

CASO DI TERREMOTO

Anyone in the building must early locate a "safe place" (a table or a desk, a weight-bearing wall far from windows, glasses, shelves, machineries, electric devices, etc...) in his/her working room or area, where shelter from falling objects can be found.

During the earthquake or minor tremor go and seek for shelter in the located "safe place". Protect oneself and wait until the end of the earthquake before leaving the building, because during the tremor the risk of falling of object is very high.

After the event, do not wait for any alarms and evacuate the building following the same procedure as in case of fire and head to the meeting point (area in front of the building). Be prepared to face any other aftershocks and be very careful because the load bearing capacity of the building could be damaged.

Proceed with great caution, testing at every step the resistance of the floor, of the stair and of the landings, first putting down the foot not bearing the body weight and then the other one. Move along the walls, checking if there are any cracks (horizontal cracks are more dangerous than the vertical one, as they show that walls are stressed towards the outside).

Bear in mind that it is strictly forbidden to use lifts and goods lifts.

Advices for the survival of people trapped are the same as those seen in case on fire. Remember not to lie on your back but stay protected in the "safe place". Moreover, in case of earthquake it is very likely that alarms will not be activated.



Meeting point in case of fire and/or serious and immediate danger (not earthquake)

EMERGENCY PHONE NUMBER +39.02.2399.9399

CENTRAL RECEPTION DESK
POLITECNICO LEONARDO CAMPUS +39.02.2399.2006/7

RULES FOR MANAGING EMERGENCIES BUILDING NO. 4A

RULES FOR EMPLOYEES, GUESTS AND STUDENTS

Anyone noticing a dangerous situation should promptly inform the Emergency Response Personnel or push an alarm button.

The location of escape routes, emergency exits, of the **MEETING POINT** (area in front of the building), names and contacts of the emergency teams are written on the boards displayed in the building. Please have a look at them.

AUTOMATIC DANGER SIGNAL

ALARM (first intermittent siren or bell, disabled within three minutes): employees, students and guests in the building are informed of the dangerous situation and must be ready to leave the building within one minute.

ORDER OF GENERAL EVACUATION (second continuous, not disabled siren or bell): all the people in the building must reach the meeting point as fast as possible, using those escape routes and emergency exits indicated in the boards without pushing and crowding together. People are required to wait at the meeting point for the intervention of the Emergency Response Personnel and/or the external rescuers, and remain at their disposal until the end of the emergency, to allow the prompt identification of the people in need of medical assistance or still missing, who might be trapped in the building.

DURING THE EVACUATION

IT IS FORBIDDEN to use elevators, goods lifts and other electrical moving equipments.

IT IS FORBIDDEN to lock office doors and those leading to or directly on the escape routes.

Should you find yourself in places like toilets or basement rooms and the electric power fails, please go out quickly and reach for the escape routes, because there might be an ongoing emergency situation, but you might not have heard the alarm or the order of general evacuation.

Guests will follow the instructions given by the colleagues they work with, students will follow the instructions given by their professor.

In case of smoke, evacuate by walking bent over and breath through a handkerchief, preferably wet.

During the evacuation, people from lower floors take precedence.

Please remember that people evacuate faster than fire propagation: therefore stairways should be considered quite safe for the time required to complete the evacuation.

EMPLOYEES ARE ALLOWED TO RETURN to their workplace ONLY when authorized by the Emergency Response Personnel. Until then NO ONE IS PERMITTED TO LEAVE the meeting point.

IN CASE OF FIRE

If the start of a fire cannot be extinguished quickly, you must leave the room immediately, checking that on one is still inside and closing the door behind you, without locking it. Promptly inform the Emergency Response Personnel or push an alarm button.

In case of fire alarm, avoid opening any door that might conceal fire. If you are forced to do so, because this is the only way to the escape route, open the door briefly before passing through, keeping a firm grasp on the handle, and be ready to close it immediately in case of a violent backdraught or smoke.

In case of smoke, evacuate by walking bent over and breath through a handkerchief, preferably wet.

If the escape routes are blocked or there is too much smoke on the way, seek refuge in a room as far as possible from the fire, better with windows facing the outside of the building. Close all the doors in-between (but do not lock them, not to interfere with the rescue).

If you are trapped in the building, the best thing to do is to seek refuge in a room as far as possible from the source of danger, better if provided with windows facing the outside of the building, from which you can be heard or seen. Then wait for the rescuers, laying supine on the ground, breathing through a handkerchief, possibly wet in case of smoke. Try to keep calm to avoid consuming too much oxygen. The longer you can wait for the rescuers, the higher are the chances of surviving.

Door splits and other openings (as, for instance, those for ventilation, which could facilitate fire and smoke propagation) should be blocked with pieces of fabric (shred, clothes, etc...) and other material. If water is available, spill some on the fabric and the door itself, keeping them wet in the course of time.

If you have portable fire extinguishers and you are able to use them, be ready to suppress any start of a fire.

Use room phones and/or mobile phones to point out your position.

If possible, try to signal your presence in the room by putting a sign (for example, an X) outside the door.

Take a blunt instrument and produce a slow but regular and continuous rhythmic sound to help the rescuers localize you.

IF FIRST AID IS NEEDED

In someone is injured or undergoes a sudden illness, try to inform the Emergency Response Personnel. They will evaluate if it is necessary to call the 112. In case the Emergency Response Personnel cannot be reached, call directly the 112 and follow the instruction given by the operator on the phone.

EMERGENCY IN A CLASSROOM

STUDENTS

Should you directly or indirectly become aware of an unexpected situation that could imply risks for yourself or others, or that could compromise safety, behave as it follows:

- inform immediately the professor in the classroom about the situation
- when the alarm is launched, conform to the instructions given by the Emergency Response Personnel
- do not use fire hydrants (this procedure can be carried out only by the Emergency Response Personnel or by the fire-fighters), because electric power might cause short circuits or electrocutions, and/or the use of hoses by inexperienced people might be very dangerous
- do not call the fire-fighters or other external rescuers on your own initiative. The Emergency Response Personnel will care about this in case an external intervention is needed
- everyone must inform the Emergency Response Personnel about any disabled person or people who are not able to leave the workplace on their own
- do not use lifts or goods lifts to evacuate the building: only specified escape route and safety stairs shall be used to correctly leave the building
- leave the building quickly (go out tidily, without lingering in order to recollect personal items, going to the dressing room or other) and reach out for the external **MEETING POINT: area in front of the building**
- do not stand near the exits, but distance yourself as far as you can and go to the predetermined meeting point, indicated by the Emergency Response Personnel, not to impede the rescuers, to allow the Emergency Response Personnel to tear down glass walls and to permit a safe fall of materials coming from the top if needed
- stand as close as you can in the safe points in order to make the census easier for the Emergency Response Personnel
- go back to the building only when authorized by the Emergency Response Personnel

FACULTIES

The professor:

- in case of a dangerous situation, he/she should roughly evaluate the nature and the size of the event and act in order to return to normal only in case of situations that can be managed and only if the professors has been correctly trained
- in case of a dangerous situation that can swiftly degenerate, he/she must immediately contact the Emergency Response Personnel by calling the number indicated on the plans
- If this procedure takes too long, he/she is required to immediately activate the alarm system, by pushing the specific button

After the danger signal (siren or bell) or in serious situations, when the emergency take place, without waiting for any danger signal, the professor must:

- have the students leave the classroom and control their flow
- ensure that, while leaving the building, priority is given to people from lower floors
- give the necessary information for the evacuation
- verify that the classroom has been completely evacuated
- inform the Emergency Response Personnel that the evacuation procedure has been completed.