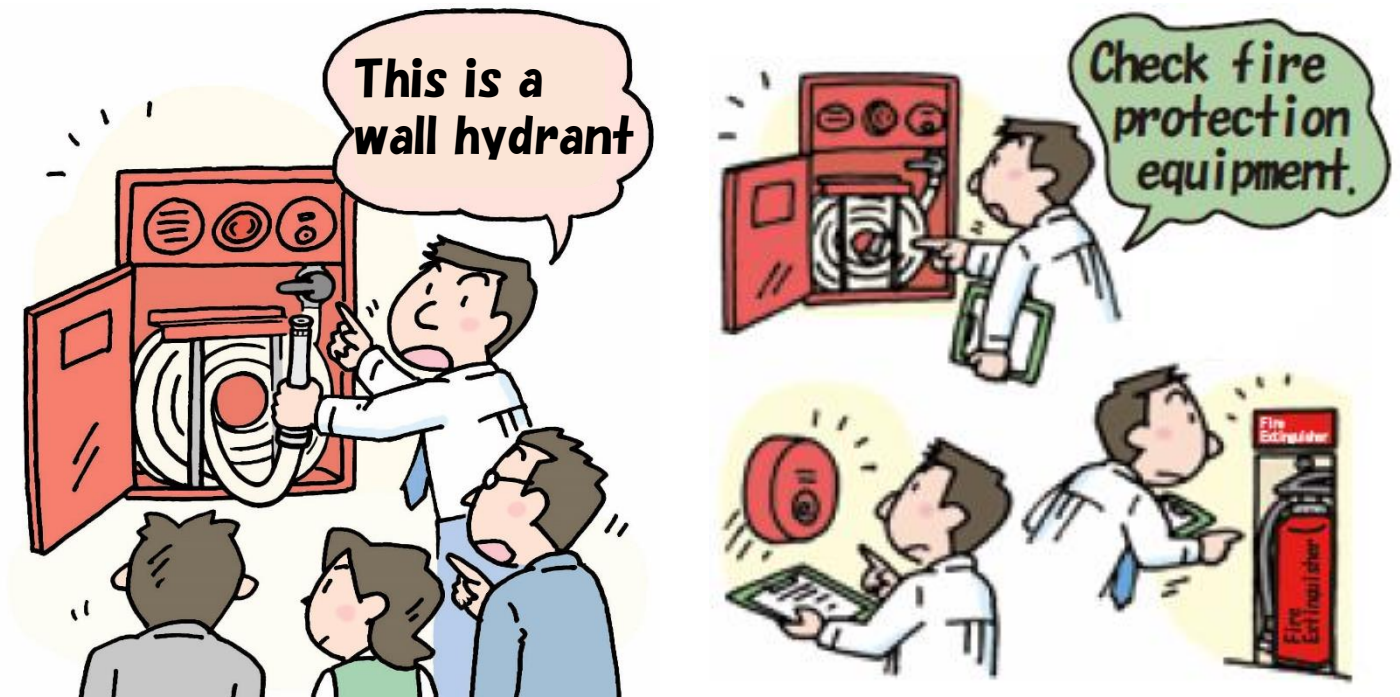
- ☐ Smoke where ashtrays are available.
- ☐ Wet cigarette butts before throwing them.
- ☐ Don't overload outlets.
- ☐ Don't leave fires unattended.



- ☐ Keep the buildings surrounding area tidy and clean.
- ☐ Don't leave combustible. They may attract arsonists.
- ☐ For safe welding, keep combustibles away, have a fire extinguisher at hand, and weld under the instructions and supervision of the fire warden or the fire source responsible person.

# To Protect Workplace from Fires

## Fire protection Equipment



Fire

- ☐ Know where the fire protection is located and how to use it.
- ☐ Report to the fire warden if you find any defects of the fire protection equipment.



# Escape Routes

Fire



- ☐ Keep the stairs and the corridors clear.
- ☐ Don't let any items block the fire doors and shutters.
- ☐ Don't leave any items where they prevent the use of the escape equipment.



