


**AERONAUTIC AND SPACE TECHNOLOGY LABORATORIES – FORLÌ TECHNOLOGICAL CENTER
VIA BALDASSARRE CARNACCINI 10-12, 47121 FORLÌ**

<i>UniBO Building Code:</i>	6277	
<i>UniBO reference administration :</i>	CIRI Aerospaziale-Aerospace and CIRI ICT.	
<i>Opening times :</i>	No fixed opening times.	
<i>Where can I always find someone during opening hours, in case of emergency?</i>	There is no room or telephone number specific for emergencies communication.	
<i>Emergency personnel :</i>	Riccardo Lasagni Manghi	0543 374479
	Marco Zannoni	0543 374437
<i>Evacuation signal :</i>	Fire alarm + lighting tables with the words “ALLARME ANTINCENDIO” (“FIRE ALARM”).	
<i>External designated meeting points :</i>		In the parking area in front of the building. REMINDE : meeting points signals are absent.
<i>Important notices :</i>	<p>The internal door of the main entrance is usually locked: authorized people can access by means of the UNIBO badge, when enabled. For this reason this door can only be opened:</p> <ul style="list-style-type: none"> – by people whit enabled UNIBO badges; – if electrical power supply to the building has not been interrupted (as required by the evacuation procedure in the event of an emergency); – if the LAN network connection is active (if there is no electric power supply in the building, no network connection is available). <p>For these reasons, in case of evacuation of the building, it is necessary to prevent the internal door of the main entrance from closing by itself, in order to allow the access by external rescuers: otherwise, the doors will be broken down.</p>	

HEALTH AND SAFETY MANAGEMENT ORGANIZATION CHART FOR THE AERONAUTIC AND SPACE TECHNOLOGY LABORATORIES @ THE FORLÌ TECHNOLOGICAL CENTER

POSITION	NAME	CONTACTS
<i>Employer :</i>	Rector of the University of Bologna: Prof. Giovanni Molari	
<i>Dirigenti della struttura</i>	Health and Safety Measures Coordinator : Director of the CIRI-Aerospace : Prof. Paolo Tortora	0543 374456 paolo.tortora@unibo.it
	Director of the CIRI-ICT : Prof. Luca Foschini	051 2093541 luca.foschini@unibo.it
	Dean of the Industrial Engineering Department (DIN): Prof. Alfredo Liverani	051 2093452 alfredo.liverani@unibo.it
<i>Chief of the Health and Safety Office :</i>	Dr. (Ph.D.) Rossella Serra	051 2091423 rossella.serra@unibo.it
<i>Health and Safety Office :</i>	Dr. (Ph.D.) Romina Durante	051 2091421
	Dr. (Ph.D.) Flavia Ferroni	051 2091419
	Dr. (Ph.D.) Simona Rossi	051 2091422
	Dr. (Ph.D.) Alessandra Savarese	051 2091432
	Eng. Annalisa Vignali	051 2091469
<i>Medical Supervisor :</i>	Dr. (M.D.) Cristiana Fiorentini	051 4290217 cristiana.fiorentini@unibo.it
<i>On site safety reference person :</i>	Eng. Veronica Rossi	0543 374406 veronica.rossi5@unibo.it
<i>Emergency personnel :</i>	Eng. Riccardo Lasagni Manghi, prof. Marco Zannoni	



PREVENTION MEASURES – BEHAVIOUR REQUIREMENTS

- Do not smoke. Do not use open flames, if not authorized.
- Do not overcharge electrical sockets. Turn off electrical equipments if not in use.
- Do not tamper, remove or use improperly anti-fire and safety equipments. Do not deactivate anti-fire plants.
- Keep free escape routes, emergency exits and the access to anti-fire equipment (fire extinguishers and fire hoses).

EVACUATION PROCEDURE

<i>Evacuation signal :</i>	Fire alarm + lighting tables with the words “ALLARME ANTINCENDIO” (“FIRE ALARM”).
<i>What I have to do :</i>	<ul style="list-style-type: none"> ▶ No panic, keep calm! Don't scream, don't rush. ▶ Alert other people. Help people with disabilities or in trouble, without affecting your personal safety. ▶ Secure equipments, plants and hazardous materials, without affecting your personal safety. ▶ Close doors and windows, unless it is necessary to ventilate the local, like in the case of dangerous (explosive, toxic, corrosive, asphyxiant, ...) chemicals spills or gases/vapours leakages. ▶ Do not use elevators. ▶ Exit the building, close exit doors and reach designated meeting areas. ▶ Do not leave meeting points and do not re-enter the building until authorized.

