EMERGENCY PLAN

Drafted by: prevention and protection Service
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Revision: 3

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1. Introduction

This Emergency Plan (Plan) was arranged in accordance with the provisions of Legislative Decree 81/2008 and subsequent modifications and updates and Ministerial Decree of 10th March 1998.
This Plan relates to Building 'A', situated on Via Bonomea 265 within the new SISSA complex at the former Santorio hospital, and is updated as of 20th November 2011; it will be subject to revision each time technical/organisation changes are made to activities performed or to work environments.

2. Plan objectives

This Plan aims at accomplishing the following objectives:

- outline the procedures each worker must follow in the event of emergency
- identify the emergency communication systems
- identify 'who does what' in specific emergency situations
- outline the building evacuation procedures
- provide simple prevention and protection instructions

3. Classification of emergencies

The types of emergency considered in this Plan are:

- fire
- leakage or spillage of liquid or gaseous chemical/biological agents
- accident or illness of people present in the workplace
- other emergencies (electrical blackout, flooding, earthquake)

4. Plan structure

This Plan is structured according to the type of emergency concerned:

A1. Fire Emergency during normal working hours
A2. Fire Emergency outside normal working hours

B1. Chemical/Biological Emergency during normal working hours
B2. Chemical/Biological Emergency outside normal working hours

C1. Health Emergency during normal working hours
C2. Health Emergency outside normal working hours

D1. Electrical Blackout Emergency
D2. Flooding Emergency
D3. Earthquake Emergency

E. Emergency management in buildings entrusted to third parties

F. Emergency management in the Animal Facility

G. Emergency management in the Auditorium

An integral part of this document is constituted by the building plans, affixed along the corridors; these plans show the following:

- escape routes to be used in the event of building evacuation
- emergency exits
- filter zones and 'calm' spaces
- assembly points outside the building
- fire fighting devices (alarm buttons, inert gas release buttons, extinguishers, fire hydrants, etc.)
- buttons to cut off electric installations
- heating system shut-off valves for combustibles
- first aid kits

5. Responsibilities during emergencies (Fire, Health, Chemical/Biological) and Operation Centre

The Plan identifies specific responsibilities during emergencies as reported below:

- Emergency Coordinator: this person/these people is/are in possession of the authority, ability and responsibility required for the coordination and management of all phases of the emergency. They are furthermore able to ensure their continued presence in the workplace during normal working hours.
- The Coordinator shall be selected within the Protection and Prevention Service Personnel (PPS Personnel);
  The PPS Personnel are:
  - Dr Andrea Brunetta (Coordinator of PPS), room 216, tel. 040 3787 246
  - Mr Tullio Bigiarini (Breathing apparatus), room 635, tel. 040 3787 739
  - Dr Simonetta Vetter, room 214, tel. 040 3787 755
  - Mr Marco Cecco, room 201, tel. 040 3787 257

  Having been made aware of an emergency situation, the Coordinator shall quickly go to Emergency Operation Centre identified in the Control Room.

- Technical Personnel: they are present in the Control Room 24/7. The main function of these individuals, who are employees of an external business, is to check the correct functioning of the technological systems installed within the complex on Via Bonomea, with particular reference to security systems (fire detection and extinction systems, PA systems and alarms, video surveillance, etc.). These individuals are furthermore the main point of reference in the event of emergency, both due to their 24-hour presence and their knowledge of all surrounding infrastructures; their job is to gather and supply information about the emergency both to those within Company and to the Public Bodies and emergency services (Fire Department, Red Cross, Carabinieri, Police, etc.).

- Reception Personnel (present at the main entrance to the building every working day, from Monday to Saturday, from 07.45 to 19.45): these individuals are employees of an external business; their main function is managing the entrances to the complex (control of entrances, intrusion detection systems, etc.), welcoming, supplying information and putting visitors through to the relevant office. During an emergency, they must be available to the Technical Personnel for any eventualities (meeting fire brigades and IRC, information to visitors, controlling entrances, etc.)

- Emergency Management Team Members: these individuals were selected by the Employer and are responsible for the implementation of fire prevention, fire fighting, evacuation, rescue and emergency management procedures. They have received adequate training through attending specific courses.
  They are identified in Annex 1.

- First Aid Team Members: these individuals were selected by the Employer and are responsible for the implementation of First Aid procedures. They have received adequate training through attending specific courses.
  They are identified in Annex 2.

- Systems Personnel: these individuals have the responsibility of cutting off supply to those systems found in the building zones affected by the emergency (methane gas shut-off valves, electric switches for each floor or general buttons for
  They are employed by maintenance service provider and are afferent to the technical personnel.

- Company Physician. This responsibility has been assigned to Professor Antonio Fiorito

- Prevention and Protection Service Supervisor. This responsibility has been assigned to Engineer Dario Morelli

The place of reference and Operation Centre for the management and coordination of emergencies is found in the Control Room, located on the second floor of building A. All supervisors of mechanical, electric and safety systems installed across the entire complex can be found here 24/7.
Specifically, from this location:

- all alarms originating from the fire detection and automatic extinction systems can be displayed and managed
- the main areas of the buildings including corridors, foyers, passages, etc., can be monitored via closed circuit cameras
- evacuation orders, messages and information can be relayed via the PA system

The Control Rom thus acts as the ‘natural’ location from which emergencies can be managed correctly.

6. Useful telephone numbers

Below are the most useful telephone numbers in an Emergency:

TECHNICAL PERSONNEL AND CONTROL ROOM: 040 3787 **681**

EMERGENCY COORDINATOR:

Prevention and Protection Service

NAME PPS Personnel	**TELEPHONE**
Andrea Brunetta (Coordinator)	**040 3787 246**
Marco Cecco	**040 3787 257**
Simonetta Vetter	**040 3787 755**
Tullio Bigiarini (Breathing apparatus)	**040 3787 739**
ASSOCIATED WITH THE PPS	
Gabriella Rossi	**040 3787 736**

PUBLIC EMERGENCY SERVICES:	113
CARABINIERI:	112
FIRE DEPARTMENT:	115
HEALTH EMERGENCY:	118
MUNICIPAL POLICE:	040/366111
ACEGAS:	800152152
PREVENTION AND PROTECTION SERVICE SUPERVISOR:	040/364793 3333294845
COMPANY PHYSICIAN:	040/3992518 3474287695
HEATING SYSTEM OPERATORS:	040 3787 **681**
ELECTRIC SYSTEMS OPERATORS:	040 3787 **681**

7. Assistance for Disabled People

Several individuals with reduced movement capabilities work in the building.
Generally speaking, the escape routes on every floor of the building do not contain obstacles that would impede evacuation in the event of emergency. Specifically, on the landings of the emergency stairways (B, C, and E) there are ‘calm spaces’ where individuals with movement problems can stop temporarily.
The presence of stairways to be used in order to leave the building means that collaboration by the Emergency Management Team is necessary.

Therefore, in the event of emergency, operators must provide immediate assistance to disabled individuals, helping them to reach the assembly points outside the building.