# Private Fire Brigade Drill



- ☐ Understand the structure of and your role in the private fire brigade.
- ☐ Keep yourself fully trained in calling 119, fighting a small fire, and evacuating the people, in addition to doing the duty in your role.

# If a Fire Starts...

If you find a Fire



- ☐ Alert others is a loud voice.
- ☐ Follow the private fire brigade chief's directions and do the duty in your role.

# Reporting

Report



Fire

- ☐ Call 119 and tell
  - \* where the fire is occurring
  - address, building name, and
  - floor number
  - \* what is burning
  - \* who are left inside, etc.
- ☐ Contact the building safety center
- ☐ Make an emergency announcement

## 【Samples】

“The ○ floor fire alarm has been activated. We are now checking the situation. Pay attention to the next announcement.”

“We have a fire on the ○ floor .

Follow the staff’ s instructions and escape calmly.

Don’ t use the elevators.”

# How to Call 119

- ☐ Write down the building's address, name, phone number and nearby landmarks on a card and have it when calling 119.
- ☐ Keep calm and tell the operator the buildings address, name and ongoing situation.

## 【Calling 119】

Kaji desu. (“It’s a fire”)

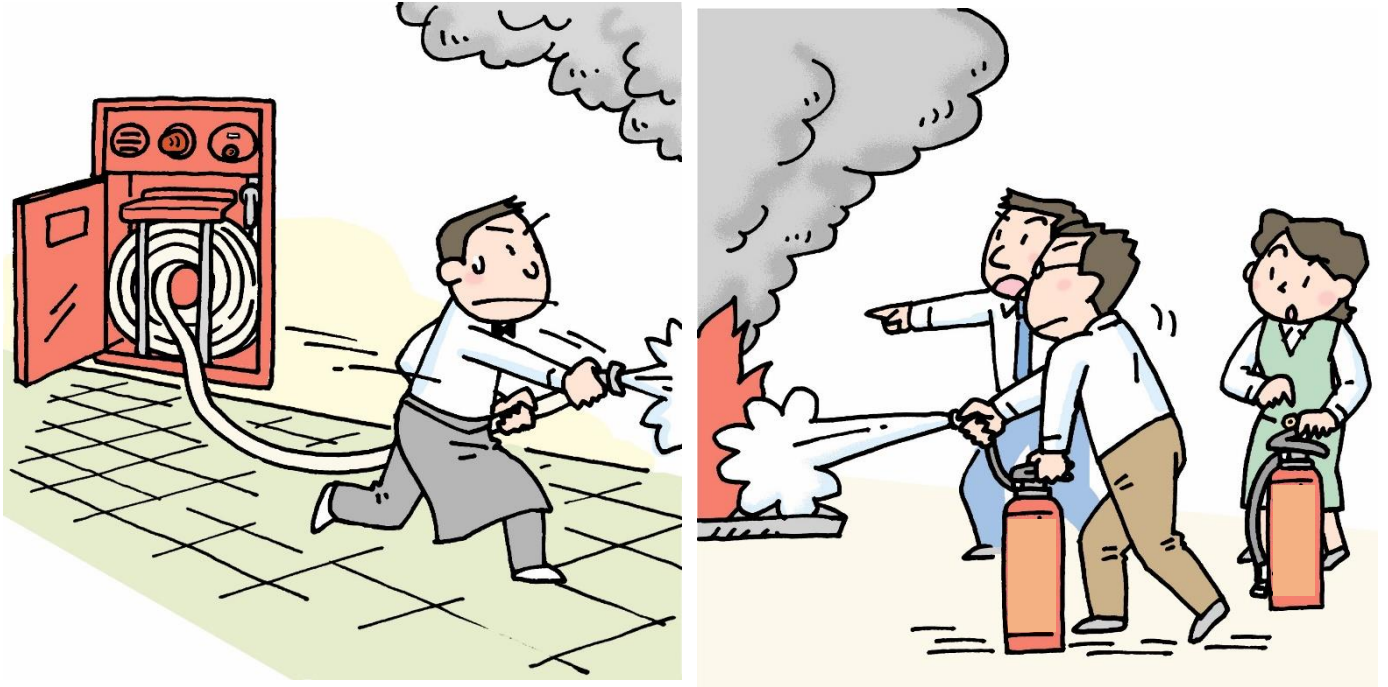
ku(shi), machi, chome, ban, go,  
biru

San gai no jimushitsu ga moete imasu.