EMERGENCY PROCEDURE – GENERAL CASE (NO MEDICAL EMERGENCY)

<i>What I have to do :</i>	<ul style="list-style-type: none"> ▶ No panic, keep calm! Don't scream, don't rush. ▶ Stop activities and secure equipments, plants and hazardous materials, without affecting your personal safety. ▶ Close doors and windows, unless it is necessary to ventilate the local, like in the case of dangerous (explosive, toxic, corrosive, asphyxiant, ...) chemicals spills or gases/vapours leakages. ▶ Leave the area and alert other people. Help people with disabilities or in trouble, without affecting your personal safety. Be sure all the people understood the state of emergency (people with hearing or visual impairment, people wearing headphones or ear-protectors, etc.). ▶ Do not use elevators. ▶ Alert emergency personnel or other personnel in the building and follow their instructions. ▶ In case of serious emergency, if you cannot immediately contact emergency personnel, actuate fire alarm buttons and call for external aid. Then try to contact reference personnel in the building. ▶ Always report any accident to reference personnel in the building, even if it seemed to have no consequences.
<i>I have to call:</i>	<ul style="list-style-type: none"> – Emergency personnel or reference personnel in the building. – In case of serious emergency: Fire Fighters (Emergency Number: 115) – In case of public order hazard: Carabinieri (Emergency Number: 112) or State Police (Emergency Number: 113)

EMERGENCY PROCEDURE – MEDICAL EMERGENCY

<i>What I have to do :</i>	<ul style="list-style-type: none"> ▶ Keep calm. Stop and secure activities. ▶ Avoid leaving the victim alone, unless it is necessary for seeking help. ▶ Do not move an injured person, unless absolutely necessary. ▶ Provide first aid only if specifically trained, without affecting your personal safety. ▶ Alert internal emergency personnel and follow their instructions. ▶ Call immediately the emergency number 118 (Medical Emergency Aid) in case of serious accidents or if you cannot contact emergency personnel. Then inform the reference personnel in the building. ▶ Always report any accident to reference personnel in the building, even if it seemed to have no consequences.
<i>I have to call:</i>	<ul style="list-style-type: none"> – Emergency personnel or reference personnel in the building. – In case of serious accidents: Medical Emergency Aid / Ambulance – Emergency number: 118



EMERGENCY NUMBERS

TYPE OF EMERGENCY	I HAVE TO CALL	TELEPHONE *
FIRE, gas leaks, water leaks or flooding, structural collapses.	FIRE FIGHTERS	(0) 115
Medical Emergency	MEDICAL AID	(0) 118
Public order	CARABINIERI	(0) 112
	POLICE	(0) 113
	City Police - Forlì	(0) 0543 712000
Poisoning: Italian National Reference Center	Poisoning Aid Center @ Niguarda Hospital, Milan	(0) 02 66101029
Environmental contamination	Fire Fighters	(0) 115
	ARPA Forlì – Environmental First Aid	L – V, 8.00 – 18.00: (0) 0543 4514-11, -41 otherwise: (0) 840 000 709

* Dial "0" for external calls from telephones installed in the building.

