EMERGENCY PROCEDURES: what to do

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

RECEPTION

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

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
| **ACCIDENT** | ➢ 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. |
| **FIRE** | ➢ Immediately alert the Reception Desk / Logistics.  
➢ If you are unable to contact the Reception Desk, call directly the emergency services by dialling the emergency telephone number 112.  
If the fire is inside the room where you are  
➢ Leave the room immediately and close the door behind you.  
➢ Do NOT use elevators.  
If the fire has spread out of the room and stairs and corridors are filled with smoke  
➢ 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). |
| **EVACUATION** | ➢ Keep calm.  
➢ Use the escape routes and the emergency exits.  
When you hear the evacuation order  
➢ 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. |
| **DISCOVERY OF CONTAMINATED MATERIAL** | ➢ Do NOT touch or move the suspect object or package.  
➢ Immediately alert the Reception Desk / Logistics. |
| **LEAK OF HAZARDOUS SUBSTANCES INSIDE THE BUILDING** | ➢ 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. |
| **LEAK OF HAZARDOUS SUBSTANCES OUTSIDE/TOXIC CLOUD** | ➢ 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. |
| **EARTHQUAKE** | ➢ 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
- 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
- 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
- Immediately alert the Reception Desk / Logistics.
- If you are unable to contact the Reception Desk, please call the emergency services directly by dialling 112.

Suspicous packages. If you see a suspicious object or package:
- 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:
- 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
- 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.

- 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.
## USEFUL CONTACTS

<table>
<thead>
<tr>
<th>Category</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EMPLOYER</strong></td>
<td>Dean of the Politecnico di Torino</td>
</tr>
<tr>
<td><strong>MEDICAL DOCTORS</strong></td>
<td><a href="mailto:infermeria@polito.it">infermeria@polito.it</a></td>
</tr>
<tr>
<td><strong>OCCUPATIONAL HEALTH AND SAFETY SERVICES</strong></td>
<td><a href="mailto:responsabile.prevenzione@polito.it">responsabile.prevenzione@polito.it</a>; <a href="mailto:servizio.prevenzione@polito.it">servizio.prevenzione@polito.it</a></td>
</tr>
</tbody>
</table>
| **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                                              |
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.