

	POLITECNICO DI TORINO	O PRO - EMER
	STANDARD PROCEDURE FOR EMERGENCY MANAGEMENT	vers. n° 1 English del 17/01/2014
	<i>HEALTH AND SAFETY SERVICE</i>	Pag. 1/4

**REPORT ALL EMERGENCY SITUATIONS TO THE CAMPUS
RECEPTION / LOGISTICAL SERVICE.**



RECEPTION

CAMPUSES	RECEPTION TELEPHONE	TIMETABLE MON-FRI	TIMETABLE SATURDAY
Main campus	011 090 7777	24 hours	24 hours
Castello Valentino	011 090 6655	7:30 - 21	8 a.m. - 4 p.m.
Via Morgari	011 090 7931	8 - 20	closed
Mirafiori	011 090 8866	7:30 - 21	closed
Lingotto	011 0022606	8 - 20	closed
Alessandria	0131 229314/20	9 - 17	closed
Verres	0125 9225 21/25	Mon-Thu 8.30 -17	closed
	0125 9225 11/12	Friday 8.30-13	
	0125 9225 01/05		
Mondovì	0174 560890	8.30 - 18	closed
Biella	015 8551111	8.30 - 18:30	closed

Follow emergency plan instructions

What next?

What to say

- Your name and surname
- Your telephone number
- What kind of emergency
- Where the emergency is
- ID number of the area
- How serious the emergency is
- People and materials involved

In case of extreme urgency or inability to contact Reception, then call emergency services directly.

POLICE	112/113
FIRE BRIGADE	115
MEDICAL EMERGENCY	118

WORK RELATED ACCIDENT	<ul style="list-style-type: none"> ➤ Alert Reception/Logistical Service immediately ➤ Assist injured people until emergency services arrive ➤ If you cannot contact Reception/Logistical Service call the ambulance service directly on 118 ➤ Infirmary available at Cittadella Politecnica (C.so Duca degli Abruzzi 24 - Torino), (Monday - Friday 8.00-18.00) <ul style="list-style-type: none"> ○ tel 011-090 7943 cell. 3356515469
Inform Politecnico Technician/Administrative Office so a work accident report can be made (from Monday to Friday 8 -16 tel. 011 0906053)	

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FIRE	<ul style="list-style-type: none"> ➤ Call Reception/Logistical Service immediately ➤ If you cannot contact Reception/Logistical Service call the Fire Service on 115
If the fire is inside the room	<ul style="list-style-type: none"> ▪ Vacate the area and close all doors on the way out ▪ do not use the elevators
If the fire is outside your room and smoke is blocking you	<ul style="list-style-type: none"> ➤ Close the door and try to seal it with wet rags ➤ If smoke makes breathing difficult place a cloth, wet if possible, over the mouth to serve as a filter, lie down on the floor to get more oxygen.

EVACUATION	<ul style="list-style-type: none"> ➤ Keep calm, do not panic ➤ The evacuation must be carried out using the safety outputs
If you hear the evacuation alarm	<ul style="list-style-type: none"> ▪ Make your workplace safe (disconnect machinery, terminals, equipment) ▪ Close windows, leave the room quickly and close doors ▪ Follow the escape route signs, do not use the elevators, do not push, run or stop ▪ Do not carry large objects
Teachers must:	<ul style="list-style-type: none"> ▪ Assign two helpers to each student who needs help ▪ Take responsibility for the safety of students ▪ Try to limit panic among students. ▪ Coordinate the exit procedure ▪ ensure that no-one is left in the room ▪ Leave last; close the door behind you

MATERIAL CONTAMINATED BY BIOLOGICAL SUBSTANCES	<ul style="list-style-type: none"> ➤ Do not touch or move the object ➤ Alert Reception/Logistical Service immediately
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DANGEROUS SUBSTANCES IN THE WORKPLACE	<ul style="list-style-type: none"> ➤ Alert Reception/Logistical Service immediately ➤ Vacate the area ➤ Ensure that no-one is left in the room ➤ Take control the entrance to the room and do not allow anyone to enter unless they are part of the emergency team. ➤ Check for fluid or gas leaks (e.g. open taps, damaged tubes, ecc) ➤ If possible stop any leaks
If you cannot stop the leak	<ul style="list-style-type: none"> ▪ Call 115 for the Fire Brigade ▪ Call 118 for the local health service ASL ▪ Try to contain and absorb spills using the methods, materials and personal protective equipment referred to in the substance risk data sheets.
After spills have been dealt with	<ul style="list-style-type: none"> ▪ Air the room until there is no smell of the chemical substance ▪ Check that the floors are clean and not slippery

