

**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
SEDE CENTRALE / CITTADELLA	011 090 7777 335 7507354	24 / 7	
CASTELLO DEL VALENTINO	011 090 6655	7:30 a.m. - 9:00 p.m.	8:00 a.m. - 4:00 p.m.
VIA MORGARI	011 090 7931	8:00 a.m. - 8:00 p.m.	CLOSED
MIRAFIORI	011 090 8866	7:30 a.m. - 8:30 p.m.	CLOSED
LINGOTTO	011 090 8888	8:00 a.m. - 8:00 p.m.	CLOSED
ALESSANDRIA	0131 229 300	8:00 a.m. - 7:00 p.m.	CLOSED
VERRES	0125 929 484 103 (dai tel. interni)	8:30 a.m. - 5:00 p.m. (fri.: 8:30 - 13:00)	CLOSED
MONDOVI	0174 560890	8:30 a.m. - 6:00 p.m.	CLOSED
BIELLA	015 855 1111	8:30 a.m. - 6:30 p.m.	CLOSED
ENERGY CENTER	011 090 8500	8:00 a.m. - 9:00 p.m.	CLOSED



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:

**EUROPEAN
EMERGENCY PHONE
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, flooding, ...)
- Where the event occurred
- Severity of the event
- Person(s) injured and materials involved



ACCIDENT	<ul style="list-style-type: none">➤ 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 Emergency Phone Number 112
Inform the TA Personnel Office to draw up the accident report (Monday - Friday 8.00 a.m. – 4.00 p.m., Phone: 011 090 6053)	
SYMPTOMS OF COVID-19	<ul style="list-style-type: none">➤ Immediately alert the Reception➤ Properly wear a face mask, if not done yet➤ Self-isolate from others and wait for the intervention of emergency staff➤ If you are unable to contact the Reception, please call the emergency services by dialling the Emergency Phone Number 112 as well as your General Practitioner
FIRE	<ul style="list-style-type: none">➤ Immediately alert the Reception➤ If you are unable to contact the Reception, please call the emergency services by dialling the Emergency Phone Number 112
If the fire is in the room where you are	<ul style="list-style-type: none">▪ 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	<ul style="list-style-type: none">▪ 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	<ul style="list-style-type: none">➤ Keep calm➤ Use the escape routes to reach the emergency exits
When you hear the evacuation order:	<ul style="list-style-type: none">▪ 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 doors before opening▪ 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:	<ul style="list-style-type: none">▪ 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	<ul style="list-style-type: none">➤ 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
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LEAK OF HAZARDOUS SUBSTANCES INSIDE THE BUILDING	<ul style="list-style-type: none">➤ Immediately alert the Reception➤ If you are unable to contact the Reception, please call the emergency services by dialling the Emergency Phone Number 112➤ Check for the cause(s) of the leakage (such as open taps, visibly damaged pipes, perforated containers, etc.).➤ If possible and safe, try to eliminate the cause(s) of the leakage.➤ Leave the place of the event, checking that nobody is blocked inside the room, follow the escape routes and go outdoors.➤ Supervise the entrance, in order to prevent access to anyone except the trained emergency staff.
If unable to eliminate or remove the cause(s) of the event:	<ul style="list-style-type: none">▪ Call the emergency services by dialling the Emergency Telephone Number 112▪ If safe to do so, contain and absorb the loss using the techniques, materials and personal protective equipment (ie. masks, gloves, etc.) listed in safety data sheets of the substance.
After the containment and absorption operations:	<ul style="list-style-type: none">▪ Ventilate the room until the smell of substance is no longer perceivable.▪ Verify that the floor is clean and not slippery.▪ If necessary, delimitate the area until the safety condition are restored.

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



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

	POLITECNICO DI TORINO	
	EMERGENCY PROCEDURES	Rev. 3 02/02/2021
	Health and Safety Services	Pag. 5/5

ROBBERY OR AGGRESSION	<ul style="list-style-type: none"> ➤ Immediately alert the Reception ➤ If you are unable to contact the Reception, please call the emergency services by dialling the Emergency Phone Number 112
<p>Se all'improvviso un'arma da fuoco od un coltello vengono puntati contro di voi, cercate di mantenere la calma.</p> <p>Ricordatevi che i malviventi sono assoggettati ad una fortissima tensione e che bisogna ad ogni costo evitare che essi abbiano reazioni violente.</p>	<ul style="list-style-type: none"> ▪ Tenersi a distanza dall'aggressore, specie se brandisce armi proprie (pistole, coltelli) o improprie (tagliacarte e simili, oggetti acuminati). ▪ Se il malvivente vi minaccia, ma l'arma non è visibile, partire sempre dall'assunto che l'arma ci sia: è il comportamento più ragionevole e prudente. ▪ Seguire alla lettera le loro istruzioni, senza fretta ma neppure con troppa lentezza: fare tutto ciò che il malvivente chiede, ma nulla di più. Un atteggiamento docile, ma non eccessivamente collaborativo, è il più appropriato ed è proprio quello che il malvivente si aspetta da voi. ▪ Cercare di calmare l'aggressore con parole accomodanti, senza mettersi a discutere con lui e soprattutto senza contestare le sue dichiarazioni. Cercare di far parlare in continuazione l'aggressore, fino all'arrivo delle Forze dell'Ordine: un aggressore che parla, di solito, non commette atti irrimediabili. ▪ Non cercare di intervenire direttamente, per evitare possibili pericolose reazioni, di cui potrebbe restare vittima l'agredito o l'eventuale ostaggio. ▪ Non ostacolare i malviventi mentre si allontanano, per evitare ritorsioni.