

◆ Evacuation



- Tell and show the exit through a megaphone and/or with a rope.
- Plan two or more escape routes. Choose the safest one in an emergency.
- Use a smoke proof tower stairway first. Escape ladders are the last resort.
- Don't use elevators.

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Evacuation Procedures

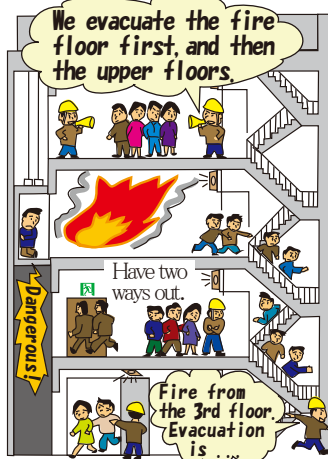


Stay calm.

Lead evacuation lines orderly.



Use the public address system.



When evacuation is over on the fire floor, close the fire door.



Use escape tools only when stairways cannot be used.

Have the staff with megaphones in front of stairs and exits.

Place the staff at corners and doorways.



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Earthquake Preparedness

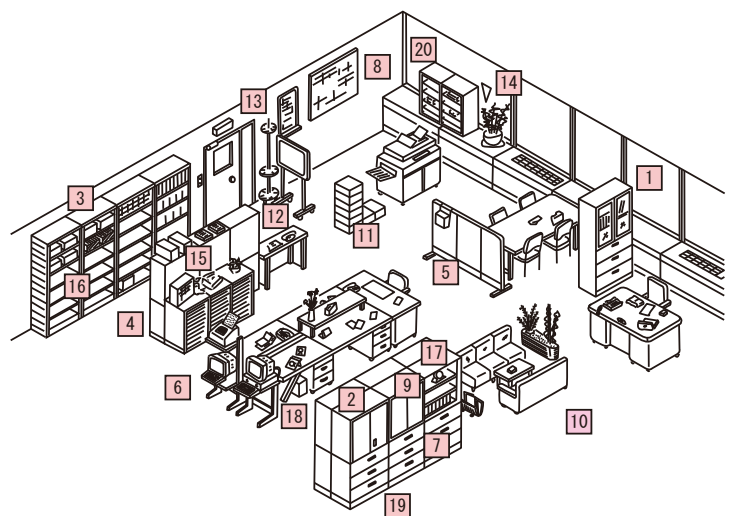
Now I'm safe from earthquakes!



- Brace lockers and other office furniture.
- Know where emergency supplies and rescue tools are. Know how to use them.

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◆ Checklist for Office Safety



- Check if your office furniture is safely fixed or arranged.

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