



EARTHQUAKES



Take cover near a supporting wall, beneath a beam or girder, or under a table. Do not stand in the middle of a room.



Do not rush for the stairs. Do not use an elevator, as it may be blocked. If standing out in the street, you may be hit by vases, tiles and other materials falling from the building.



If you are in a laboratory secure any electrical equipment by disengaging the mains cables.



Leave the building after the quakes have stopped, go to a pre-designated emergency assembly area which is outdoors away from any buildings or electrical power lines.



Do not block the roads, as they will be needed for emergency vehicles. Do not use a car unless absolutely necessary.

INJURY OR SUDDEN ILLNESS



- Contact the reception desk
- In case of critical emergency call 118
- Do not take matters into your own hands
- Do not move an injured person who has suffered trauma
- Do not intervene if there are apparent risks to yourself

EMERGENCY SIGNS

The emergency signs are all GREEN

Emergency exit



Emergency stairs

First Aid cabinet

Emergency Assembly Point

Emergency Eye Wash Station

EMERGENCY SIGNS in case of FIRE

These emergency signs are RED



Fire Extinguisher

Fire Hydrant

Emergency Fire Alarm Button

GENERAL GUIDELINES

BEFORE AN EMERGENCY ACTUALLY TAKES PLACE LOCATE A PUBLICLY DISPLAYED BUILDING PLAN AND CAREFULLY ASCERTAIN:

- the nearest emergency exit;
- the number to call in case of an emergency;
- the location of the emergency assembly points;
- the location of fire extinguishers, and fire alarm buttons.

What to do in case of an

EMERGENCY

INFORMATION HANDOUT



IN CASE OF AN EMERGENCY

- Keep calm and comply with the instructions given by the emergency teams and staff members of any of the emergency aid agencies (fire department, police, Red Cross, etc.).
- Make yourself available to emergency aid personnel so as to inform them of any risks you may be aware of or any other useful information.

THE EMERGENCY TELEPHONE CALL



Call the emergency telephone numbers or the reception desk of the building you are in, indicating:

- YOUR DETAILS including your phone number
- WHERE THE EMERGENCY IS TAKING PLACE name of the agency, address, building, floor number.
- WHAT KIND OF EMERGENCY IT IS smoke, fire, flooding, sudden illness, etc.
- WHO IS INVOLVED

Before closing the phone call wait for confirmation from the operator.

EMERGENCY TELEPHONE NUMBERS

Reception Desk:

Veronetta Polo Zanotto	045 802 8103
Veronetta Lettere e Lingue	045 802 8557
Palazzo EX Economia	045 802 8213
Palazzo Zorzi	045 802 8725
Edificio via Paradiso	045 842 5211
Santa Marta	045 802 8720
Borgo Roma Cà Vignal	045 802 7931
Borgo Roma Biologici	045 802 7113
Cittadella Sc. Giuridiche	045 802 8822
Borgo Venezia Sc. Motorie	045 842 5120
Villa Lebrecht	045 683 5611

Fire Department 115 Police 113
Carabinieri 112 Health Emergency 118

EVACUATION PROCEDURES

Need for evacuation may be signalled by way of:



- **An acoustic alarm** (siren)
- **A visual alarm** (a red signal = fire alarm)



- **A verbal alarm** (instructions from staff)

What to do during an evacuation:



Move in an orderly fashion towards one of the outdoor emergency assembly points by following the green evacuation signs, making sure that no one has been left behind. Do not return into the building for any reason.



DO NOT USE THE ELEVATORS

Do not try to recover any personal belongings.



Accompany any disabled persons towards the emergency assembly point.



If the evacuation takes place in a large crowd you should proceed with your elbows pointing forward so as not to be crushed. If the crowd causes you to fall, try to curl up your body and move towards the nearest wall; then, face the wall while folding your arms behind your neck so as not to bring about any injuries to your vital organs.



Remain at the emergency assembly point until further instruction.

Do not return into the evacuated area until authorization has been given by the emergency coordinator.

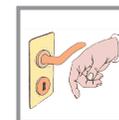
IN CASE OF FIRE

Inform the reception desk.

In case of evacuation follow the procedures keeping the following points in mind:



If there is a fire the smoke will always rise so do not try to escape by running up to a higher floor level.



Take special care when opening doors as there may be fire and smoke in the room and the door handle could be very hot. When in the presence of electrical equipment, do not attempt to put out the flames with water, but rather use one of the fire extinguishers provided.



Make certain that other persons in your vicinity are also evacuating the building. Do not open or shatter the windows and if possible close any that are open. When in the presence of smoke, keep your head positioned as close to the ground as possible.



In order to breathe better it is advised to cover your mouth and nose with a wet handkerchief. Move while keeping close to the walls.

HOW TO USE A FIRE EXTINGUISHER



- Hold the extinguisher by the handle and approach the fire while making certain to have a clear passage behind you.
- Never activate an extinguisher while holding it between your legs, but rather hold it at your side.
- Remove the security pin.
- Squeeze the handle.
- Aim the nozzle at the base of the fire while sweeping from side to side.