



EMERGENCY PROCEDURES: what to do

REPORT ALL EMERGENCIES TO THE RECEPTION DESK (LOGISTICS): STAFF WILL ACTIVATE THE ESTABLISHED PROCEDURES.

If the situation is extremely urgent, or if you are unable to contact the Reception Desk (Logistics), call the public emergency services directly.



Reception / Logistics

CAMPUS	RECEPTION TEL No.	OPENING HOURS	
		Mon - Fri	Sat.
TORINO - MAIN CAMPUS (C.so Duca + Cittadella)	011 090 7777	Open H 24	Open H 24
CASTELLO	011 090 6655	7:30 a.m.- 9 p.m.	8 a.m. – 4 p.m.
VIA MORGARI	011 090 7931	8 a.m. – 8 p.m.	closed
MIRAFIORI	011 090 8866	7:30 a.m.- 9 p.m.	closed
LINGOTTO	011 0908888	8 a.m. – 8 p.m.	closed
ALESSANDRIA	0131 229314/20	9 a.m. – 5 p.m.	closed
VERRES	0125 9225 21/25 0125 9225 11/12 0125 9225 01/05	8:30 a.m. – 5 p.m. (Fri. 8:30-13:00)	closed
MONDOVI	0174 560890	8:30 a.m. – 6 p.m.	closed
BIELLA	015 8551111	8:30 a.m. – 6.30 p.m.	closed

Please communicate

- Your name
- Your phone number
- The type of event (i.e., fire, accident, flooding, etc.)
- Where the event occurred
- ID-number of the area/room
- Severity of the event
- People and materials involved

End then? Follow emergency plan instructions

In case of an extremely urgent situation, or if unable to contact the Reception, please call the emergency services

EMERGENCY TELEPHONE NUMBER
112



<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. ➤ Inside the Main Campus (address: Corso Duca degli Abruzzi, 24 - Torino), the Infirmary (Infermeria in Italian) is open from Monday to Friday 8:00 a.m. - 6.00 p.m.
<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, then 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 blocked 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.



<p>WATER LEAK</p>	<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.
<p>FLOODS</p>	<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.
<p>REPORTING OR SUSPICION OF THE PRESENCE OF EXPLOSIVE WEAPONS</p>	<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.
<p>Suspicious packages. If you see a suspicious object or package:</p>	<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.
<p>Evacuation:</p>	<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.
<p>ROBBERY OR AGGRESSION</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 directly by dialling 112.
<p>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.</p>	<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. No.: 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 which could result in harm, and cooperate in any related investigations.