EMERGENCY CALL TO FIRE FIGHTERS OR TO POLICE/CARABINIERI

	ENGLISH	ITALIAN
1.	Say YOUR NAME and WHERE YOU ARE. – My name is (name and surname). – I'm calling from Forlì. – Communicate the address and other useful informations for locating the place. – The phone I'm using is / My cell phone is	Dire CHI SIETE e DOVE SIETE. – Sono (nome e cognome). – Chiamo dal Comune di Forlì. – Dare l'indirizzo della struttura e indicazioni utili per localizzare l'area in cui si è verificata l'emergenza. – Il numero da cui sto chiamando è ... / Il mio cellulare è ...
2.	DESCRIBE THE TYPE OF EMERGENCY. Fire, explosion, structural collapse, flood or water leaks, gas leaks, hazardous material spill or environmental contamination risk, public order hazard.	DESCRIVERE IL TIPO DI EMERGENZA. Incendio, esplosione, crollo, allagamento, perdita di gas, versamento di sostanze pericolose o rischio di contaminazione ambientale, problema di ordine pubblico.
3.	Report DAMAGE LEVEL: indicate affected area, number of affected people, number of INJURED PEOPLE.	Riferire ENTITÀ DEI DANNI: area interessata, numero delle persone coinvolte, PRESENZA DI FERITI.
4.	Clearly answer the questions of the operator and DO NOT STOP COMMUNICATION until he has repeated your address and phone number.	Rispondere in modo chiaro alle domande dell'operatore e NON RIATTACCARE finché l'operatore non abbia ripetuto indirizzo e numero di telefono.
5.	If possible, keep with you the telephone you used for the emergency call.	Portare con sé il telefono da cui è stata effettuata la chiamata, se possibile.

EMERGENCY CALL FOR MEDICAL AID or AMBULANCE – 118

	ENGLISH	ITALIAN
1.	Say YOUR NAME and WHERE YOU ARE. – My name is (name and surname). – I'm calling from Forlì. – Communicate the address and other useful informations for locating the place. – The phone I'm using is / My cell phone is	Dire CHI SIETE e DOVE SIETE. – Sono (nome e cognome). – Chiamo dal Comune di Forlì. – Dare l'indirizzo della struttura e indicazioni utili per localizzare l'area in cui si è verificata l'emergenza. – Il numero da cui sto chiamando è ... / Il mio cellulare è ...
2.	REPORT FACTS: WHAT, WHEN and HOW MANY PEOPLE are affected.	DIRE COSA È SUCCESSO, QUANDO E INDICARE IL NUMERO DELLE PERSONE COINVOLTE.
3.	Report HEALTH CONDITIONS of AFFECTED PEOPLE: sex, age, health problems, vital signs (consciousness, breathing, heartbeat).	Riferire le CONDIZIONI DELLE PERSONE COINVOLTE: sesso, età, problemi di salute, parametri vitali (stato di coscienza, respirazione, battito cardiaco).
4.	Clearly answer the questions of the telephone operator and DO NOT STOP COMMUNICATION until he has repeated your address and phone number.	Rispondere in modo chiaro alle domande dell'operatore e NON RIATTACCARE finché l'operatore non abbia ripetuto il vostro indirizzo e numero di telefono.
5.	If possible, keep with you the telephone you used for the emergency call.	Portare con sé il telefono da cui è stata effettuata la chiamata, se possibile.

IMPORTANT NOTICE: In consideration of the emergency call procedure, point 5, it is suggested to use your own mobile phone.



EMERGENCY PROCEDURES

IN CASE OF: SMALL FIRES	
<i>What I have to do :</i>	<ul style="list-style-type: none"> ▶ Keep calm. ▶ Stop activities and secure equipments, plants and hazardous materials, without affecting your personal safety. ▶ Alert other people. Help people with disabilities or in trouble, without affecting your personal safety. ▶ If you don't feel yourself able to face the fire, alert emergency personnel. If you cannot contact anybody (emergency or reference personnel in the building), push the fire alarm button and call the Fire Fighters. ▶ Try to extinguish flames only if the fire is very small. Use a fire extinguisher only if trained. Be sure to have a free escaping route and if your attempt fails, do not try again: leave the area and alert emergency personnel or call the Fire Fighters. ▶ Do not use elevators. ▶ Always report the event to reference personnel in the building, even if you extinguished the flames.
<i>I have to call:</i>	<ul style="list-style-type: none"> – Emergency personnel or reference personnel in the building. – Fire Fighters – Emergency Number: 115

IN CASE OF: FIRE	
<i>What I have to do :</i>	<ul style="list-style-type: none"> ▶ Keep calm: don't scream, don't rush! ▶ Push the nearest fire alarm button. ▶ Leave the area and alert people near you. Help people with disabilities or in trouble, without affecting your personal safety. ▶ Secure equipments, plants and hazardous materials, without affecting your personal safety. ▶ Close doors and windows behind you. ▶ Follow the Evacuation Procedure: do not use elevators, exit the building, reach designated meeting areas and do not leave them until authorized. <p>To be kept in mind:</p> <ul style="list-style-type: none"> ▶ If doors or door handles are warm, do not open them. ▶ If there is smoke: stay low, crawl on the floor, breath through a wet, if possible, handkerchief (or a T-shirt, a towel,...) or try to breath only through the nose. ▶ If your clothing are burning: stop, throw yourself to the ground and roll yourself to smother flames. ▶ If you see someone whose clothes have been caught by flames: drop him to the ground and roll him on the ground to smother flames; if available, use water for extinguishing the flames, otherwise, blankets or clothes (NO SYNTHETIC FABRIC). NEVER USE a fire extinguisher for extinguishing burning clothes on a person.
<i>I have to call:</i>	Fire Fighters – Emergency number : 115

