

Istituto Nazionale di Fisica Nucleare
VIA DODECANESO, 33
16146 GENOVA

BASIC EMERGENCY AND EVACUATION PLAN
DEPARTMENT OF PHYSICS
For students and guests only

DEFINITIONS

Emergency Responsible.

Director of Department of Physics or a representative.

Emergency.

Unplanned event that significantly disrupts normal operations or poses a serious threat to persons or property.

Emergency Procedures.

Activation of the emergency plan in order to face dangerous situations.

General alarm.

Alarm: sound emitted by a **flashing** audible-visual device.

Evacuation alarm: constant sound signal emitted by a siren.

Emergency team.

Designated persons who are instructed in order to act emergency procedures: location and identification of the cause of the alarm, putting out or containing a fire, evacuation of the building, etc.

Safe place.

Place where people are safe from risk.

Emergency exit.

Way out to a safe place. Its location is indicated by special fire exit signs on green background showing the direction.

Evacuation Route.

Route without obstacles that allows an easy flow to a safe place in the shortest time. Its location is indicated by special signs on a green background.

Safety signal system.

Signals with a short safety message. Ex. location of fire extinguishers or direction to emergency exits or behaviour to keep.

Emergency assembly point.

Designated area of refuge where all evacuees will meet once they have evacuated the building. The location of this area is indicated by a special sign.

STUDENTS OR GUESTS PRESENT WHERE THE EMERGENCY TAKES PLACE

- **Alarm** the staff in the area.

If none of the staff is present in the room:

- **Inform or call the Information Centre n°6666** (with an internal phone) or **n°010-3536666** (with an external phone) **and give:**
 - Your first and last name;
 - The nature of the fire and the location;
- Go out of the room and close (but don't lock!) the door.
- **Activate the Fire Alarm System at the floor.**

PEOPLE PRESENT IN THE BUILDING WHO ARE NOT INVOLVED IN THE EMERGENCY MANAGEMENT

When the evacuation alarm sounds (**constant sound of a siren**):

- **As far as they can, without taking any risk, abandon their workplaces.**
- **Evacuate the building utilizing the escape routes to the emergency exits or follow the instructions of the emergency responsible and/or emergency assistants.**
- **Once out of the building, reach the assembly point.**

ASSEMBLY POINTS

- **Area in front of the entrance of the Department at the 6th floor (PF6)**
- **Garden in front of the Department reachable from the 1st floor (PF1)**

FIRE SAFETY PROCEDURES

I.N.F.N. Emergency Team

<i>Nome e cognome</i>	<i>Piano di competenza</i>	<i>Recapiti telefonici</i>
Rei Luca	PF3	6215
Cereseto Roberto	PF2	6286
Sobrero Giuliano	PF1	6286
Vernocchi Francesco	PF1	6301
Pozzo Paolo	PFT	6342 - 6434
Cresta Massimiliano	PFT	6388

Whoever discover any dangerous situation or unplanned event must:

- Remain calm.
- **Immediately call the reception (6666) or contact INFN emergency team or**, in case of unavailability, **call for the Fire Brigade (112 or 115** from your cell phone or to dial **1112-1115** or **0112-0115** from any internal phone) **and provide the following information:**
 - Your name
 - Location
 - Type of emergency
 - Status and location of any person needing rescue
- Alarm persons who might be involved in the event.
- Try, if it is possible and without risk, to intervene on the emergency.
- Remember that **the external emergency phone number is: 1112-1115 or 0112-0115** (from an internal phone) or **112-115** (from your cell phone)

In case of evacuation alarm (constant sound of a siren), everybody must:

- Quickly and orderly evacuate the building.
- In presence of fire and smoke:
 - If possible cover your mouth and nose with wet cloth
 - If available, put woollen clothes around your head in order to protect your hair.
- Go to the main entrance within 30 minutes after the evacuation in order to be present when a survey will be conducted.

It is forbidden:

- To keep the telephone lines busy
- To use elevators
- To try to save personal objects or other material
- To obstruct the doors of the building
- To use water on electrical systems
- To re-enter the building until advised to do so

EMERGENCY RESCUE PROCEDURES

I.N.F.N. Rescue Team

<i>Nome e cognome</i>	<i>Cassetta P.S. di competenza</i>	<i>Recapiti telefonici</i>
Marco Negri	PF7 Pari	6509
Giacomo Ottonello	PF7 Pari	6337
Paola Montano	PF3 Pari	6359
Franco Parodi	PF3 Pari	6337
Maurizio Quartini	PF1 Pari	6503
Vladimir Kulikovskiv	PF1 Pari	6382
Giovanni Gallucci	PF1 Pari	6499
Stefano Ottonello	PFT Pari	6337-6343
Luigi Parodi	PFT Pari	6670
Palmiro Pollovio	PFT Pari	6343-6344

Whoever discover any situation in which first aid is needed must:

- Remain calm.
- Do not aid directly injured people.
- **Immediately call the reception (6666) or contact INFN rescue team or**, in case of unavailability, **call for an ambulance (112 or 118 from your cell phone or to dial 1112-1118 or 0112-0118 from any internal phone) and provide the following information:**
 - Your name
 - Location of the victim
 - Type of emergency
 - Condition of the victim
- Follow any instructions given by the rescue assistants or, on the phone, by the rescue squad.
- In case of unavailability of the rescue assistants and call for an ambulance, send a trusty person at the bar at the entrance of the Physics Department area in order to lead the rescue squad to the emergency location. In the meantime call the reception, notify the emergency and get the necessary support so that the rescue squad reach the emergency location as quickly as possible.
- Remember that the **external medical emergency phone number** is: **1112-1118 or 0112-0118** (from an internal phone) or **112-118** (from your cell phone).

**This basic emergency and evacuation plan has been written by:
Servizio di Prevenzione e Protezione
Istituto Nazionale di Fisica Nucleare Sezione di Genova**