

WORKPLACE SAFETY AND EMERGENCY GUIDELINES

"ARM3 - ICMATE - IGAG - ISP - ISPC - ISPF - ISTP - ISMAR"

IN CASE OF EMERGENCY OR DANGER CALL THE SECURITY SERVICE

DIAL

02 66173 249

MOBILE

338 2027358

AND EXPLAIN THE SITUATION.

In case of FIRE (flames, smoke, fumes):

- Call immediately the security services;
- If possible, wet a handkerchief/towel and cover your mouth and nose to protect the respiratory system;
- Stay low to avoid smoke or fumes and try to reach a safe area;
- If possible, wrap a woolen garment around your head to protect hair from flames;
- Do not panic, keep calm!

Do not attempt to extinguish a fire, unless you are trained to do so. Leave fire fighting to the professionals.

In case of emergency/alarm and evacuation:

- Stop using phone, mobile or PC;
- Turn off or secure machinery and equipment;
- Alert the people around you;
- Get out quickly but in a orderly manner; if necessary help disabled people and visitors;
- Do not waste time searching for valuables;
- Close the doors behind you - do not lock them;
- **Use the stairs - NEVER use elevators;**

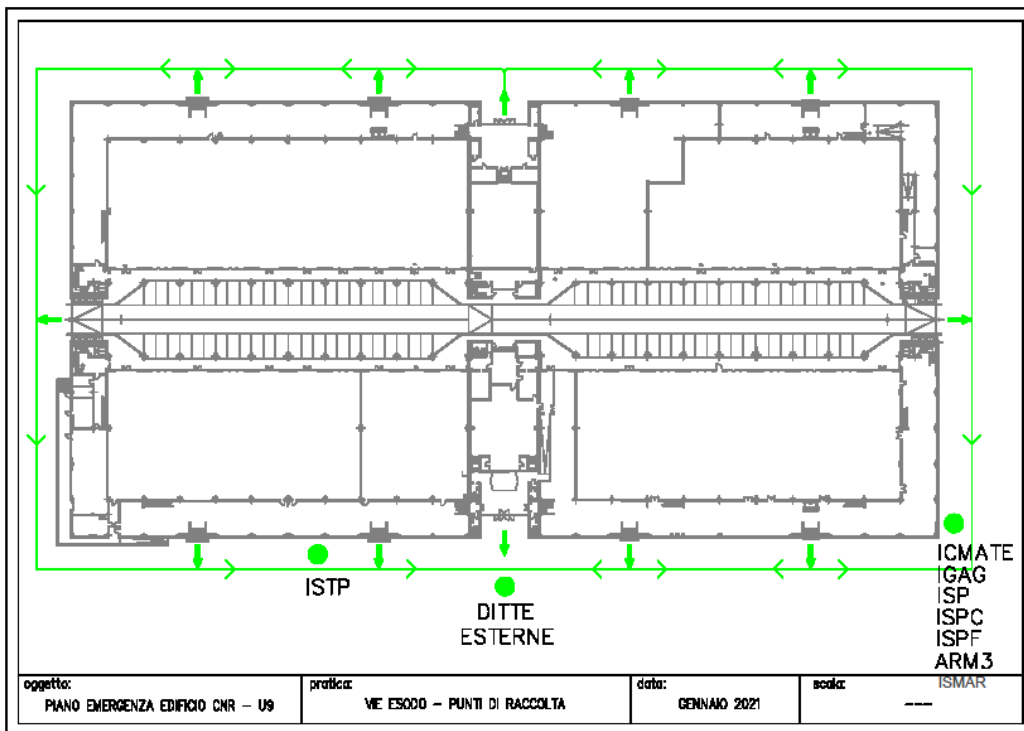
WORKPLACE SAFETY AND EMERGENCY PLAN

- Keep the escape routes clear;
- Keep the emergency exits clear - do not block or obstruct them (standing behind the doors);
- Go to your assembly point (SAFE MEETING PLACE - see the map below), following the escape route signs;

Every employees, visitors, vendors, research fellows, students etc. can find their assembly point (SAFE MEETING PLACE - see your Institute emergency sign) outside CNR building on the sidewalk (see the map below).

In case of emergency/alarm and evacuation, everyone must proceed to the SAFE MEETING PLACE outside the building, following the escape route signage and plan placed in the corridors.

At the **all-clear signal** you can enter the building and come back to your workstation.



For receipt:

Date: