

	POLITECNICO DI TORINO	F	INFORMATION GUIDE
	HEALTH AND SAFETY INFORMATION	Version N. 3/EN 06/04/2018	
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EMERGENCY PROCEDURES: what to do

ALL EMERGENCIES MUST BE IMMEDIATELY REPORTED TO THE RECEPTION, IN ORDER TO ACTIVATE THE EMERGENCY PROCEDURES

RECEPTION



ADDRESS	PHONE N.	OPENING HOURS	
		MON - FRI	SAT
SEDE CENTRALE / CITTADILLA	011 090 7777 335 7507354	OPEN 24 / 7	
CASTELLO DEL VALENTINO	011 090 6655	7:30 a.m. - 9:00 p.m.	8:00 a.m. - 4:00 p.m.
VIA MORGARI	011 090 7931	8:00 a.m. - 8:00 p.m.	CLOSED
MIRAFIORI	011 090 8866	7:30 a.m. - 9:00 p.m.	CLOSED
LINGOTTO	011 090 8888	8:00 a.m. - 8:00 p.m.	CLOSED
ALESSANDRIA	0131 229314 / 229320	8:00 a.m. - 6:00 p.m.	CLOSED
VERRES	0125 929 484 103 (dai tel. interni)	8:30 a.m. - 5:00 p.m. (fri.: 8:30 - 13:00)	CLOSED
MONDOVI	0174 560890	8:30 a.m. - 6:00 p.m.	CLOSED
BIELLA	015 855 1111	8:30 a.m. - 6:30 p.m.	CLOSED
ENERGY CENTER	011 090 8500	8:00 a.m. - 9:00 p.m.	CLOSED



In case of an extremely urgent situation, or when not possible to contact the Reception, please call the emergency services:

**EUROPEAN
EMERGENCY PHONE
NUMBER**

112

INFORMATION TO PROVIDE

- *Your name and surname*
- *Your telephone number*
- *The type of the event (fire, accident, flooding, ...)*
- *Where the event occurred*
- *Severity of the event*
- *Person(s) injured and materials involved*



<p>ACCIDENT</p>	<ul style="list-style-type: none"> ➤ Immediately alert the Reception Desk / Logistics. ➤ Assist the injured person/people until help arrives. ➤ If you are unable to contact the Reception Desk, please call the emergency services directly by dialling the emergency telephone number 112.
<p>FIRE</p>	<ul style="list-style-type: none"> ➤ Immediately alert the Reception Desk / Logistics. ➤ If you are unable to contact the Reception Desk, call directly the emergency services by dialing the emergency telephone number 112.
<p>If the fire is inside the room where you are</p>	<ul style="list-style-type: none"> ▪ Leave the room immediately and close the door behind you. ▪ Do NOT use elevators.
<p>If the fire has spread out of the room and stairs and corridors are filled with smoke</p>	<ul style="list-style-type: none"> ▪ Close the door ▪ If possible, seal all the cracks with wet cloths. ▪ If smoke makes breathing difficult, put a cloth over your mouth (better if wet) and lie down on the floor (smoke tends to rise to the top).
<p>EVACUATION</p>	<ul style="list-style-type: none"> ➤ Keep calm. ➤ Use the escape routes and the emergency exits.
<p>When you hear the evacuation order</p>	<ul style="list-style-type: none"> ▪ Go through the escape routes following the safety signs to the emergency exits. ▪ Do NOT use elevators. Do NOT push, run or stop. ▪ Do NOT carry bulky or heavy personal items.
<p>DISCOVERY OF CONTAMINATED MATERIAL</p>	<ul style="list-style-type: none"> ➤ Do NOT touch or move the suspect object or package. ➤ Immediately alert the Reception Desk / Logistics.
<p>LEAK OF HAZARDOUS SUBSTANCES INSIDE THE BUILDING</p>	<ul style="list-style-type: none"> ➤ Immediately alert the Reception Desk / Logistics. ➤ Check that nobody is stuck inside the rooms. ➤ Leave the place of the event, follow the escape routes, and go outdoors. ➤ Supervise the entrance, in order to prevent access to anyone who is not emergency operations staff.
<p>LEAK OF HAZARDOUS SUBSTANCES OUTSIDE/ TOXIC CLOUD If you are inside the building, and the leak of hazardous substances has occurred in the external environment</p>	<ul style="list-style-type: none"> ➤ Immediately alert the Reception Desk / Logistics. ➤ Keep calm. ➤ Close the windows. ➤ Close the air conditioners and all the ventilation systems connected with the outside environment. ➤ Seal the windows with tape and wet cloths. ➤ Shelter in the most interior rooms. ➤ Put a wet cloth over your mouth and breathe slowly.
<p>EARTHQUAKE</p>	<ul style="list-style-type: none"> ➤ Keep calm. ➤ Do NOT rush outside: there is a risk of falling objects. ➤ Remain in the room and take shelter under a desk, or under the main beam of the door, or next to the weight-bearing walls. ➤ Move away from windows, glass doors, and furniture that might cause injury during the shocks. If you are in the stairwell, distance yourself from the railing. ➤ At the end of the earthquake, leave the building without using the elevator.



WATER LEAK	<ul style="list-style-type: none">➤ Do NOT attempt to walk in flooded rooms, unless you perfectly know the place, the depth of the water, and the existence of holes.➤ Do NOT go inside rooms where electrical devices and equipment are present.
FLOODS	<ul style="list-style-type: none">➤ Move towards the upper floors, and do NOT use the elevator.➤ Do NOT leave the building when the surrounding area is completely flooded, in order to avoid being pulled by the current.➤ Wait for the rescue staff, and try to indicate your position.
REPORTING OR SUSPICION OF THE PRESENCE OF EXPLOSIVE WEAPONS	<ul style="list-style-type: none">➤ Immediately alert the Reception Desk / Logistics.➤ If you are unable to contact the Reception Desk, please call the emergency services directly by dialling 112.
Suspicious packages. If you see a suspicious object or package:	<ul style="list-style-type: none">▪ Do NOT touch or move it.▪ Look for other suspicious objects or packages.▪ Do NOT use mobile phones in the proximity of the object.▪ Open the windows in the area immediately next to the object.▪ Evacuate the area immediately.
Evacuation:	<ul style="list-style-type: none">▪ When you hear the evacuation order, take your personal things and leave.▪ Do NOT touch packages or bags that are not your own, and immediately inform about any suspicious bags or packages.▪ Do NOT re-enter the building if not authorized.
ROBBERY OR AGGRESSION	<ul style="list-style-type: none">➤ Immediately alert the Reception Desk / Logistics.➤ If you are unable to contact the Reception Desk, call directly the emergency services directly by dialling 112.
If suddenly a gun or knife is pointed at you, try to keep calm. Criminals are often extremely tense: it is important to prevent any violent reactions.	<ul style="list-style-type: none">➤ Keep away from the aggressor, especially if he/she is carrying weapons (like guns, knives, or other sharp objects).➤ If the aggressor threatens you, but the weapon is not visible, assume that he/she DOES have a weapon: this is the most reasonable and prudent behavior.➤ Follow the instructions of the aggressor, as calmly as possible. Do whatever the criminal asks, and nothing more. A calm but not extremely cooperative behavior is the most appropriate approach, and is usually what the aggressor is expecting from you.➤ Try to calm the aggressor with accommodating words, and do NOT argue with him/her. Above all do NOT criticize nor contradict his/her statements. Try to keep the aggressor talking until the arrival of the police: this can reduce violent behavior.➤ In order to avoid violent reactions, Do NOT try to intervene directly.➤ Do NOT obstruct the aggressor while he/she go away, in order to avoid violent reactions.

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USEFUL CONTACTS

EMPLOYER	Dean of the Politecnico di Torino	
MEDICAL DOCTORS	infermeria@polito.it	
OCCUPATIONAL HEALTH AND SAFETY SERVICES	responsabile.prevenzione@polito.it ; servizio.prevenzione@polito.it	
INFIRMARY	POLITECNICO DI TORINO C.so Duca degli Abruzzi, 24 - Torino Opening Hours: Mon. - Fri. 8:00 a.m. - 06:00 p.m.	Tel. No.: 011 - 090 7943 E-mail: infermeria@polito.it
CONFIDENTIAL COUNSELLOR for mobbing, sexual harassment, discrimination cases	E-mail: consigliera.fiducia@polito.it Tel. N.: 011.090 7852 (Mon. 11.30 a.m. - 2.30 p.m.) By appointment: Mon. 11.30 a.m. - 2.30 p.m. Torino, C.so Castelfidardo, 51	
STUDENT'S COUNSELING	E-mail: counseling@polito.it Tel. No.: 011-090.6154	
STUDENT'S REPRESENTATIVES	https://didattica.polito.it/pls/portal30/sviluppo.rappr_stud	
STUDENTS WITH SPECIAL NEEDS	sostegno.disabili@polito.it	

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STUDENT'S MAIN OBLIGATIONS:

You must:

- Observe safe practices, rules and instructions given by persons in charge for safety issues.
- NOT endanger yourself or others by unsafe or dangerous actions.
- Observe health and safety related information (signs, posters, warning signals and written directions).
- Follow all instructions related to evacuation during fire, or any emergency, or closure of Politecnico.
- Use technical equipment (such as pc, printers, cutters, etc.) properly.
- NOT perform operations or actions that you are not in charge of.
- NOT remove or modify safety devices, or signal and control devices.
- Use protective equipment/clothing provided, when/where required.
- Report immediately, to your professor or other person in charge, any hazards that have led or may lead to injury, illness or danger.
- Report accidents, injuries and incidents that could result in harm, and cooperate in any related investigations.