



**TUTTE LE SITUAZIONI DI EMERGENZA VANNO SEGNALATE DIRETTAMENTE ALLA PORTINERIA, CHE ATTIVERÀ LE PROCEDURE PREVISTE**

**ALL EMERGENCIES MUST BE IMMEDIATELY REPORTED TO THE RECEPTION, IN ORDER TO ACTIVATE THE EMERGENCY PROCEDURES**

## PORTINERIA / RECEPTION



INDIRIZZO / ADDRESS	TELEFONO / PHONE N.	ORARIO / OPENING HOURS	
		LUN – VEN / MON - FRI	SAB / SAT
C.so Duca degli Abruzzi, 24 – 10129 Torino	<b>011 090 7777</b> <b>335 75 07 354</b>	Tutti i giorni 24 ore / 24 24 / 7	



In caso di estrema urgenza, o nell'impossibilità di contattare la Portineria, avvisare direttamente i soccorsi esterni:

***In case of an extremely urgent situation, or when not possible to contact the Reception, please call the emergency services:***

**SINGLE EUROPEAN  
EMERGENCY  
NUMBER**

**112**

## COSA COMUNICARE

- Il proprio nominativo
- Il proprio recapito telefonico
- La natura dell'evento (incendio, infortunio, ...)
- Luogo in cui si è verificato l'evento
- Gravità dell'evento
- Eventuali persone e materiali coinvolti

## INFORMATION TO PROVIDE

- Your name and surname
- Your telephone number
- The type of the event (fire, accident, ...)
- Where the event occurred
- Severity of the event
- Person(s) injured and materials involved



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## ACCIDENT

- Immediately alert the Reception
- Assist the injured person(s) until help arrives
- If you are unable to contact the Reception, please call the EMERGENCY SERVICES by dialling the **Single European Emergency Number 112**

Inform the TA Personnel Office to draw up the accident report (Mon - Fri 8.00 a.m. – 4.00 p.m. Phone: 011 090 6053)

## FIRE

- Immediately alert the Reception
- If you are unable to contact the Reception, please call the EMERGENCY SERVICES by dialling the **Single European Emergency Number 112**

If the fire is in the room where you are

- Leave the room immediately and close the door behind you.
- Follow safety signs to the nearest emergency exit
- Do **NOT use elevators**. Always use stairs.

If you get trapped inside the room

- Close the door
- Seal all the cracks with wet cloths, if possible.
- Open the window, if safe
- Signal for help
- If smoke makes breathing difficult, put a cloth over your mouth (better if wet) and lie down on the floor (smoke tends to rise to the top)

## EVACUATION

- Keep calm
- Use the escape routes to reach the emergency exits

When you hear the evacuation order:

- Make your work station safe (ie. disconnect machinery, computer);
- When leaving the room, close all windows and doors. This will stop the spread of fire;
- Feel the handle before opening the doors. If the handle is hot, do not open it.
- If you encounter smoke, drop down to the floor and stay low until you reach the exit
- When evacuating the building, always use the stairs, never use elevators
- Do **NOT use elevators**. Always use stairs.
- Do NOT carry bulky or heavy personal items.

The teaching staff should:

- Nominate two assistants for each Physically Impaired student in the classroom.
- Take responsibility for decisions related to the students' safety and health.
- Coordinate the escape operations, according to necessity.
- Check and make sure that nobody remains in the room.
- Be the last to leave the room and close the door behind.

## DISCOVERY OF CONTAMINATED MATERIAL

- Do NOT touch or move the suspect object or package.
- Immediately alert the Reception
- If you are unable to contact the Reception, please call the emergency services by dialling the Emergency Phone Number 112



<b>LEAK OF HAZARDOUS SUBSTANCES INSIDE THE BUILDING</b>	<ul style="list-style-type: none"><li>➤ Immediately alert the Reception</li><li>➤ If you are unable to contact the Reception, please call the <b>EMERGENCY SERVICES</b> by dialling the <b>Single European Emergency Number 112</b></li><li>➤ Check for the cause(s) of the leakage (such as open taps, visibly damaged pipes, perforated containers, etc.).</li><li>➤ If possible and safe, try to eliminate the cause(s) of the leakage.</li><li>➤ Leave the place of the event, checking that nobody is blocked inside the room, follow the escape routes and go outdoors.</li><li>➤ Supervise the entrance, in order to prevent access to anyone except the trained emergency staff.</li></ul>
If unable to eliminate or remove the cause(s) of the event:	<ul style="list-style-type: none"><li>▪ Call the <b>EMERGENCY SERVICES</b> by dialling the <b>Single European Emergency Number 112</b></li><li>▪ If safe to do so, contain and absorb the loss using the techniques, materials and personal protective equipment (i.e. masks, gloves, etc.) listed in safety data sheets of the substance.</li></ul>
After the containment and absorption operations:	<ul style="list-style-type: none"><li>▪ Ventilate the room until the smell of substance is no longer perceivable.</li><li>▪ Verify that the floor is clean and not slippery.</li><li>▪ If necessary, delimitate the area until the safety condition are restored.</li></ul>

