

# EMERGENCY PLAN

BUILDING 24

## EMERGENCY PROCEDURE for all of the people authorized to have autonomous access to the building hosting DEIB spaces

Anyone who sees an outbreak of fire as an emergency situation must immediately report it by activating the **Alarm Buttons** installed in the common areas of every building, and only after doing that, must that person call the **Emergency Team** personnel.



### IN CASE OF A HEALTH EMERGENCY

In the event of a health emergency, immediate communication must be given to the **First Aid assistant** present in the Department. Communication can be made by calling the numbers of the employees. If the communication takes place by telephone, the following information must be given: where you are, explain the incident and say how many people are involved.

The First Aid Assistant will assess the situation and handle the minor emergencies and, if necessary, he/she will call the External Assistance Service by dialing 112. Do not interrupt the communication before the employee gives his/her consent and, subsequently, leave the phone, from which the request for intervention has come, free so that the First Aid assistant can call you back.

### ((•)) AT THE SOUND OF THE ALARM SIGNAL which can be both visual and audio

All people present in the building must immediately begin the evacuation procedure, following the escape routes and the instructions of the **People in charge of the Evacuation**, proceeding to the **Assembly Point**, in an orderly way and without using the lifts. Anyone who has **guests**, people not authorized to enter the building on their own, must consider them as being under his/her protection, so he/she must provide them with all the necessary instructions in order to follow the evacuation procedures safely, and guide them to the Assembly Point. Remember that it is in accordance with the law the **Emergency Coordinator** who is authorized to call External Assistance after having assessed the emergency situation and after verifying that it is not a false alarm or a practice drill.



### SUGGESTIONS FOR SAFE BEHAVIOR

In the presence of an **alarm**, it is important to open the doors only a crack and gradually, holding onto the handle firmly, ready to close it in case of a violent return of flame or smoke.

In the presence of **smoke** along the escape routes, the evacuation must take place by walking with your head down in order to breathe as close to the floor as possible, protecting your respiratory tract with a handkerchief or a piece of clothing, wet, if possible. In an emergency, it is very likely that the power supply will fail; it is therefore **forbidden to use lifts and freight elevators**. During an evacuation, it may be necessary to stop on the landings to allow people on the lower floors (who have precedence during an evacuation) to leave the stairwell and landings.



## SUGGESTIONS FOR SURVIVAL

If you are **trapped** you must be able to survive in the room as long as possible while waiting for External Assistance, following some appropriate suggestions:



**Lock yourself in a room as far away from the fire as possible**



**Try in every way you can to report your position to rescuers**



**In the presence of smoke, try to breathe as close to the floor as possible**



**Try to seal the door slots and the air intakes, from which the smoke might be able to enter, with any material at hand**



**Check whether there are any fire extinguishers available and be ready to stifle any outbreak of fire at the door or in other structures or objects.**



## PROCEDURE IN CASE OF AN EARTHQUAKE

In each room or area where you are, locate a **Safe Place** (such as a table or a desk, a load-bearing wall, away from windows, bookcases, furniture) in which to find shelter from the possibility of falling objects.

After the end of the shock, **evacuate the building** and remain ready to cope with any aftershocks. **Do not use lifts** that could be damaged or out of order. **Move away from the building** to an open space where there are no dangers such as: trees, high voltage lines, other buildings.

**Do not go back into the building** if the shocks caused obvious structural damage. Keep streets and footpaths clear for the passage of rescue equipment and vehicles.

## LIST OF PEOPLE IN CHARGE OF EMERGENCIES

Type of person in charge	Role	Name	Telephone number
1	Coordinator Fire extinguishing	Masci Sergio	6106
3	First aid	Ballesteros Marjorie	3430