8. Annexes

ANNEX 1:

EMERGENCY MANAGEMENT TEAM MEMBERS

Surname	Name	E-mail	Room no.	Floor	Phone no.
BIGIARINI	Tullio	tbigia@sissa.it	635	+6	040 3787 739
BREDA	Vera	breda@sissa.it	207	+2	040 3787 213
BRUNETTA	Andrea	brunetta@sissa.it	216	+2	040 3787 246
CALUCCI	Piero	calucci@sissa.it	126	+1	040 3787 496
CECCO	Marco	cecco@sissa.it	201	+2	040 3787 257
COVASSIN	Nevio	covassin@sissa.it	221	+2	040 3787 205
DERIN	Antonella	derin@sissa.it	209	+2	040 3787 203
DI SOPRA	Andrea	disopra@sissa.it	216	+2	040 3787 255
FERRERO	Federica	ferrero@sissa.it	446	+4	040 3787 737
FLORIDAN	Mauro	floridan@sissa.it	s3 (liv -1)	-1	040 3787 332
FRANZOT	Jessica	jess@sissa.it	445	+4	040 3787 719
GRIGORIOU	Dimitri	dimitri@sissa.it	211	+2	040 3787 251
GRANDOLFO	Micaela	grandolf@sissa.it	445	+4	040 3787 716
PAGNONI	Roberto	pagnoni@sissa.it	202	+2	040 3787 208
PARMA	Claudia	ilas@sissa.it	109	+1	040 3787 401
PREGARC	David	pregarc@sissa.it	s2 (liv -1)	-1	040 3787 333
RIGHI	Massimo	righi@sissa.it	447	+4	040 3787 730
ROSSI	Gabriella	rossig@sissa.	444	+4	040 3787 736
TALPO	Marco	talpo@sissa.it	121	+1	040 3787 506
TOMICICH	Andrea	tomicich@sissa.it	547	+5	040 3787 708
TUILLIER	Emanuele	tuillier@sissa.it	402	+4	040 3787 598
TUNIZ	Federica	tuniz@sissa.it	222	+2	040 3787 456
USENICH	Tatiana	taty@sissa.it	206	+2	040 3787 453
VESNAVER	Elsa	vesnaver@sissa.it	221	2	040 3787 214
VETTER	Simonetta	vetter@sissa.it	214	+2	040 3787 755
ZANELLO	Maurizio	zanello@sissa.it	125	+1	040 3787 542

Team members are divided into THREE EVACUATION TEAMS:

- **EVACUATION TEAM NO. 1** people in charge of the protection and management of EVACUATION SECTOR NO. 1 (Green), to which corresponds ASSEMBLY POINT NO. 1 (floor +2 west), composed of the following:

Evacuation Team No. 1	
no.	Name
1	BRUNETTA
2	COVASSIN
3	DERIN
4	DI SOPRA
5	GRIGORIOU
6	TOMICICH
7	TUILLIER
8	TUNIZ
9	VESNAVER
10	VETTER

- **EVACUATION TEAM NO. 2** people in charge of the monitoring and management of EVACUATION SECTOR NO. 2 (Red), to which corresponds ASSEMBLY POINT NO. 2 (floor +2 east), composed of the following:

Evacuation Team No. 2	
no.	Name
1	FRANZOT
2	FERRERO
3	GRANDOLFO
4	RIGHI
5	ROSSI
6	BIGIARINI

- **EVACUATION TEAM NO. 3** people in charge of the monitoring and management of EVACUATION SECTOR NO. 3 (Blue), to which corresponds ASSEMBLY POINT NO. 3 (floor 0 - amphitheatre), composed of the following:

Evacuation Team No. 3	
No.	Name
1	BREDA
2	CALUCCI
3	CECCO
4	FLORIDAN
5	PAGNONI
6	PARMA
7	PREGARC
8	TALPO
9	USENICH

10	ZANELLO

ANNEX 2 :

FIRST AID TEAM MEMBERS

Surname	Name	Email	Room no.	Floor	Phone no.
FERRERO	Federica	ferrero@sissa.it	446	+4	040 3787 737
GRANDOLFO	Micaela	grandolf@sissa.it	445	+4	040 3787 716
PAGNONI	Roberto	pagnoni@sissa.it	202	+2	040 3787 208
PARMA	Claudia	ilas@sissa.it	109	+1	040 3787 401
RIGHI	Massimo	righi@sissa.it	447	+4	040 3787 730
ROSSI	Gabriella	rossig@sissa.	444	+4	040 3787 736
TOMICICH	Andrea	tomicich@sissa.it	547	+5	040 3787 708
BIGIARINI	Tullio	tbigia@sissa.it	635	+6	040 3787 739
USENICH	Tatiana	taty@sissa.it	206	+2	040 3787 453
JANOUSEK	Alessandra	janousek@sissa.it	443	+4	040 3787 703
URGIAS	Luisa	urgias@sissa.it	125	+1	040 3787 539
AVEZZU'	Mirna	avezzu@sissa.it	126	+1	040 3787 536
CALANDRA	Maria Pia	calapia@sissa.it	13 (liv 0)	+0	040 3787 484
PICEK	Marina	marina@sissa.it	114	+1	040 3787 415
VESNAVER	Elsa	vesnaver@sissa.it	221	+2	040 3787 214
BOMBONATO	Claudia	bombonato@sissa.it	210	+2	040 3787 202

Members associated with TEAM NO .1: Bombonato Claudia

Members associated with TEAM NO. 2: Janousek Sandra

Members associated with TEAM NO. 3: AVEZZÙ Mirna, CALANDRA Mariapia, URGIAS Luisa, PICEK Marina.

ANNEX 3:

The following are attached and form an integral part of this document:

- plans of individual floors affixed along corridors
- plans of evacuation sectors
- plan of ASSEMBLY POINTS
- table of the COMPOSITION AND STATIONING OF EMERGENCY TEAMS
- the ZONING OF EVACUATION SECTORS

A. FIRE EMERGENCY

A.1 Fire emergency during normal working hours

Normal working hours are thus defined: from Monday to Friday – from 08.00 to 18.00.
During these times, an average personnel presence within the building equal to about 500 individuals is presumed, including personnel in charge of emergency management.

Two distinct situations are identified:

- A.1.1 Emergency with general visual/acoustic alarm activated
- A.1.2 Emergency with general visual/acoustic alarm not activated

A.1.1 Emergency with general visual/acoustic alarm activated

The alarm can be activated automatically by the fire detection system, or manually by means of the alarm buttons (located in the corridors on every floor).
The alarm is conveyed by visual signals and via loudspeakers located in the corridors of every floor; the volume level of the PA system is such that it can be heard in all workplaces.

Regardless of the reasons behind the activation of the acoustic alarm, all personnel, except those involved in emergency management, must:

- as far as possible and without taking personal risks, secure systems and/or equipment (for example: close inflammable gas taps (Bunsen burners, etc.), close the supply to compressed gas canisters, turn off electric equipment, etc.
- close the doors (do not lock) and the windows of the areas involved in the fire, leaving the lights on
- leave the workplace in an orderly fashion and head towards the assembly points indicated in the plans, accompanying any visitors
- do not move away from the assembly point without advising the Emergency Management Team
- provide the Emergency Management Team Members with all necessary information, ideally identifying the source location of the fire and the presence of any injured people

In the event of general visual/acoustic alarm activated manually by alarm button:

- the person who activated the alarm must contact the Emergency Coordinator immediately, either directly or through the Technical Personnel, explaining the exact reason for the alarm, the location of the fire and the presence of any injured people.

