 

**EMERGENCY AND EVACUATION PLAN**

# Rules of conduct for all staff

## PREVENTIVE MEASURES

* Comply with the ban on smoking and the use of open flames where prescribed
* Check that cigarette butts and matches have been put out
* Do not overload sockets with multiple plugs
* Switch off electrical equipment and technical gas lines or valves after use
* Do not tamper with, disable, damage or misuse installed fire and safety systems and devices
* Keep escape routes and emergency exits clear of obstacles.
* Keep access to fire-fighting facilities (fire hydrants, fire extinguishers, etc.) clear

## The following rules of conduct apply when an emergency occurs (e.g. fire, substance leakage, a person falls ill, etc.):

**EMERGENCY UNDER CONTROL** (with possibility of intervention)

* Alert internal emergency responders providing a little but clear information on the location and type of emergency, specifying if any people are involved
* If you feel you can manage, intervene directly using the equipment available if required

**SEISMIC EMERGENCY** (need to evacuate the building)

As soon as the first tremors are felt, take refuge under tables or the lintels of load-bearing walls; move away from the centre of the room, from cupboards and windows.

Once the tremors have stopped, evacuate the building trying to keep calm.

* Make sure that everyone within your area is leaving the building
* Help disabled people or anyone who seems to be in difficulty
* Do not attempt to get any personal belongings or other materials
* Do not use the lifts
* Move away quickly following the routes indicated without running or pushing
* Proceed to the nearest emergency exit and if the route is obstructed or dangerous then proceed to another exit
* Descend the stairs close to the load-bearing wall
* Make your way to the muster point for a head count
* Staff may return to the building only when authorised to do so by the Emergency coordinator. In the absence of the Coordinator, authorisation must come from the Head of Administration or the Rector.

**OUT OF CONTROL EMERGENCY** (need to evacuate the building)

## The signal to evacuate the building is given by a siren.

* Make sure that everyone within your area is leaving the building
* Help disabled people or anyone who seems to be in difficulty
* Close doors and windows if there is no risk of explosion or toxic release
* Do not attempt to get any personal belongings or other materials
* Do not use the lifts
* Move away quickly following the routes indicated without running or pushing
* Proceed to the nearest emergency exit and if the route is obstructed or filled with smoke then proceed to another exit
* Make your way to the muster point for a head count
* Staff may return to the building only when authorised to do so by the Emergency coordinator.

## Muster point

*The muster point is located in the car park in front of the building. This is where people are to gather in the event of an evacuation for roll call or at least a head count.*

**In the building adjacent to CIRI, in the villa, there is a Physio Control Lifepak express semi-automatic AED defibrillator, located in the entrance on the ground floor.**

**The DISTAL first aid team have attended the IRC (Italian Resuscitation Council) course.**

**EMERGENCY NUMBERS AND PERSONNEL IN CHARGE OF EMERGENCY MEASURES, FIRST AID, FIRE-FIGHTING**

PREMISES: DISTAL TECHNICAL OFFICE (laboratory) 38138

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| **INTERNAL EMERGENCY RESPONDERS** | | **Tel. no.** |  | |
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| OFFICERS  **Nadia Baldassari Alessandra Bendini Alessia Mattioli Luca Pasini** | | **0547 338138**  **0547338121**  **0547338173**  **0547 338161** |  | |

Note: the CIRI emergency team is currently being trained so the DISTAL team is currently in charge

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| **EMERGENCY SERVICES** |
| Fire Brigade tel.115 |
| Health Emergency tel.118 Police tel.113  Carabinieri tel.112  Poison Control Centre Milan tel. 02-66101029 |

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| Poison Centre Pavia tel. 382-24444  Poison Control Centre Bergamo N.V. 800883300 24h |

# LIST OF COMMUNICATION SYSTEMS TO BE USED DURING EMERGENCY SITUATIONS

**A- By telephone or verbally during working hours** (opening hours of the premises or at least one emergency worker, from 8 a.m. to 6 p.m., Monday to Friday, excluding public holidays)

- The person who reports the emergency alerts the emergency coordinator and/or the premises by telephone with the following message:

"I am on floor room no. building the following emergency is in progress there are/are no casualties"

**Alternatively,** the person who reports the emergency verbally alerts a 'nearby person' or an emergency worker and immediately goes to the premises to inform them of the type of emergency and where it is taking place.

**Via audible alarm**

When the alarm is triggered (either as a result of automatic activation of the system or if someone has pushed one of the activation buttons) the emergency team members and the coordinator will evacuate the building.

Outside the building, evacuated personnel will cooperate with the coordinator and emergency team members by providing information to understand the nature of the emergency.

## In all cases

In the event that the person who reported the emergency is unable to communicate with any of the emergency workers or the coordinator within a few minutes, he or she must call outside help directly.

## B - Outside working hours (beyond the opening hours of the facility where the premises are unmanned or at least one emergency worker is absent and during public holidays)

* The person reporting the emergency must assess the extent of the emergency and, if it cannot be dealt with without endangering personal safety, must immediately call for outside help.
* They shall then notify the Facility Manager.

Please note:

Persons remaining on the premises outside working hours must be authorised by the Facility Manager and, depending on the type of activity carried out, must be trained to deal with emergencies.