IN CASE OF: WATER LEAKS or FLOOD	
<i>What I have to do :</i>	<ul style="list-style-type: none"> ▶ Leave the area and alert people near you. Help people with disabilities or in trouble, without affecting your personal safety. ▶ Secure equipments, plants and hazardous materials, without affecting your personal safety. ▶ Switch off and/or unplug all electrical devices and equipments, without affecting your personal safety. ▶ Leave immediately the area if you suspect the presence of substances which, in contact with water, can react in a violent way or release hazardous gases. ▶ Do not use elevators. ▶ Alert emergency or reference personnel in the building and follow their instructions. <p><i>In case of very serious events:</i></p> <ul style="list-style-type: none"> ▶ Leave basements. ▶ Exit the building and reach designed meeting areas, unless they are inaccessible. ▶ Do not leave meeting points and do not re-enter the building until authorized.
<i>I have to call:</i>	<ul style="list-style-type: none"> – Emergency personnel or reference personnel in the building. – In case of serious emergency: Fire Fighters – 115.



IN CASE OF: EARTHQUAKE	
<i>During shaking:</i>	<ul style="list-style-type: none"> ▶ DROP + COVER + HOLD: take shelter under a desk or in the frame of a door and hold tightly yourself until shaking stops. If it is not possible, try to stay near the walls of the room, and not in the middle. Protect your head with the arms, if no other protection is available. ▶ Keep away from windows, from glass or fragile objects, from hanging objects or structures, from furnitures which can tip over (lamp-holders, bookcases,...), from electric devices. ▶ Do not rush out of the building. Exit carefully only if you are in a local at ground floor, with a direct access to an external open space. ▶ Do not use elevators.
<i>When shaking stops:</i>	<ul style="list-style-type: none"> ▶ Exit the building carefully. Check floors and stairs stability before to walk on them. ▶ Help people with disabilities or in trouble, without affecting your personal safety. ▶ Reach designated meeting points and keep away from buildings, trees, electrical poles or lines, hanging or fragile structures (signs, windows, etc.). ▶ Do not use elevators. ▶ Do not use lighters or flames, electrical devices and electrical switches: earthquake could have caused gas leaks. ▶ Limit phone calls: leave lines free for emergency calls.
<i>After an earthquake:</i>	<ul style="list-style-type: none"> ▶ Enter the building only if authorized by emergency personnel or by rescuers. ▶ Enter carefully, mainly in the case of laboratories, technical locals and storage areas. ▶ Inside Laboratories and storage areas: <ul style="list-style-type: none"> – check for chemicals spills and fallen containers; – as a precaution, wear required Personal Protective Equipments (PPE) before to enter, if in the locals are used or stored dangerous chemicals; – check technical gases distribution lines and cylinders (supports and pressure gauges); – check the stability of shelving.
<i>I have to call:</i>	<ul style="list-style-type: none"> – Emergency personnel or reference personnel in the building. – External Aid (Fire Fighters – 115 ; Medical Aid – 118), in case of serious emergency.
IN CASE OF: LEAKS of METHANE GAS, FLAMMABLE THECHNICAL GASES or FLAMMABLE LIQUIDS	
<i>What I have to do :</i>	<ul style="list-style-type: none"> ▶ Stop activities and secure equipments, plants and hazardous materials, without affecting your personal safety: <ul style="list-style-type: none"> – ventilate the room; – close shut-off valves of the lines which caused the leakage; – do not switch off equipments by means of the their electrical switches, but actuate the general emergency switch of the electrical plant, outside the building, or an emergency switch located far enough from the area; – remove any ignition source: do not use flames, remove hot surfaces, do not generate sparks, do not actuate electrical switches, do not use electrical devices and equipments. ▶ Leave the area and alert people near you. Help people with disabilities or in trouble, without affecting your personal safety. ▶ Alert emergency personnel or other personnel in the building. In you cannot contact anybody and if the emergency does not end, call the Fire Fighters. ▶ In case of serious gas leakages, push the nearest fire alarm button and apply evacuation procedure.
<i>I have to call:</i>	<ul style="list-style-type: none"> – Emergency personnel or reference personnel in the building. – In case of serious emergency: Fire Fighters – 115.
IN CASE OF: POWER OUTAGE	
<i>What I have to do :</i>	<ul style="list-style-type: none"> ▶ Keep calm: don't scream, don't rush! ▶ Help people with disabilities or in trouble, without affecting your personal safety. ▶ Secure equipments, plants and hazardous materials, without affecting your personal safety. ▶ Switch off equipment in order to avoid any autonomous restart, when the black-out ends. ▶ Do not use elevators, even if the black-out appears as temporary or it regards only a part of the building. ▶ Report power outage to emergency or reference personnel, even if the black-out has been temporary, and follow their instructions.
<i>I have to call:</i>	Emergency personnel or reference personnel in the building.