The following are forbidden:

- using lifts
- directly alerting the Fire Department switchboard
- occupying telephone lines
- entering the emergency area
- acting in a way which risks personal safety
- using water on electric equipment

Personnel involved in the Emergency Management Team must:

- help towards the orderly evacuation of workplaces
- check that all individuals have left their workplace
- help Disabled People or those with reduced movement capabilities
- check that all fire doors are closed
- inform the Emergency Coordinator of the situation at hand and agree upon subsequent actions
- if possible, while not risking personal safety, identify where the fire started
- if the fire is small, extinguish it using the available fire fighting devices, always ensuring that there is a safe escape route available
- work with the Fire Department by providing useful information regarding the articulation of the buildings concerned, any missing individuals, any hazardous substances present in the area, any available fire fighting devices
- inform all workers of the end of the emergency

The Emergency Coordinator must:

- reach the Control Room as quickly as possible
- contact the Emergency Management Team in order to activate the prearranged procedures and to receive information regarding the situation
- if needed, call the Fire Department, either directly or via the Technical Personnel
- if needed, alert the Red Cross, either directly or via the Technical Personnel
- inform the Technical Personnel and Emergency Management Team of the arrival of the Fire Department/Red Cross and organise for their reception
- warn the Prevention and Protection Service Supervisor and the Company Physician of the emergency
- declare the emergency over when in the opinion of the Fire Department and/or Emergency Management Team the general safety conditions of the building have been restored.

- The end of the emergency must be communicated to the Emergency Management Team and to the Technical Personnel.

Teachers present in teacher rooms or laboratories must:

- keep control of students during the emergency phases and, in the event of evacuation from the building, ensure that all students have reached the assembly point.

Systems Personnel must, upon the request of the Fire Department and always before water is used to extinguish the fire:

- cut off power from the area involved in the emergency by pressing the general shutdown buttons (found on the second floor at the entrance to the North body) or the floor switches.
- if needed, block the flow of methane gas by closing the appropriate valve found outside the building where the utilities relevant to the emergency are installed (boilers, kitchens, etc.)

The prevention and protection Service Supervisor must:

- assist the Emergency Coordinator, if he/she is on site
- draft a report at the end of the emergency regarding what occurred and, on the basis of the experience, put forward corrective actions to ensure future prevention and protection.

A.1.2 Emergency without general visual/acoustic alarm activated

This particular situation can occur if the initial fire is so small that it is unable to activate the automatic fire detection system.
Whoever finds a small-scale initial fire must:

- always act rationally
- if capable, use the fire fighting devices available (extinguishers, fire blankets, etc.) to put out the fire, ensuring that there is a safe escape route available
- if incapable of using the fire fighting devices, call the Emergency Management Team, either directly or via the Technical Personnel
- if the fire is put out, contact the Emergency Coordinator providing information about that which has happened
- if the initial fire cannot be put out, leave the scene, raising the alarm orally and:
- close the doors of the room where the fire started
- close the fire doors in the surrounding area
- move to a safe location and immediately inform the Emergency Coordinator of the situation at hand, providing personal details, the location of the fire and the presence of any injured people
- if needed, push the alarm buttons to activate the general visual/acoustic alarm

The following are forbidden:

- using lifts
- directly alerting the Fire Department switchboard
- occupying telephone lines
- acting in a way which risks personal safety
- using water on electric equipment

The Emergency Management Team must:

- attempt to extinguish the fire using the means available
- check that fire doors are closed
- contact the Emergency Coordinator to agree on subsequent actions
- if needed, raise the general alarm by pushing the Alarm Buttons.

In this case, the Procedure to follow is analogous to that described in paragraph -A.1.1 Emergency with acoustic alarm activated -

- inform all workers that the emergency is over

The Emergency Coordinator must:

- reach the Control Room as soon as possible
- after having been informed of the emergency, contact the Emergency Management Team either directly or through the Technical Personnel, asking them to go on site
- if needed, call the Fire Department, either directly or through the Technical Personnel
- if needed, alert the Red Cross, either directly of through the Technical Personnel
- inform the Technical Personnel and Emergency Management Team of the arrival of the Fire Department and/or Red Cross
- advise the Prevention and Protection Service Supervisor and Company Physician of the emergency
- declare the emergency over when, in the opinion of the Fire Department and/or Emergency Management Team, the general safety conditions of the building have been restored
- The end of the emergency must be communicated to the Emergency Management Team and the Technical Personnel.

Systems Personnel must, upon the request of the Fire Department and always before water is used to extinguish the fire:

- cut off power from the area involved in the emergency by pressing the general shutdown buttons (found on the second floor at the entrance to the North body) or the floor switches.
- if needed, block the flow of methane gas by closing the appropriate valve found outside the building where the utilities relevant to the emergency are installed (boilers, kitchens, etc.)

The Prevention and Protection Service Supervisor must:

- assist the Emergency Coordinator, if he/she is on site
- draft a report at the end of the emergency regarding what occurred and, on the basis of the experience, put forward corrective actions to ensure future prevention and protection.

A.2 Fire emergency outside normal working hours

‘Outside normal working hours’ is understood as falling within the following times:

- from Monday to Friday: from 18.00 to 08.00
- every Saturday and Sunday and holidays

A.2 Fire emergency outside normal working hours

‘Outside normal working hours’ is understood as falling within the following times:

- from Monday to Friday: from 18.00 to 08.00
- every Saturday and Sunday and holidays

A.2.1.1 Emergency with general visual/acoustic alarm activated

In the event of the general visual/acoustic alarm being activated, personnel present must:

- wherever possible and without risking their own safety, secure systems and equipment in use
- leave workplace and head outside the building
- quickly inform the Technical Personnel
- stay on hand until the Fire Department arrives and supply them with all necessary information (who was present in the building, any injuries, location of the fire, articulation of the buildings concerned, etc.)

Technical Personnel must:

- having received information regarding the Emergency, quickly call the Fire Department, Red Cross (if needed) and Prevention and Protection Service Supervisor
- stay on hand for anything further; call Control Centre to ask for more personnel to be sent to assist the emergency services (Fire Department, IRC, etc.)
- open the entrance gates and direct the emergency services to the location of the emergency

Systems Personnel must, upon the request of the Fire Department and always before water is used to extinguish the fire:

- cut off power from the area involved in the emergency by pressing the general shutdown buttons (found on the second floor at the entrance to the North body) or the floor switches.
- if needed, block the flow of methane gas by closing the appropriate valve found outside the building where the utilities relevant to the emergency are installed (boilers, kitchens, etc.).
-

The Prevention and Protection Service Supervisor must:

- go to the site if possible, staying on hand for the Fire Department
- draft a report at the end of the emergency regarding that which has occurred and, on the basis of the experience, put forward corrective actions to ensure future prevention and protection.

