

# Emergency Manual

[Morishita Studio Disaster Management Manual]

- 1 **At the beginning of studio use**, check the "Evacuation map and Fire Extinguisher locations" displayed in the studio and guest room. and confirm the following:
  - 1.1 Evacuation routes and sites
  - 1.2 Location of fire extinguishers (do not move them arbitrarily without permission.)
  - 1.3 Position of smoke exhaust system (Operating instructions are provided on the control panel.)

- 2 **The evacuation sites** in the event of a major earthquake are as follows:
  - 2.1 Designated Meeting Place:  
Morishita Park (Morishita 2-chome)
  - 2.2 Evacuation Area:  
Kiba Park (Hirano 4-chome)

The designated evacuation area in case of a major earthquake is the following park as indicated on the Koto city disaster prevention map. The map is detailed on the back of this paper.

For more detailed information, please check the following URL.

<https://www.city.koto.lg.jp/057101/bosai/bosai-top/higoro/documents/englishmap.pdf>

<https://www.city.koto.lg.jp/057101/bosai/bosai-top/higoro/documents/englishmapguide.pdf>

- 3 **In the event of a fire**, immediately contact the fire department (Emergency number 119) and the Studio's management staff, and promptly initiate fire suppression and evacuation.

The address of Morishita Studio is as follows. Please refer to this when reporting incidents and make the report calmly.

3-5-6 Morishita, Koto-ku, Tokyo, Morishita Studio

Main telephone: 03-5624-5951

- 4 **In the event of an earthquake**, please read "IN THE EVENT OF AN EARTHQUAKE" beforehand and follow the instruction.
- 5 In regular studio usage, please be mindful of the following points for disaster preparedness:

- 5.1 The Fire Service Act's prohibition on using open flames and hazardous materials in the building.
- 5.2 No cooking inside the studio except for making drinks.
- 5.3 There is a no-smoking policy for the entire facility; smoking is only permitted in designated outdoor area.
- 5.4 Do not place items in corridors, stairs, or in front of doors.

Revised in April 2024.

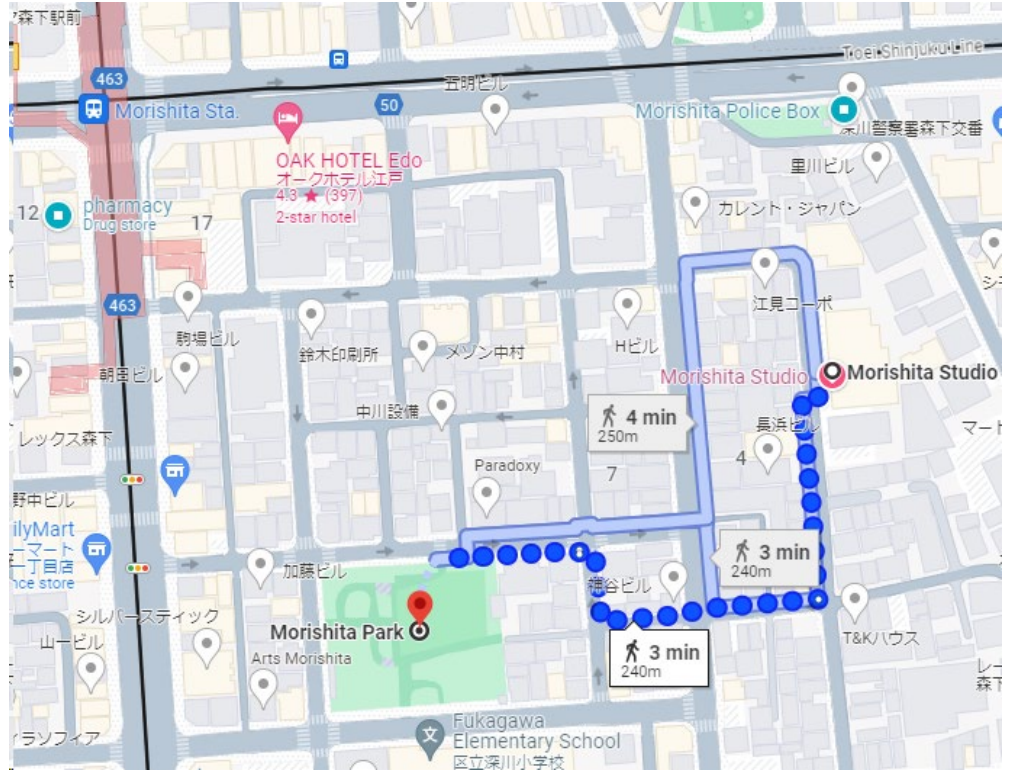
<Designated Meeting Place>

Morishita Park

森下公園

2 Chome-5-16 Morishita,  
Koto City, Tokyo 135-0004

3 min by walking from the Studio.



<Evacuation Area>

Kiba Park

木場公園

4 Chome-6-1 Hirano,  
Koto City, Tokyo  
135-0023

20 min by walking from  
the Studio.