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<p>DANGEROUS SUBSTANCES OUTSIDE THE WORKPLACE</p> <p>If you are indoors and there is leakage of dangerous substances from outside</p>	<ul style="list-style-type: none"> ➤ Alert Reception/Logistical Service immediately ➤ Stay calm ➤ Close the windows ➤ Close air conditioning and ventilation systems ➤ Seal the windows and openings with adhesive tape and wet rags ➤ Go to a room further inside the building to get away from the substance ➤ Cover your mouth with a wet cloth and breathe slowly
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<p>EARTHQUAKE</p>	<ul style="list-style-type: none"> ➤ Keep calm ➤ Do not run outside: falling from above debris is a serious danger. ➤ Stay indoors. Take cover by going under a sturdy table, desk, or get under load-bearing walls in the building ➤ Keep away from windows, glass doors and mirrors that can be dangerous during tremors ➤ Keep away from the handrail if you are on the stairs ➤ Leave the building only after tremors have stopped. Do not use elevators.
<p>In laboratory, after an earthquake</p>	<ul style="list-style-type: none"> ▪ Check safety of plants and instrumentation ▪ Stop electric and gas lines

<p>WATER OVER FLOW</p>	<ul style="list-style-type: none"> ➤ DO NOT walk through flooded areas, if the depth of water is not known and if the floor surface is uneven ➤ Avoid rooms where there are electrical devices.
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<p>FLOOD</p>	<ul style="list-style-type: none"> ➤ Go upstairs without using the elevator ➤ Do not go out of the building when the surrounding area is flooded to avoid being carried away by the water ➤ Communicate your position and await help
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<p>SUSPECTED EXPLOSIVE DEVICES</p>	<ul style="list-style-type: none"> ➤ Call the Reception/Logistical Service immediately ➤ If you cannot call Reception/Logistical Service then call 113 for the police
<p>Bomb threats by telephone</p>	<ul style="list-style-type: none"> ▪ Keep calm, try to obtain as much information as possible from the caller
<p>Written threat</p>	<ul style="list-style-type: none"> ▪ Do not give a general alert ▪ Keep all written materials including envelopes or

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	containers, for police analysis. Handle the threat as little as possible.
Suspect objects	<p>If you see a suspect object or package:</p> <ul style="list-style-type: none"> ▪ Do not touch or move the suspect object or package ▪ Check for other suspect objects. ▪ Do not use a mobile telephone near the suspect object ▪ Open the windows in the immediate vicinity. ▪ Evacuate the area immediately
Evacuation	<ul style="list-style-type: none"> ▪ Move away from the area when you hear the evacuation signal. Take your own bag with you ▪ Do not touch packages or bags that are not yours and report any suspect packages ▪ Do not enter the building until the police declare it safe

ROBBERY AND ASSAULT	<ul style="list-style-type: none"> ➤ Call the Reception/Logistical Service immediately ➤ If you cannot call the Reception/Logistical Service then call 113 for the police
	<ul style="list-style-type: none"> ▪ Keep calm. Do not do or say anything that will agitate the aggressor or provoke a violent reaction. ▪ Stand back from the aggressor if they point a weapon at you. ▪ If the aggressor threatens you, but there is no visible weapon, keep in mind that the aggressor may have a hidden weapon. ▪ Do what the aggressor tells you as calmly as possible. ▪ Cooperate with the aggressor, but do not volunteer to do anything else. ▪ Remain calm; do not get into a discussion or an argument. Aim to keep the aggressor talking until the police arrive. An aggressor who is talking does not usually take dangerous actions. ▪ Do not fight or provoke the robber. ▪ Do not stop an aggressor who is making his escape.