A.2.1.2 Emergency with general visual/acoustic alarm not activated

Whoever finds a small-scale initial fire, without the activation of the general visual/acoustic alarm, must:

- if capable, use the fire fighting devices available to put out the incipient fire, ensuring that there is a safe escape route available
- if incapable of using the fire fighting devices, isolate the area concerned by closing the doors

- if the fire is put out:
- telephone the Technical Personnel informing them about that which has happened

- if the fire cannot be put out:
- isolate the area concerned by closing the doors
- leave the scene, raising the alarm orally
- quickly advise the Technical Personnel
- stay on hand until the Fire Department arrives and provide them with all necessary information (who was in the building, any injuries, location of the fire, location of the buildings concerned, etc.)
- if needed, push the alarm buttons to activate the general visual/acoustic alarm

The following are forbidden:

- using the lifts
- acting in a way which puts personal safety at risk
- using water on electric equipment

Technical Personnel must:

- after having received information regarding the emergency, quickly call the Fire Department (if the fire has not been extinguished), the Red Cross (if needed) and the Prevention and Protection Service Supervisor
- stay on hand for anything further; call Control Centre to ask for more personnel to be sent to assist the emergency services (Fire Department, IRC, etc.)
- open the entrance gates and direct the emergency services to the location of the emergency

Systems Personnel must, upon the request of the Fire Department and always before water is used to extinguish the fire:

- cut off power from the area involved in the emergency by pressing the general shutdown buttons (found on the second floor at the entrance to the North body) or the floor switches.
- if needed, block the flow of methane gas by closing the appropriate valve found outside the building where the utilities relevant to the emergency are installed (boilers, kitchens, etc.)

The Prevention and Protection Service Supervisor must:

- go to the site if possible, staying on hand for the Fire Department
- draft a report at the end of the emergency regarding that which has occurred and, on the basis of the experience, put forward corrective to ensure future prevention and protection.

A.2.2 Emergency without Personnel present

In the event that the general visual/acoustic alarm is activated, the emergency can only be detected by the Technical Personnel.

Technical Personnel must:

- after having received information about the emergency, quickly call the Fire Department (if the fire has not been put out), Red Cross (if needed) and Prevention and Protection Service Supervisor
- stay on hand for anything further; if needed, call the Control Centre to ask for more personnel to be sent to assist the Fire Department
- open the entrance gates and direct the emergency services to the location of the emergency

The Prevention and Protection Service Supervisor must:

- go to the site if possible, staying on hand for the Fire Department
- draft a report at the end of the emergency regarding that which has occurred and, on the basis of the experience, put forward corrective actions to ensure future prevention and protection.

A.3 Fire Prevention and Protection Measures

Some of the main fire prevention measures are listed here below:

- locate escape routes and emergency exits by consulting the plans displayed along the corridors and on relative posters
- locate alarm buttons
- locate inert gas release buttons (buildings protected by automatic fire extinction system)
- observe the location of extinguishers and first aid kits
- do not remove protection systems in place
- do not smoke in the workplace
- keep fire doors permanently closed
- do not obstruct escape routes or emergency exits
- do not keep flammable material along escape routes
- keep highly flammable material far from heat sources
- do not modify existing electric systems; if needed, call the person responsible
- do not overload electrical sockets with too many appliances;
- multi-way plugs are only permitted for temporary use and must be fitted
- turn off electric equipment at the end of the day
- quickly warn of situations considered anomalous or potentially dangerous
- actively participate in general building evacuation drills
- **WITHIN CHEMISTRY AND/OR BIOLOGY LABORATORIES, FIRES CAN PRODUCE DANGEROUS VAPOUR AND SMOKE**
  In this case, access to such places is strictly forbidden until they have been inspected and ventilated by appropriately trained personnel, equipped with self-contained breathing apparatuses

Some of the main fire protection measures are listed here below:

- always act rationally when faced with an initial fire
- put the safety of people above the safety of things
- close any open fire doors in order to contain the spread of the fire and of smoke
- do not use the lifts
- never underestimate the presence of even a modest amount of smoke; smoke limits visibility and is very often formed of highly toxic substances (particularly when plastic substances containing chlorine are burnt)
- in the presence of smoke or flames, cover your mouth and nose, ideally with a damp tissue; in the presence of a lot of smoke, crawl on hands and knees
- when someone's clothes set alight: stop them running, lie them on the floor, put out the flames with a fire blanket or with clothes, do not use extinguishers
- in the presence of strong heat, protect your head preferably with damp woollen or cotton items, avoid synthetic fabrics
- if you are trapped, indicate your position in some way; if the fire is outside, close the door and, if possible, seal the cracks with damp cloths
- do not open any heated doors; if needed, open them while positioning yourself behind the door, ready to re-close it in the event of a burst of flames
- only use the fire fighting devices available to put out small/medium-scale fires, always ensuring that there is an escape route available
- never use water to put out a fire in the presence of electric systems
- in the event of an evacuation, go outside in an orderly and calm fashion, do not create panic or confusion, do not push, shout or run
- **a fire started within a chemistry and/or biology laboratory can cause toxic vapour and smoke; access to such places is limited to specially trained personnel, equipped with self-contained breathing apparatuses**

A.4 General building evacuation plan in the event of emergency and Periodic Drills

- *General building evacuation plan in the event of emergency* -

The building is equipped with an organised system of escape routes for the rapid and ordered evacuation of its occupants; the evacuation route system is sized in accordance with point 5 and following points of Ministerial Decree 26/08/1992.
For such purposes, the evacuation plan reported herein is dependent on the number of people and number of escape routes present.
Such partitions are necessary in order to avoid the overcrowding of any one escape route and to divide the evacuation in a coherent manner which conforms to the dimensions and characteristics of the emergency exits available in the building.

The building is subdivided into:

- floors: from the seventh floor (Floor +7) to the basement (Floor -1) (9 floors in total) + two underground garages (floors -2 and -3).
- blocks: North Block used for laboratories; South Block used for offices, studies and teaching rooms, subdivided into EAST Corridor and WEST Corridor.
  The NORTH Block is 'separated' from the rest of the building by means of a fire door positioned in the corridor which links to the lobby
- internal stairways (emergency exits): stairway A, stairway B, stairway C, stairway D, stairway E (stairway F is not considered an emergency stairway)
- external stairways: stairway present on the First Floor
- exits leading directly outside: exits present on the First and Ground Floors

For evacuation purposes, the building is further divided into 3 evacuation sectors:

- EVACUATION SECTOR NO. 1 (identified by the colour Green on the evacuation plans), to which correspond ASSEMBLY POINT NO. 1 and EVACUATION TEAM NO. 1;

- EVACUATION SECTOR NO. 2 (identified by the colour Red on the evacuation plans), to which correspond ASSEMBLY POINT NO. 2 and EVACUATION TEAM NO. 2;

- EVACUATION SECTOR NO. 3 (identified by the colour Blue on the evacuation plans), to which correspond ASSEMBLY POINT NO. 1 and EVACUATION TEAM NO. 1;

1. SEVENTH FLOOR
   1.1 North Block (EVACUATION SECTOR NO. 2 – Red): evacuate via stairway E

   1.2 South Block
      1.2.1 WEST Corridor (EVACUATION SECTOR NO. 3 – Blue): evacuate via stairway E or C
      1.2.2 EAST Corridor (EVACUATION SECTOR NO. 3 – Blue): evacuate via stairway C

2. SIXTH FLOOR
   2.1 North Block (EVACUATION SECTOR NO. 2 – Red): evacuate via stairway E)

   2.2 South Block
      2.2.1 WEST Corridor (EVACUATION SECTOR NO. 1 – Green): evacuate via stairway B
      2.2.2 EAST Corridor (EVACUATION SECTOR NO. 3 – Blue): evacuate via stairway C

3. FIFTH FLOOR
   3.1 North Block (EVACUATION SECTOR NO. 2 – Red): evacuate via stairway E

   3.2 South Block
      3.2.1 WEST Corridor (EVACUATION SECTOR NO. 1 – Green): evacuate via stairway B
      3.2.2 EAST Corridor (EVACUATION SECTOR NO. 3 – Blue): evacuate via stairway C