(“The third floor office is on fire.”)



# Fighting a Small Fire

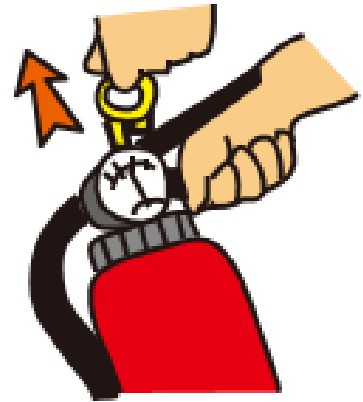


- ☐ Take a nearby fire extinguisher to the fire scene.
- ☐ Use a wall hydrant if fire extinguishers are not effective to point out the fire.
- ☐ Get out immediately if you feel danger such as when the fire spreads or grows.

# How to Use a Fire Extinguisher



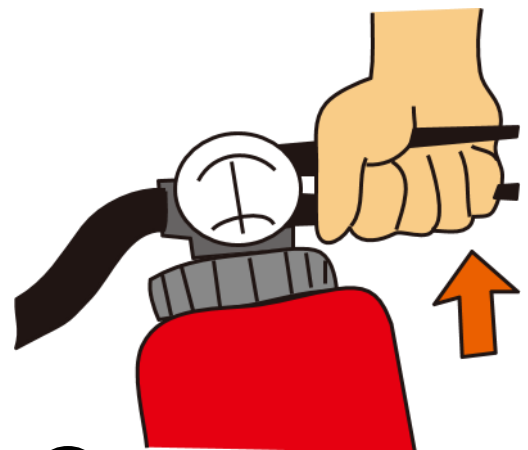
① Take it to the fire.



② Pull off the pin.



③ Aim the nozzle  
at the fire



④ Squeeze  
the handle.



⑤ Spray directly on the burning object.

# How to Use a Wall Hydrant

## ◆ Wall Hydrant 1 (A hose is folded inside.)

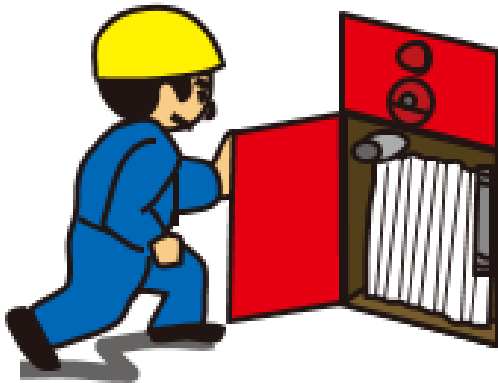


① Select which hydrant to use.



② Press the start button.

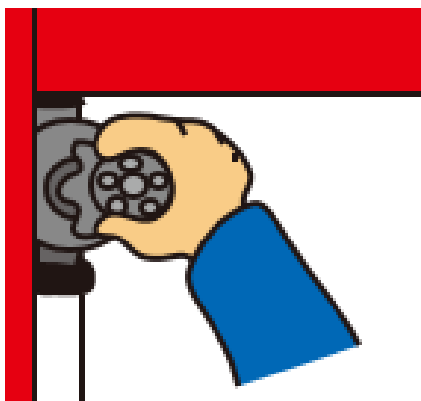
(The button may be inside.)



③ Open the cabinet door.



④ Lay out the hose



⑤ Open the value.



⑥ Spray water.