<b>LEAK OF HAZARDOUS SUBSTANCES OUTSIDE/ TOXIC CLOUD</b>  If you are inside the building, and the leak of hazardous substances has occurred on the outside:	<ul style="list-style-type: none"><li>➤ Alert the Reception Desk / Logistics.</li><li>➤ Keep calm.</li><li>➤ Close all the windows.</li><li>➤ Close the air conditioners and all the ventilation systems connected with the outside environment.</li><li>➤ Seal the windows with tape and wet cloths.</li><li>➤ Take shelter in the most interior rooms.</li><li>➤ Put a wet cloth over your mouth and breathe slowly.</li></ul>
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<b>EARTHQUAKE</b>	<ul style="list-style-type: none"><li>➤ Keep calm.</li><li>➤ During an earthquake stay in the building. Do not evacuate.</li><li>➤ Drop and take shelter under tables, desks, in doorways or similar places, or next to the weight-bearing walls.</li><li>➤ Move away from windows, glass doors, bookcases and furniture that might fall during the shock.</li><li>➤ If you are in the stairwell, distance yourself from the railing.</li></ul>
After the earthquake:	<ul style="list-style-type: none"><li>▪ Check around you for dangerous conditions, such as fires, downed power lines and structure damage.</li><li>▪ Make safe the machinery, equipment, materials you were using.</li><li>▪ Disconnect power lines, turn off gas tanks and lines</li><li>▪ Leave the building by the nearest available emergency exit.</li><li>▪ DO NOT use elevators, use stairways.</li><li>▪ Going through the stairs, check the resistance of each step.</li><li>▪ Beware of falling debris or electrical wires as you exit.</li></ul>



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<b>WATER LEAK</b>	<ul style="list-style-type: none"><li>➤ Cease using all electrical equipment.</li><li>➤ If necessary, evacuate the building</li><li>➤ Do NOT attempt to walk in flooded rooms, unless you perfectly know the place, the depth of the water, and the existence of holes.</li><li>➤ Do NOT go inside rooms where electrical devices and equipment are present.</li></ul>
<b>FLOOD</b>	<ul style="list-style-type: none"><li>➤ Move towards the upper floors, going as high as possible.</li><li>➤ Do NOT use elevators. Always use stairs.</li><li>➤ Do NOT leave the building when the surrounding area is completely flooded, in order to avoid being pulled by the current.</li><li>➤ Wait for the rescue staff, and try to indicate your position.</li></ul>
<b>BOMB THREATS</b>	<ul style="list-style-type: none"><li>➤ Immediately alert the Reception</li><li>➤ If you are unable to contact the Reception, please call the EMERGENCY SERVICES by dialling the <b>Single European Emergency Number 112</b></li></ul>
<b>Phone threats</b>	<ul style="list-style-type: none"><li>▪ Keep calm and try to get as much information as possible from the caller.</li></ul>
<b>Written threats</b>	<ul style="list-style-type: none"><li>▪ Keep the material (including the envelope, case, etc.) to allow examination by the Police. Do NOT handle it if not strictly necessary.</li></ul>
<b>If you see a suspicious object or package:</b>	<ul style="list-style-type: none"><li>▪ Do NOT touch or move it.</li><li>▪ Look for other suspicious objects or packages.</li><li>▪ Do <b>NOT use mobile phones</b> in the proximity of the object.</li><li>▪ Open the windows in the area immediately next to the object.</li><li>▪ Evacuate the area immediately.</li></ul>
<b>Evacuation</b>	<ul style="list-style-type: none"><li>▪ When you hear the evacuation order, take your personal things and leave the building through the escape routes.</li><li>▪ Do NOT touch packages or bags that are not your own</li><li>▪ Immediately report any suspicious bags or packages you might notice.</li><li>▪ Do NOT re-enter the building if not authorized.</li></ul>



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## ROBBERY OR AGGRESSION

- **Immediately alert the Reception**
- **If you are unable to contact the Reception, please call the EMERGENCY SERVICES by dialling the **Single European Emergency Number 112****

If suddenly a firearm or a knife is pointed at you, try to keep calm.  
Remember that criminals are subjected to a very strong tension and it is necessary to avoid any violent reactions.

- Keep away from the attacker, especially if he/she wields offensive weapons like guns or knives, or even improvised ones (sharp objects, etc.)
- If the attacker threatens you, but the weapon is not visible, always assume that he/she has a weapon: this is the most reasonable and prudent behaviour.
- Follow their instructions to the letter, neither too quickly, nor too slowly: do everything the criminal asks, and nothing more. A docile, but not overly cooperative, attitude is the most appropriate and that is exactly what he/she expects of you.
- Try to calm the aggressor with accommodating words, without arguing with him and without contesting his statements.
- Try to get the aggressor to talk continuously, until the police arrive: usually, an aggressor that keeps talking does not commit irreparable acts.
- Do not try to intervene directly, to avoid possible dangerous reactions
- Do not hinder criminals as they walk away, to avoid retaliation.