4. FOURTH FLOOR
   4.1 North Block: evacuate via stairway E; also some rooms (around 4 rooms) of South Block, close to the fire door (EVACUATION SECTOR NO. 2 – Red): evacuate via stairway E

   4.2 South Block
      4.2.1 WEST Corridor (EVACUATION SECTOR NO. 1 – Green): evacuate via stairway B
      4.2.2 EAST Corridor (EVACUATION SECTOR NO. 3 – Blue): evacuate via stairway C

5. THIRD FLOOR
   5.1 North Block: all evacuate outside apart from 2 rooms (those closest to stairway E) which evacuate via stairway E; as well as some rooms (about 4 rooms) in South Block, close to the fire door (EVACUATION SECTOR NO. 2 – Red): evacuate via stairway E

   5.2 South Block
      5.2.1 WEST Corridor (EVACUATION SECTOR NO. 1 – Green): evacuate via stairway B
      5.2.2 EAST Corridor (EVACUATION SECTOR NO. 2 – Blue): evacuate via stairway C

6. SECOND FLOOR
   6.1 North Block (EVACUATION SECTOR NO. 2 – Red): all evacuate outside

   6.2 South Block
      6.2.1 WEST Corridor: about half the corridor evacuates via stairway A (EVACUATION SECTOR NO. 3 – Blue); the remaining rooms evacuate outside (EVACUATION SECTOR NO. 1 – Green)
      6.2.2 EAST Corridor: about half the corridor evacuates via stairway D (EVACUATION SECTOR NO. 3 – Blue); the remaining rooms evacuate outside (EVACUATION SECTOR NO. 1 – Green)

7. FIRST FLOOR (EVACUATION SECTOR NO. 3 – Blue)
   7.1 Internal teaching rooms (located to the North): evacuate via external stairways
   7.2 External teaching rooms (located to the South): evacuate via external stairways
   7.3 WEST Corridor: about half the corridor evacuates via stairway A; the remaining rooms evacuate via external stairways
   7.4 EAST Corridor: about half the corridor evacuates via stairway D; the remaining rooms evacuate via external stairways

8. GROUND FLOOR (EVACUATION SECTOR NO. 3 – Blue)
   8.1 Internal teaching rooms (located to the North): evacuate outside
   8.2 Library (located to the South): evacuate outside
   8.3 Restaurant (located to the South): evacuate outside

8.4 Kitchen (located to the West): evacuate outside
8.5 Electronic documentation centre and other rooms (located to the East): evacuate outside

9. BASEMENT FLOOR (EVACUATION SECTOR NO. 3 – Blue)
9.1 Archive room: evacuate outside
9.2 Rooms (located to the East): evacuate via stairway C or outside
9.3 Rooms (located to the West) evacuate via stairway B

Stairway exits:

- STAIRWAY A: exit on Ground Floor
- STAIRWAY D: exit on Ground Floor
- STAIRWAY B: exit on Second Floor and Ground Floor
- STAIRWAY C: exit on Second Floor and Ground Floor
- STAIRWAY E: exit on Second Floor

Mobility of Emergency Management Team Members

In chapter 8, the table 'Emergency Management Team Members' the names are listed of the team members as well as the composition of the 3 evacuation teams, each of which is tasked with the protection and management of their respective evacuation sector.
During an emergency, some members shall go to a different floor from the one they work on in order to manage the most critical and sensitive junctions in their respective emergency sector. This movement is necessary in order to ensure that the same number of members is present on each floor of the building.

The position of the members of each team within their relative evacuation sectors will be discussed and decided on during specific meetings and in light of evacuation drills. If needs be, positioning can be refined based upon the results of the drills.

The Emergency Management Team Members should preferably move between one floor and another using Stairways A, D and F, as such stairways should be less congested than the other ones during emergencies. In particular, stairway F is a 'protected stairway' and is not considered as an escape route due to its narrow width.

Technical Personnel/Control Room Personnel

Technical Personnel/Control Room Personnel must control the state of the internal and external passages to the building (via CCTV), communicating any anomalous situations that might hinder correct evacuation (accidental obstructions close to escape routes and emergency exits, heavy objects blocking mobility, etc.) to the Emergency Coordinator.

Emergency Coordinator

Having received information from the Technical/Control Room Personnel regarding any anomalous situations discovered on escape routes or emergency exits, the Emergency Coordinator must quickly communicate alternative routes to the Emergency Management Team in order to ensure correct evacuation of the building.

-Periodic drills-

Ministerial Decree of 10th March 1998 article 7.4 – fire drills –

"….workers must participate in fire drills, performed at least once a year, in order to practice evacuation and first response procedures. …..".
For school buildings, specific legislation extends the obligation to perform fire drills to at least twice a year.
In accordance with the aforementioned article, general evacuation drills shall be performed by activating the general visual/acoustic alarm.
The emergency described in point A1.1 of this Plan will thus be simulated (Fire Emergency during working hours).
All workers present in building A, including personnel from external companies, self-employed workers and students must participate.
Visitors present within the building for any reason must also participate in the drills.
Only those Workers whose presence is essential for the safety of the workplace will be exempted from the drills.

At the end of the drill, the Prevention and Protection Service shall draw up a document reporting the final outcome of the drill performed.

A5. Alarm management and shutdown procedures using automatic systems

The alarm management procedures for the fire detection system are reported below, alongside the shutdown procedures using automatic shutdown systems installed in the following rooms:

- store room for flammable chemical agents
- library store room
- Server room
- archive room

1.2. Smoke Detection

The main station is located in the Technical Personnel office of the main building, where all events which take place in this building, the external buildings and garages will be displayed.

Station 6 is located in building ‘B4 Studi’ and only manages events which occur in buildings B2, B3, B4 and B4; these events will be displayed in the main station.

When the alarm of a single detector is activated, a warning is displayed in the main station, and a five-minute period (reaction time) begins, at the end of which the visual/acoustic alarm will activate alongside the closure of fire doors and shutters in the rooms of the floor concerned and the adjacent filter stairway. If during these first moments another alarm event occurs in the same area, then warnings will be immediately activated. An alarm event that originates from the central corridor linking rooms A and B with room C will activate warnings in all rooms on that floor.

All manual buttons immediately activate the alarms.

During the first 5 minutes (reaction time), the operator can reset the alarm and stop the process if it is deemed false. If, on the other hand, the operator presses the SILENCE key, then five minutes (recognition time) will be added to the original time. In order to stop the process in this second period, it is necessary to press the SILENCE key twice and then reset the alarm.

If the alarm is real and if no action is taken in the main station, then all visual/acoustic alarms across all the floors concerned will automatically activate 10 minutes after the first alarm.

In the Technical Personnel Office, a general evacuation button is located which will activate all visual/acoustic alarms and the PA system across the entire building. It will also turn off all air treatment units in the main building; these must then be reset manually.

Alarm events which originate from the Restaurant will activate the alarms as on the other floors across the same timescales. It will also block the air treatment units in the area. The same procedure applies for events originating in the Library and from floor -1.

In the Kitchen gas detectors are located which, when the alarm is activated, will activate the visual/acoustic alarms on that floor and disconnect the kitchen shutters

and the electric gas shut-off valve immediately, which will automatically reset only after a RESET has been performed from the main station.
The closure of every single fire shutter will be signalled in the main station via a descriptive display and buzzer sound.