## Wall Hydrant 2 (A hose is laid out easily and the nozzle has an om-off value.)

This illustration means that  
You can use it by yourself.



① Select which hydrant  
to use and open the door.

② Pull out the  
nozzle.



③ Open the valve.  
(Some hydrants have no valve)

④ Lay out the hose.



⑤ Open the nozzle.

⑥ Spray water.



# Notes for Fighting a Small Fire

The characteristics of fire vary according to what is burning and where it is burning. You can use fire extinguishers until a fire reaches the ceiling and hydrants until you feel the danger of heat or smoke from the fire.

- ❑ When you have put out a fire with a powder type fire extinguisher, don't forget to spray water on it to put it out completely.**
- ❑ Approach a fire while keeping a safe distance\* from it, stay low, and spray on the burning thing.**

\*The average spraying range of a fire extinguisher is 3 to 5 meters.

- ❑ When you use a hydrant, be careful not to spray too much water and cause damage on the properties.**
- ❑ When you stop using the pump of a hydrant, pull back the start button, and push the stop button on the control panel\*.**

\*The pump control panel is located in the machine room, etc.

- ❑ Make sure you have escape routes. Don't hesitate to escape when the fire spreads or grows.**

# How to evacuate people

Fire



- ☐ Show the escape route clearly using a megaphone and/or a loud speaker.
- ☐ Have two or more escape routes. Choose the safest one , considering the situation.
- ☐ Use the escape staircase first.
- ☐ Don't use the elevators.

# Evacuation Procedures



**There is a fire on the 3<sup>rd</sup> floor  
Please evacuate as quickly as possible.  
Don't use the elevators.**



**Inform you of the disaster situation by using  
the emergency broadcasting system and conduct  
the evacuation guidance in the building.**

**We are evacuating the people  
from the floor first, and then  
from the upper floors.**

**When everyone has evacuated  
from the fire floor, close the  
fire door.**



**Have two ways out.**

**Use escape tools only  
when stairways are unavailable.**



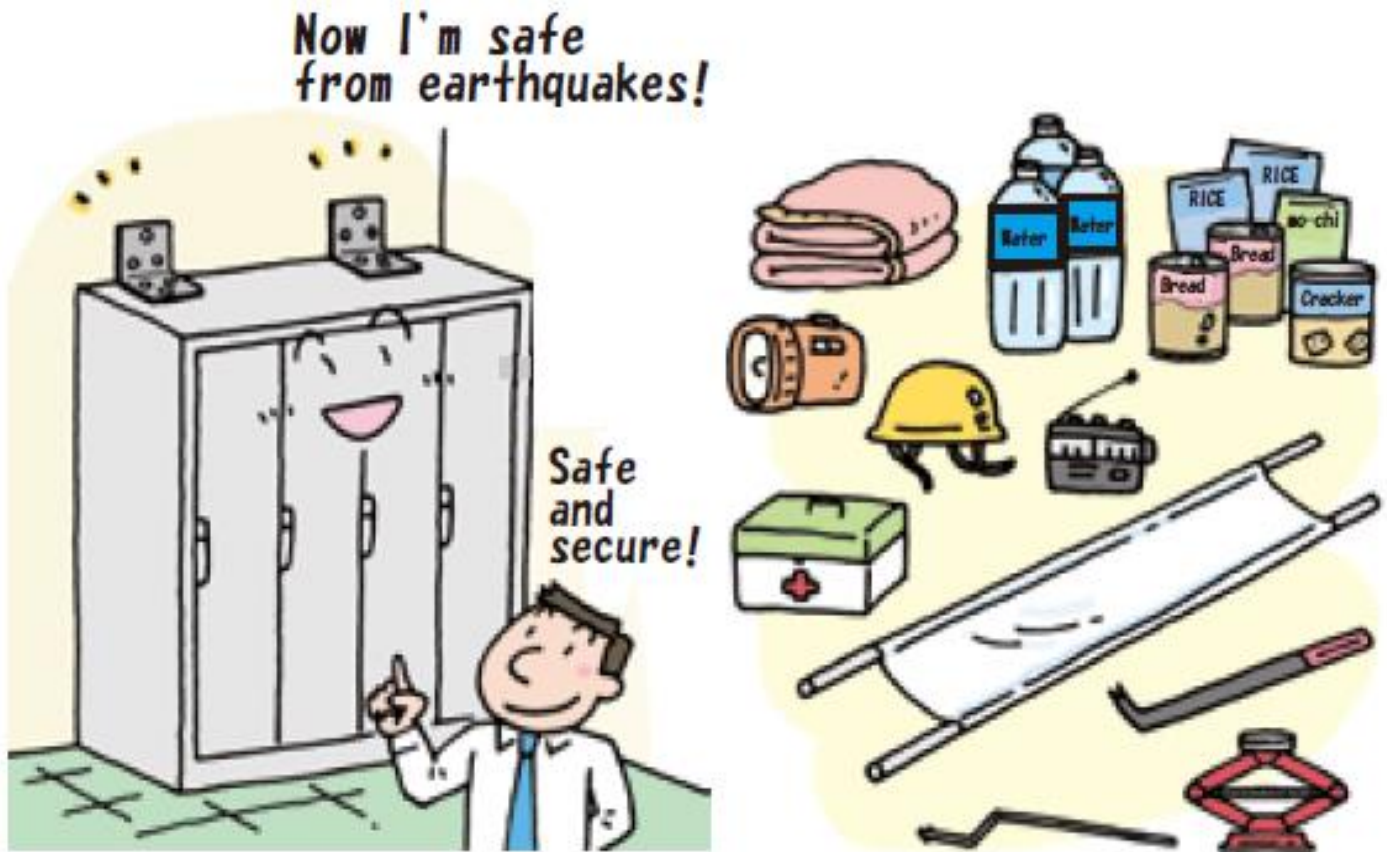
**Fire from the 3<sup>rd</sup>  
floor. Evacuation is...**

