

ASSISTANCE FROM CIC AND TORANOMON HILLS BUSINESS TOWER

During office hours, the CIC team is happy to help where possible in case of an emergency. Outside office hours, the building's Security Office can be approached for assistance, but their help, just like ours, is not guaranteed. Nevertheless, the legal health and safety obligations for each company apply during and outside office hours.

IMPORTANT PHONE NUMBERS

Emergency Number: **119**

Mori Building Security Office: **03-5511-1610**

CIC Reception: **03-6807-3981**

In case of an emergency, call **119** and immediately afterwards, call the building's security office **03-5511-1610**. Hereafter, call the CIC reception **03-6807-3981**. In case of a fire, the automatic fire alarm will go off, and all the gates throughout the evacuation route will unlock including the security gates on the 1st floor.

When talking to 119 and in need of an ambulance, please tell them to come to the 1st floor car waiting bay. The building's security office staff will be in charge of receiving the emergency personnel and will bring them up via the freight elevator. Elevators will be blocked and switched to an emergency mode to make sure they are reserved for emergency personnel.

Please also inform us by calling our reception or simply dropping by our Team Room if the time and situation allows. We are here to support you through the entire process.

EVACUATION

Building evacuations occur very rarely, but they do occur. Each CIC client company is responsible for its own evacuation. If an audible and/or visible alarm is activated, **all employees must follow the instructions**. In addition, here are some guidelines:

REMAIN CALM - Listen for instructions over the building PA system.

FOLLOW INSTRUCTIONS FROM THE BUILDING PA SYSTEM - The building's security office will announce timely instructions.

DO NOT USE THE ELEVATORS unless instructed to do so. Elevators will be operating in an emergency mode.

EVACUATION AREA - The building evacuation area is the space right outside the front entrance. If in any case the building evacuation area is not appropriate at the time of the

emergency, the closest designated evacuation area by the Tokyo Metropolitan Government is Shiba Park, which your company may include in your evacuation policy.

AED

CIC has AED machines located in the 15F and 16F kitchens, in the cabinet marked "First Aid". Mori Building also has it on the 1st floor lobby area and in the building security office.