4 shutdown stations are present in the main building. They will be activated by the fire detection station only when the alarms of at least 2 detectors in the room concerned have been activated. The shutdown procedure will be managed by the individual shutdown station. 4 minutes after shutdown, the air extractor in the room will activate; silencing the sirens and resetting can only be achieved from the individual station. Furthermore, the status of the stations will be reported to the main fire detection station.

B. CHEMICAL/BIOLOGICAL EMERGENCY

This emergency is caused by an accidental release of dangerous chemical or biological agents into the workplace, in either gas, liquid or solid form.
The rooms in which this emergency can occur are those used as chemistry and biology laboratories, located throughout the building.

B.1 Chemical/biological emergency during normal working hours

Normal working hours are thus defined: Monday to Friday – from 08.00 to 18.00.
During these times, an average personnel presence within the building equal to about 500 individuals is presumed, including personnel in charge of emergency management.

In the event of the release of hazardous substances, people present must:

- wherever possible and without risking personal safety, limit the flow of the substance (by closing the supply valve, containing the liquid flow with inert material, etc.)
- find the Safety Sheet relative to the spilt substance (the Safety Sheet should always be present in the workplace)
- immediately open the windows of the room concerned in order to ensure good ventilation
- move away from the contaminated room, closing doors in order to limit the spread of the substance to adjoining areas
- help any contaminated people (through inhalation, contact, etc.) to leave the room
- immediately inform the Emergency Coordinator of the situation at hand providing personal details, the location of the emergency and the presence of any injured people
- supply all requested information to the Emergency Management Team
- if needed due to the very high danger posed by the event, sound the general visual/acoustic alarm using the Emergency Button.
  In this case, the procedure to follow is equal to that described in paragraph -A.1.1 Emergency with visual/acoustic alarm activated -

In the event of the activation of **CO2, O2, LPG and LOW-OXYGEN ALARMS** installed in the laboratories and linked to the corridor alarms:

- people present within the room concerned must leave immediately, opening the windows, if possible without risking personal safety, and closing the door
- from outside the room concerned: entry is strictly forbidden and the laboratory door must be closed
- immediately inform the Emergency Coordinator of the situation at hand, providing personal details, the location of the emergency and the presence of any injured people
- quickly warn the Technical Personnel

The following are forbidden:

- manipulating the substance concerned without full knowledge of the associated risks (for example: spraying water or other solvents onto it, clearing up the product with bare hands, etc.)
- directly alerting the Fire Department switchboard
- occupying telephone lines
- acting in a way which puts personal safety at risk
- **entrance to rooms in which toxic gas and low-oxygen detection alarms have been activated is strictly forbidden;** only trained personnel equipped with self-contained breathing apparatuses may enter in order to check that which has happened and open the windows in order to allow for the quickest ventilation possible

The Emergency Coordinator must:

- go to the Control Room as quickly as possible
- having been informed of the emergency, contact the Emergency Management Team and if needed, the First Aid Team, either directly or via the Technical Personnel, asking them to come to the site
- if needed, order the shutdown of the air conditioning unit, if connected to more than one room, in order to avoid generalised contamination
- if needed, call the Fire Department, either directly or via the Technical Personnel
- if needed, alert the Red Cross, either directly or via the switchboard
- inform the Technical Personnel and Emergency Management Team of the arrival of the Fire Department and/or Red Cross
- advise the Prevention and Protection Service Supervisor and the Company Physician of the emergency

- declare the emergency over when the opinion of the Fire Department and/or Emergency Management Team is that safety conditions have been restored
- The end of the emergency must be communicated to the Emergency Management Team and the Technical Personnel.

The Emergency Management Team must:

- help disabled individuals or those with reduced movement capabilities
- inform the Emergency Coordinator of the situation at hand and agree upon further action
- carefully read the instructions detailed on the Safety Sheet (Indication of hazards, First aid measures, Fire prevention measures, Measures in event of accidental leakage, etc.)
- if capable, attempt to clear up the split product according to the methods and Personal Protective Equipment indicated in the Safety Sheet
- in the event that the detector alarms sound: if trained for the emergency, only enter the building wearing a self-contained breathing apparatuses in order to check that which has happened and open the windows
- if not capable, inform the Emergency Coordinator of the need to call the Fire Department
- collaborate with the Fire Department providing any useful information
- inform all workers of the end of the emergency

The Prevention and Protection Service Supervisor must:

- assist the Emergency Coordinator, if on site
- draft a report at the end of the emergency regarding what occurred and, on the basis of the experience, put forward corrective actions to ensure future prevention and protection.

The Company Physician must:

- give any specific health advice and/or general workplace hygiene-related orders following the event

B.2 Chemical/biological emergency outside normal working hours

'Outside normal working hours' is understood as falling within the following times:

- from Monday to Friday: from 18.00 to 08.00
- every Saturday and Sunday and holidays

During these times, a very much reduced personnel presence is presumed such that the emergency management procedure described in paragraph B.1 is not applicable.

In the event of the release of hazardous agents, witnesses to the event must:

- wherever possible and without risking personal safety, limit the flow of the agent (by closing the supply valve, containing the liquid flow with inert material, etc.)
- find the Safety Sheet relative to the spilt substance (the Safety Sheet should always be present in the workplace)
- immediately open the windows of the room concerned in order to ensure good ventilation
- if capable, attempt to clear up the spilt product using the methods and Individual Protective Equipment indicated in the Safety Sheet.

- if the emergency is resolved:
- phone the Technical Personnel, informing them of that which has happened
- if the emergency is not resolved:
- move away from the contaminated room, closing the doors in order to limit the spread of the spilt substance into other areas
- help any contaminated people (contaminated from inhalation, contact, etc.) and leave the room
- quickly warn the Technical Personnel
- stay on hand until the Fire Department arrives and provide them with all information necessary (who was present in the building, any injured people, location of the rooms concerned, supply them with the Safety Sheet, etc.)
- if needed due to the very high danger posed by the event, sound the general alarm vocally or by using the emergency button

In the event of the activation of **CO2, O2, LPG and LOW-OXYGEN DETECTION ALARMS** installed in the laboratories and linked to the corridor alarms:

- people present within the room concerned must leave immediately, opening the windows, if possible without risking personal safety, and closing the door
- from outside the room concerned: entry is strictly forbidden and the laboratory door must be closed
- quickly warn the Technical Personnel

The following are forbidden:

- manipulating the substance concerned without full knowledge of the associated risks (for example: spraying water or other solvents onto it, clearing up the product with bare hands, etc.)
- directly alerting the Fire Department switchboard
- occupying telephone lines
- acting in a way which puts personal safety at risk
- **entrance to rooms in which toxic gas and low-oxygen detection alarms have been activated is strictly forbidden;** only trained personnel equipped with self-contained breathing apparatuses may enter in order to verify that which has happened and open the windows in order to allow for the quickest ventilation possible

Technical Personnel must:

- having received information of the emergency, quickly call the Fire Department (if the emergency has not been resolved), the Red Cross (if needed), the Prevention and Protection Service Supervisor and the Company Physician
- stay on hand for anything further: if needed, call Control Centre to ask for more personnel to be sent to assist the emergency services (Fire Department, IRC, etc.)
- open entrance gate and direct emergency services to the site of the emergency

The Prevention and Protection Service Supervisor must:

- come to the site if possible in order to assist the Fire Department
- draft a report at the end of the emergency regarding what occurred and, on the basis of the experience, put forward corrective actions to ensure future prevention and protection.

