Emergency plan and evacuation
Viale G. Fanin 40-50-Bologna

Rules of conduct for all staff

When an abnormal situation occurs (e.g. fire, loss of substance, malori of persons, etc.), the rules of good behaviour are as follows:

**Preventive measures**
- Respect the prohibition of smoking and use of free flames
- Do not overload the power sockets with multiple plugs
- Disconnect the electrical utilities and the technical gas lines or valves at the end of use
- Do not tamper, disable, damage and use for improper use installations and fire and safety devices installed
- Keep away from obstacles the exodus routes, the emergency exits and the smoke-proof compartmented rooms.
- Keep free access to fire-fighting facilities (hydrants, fire extinguishers, etc.)

**Seismic emergency (need to abandon the building)**
The beginning of the shocks is the signal to take refuge under the tables; You need to get away from the center of the room, from the cabinets and windows.
At the end of the tremors start the procedures of abandonment of the building trying to remain calm.
- Make sure that everyone who is within their reach is abandoning the premises
- Help any disabled present or anyone who seems distressed
- Do not attempt to recover personal items or other material
- Do not use elevators
- Move away quickly following the marked paths without running and pushing

**Emergency under control (with possibility of intervention)**
- Alerting the internal relief by giving little but clear information about the location and type of emergency in place and any people involved
- There are two separate emergency exits on the floors. It is necessary to start towards the nearest emergency exit and if the path is blocked or dangerous then start towards the other exit.
- Go down the stairs behind the supporting wall if present
- Go to the collection point for a visual response of the attendance
- The return to the staff building must be done only after the emergency coordinator has been authorized. In the absence of the Coordinator, the authorisation must be received by the Director.

**Emergency not controllable (need to abandon the building)**
The signal for evacuation from the building is given by a voice message or a beep.
- Make sure that everyone who is within their reach is abandoning the premises
- Help any disabled present or anyone who seems distressed
- In case of fire close doors and windows, if there is no risk of explosion or toxic release
- Do not attempt to recover personal items or other material
- Do not use elevators
- Move away quickly following the marked paths without running and pushing
- There are two separate emergency exits on the floors. It is necessary to start towards the nearest emergency exit and if the path is obstructed or invaded by fumes then start towards the second.
- Go to the collection point for a visual response of the attendance
- The return to the staff building must be done only after the emergency coordinator has been authorized.

**Collection Point**

Outside the building are identified collection points where you will have to gather people in case of evacuation for the appeal or at least for a visual feedback of attendance. They are: the central courtyard of the building, at the back of the North Wing (No. 2 points), at street level, head to the East and West Wings (No. 2 points).

The semiautomatic defibrillator is located inside the **Goidanich library**, ground floor (between number 40 and 42).

The building is open and manned, from Monday to Friday from 8 to 17

The call to rescuers will have to follow this pattern:

1. Name, surname and phone number from which you are calling.
2. Exact location of the event (including, for external rescuers, city name, street and house number).
3. What happened (e.g. Malore, fire, flooding) and if there are people involved.
4. Answer the operator’s questions and listen to his instructions—the person who calls must always hang up last.

**Internal relief**

Coordinators’ telephone numbers to contact in case of emergency and first aid

**West Wing Coordinators:**
Gianfranco Filippini 051 2096771 334 1023305
Mara Mandrioli 051 2096013 – 01

**North Wing Coordinators**
Maurizio Quartieri 051 2096426-84 3287445946
Stefano Tartarini 051 2096420

**East Wing Coordinators**
Silvano Bovolenta 051 2096514
Andrea Pancaldi 051 2096119 331 6460421

**Concierge of Plesso** 051 2096518

**District manager and his substitutes in case of his absence**
Dominic Ricucci 051 2096020 366 9069791
Gianfranco Filippini 051 2096771 334 1023305
Maurizio Quartieri 051 2096426-84 3287445946
Silvano Bovolenta 051 2096514
Fausto Valentino 366 8222185

**External relief**
Fire Department Tel. 115
Health emergency Tel. 118
Carabinieri Tel. 112
Poison Control Center Milano Tel. 02-66101029
Poison Control Center Pavia Tel. 382-24444
Poison Control Center Bergamo N.V. 800883300 24 h