IN CASE OF: HAZARDOUS MATERIAL SPILLS or ENVIRONMENTAL CONTAMINATION	
<i>What I have to do :</i>	<ul style="list-style-type: none">▶ Turn off any ventilation system.▶ Isolate the area: alert and move people away, close the doors and, if possible, put signs on them in order to signal the hazard.▶ Secure equipments, plants and hazardous materials, without affecting your personal safety.▶ Open the windows to ventilate the room.▶ Do not ventilate the room and turn off fume hoods, in case of spills of powders or of CMR-substances (Carcinogenic, Mutagenic and toxic to Reproduction substances).▶ In case of spills of flammable or explosive liquids or powders or of substances which react in contact with water or the air forming flammable gases or vapours, remove any ignition source (flames, sparks, hot surfaces) and turn off the electrical supply with the general electrical switch or emergency switches for the specific area.▶ Alert emergency or reference personnel in the building. <p><i>In case of chemical product inhalation or contact with skin, eyes or clothes:</i></p> <ul style="list-style-type: none">▶ Follow procedures described in Safety Data Sheets. If necessary, contact Medical Aid Service and provide the Safety Data Sheet of the chemical product. <p><i>In case of minor spills:</i></p> <ul style="list-style-type: none">▶ Clean the area IF AND ONLY IF (all three conditions must be satisfied):<ul style="list-style-type: none">– specifically trained,– required personal protective equipments (PPE) are available and have been properly worn,– suitable means are available for containing and cleaning the spill and for managing collected waste.▶ Inform always the personnel in the building, even if you cleaned up the spill by yourself. <p><i>In case of major spills of very hazardous (flammable, explosive, toxic,...) products:</i></p> <ul style="list-style-type: none">▶ Alert people near you and move them away. Help people with disabilities or in trouble, without affecting your personal safety.▶ Together with emergency personnel or reference personnel in the building, evaluate proper measures in order to restore the area or consider the need to evacuate the building and to alert external aids (Fire Fighters).▶ Be prepared to give following informations, specially if external aids are called:<ul style="list-style-type: none">– chemical product identification and spilled quantities;– hazard characteristics of the spilled chemicals;– “when” and “where” the accident happened;– if anyone has been injured or exposed to contamination.
<i>I have to call:</i>	<ul style="list-style-type: none">– Emergency personnel or reference personnel in the building.– In case of serious emergency: Fire Fighters – 115.

IN CASE OF: VIOLENT or THREATENING SITUATIONS, SUSPICIOUS OBJECT or PACKAGE, SUSPICIOUS BEHAVIOUR	
<i>What I have to do :</i>	<ul style="list-style-type: none">▶ Keep calm, do not appear nervous.▶ Do not face or try to block the suspect.▶ Do not touch suspicious objects or packages. Do not use electric devices, like your cell phone, near them.▶ Move yourself to a safe place or take shelter.▶ Try to alert reference personnel in the building.▶ Do not activate fire alarm.▶ Always report any event of this type to reference personnel in the building, even if it seemed to have no consequences.
<i>I have to call:</i>	Carabinieri (Emergency Number: 112) or State Police (Emergency Number: 113).