The Company Physician must:

- give any specific health advice and/or general workplace hygiene-related orders following the event

B.3 Prevention and Protection Measures for Chemical/Biological Risks

Several of the main Prevention and Protection measures are listed here below:

- before using any chemical/biological substance, always consult the relative Safety Sheet; this Sheet must be kept in the workplace
- always use the proper Personal Protective Equipment (lab coats, filter masks, goggles, gloves, etc.)
- keep the minimum possible quantity of hazardous substances in the workplace
- use hazardous substances from within a chemical/biological hood
- ensure that there is always enough air supply to the area; ensure that the hoods exhaust system is at optimum level
- keep particularly hazardous substances within their special locked cabinets; flammable substances must be kept in cabinets which conform to the law (REI 180)
- store chemical agents in a suitable way, separating substances which are mutually incompatible
- do not leave ongoing chemical reactions or hazardous equipment unattended
- transport chemical substances and hazardous materials in a suitable manner, putting then into stress-resistant containers and using trolleys equipped with containment vessels
- flammable substances must be kept as far away as possible from possible ignition sources (heaters, electric systems, naked flames, etc.)

- it is forbidden to smoke or eat wherever hazardous chemical/biological substances are used
- remove protective clothing and gloves when leaving the laboratory
- all hazardous substances must be removed from the workplace by following the regulations regarding disposal procedures for hazardous waste
- in the particular case of the manipulation and use of cryogenic liquids in a poorly aerated room, the use of a low-oxygen analyser (fixed or portable), which will warn of low oxygen concentrations, is essential. The appropriate PPE must also be used.
- compressed gas canisters must always be firmly fixed and must be transported using suitable trolleys
- never transport canisters without their protective caps
- carry out regular maintenance on the toxic gas and low-oxygen detectors
- do not enter areas in which the toxic gas and low-oxygen detection alarms are activated; access is only permitted for trained personnel equipped with self-contained breathing apparatuses.

C. HEALTH EMERGENCY

C.1 Health Emergency during normal working hours

Normal working hours are thus defined: from Monday to Friday – from 08.00 to 18.00.
During these times, an average personnel presence within the building equal to about 500 individuals is presumed, including personnel in charge of emergency management.

In the event of an accident or sudden illness, people who assist the injured or ill person must:

1. call Red Cross, if needed (directly or via the Technical Personnel), providing personal information and that of the injured person, the position of the injured person within the building, a description of the event
2. inform the Emergency Coordinator of the event
3. do not leave the injured or ill person until the emergency services have arrived
4. supply the emergency services with all necessary information
5. advise the injured person's supervisor of that which has happened

If capable and in absence of help, the injured person must follow points 1, 4 and 5.

The Emergency Coordinator must:

- having been informed of the emergency, contact the First Aid Team, either directly or via the Technical Personnel, asking them to come to the site
- if needed (and if this has not already happened) immediately call the Red Cross, either directly or via the Technical Personnel
- inform the First Aid Team of the arrival of the Red Cross
- advise the Company Physician and Health and Prevention and Protection Service Supervisor of the emergency

The First Aid Team must:

- attend to the injured person, estimate the scale of the damage and call the Red Cross (if this has not already been done)
- provide first aid to the injured or ill person until the arrival of the Red Cross
- accompany Red Cross personnel to the injured person

The injured person's Supervisor must:

- in the event of an accident, complete the attached form, 'ACCIDENT REPORT', in collaboration with those who witnessed to the event.
  This form will allow for a subsequent more detailed and statistical analysis of the accident; for this reason, a duly completed copy of the form must be sent to the Prevention and Protection Service Supervisor and to the Company Physician.

C.2 Health Emergency outside normal working hours

'Outside normal working hours' is understood as falling within the following times:

- from Monday to Friday: from 18.00 to 08.00
- every Saturday and Sunday and holidays

During these times, a very much reduced personnel presence is presumed such that the emergency management procedure described in paragraph C.1 is not applicable.

In the event of an accident or sudden illness, the people who assist the injured or ill person must:

1. call Red Cross, if needed (directly or via the Technical Personnel), supplying personal information and that of the injured person, the position of the injured person within the building, a description of the event
2. inform the Technical Personnel of the event
3. do not leave the injured or ill person until the emergency services have arrived
4. supply the emergency services with all necessary information
5. advise the injured person's supervisor of that which has happened

If capable and in absence of help, the injured person must follow points 1, 4 and 5.

Technical Personnel must:

- having received information about the emergency, and if needed (and if this has not already been done), call the Red Cross
- stay on hand for anything further: if needed, call Control Centre to ask for more personnel to be sent
- open the entrance gate and if needed, accompany the Red Cross personnel to the injured person

The injured person's Supervisor must:

- in the event of an accident, complete the attached form, 'ACCIDENT REPORT', in collaboration with those who witnessed to the event.
  This form will allow for a subsequent more detailed and statistical analysis of the accident; for this reason, a duly completed copy of the form must be sent to the Prevention and Protection Service Supervisor and to the Company Physician.

D. OTHER EMERGENCIES

Intervention procedures in the event of low-likelihood accidents occurring are described below.

D.1 ELECTRICAL BLACKOUT

How to react if the emergency lights are not activated and visibility is poor:

- go to a safe place and immediately inform the Emergency Coordinator (in his absence, inform the Technical Personnel) about the situation, supplying personal details, the location of the emergency and the presence of any injured people
- check if the blackout has affected one or more rooms or the whole building
- move slowly; do not run in order to avoid falling

If present, the Emergency Coordinator must:

- having been informed of the emergency contact the Emergency Management Team either directly or via the Technical Personnel, asking them to come on site
- if needed (for example if the blackout has been caused by a fire, etc.), call the Fire Department

If present, the Emergency Management Team must:

- assist any individuals in difficulty
- immediately inform the Systems Personnel in order to establish the technical cause of the event (short circuit, electrical damage, etc.)

Technical Personnel must:

- having received information about the emergency, and if needed (and if it has not already been done), call the Fire Department and/or Red Cross
- stay on hand for anything further; if needed, call Control Centre to ask for more personnel to be sent
- if needed, accompany the Fire Department and/or Red Cross personnel to the area concerned

D.2 FLOODING

Witnesses to the event must:

- go to a safe place and immediately inform the Emergency Coordinator (in his absence, the Technical Personnel) of the situation, supplying personal details, the location of the emergency and the presence of any injured people
- if possible, disconnect power supply to the room/rooms involved and do not use any electric equipment
- in the event of real danger, activate the general visual/acoustic alarm by pushing the alarm buttons
- check that no one has remained trapped within the rooms

If present, the Emergency Coordinator must:

- having been informed of the emergency, contact the Emergency Management Team either directly or via the Technical Personnel, asking them to come to the site
- if needed, call the Fire Department (and/or Red Cross), either directly or via the Technical Personnel
- inform the Technical Personnel and Emergency Management Team of the arrival of the Fire Department and/or Red Cross
- declare the emergency over when in the opinion of the Fire Department and/or the Emergency Management Team, the general safety conditions in the building have been restored
- the end of the emergency must be communicated to the Emergency Management Team and Technical Personnel.

