

Explanation of Alert Level

| Weather Warnings/Advisories | Alert Level | Action to be taken by municipalities | Action to be taken by residents |
|---|-------------|--------------------------------------|--|
| • Heavy rain emergency warning | 5 eq. | Emergency Safety Measures | Evacuate before Alert Level 5 is issued. (A life-threatening situation in which safe evacuation is no longer possible.) |
| ~~~~~ Be sure to evacuate by Alert Level 4 ! ~~~~~ | | | |
| • Landslide alert information • Storm surge emergency warning • Storm surge warning | 4 eq. | Evacuation Instruction | All residents should evacuate from affected areas when or before Evacuation Instruction is issued. |
| • Heavy rain warning (landslide) • Flood warning • Storm surge advisory (when possibility to become warning is high) | 3 eq. | Evacuation of the Elderly, Etc. | Elderly people, those with disabilities, and others who may need more time to evacuate should evacuate from affected areas when Evacuation of the Elderly, Etc. is issued. |
| • Heavy rain advisory • Flood advisory • Storm surge advisory (when possibility to become warning is not referred) | 2 | Prepare for emergency response | Check evacuation action with a hazard map etc. |
| • Probability of warnings | 1 | Prepare for disaster | Prepare for disaster |

Criterion for Storm and Flood Disaster Response at Each Alert Level: Employee Version

Alert Level 1 · 2

■ If there is a flood risk in your home area

○ Employees living with the elders or people in need of care

- (If Alert Level 3 or above is expected)
Outside working hours→No need to come into work

Within working hours→May go home

○ Other employees

- (If Alert Level 4 or above is expected)
Outside working hours→No need to come into work

Within working hours→May go home

■ Action to be taken

○ Approval from a workplace manager

- If you are not coming into work or will go home because of a flood risk, obtain approval in advance.

■ Disaster prevention at home

- Check the flood risk in for your home area
- Check evacuation centers and evacuation routes
- Check how to find out information (such as websites)for alert level, government orders, etc.
- Keep your going out to a minimum
- Check and prepare what to take with you in an emergency (Emergency Kit)

Alert Level 3

■ If there is a flood risk in your home area

○ Employees living with the elders or people in need of care

Outside working hours→No need to come into work

Within working hours→Go home

○ Other employees

- (If Alert Level 4 or above is expected)
Outside working hours→No need to come into work

Within working hours→Go home

■ When making decision on the basis of transportation

○ Employees commuting by public transport

- Outside working hours→If Alert Level 4 is expected and/or the main form of transport you use is shut down→No need to come into work

• Within working hours→If a planned stoppage has been announced, go home before the stoppage begins

○ Employees commuting by motor vehicle or on foot

Outside working hours

No need to come into work in the following cases:

- If Alert Level 4 or above is expected
- If a landslide, flooding, or other hazard has already occurred on the route into work

~to be continued~

Alert Level 3

- If public transport (transit buses, etc) is shut down at the time you leave for work

Within working hours

- Go home before public transports (transit buses, etc)shut down

In the following cases, obey your workplace manager's instruction:

- If it is expected that there will only be a short time between the time you start work and the time at which public transport will restart
- If it is expected that there will be plenty of time between the time you start work and the time at which public transport will shut down

■ Action to be taken

○ Approval from a workplace manager

The same with alert level 1.2

○ Reporting to workplace manager

If you are unsure whether or not to come into work, contact your workplace manager for instructions.

○ Permission from workplace manager

If you have to go home after public transport has shut down, obtain permission from your workspace manager

○ Precautions

If you find that you are in danger while on the way to or from work, evacuate to your home, workplace, or elsewhere depending on your location, taking action with the top priority of ensuring your own safety.

~to be continued~

Criterion for Storm and Flood Disaster Response at Each Alert Level: Employee Version

Alert Level 3

■ Disaster prevention at home

○ If your home is at risk of flooding

- Evacuate in accordance with the municipal government order
- Check means of evacuation and time needed
- Consider taking measures to ensure your safety inside the house
- Do not take any unnecessary or non-essential action

- Make your own decision on whether to evacuate using Kikikuru, river information, etc

○ If your home is not at risk of flooding

- Make your own decision on whether to evacuate using Kikikuru, river information, etc

Alert Level 4

■ If your home is at risk of flooding

○ Outside working hours

- Do not come into work

○ Tsunami danger area

- Do not go home

■ When making decision on the basis of transportation

○ Employees commuting by public transport

○ Employees commuting by motor vehicle or on foot

Outside working hours → Do not come into work

Within working hours → Go home before public transport shut down (employees commuting by bicycle or on foot should use a transit bus or similar means) .If you cannot get home before the shutdown ,do not go home

■ Action to be taken

○ Approval by workplace manager

- Contact your workplace manager about not going into work. (No approval needed)

○ Compliance with workplace manager's instructions

- If you are not allowed to go home, evacuate in accordance with your workplace manager's instructions. Take action to protect your life.

■ Disaster prevention at home

○ Evacuate in accordance with the municipal government order, or protect your life

Alert Level 5

■ Within working hours

○ Take action to protect your life in accordance with the instructions of your workplace manager

■ Action to be taken

As Alert Level 4

■ Disaster prevention at home

○ Take action to protect your own life, whether at home , in an evacuation center, or elsewhere.

■ Precautinos

○ Alert Level 3

- Irrespective of whether or not public transport has shut down, actively take leave if your child's nursery/kindergarten/school will be closed.

- After having not gone to work or gone home, in the absence from your workplace manager, go to work as usual on the following day (the next business day) .

○ Alert Level 4

- After having not been allowed to go to work, in the absence of other instructions from your workplace manager, go to work as usual on the following day (the next business day) .

Useful Information for Disaster Prevention and Mitigation

○Multilingual Information on Disaster Mitigation

<https://www.jma.go.jp/jma/kokusai/multi.html>

○Disaster Mitigation Points for Foreigners

https://www.bousai.go.jp/kyoiku/gensai/index_en.html

○Helpful Apps and Websites in the Event of Disaster

<https://www.bousai.go.jp/kokusai/web/index.html>

○Evacuation Information

https://www.bousai.go.jp/oukyu/hinanjouhou/r3_hinanjouhou_guideline/evacuation_en.html