**Place the evacuation guide  
staff at corners and  
doorways.**

**Have the staff with megaphones  
In front of stairs and exits.**



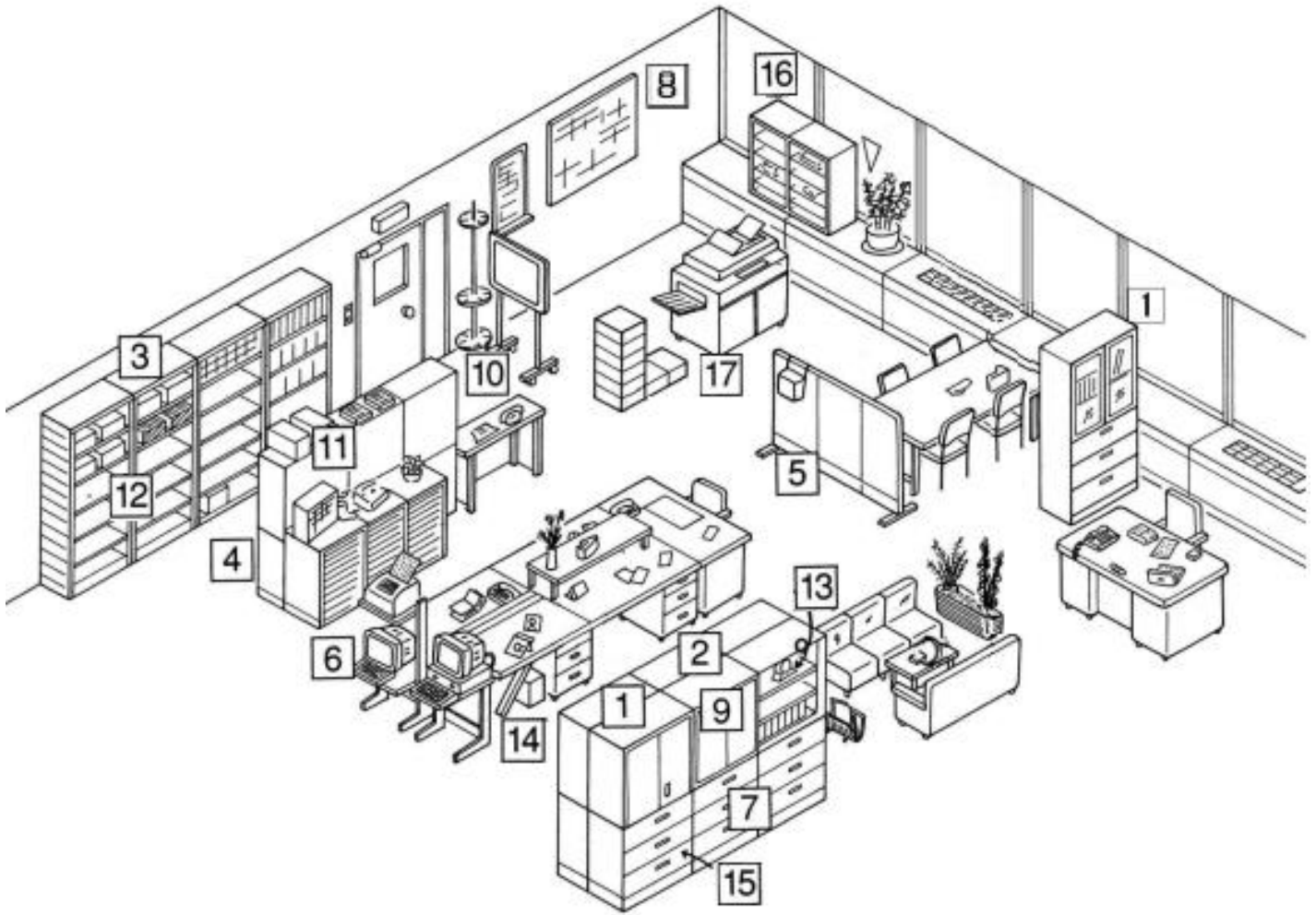
# Earthquake Preparedness



- ☐ Fix the lockers and other office furniture.
- ☐ Know where the emergency supplies and the rescue tools are stored and how to use them.



# Checklist for Office Safety




Earthquake



These illustrations show bad examples.

- ☐ Use the following safety checklist to improve the earthquake safety measures (to prevent fall and slide of furniture).

ITEMS		
1	Tall furniture is not placed alone with.	
2	Pieces of unstable furniture are attached back to back to each other.	
3	Lockers are secured to the wall and the floor.	
4	Pieces of stacked furniture are attached to each other.	
5	Partitions boards are placed in a stable “U” or “H” shape and fixed to the floor.	
6	Office appliances are secured not to fall.	
7	Drawers and cabinet doors won’t open by an earthquake.	
8	Clocks, picture frames and bulletin boards are securely attached not to fall.	
9	Glasses are covered with shutter-resistant film.	
10	No easy-to-fall objects are on the escape routes.	

11	No objects are on the furniture tops.	
12	All the items are properly stored in the furniture and its gravity center is not high.	
13	No dangerous goods like chemicals and flammables are stored.	
14	No objects are under the desks.	
15	Drawers and cabinets are not left open.	
16	No “easy-to-fall” objects are near the glass windows.	
17	Copy machines are properly secured not to fall down or move.	

# Earthquake

our family.

Confirmation of family safety

I'm safe.

ホッ

- 22 –



# When an Earthquake Happens



Earthquake

- ☐ Protect yourself.
- ☐ Turn off gas appliances and put out fires.
- ☐ Don't rush outside.
- ☐ Follow the directions of the private fire brigade chief and do the duty in your role.