If present, the Emergency Management Team must:

- help any individuals in difficulty
- check if there are any obvious causes of the water leakage (taps open, broken pipes, etc.)
- if the event that water is leaking from a pipe, immediately inform the Systems Personnel in order to close the main water supply valves
- move dangerous and/or delicate materials and equipment to a safe place

Technical Personnel must:

- having received information about the emergency, and if needed (and if it has not already been done), call the Fire Department and/or Red Cross
- stay on hand for anything further; if needed call the Control Centre to ask for more personnel to be sent
- if needed, accompany the Fire Department and/or Red Cross personnel to the area concerned

D.3 EARTHQUAKE

Several procedures and behavioural standards in the event of tellurian emergency are described below.
Due to the rarity of subterranean earthquakes, this situation is unlikely to occur.

All personnel must:

Before the event:

- identify a ‘safe place’ in every room or area in which work takes place (a table or desk under which to shelter, a load-bearing wall far from windows, load-bearing beams, etc.) whereby shelter is provided from falling objects.

During the event:

- find shelter in the previously identified ‘safe place’ and wait until the end of the tremor; remember that it is dangerous to leave the building during a quake due to the danger of falling objects and materials

After the event:

- evacuate the building, remaining prepared for aftershocks
- move away from the building towards an open space in which there are no hazards (trees, high-voltage electric cables, other buildings, etc.)
- maintain a clear passage in order to allow emergency equipment and vehicles to pass easily
- avoid the use of telephones except for urgent reasons
- do not re-enter the building until it has been declared safe (structural damages, fallen fittings, etc.)

IT IS IMPORTANT TO REMEMBER THAT:

- the use of lifts is forbidden until a specialist company has carried out controls: lifts could be damaged or out of order
- there could be gas leakages due to pipe breakage
- fires could develop
- there could be spills or spreading of hazardous chemical/biological agents in laboratories
- there could be the risk of detached or falling material from above

THEREFORE, BEFORE RETURNING TO NORMAL ACTIVITY, EXPERTS (FIRE DEPARTMENT, SPECIALIST COMPANIES, LABORATORY SUPERVISORS, ACTIVITY SUPERVISORS, ETC.) MUST CHECK THAT SAFETY CONDITIONS HAVE BEEN RESTORED AND THAT SYSTEMS, STRUCTURES, WORKPLACES, EQUIPMENT, SUPPLIES, ETC., INVOLVED IN THE QUAKE HAVE BEEN RESTORED.

In the event of an earthquake, AS SOON AS POSSIBLE:

The Emergency Coordinator must (if present):

- go to the Control Room
- contact the Emergency Management Team either directly or via the Technical Personnel
- call the Fire Department if needed, either directly or via the Technical Personnel
- if needed, alert the Red Cross either directly or via the Technical Personnel
- inform the Technical Personnel and the Emergency Management Team of the arrival of the Fire Department and/or Red Cross
- declare the emergency over when in the opinion of the Fire Department, competent experts and Emergency Management Team the general safety conditions of the building have been restored.

The Emergency Management Team must (if present):

- if needed, facilitate the ordered evacuation of workplaces and check that all individuals have left their workplaces
- assist disabled individuals or those with limited movement capabilities
- check that all fire doors are closed
- inform the Emergency Coordinator of the situation at hand and agree on further action

- collaborate with the Fire Department by supplying useful information on the position of the rooms concerned, any individuals missing from the register, the presence of hazardous substances in the area
- inform all workers of the end of the emergency

Teachers present in teaching rooms or laboratories must:

- keep control of students during the various emergency phases and, in the event of evacuation, check that all students have reached the assembly point.

Systems Personnel must, upon the request of the Fire Department and always before water is used to extinguish the fire:

- cut off power from the area involved in the emergency by pressing the general shutdown buttons (found on the second floor at the entrance to the North body) or the floor switches.
- if needed, block the flow of methane gas by closing the appropriate valve found outside the building where the utilities relevant to the emergency are installed (boilers, kitchens, etc.)

The Technical Personnel must:

- if needed (and if this has not already happened) call the Fire Department and/or the Red Cross
- stay on hand for anything further
- if needed, accompany the Fire Department and/or Red Cross personnel

BEHAVIOURAL STANDARD IN THE EVENT OF AN EARTHQUAKE

In closed locations:

- stay calm
- do not rush outside
- stay in offices or teaching rooms and shelter under a table or door frame
- leave laboratories, if possible securing equipment and systems (e.g. shutting down dangerous equipment, gas canisters, etc.) and go into the closest office
- those in the corridors or stairways must go back to the offices
- move away from windows, glass, cabinets and cupboards or any other furniture which could break, fall and injure
- after the earthquake and when the order to evacuate has arrived, immediately stop what you are doing, securing equipment and systems where possible

In the open:

- move away from the building, trees, lampposts and electric cables which could fall and injure
- find somewhere where nothing is above you (open air)

E. MANAGEMENT OF EMERGENCIES IN BUILDINGS ENTRUSTED TO THIRD PARTIES

Some satellite buildings are located within the complex on Via Bonomea but are managed independently by third parties which are, on various grounds, businesses independent of SISSA.
Specifically:

- Building B1 'NURSERY: is entrusted on loan to COOPERATIVA 2001-AGENZIA SOCIALE for the management of the nursery within the complex
- Buildings B2, B3: the headquarters of the company, MEDIALAB
- Building B5 "GYM" entrusted to an External Business

Following coordination meeting, the following has been defined:

- each business will carry out its own risk analyses and relative EMERGENCY PLANS independently
- each business will independently plan and create the procedures which must be followed in the event of an emergency (training and information for personnel, designation of Emergency Personnel, prevention and protection measures, simulations and periodic drills, evacuation of offices, procedure for alerting and calling emergency services, management of emergency services (directing vehicles, information regarding accidents) etc.
- SISSA remains in charge of general emergency coordination across the whole Via Bonomea complex

In order to ensure correct general emergency management, the following coordination measures have been agreed on:

- each Emergency Coordinator shall quickly inform Technical Personnel (Building A) of the situation at hand in the relevant building
- having received such information, Technical Personnel shall inform the SISSA Emergency Coordinator in order to organise the necessary general coordination measures
- if needed, the SISSA Emergency Coordinator shall send a SISSA Emergency Personnel Member to the entrance in order to direct emergency services along the correct route and to indicate the location of satellite buildings
- Technical Personnel shall open the entrance gates in order to allow the emergency services to reach the various 'satellite' buildings

F. EMERGENCY MANAGEMENT IN THE ANIMAL FACILITY

The management of the Animal Facility is entrusted in agreement to the Università degli Studi di Trieste.
Normally there are no more than three or four people working at the Animal Facility at any one time, all experts in the specific sector with an excellent knowledge of the workplace, alongside the occasional presence of students/researchers, who are always accompanied.
The facility has the same emergency devices as those installed in SISSA rooms (detectors, visual/acoustic alarms, etc.); therefore the same general emergency procedures as those designed for SISSA are valid.
Due to the structure of the facility, only one door, which opens onto the outside, is indicated as an Emergency Exit.
This door thus constitutes the main escape route during an emergency.
Nevertheless, in order to ensure the presence of an alternative exit, the entrance door to the facility (with decontamination shower) can be used, although it is not certified as an emergency exit (opening against the direction of the evacuation, opening with button-controlled lock disengagement).

G. EMERGENCY MANAGEMENT IN THE AUDITORIUM

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