

CERM Emergency Evacuation Plan

All personnel visiting CERM frequently or on a sporadic basis should be aware that:

1. in case of emergency, the emergency plan goes into effect to manage security;
2. trained personnel are assigned to manage medium risk situations in case of fire and give first aid and are immediately recognizable by their orange jacket. In an emergency situation all personnel are required to follow emergency personnel instructions. The Emergency Response Team (Marco Allegrozzi, Leonardo Gonnelli, Rebecca Del Conte e Maria Cristina Mescalchin) is on call from Monday to Friday.
3. there is an intercom alarm system in the building which sounds off in case of an emergency. When the alarm sounds all personnel must evacuate the building immediately following the green route marked on the evacuation floor plans posted throughout the building. A short, intermittent alarm accompanied by flashing lights is a pre-alarm signal for the emergency response team only and personnel and visitors may remain in place unless otherwise instructed by emergency response personnel.

In any case, maximum collaboration is required. During evacuation, follow all instructions given by emergency response personnel carefully; leave your location, workplace, laboratory, restroom immediately, walk never run, stay calm. Proceed along the marked escape routes, do not use elevators. Leave all objects behind; do not stop for valuables; keep to the right of hallways and do not obstruct exits. Go to the meeting area outside the building and wait for instructions from emergency personnel.

General Procedures

All CERM personnel and visitors must be aware of the following general procedures:

Locate the nearest emergency preparedness information card containing:

- CERM emergency telephone number: 4252
This number can be dialed from any internal phone; from a public or mobile phone dial +39-0554574252. During operating hours the front desk will answer, after closing dial 3818 for Campus security (346 6973395 from cell phone);
- Emergency numbers for the fire department, hospital emergency room, police;
- The closest emergency exit to your location.

Locate the meeting area signs posted outside the building.

In case of injury:

In the event someone is injured and needs help, **call 4252** (+39-055-4574252 from external phone), wait for instructions and remain with the injured person. If the injury is severe or if there is no response at 4252, call (from any telephone) the number for emergency **112** or the health emergency number **118** and clearly state the address of the building, your location, and the state of the injured person. Call 4252 again to notify that an emergency call was placed.

Stay with the injured person, help s/he remain calm or in the event s/he is unconscious, alert emergency services immediately. Keep onlookers away from the injured person, clear the area around him/her and keep all routes and exits clear for emergency personnel.

Ask if there are any doctors, nurses, paramedics on hand. Stay calm.

In case of a small fire:

In the presence of smoke, burning odor, or small fire **call 4252** immediately and wait for instructions. In the event there is no response for 4252, activate the fire alarm by pressing one of the red buttons located along the hallways throughout the building, usually close to extinguishers. Fire alarm boxes are marked on the floor plans located throughout the building.

If there is no immediate danger, stay on the phone to provide additional information and remain in the area to assist emergency personnel in locating the fire; otherwise, leave the area and close doors behind you but do not lock them. Proceed along the marked escape routes and go to the meeting area outside the building.

In case of a major fire:

In the event a major fire breaks out:

1. **alert others** around you;
2. **leave the burning location** and close doors (do not lock) behind you;
3. **activate one of the fire alarms** located in the hallways, usually close to extinguishers (fire alarm boxes are marked on the building floor plans which are posted throughout the building);
4. **leave the building** following the nearest green evacuation route;
5. **go to the meeting area outside the building** and wait for instructions from emergency personnel.

If there is smoke in the hallways marked for evacuation, crawl or stay low to the floor where there is cleaner and cooler air, covering your nose and mouth with a damp cloth (if available) and feel your way to a safe location.

In the event flames, smoke and heat block your evacuation, move to an adjoining room (where there are possibly water or windows), close doors behind you and cover any cracks with wet cloths. Remove any acrylic or synthetic clothing (nylon, polyester, etc.).

Of particular importance:

- leave the area immediately
- do not use elevators
- alert others around you and help those in need. If you cannot help them, alert emergency personnel and give them information about the location of persons who may still be in the building;
- Do not re-enter the building.

When evacuating the workplace, if it is possible to do it safely:

- Secure all equipment and machines;
- Close all water faucets, gas tanks, and shut off all electrical appliances;

If the time needed to carry out these procedures endangers people, leave the premises and report to the rescuers the presence of radioactive sources, running equipment, gas installations not intercepted.

MEETING AREA

- At the corner between via Sacconi and via Guerri.

Read and understood in presence of _____
Name and signature

Date _____

Name and Signature _____

✂-----

Read and understood in presence of _____
Name and signature

Date _____

Name and Signature _____