# 10 Tips For Earthquake Safety

During an  
Earthquake

Right After an Earthquake

After an Earthquake

1	<b>QUAKE! Protect Yourself First.</b>
2	<b>Keep Calm. Check All Fire Sources. Put Out Small Quickly.</b>
3	<b>Keep Calm. Panic May Cause You Injuries.</b>
4	<b>Make Sure You Have Ways Out. Open Doors And Windows.</b>
5	<b>Keep Away From Gateposts And Walls.</b>
6	<b>Escape From Fires And Tsunami.</b>
7	<b>Get The Right Information. Take The Right Action.</b>
8	<b>Make Sure Your Family And Neighbors Are Safe.</b>
9	<b>Work Together On Rescue And First Aid.</b>
10	<b>Make Sure Electricity And Gas Are Turned Off Before Evacuating</b>

# How to Avoid Being Trapped in an Elevator



Earthquake

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

# Flowchart of Action When an Earthquake Occurs

**Earthquake**

Protect yourself.  
(Mitigating damage from the quake)

Join operations of the Private Fire Brigade  
(Fighting a small fire, rescuing injured people, etc.)

- Is there a possibility that the building collapse?
- Is there damage around the building?

Yes

Evacuate to an  
evacuation shelter.

No

Stay inside the  
building.

Stay until the transportation  
services resume.  
*For about 3 days after a quake*  
(Need Care for Stranded People)

When the transportation services  
resume, leave the office (return  
home) in order.

**We'll  
help you.**

**What should  
I do...?**

Earthquake



# Measures for Stranded Commuters



Earthquake

- ☐ Get traffic information through TV, radio and the Internet.
- ☐ Follow your company's emergency return home plan to avoid the traffic rush.
- ☐ Read the safety tips on the next page and be prepared to walk home.

# Tips for Stranded Commuters

<b>1</b>	<b>Don't panic .Keep checking the safety and the disaster info</b>
<b>2</b>	<b>Have a portable radio.</b>
<b>3</b>	<b>Plan a route to walk back home.</b>
<b>4</b>	<b>Keep a pair of sneakers in your locker.(emergency goods)</b>
<b>5</b>	<b>Keep chocolate and caramels in your desk.(emergency snacks)</b>
<b>6</b>	<b>Have family meetings in advance. (means of contact, meeting point)</b>
<b>7</b>	<b>Confirm your family member's safety. Use the Disaster Emergency Message Dial system(a voice mail system), or seek support from your relatives living outside the damaged area.</b>
<b>8</b>	<b>Practice walking back home in advance.</b>
<b>9</b>	<b>Prepare for any weather conditions.(Have pocket warmers, towels, etc. at hand.)</b>
<b>10</b>	<b>Be cooperative. Help each other.</b>

# Case Studies

## ① Late Report

An office employee noticed a burning smell coming from under the desk and found there that an electric code was burned. As the fire was already put out, the person did not report it to the fire department.

Next morning, the fire warden found the burned code and reported the fact to the fire station.

Even if the fire is already out, it is still a case of fire!



## ② A Kitchen Fire Caused by Unattended Cooking attended.



A part-time staff member was heating a pan in the kitchen, but he left there to answer a phone call. When he came back, he saw a fire from the pan. He poured water on it, but because he rushed, he got a burn from the heated water.

- Don't leave while cooking.
- Put out a fire properly.

## ③ A Successful Case of Private Fire Brigade Operations

As a shop clerk found a smoke rising from the shelf, he **let other clerks know** by radio there was a fire. His colleagues **called 119**, **fought the fire** with extinguishers, and **evacuated** about 100 customers in the shop, which resulted in minimizing the damage.





# Emergency Contacts



<b>Area Fire Warden</b>	
Name:	TEL :
<b>Fire Warden</b>	
Name:	TEL :
<b>Fire Protection Technician</b>	
Name:	TEL :
<b>Private Fire Brigade Chief</b>	
Name:	TEL :
<b>Private Fire Brigade Acting Chief</b>	
Name:	TEL :
<b>Building Safety Center</b>	
Location:	TEL :
<b>Your Fire Station (Call <b>119</b> in case of fires and other emergencies)</b>	
Fire Station	TEL :