



Politecnico di Bari



**Dipartimento di Ingegneria Civile, Ambientale, del Territorio,
Edile e di Chimica**

Via Edoardo Orabona, 4 | 70125 Bari (Campus Universitario)

Emergency and Escape Plan (Dicatech - Campus)

Rev. 03 - Data di aggiornamento: 01/06/2025

Il Direttore di Dipartimento
Prof. Ing. Leonardo Damiani

Il Responsabile del Servizio di
Prevenzione e Protezione
Ing. Riccardo Tavolare

INTRODUCTION

LEGAL REFERENCES

This Emergency Plan, together with the specific floor plans displayed in the workplace, contains concise behavioral guidelines that every **worker** must follow, as well as specific actions that each **emergency team member** must carry out. It is a concise document designed to be immediately understandable to all workers.

This document must be made available to all workers.

According to the provisions of Legislative Decree 81/08 (Art. 18, paragraph 1, letters h) and t)) and Article 5 of Ministerial Decree of 10/03/1998, the Employer is required to adopt, among the general protective measures for workers, emergency procedures to be implemented in case of fire-fighting operations and evacuation measures for workers in the event of serious and imminent danger.

Article 5 of the Ministerial Decree of 10/03/1998

(This article was repealed by Article 7 of Ministerial Decree 02/09/2021, effective one year after its publication in the Official Gazette on 04/10/2021) stated:

Art. 5 – Emergency Management in Case of Fire

1. *Following the assessment of fire risks, the employer shall adopt the necessary organizational and management measures to be implemented in the event of a fire, as outlined in an emergency plan drawn up in accordance with the criteria in Annex VIII.*
2. *Except for companies referred to in Article 3, paragraph 2, of this Decree, for workplaces with fewer than 10 employees, the employer is not required to draw up an emergency plan, while still being obliged to adopt the necessary organizational and management measures to be taken in case of fire.*

Article 3, paragraph 2 of the Ministerial Decree of 10/03/1998 reads:

Art. 3 – Preventive, Protective and Operational Precautionary Measures

2. *For activities subject to control by Provincial Fire Brigade Commands pursuant to Presidential Decree of 29 July 1982, No. 577, the provisions of this article apply only to paragraph 1, letters a), e), and f).*

These measures are contained within the Internal Emergency Plan. The Internal Emergency Plan is based on an analysis of possible accidental events, essentially derived from the risk assessment required by Articles 17, 18, 28, and 29 of Legislative Decree 81/08. As a result of this analysis, the operations that each individual worker must perform to minimize the consequences of such accidental events have been planned.

Article 44 of Legislative Decree 81/08 reads:

Art. 44 – Workers' Rights in Case of Serious and Imminent Danger

1. *A worker who, in case of serious, imminent, and unavoidable danger, leaves the workplace or a dangerous area shall not suffer any harm and must be protected from any adverse consequences.*
2. *A worker who, in a situation of serious and imminent danger and unable to contact their immediate supervisor, takes action to avoid the consequences of that danger shall not be penalized for their actions unless they acted with serious negligence.*

The proper management of emergencies within the company structure is of crucial importance not only due to the large number of people present but also because of the potential social consequences of an accident.

Therefore, it is necessary to implement **proper and precise procedures that must be pre-planned and communicated to all personnel operating within the company.**

The main objectives of proper emergency management are:

- to reduce risks to people;
- to provide assistance to affected individuals;
- to contain and limit the event in order to minimize damage.

This Emergency Plan is the document containing the set of organizational and managerial measures prepared for the facilities of the DICATECh Department of the Polytechnic University of Bari. It must be adopted in order to respond—through the use of personnel and equipment—to reasonably foreseeable emergency situations.

The Emergency Plan is drawn up following an in-depth analysis which, taking into account the layout of the premises (paths, stairways, escape routes, etc.), the number of people present, and the composition of the "emergency team", outlines the operational procedures to be implemented in the event of an incident—either internal or external to the facility—that may endanger the health and safety of workers, such as:

- Fire
- Power outage
- Flooding
- Smoke
- Earthquake
- Gas/hazardous substance leak
- Flood
- Tornado
- Aircraft crash / Explosions / Collapses / Structural failures / Attacks
- Armed threats or crowd presence
- Accidents and workplace injuries

The Emergency Plan, divided into specific thematic sections, provides useful information to workers and emergency services in order to **activate appropriate operational procedures to manage and respond to possible emergency situations**.

The minimum information contained in the Emergency Plan includes:

- Characteristics of the premises, including the indication of escape routes;
- Identification of personnel assigned to emergency management and their respective roles;
- Instructions for requesting intervention from the fire brigade;
- Operational procedures to be followed by workers and other individuals present in case of an emergency and during evacuation;
- Specific measures to assist people with special needs (reduced motor/sensory abilities, pregnancy, minors).

Document management

The Emergency Plan is kept in the office of the Department Director, located on the first floor of Building Z in the "E. Quagliariello" University Campus, Via Orabona 4, Bari.

In accordance with current regulations, the document is available for consultation by workers, regulatory authorities, and any companies and/or external contractors operating within the premises.

An electronic copy of the document is also available on the official website of the department.

Employees will receive appropriate training and information and will participate in fire drill simulations and the annual general evacuation exercise.

The document must be updated following any changes to the factors considered in its drafting, such as changes in the layout of the premises, or additions and/or modifications to personnel responsible for emergency management.

Whenever modifications and/or updates are made to the document, a meeting must be organized to present the emergency procedures to employees and to carry out an evacuation drill.

Site characterisation

Name	Dipartimento DICATECh			
Location	Campus Universitario – via Orabona, 4 BARI			
Activity description	Administrative offices Teachers' offices Meeting rooms Laboratories			
People attending <i>(estimated number based on information shared by the secretariats)</i>	Complex	Staff	Guests/External companies/students/external collaborators	Disabled persons
	Corpo a Z – Campus – 1° floor	50	120*	1**
	Corpo a Z – Campus – Basement	3	2*	1**
	Building A – Campus – Ground floor and laboratory	2	50*	1**
	Building A – Campus (Ground floor and 1° floor)	20	50*	1**
	Building B – Campus – Ground floor	5	50*	1**
	Building B – Campus – 1° floor	18	50*	1**
	Building C – Campus – Ground floor and Basement	13	50*	1**
	Building C – Campus – 1° floor	18	50*	1**
	Building C – Campus – 2° floor	18	50*	1**
	Building C – Campus – 3° floor	10	50*	1**
	Building D – Campus – Ground floor	6	50*	1**

	Building D – Campus – 2° floor	15	50*	1**
	Building D – Campus – 3° floor	6	50*	1**
Estimated work hours	Monday to Friday 7:30 a.m. – 8:00 p.m.			
Notes	<p>* According to a principle of caution, an estimate is made of the number of guests/external companies/students and external collaborators in relation to the available space and the intended use of the identified premises.</p> <p>** As a precautionary measure, the evacuation plan considers the permanent presence of one disabled person.</p>			

FIRE RISK LEVEL CLASSIFICATION

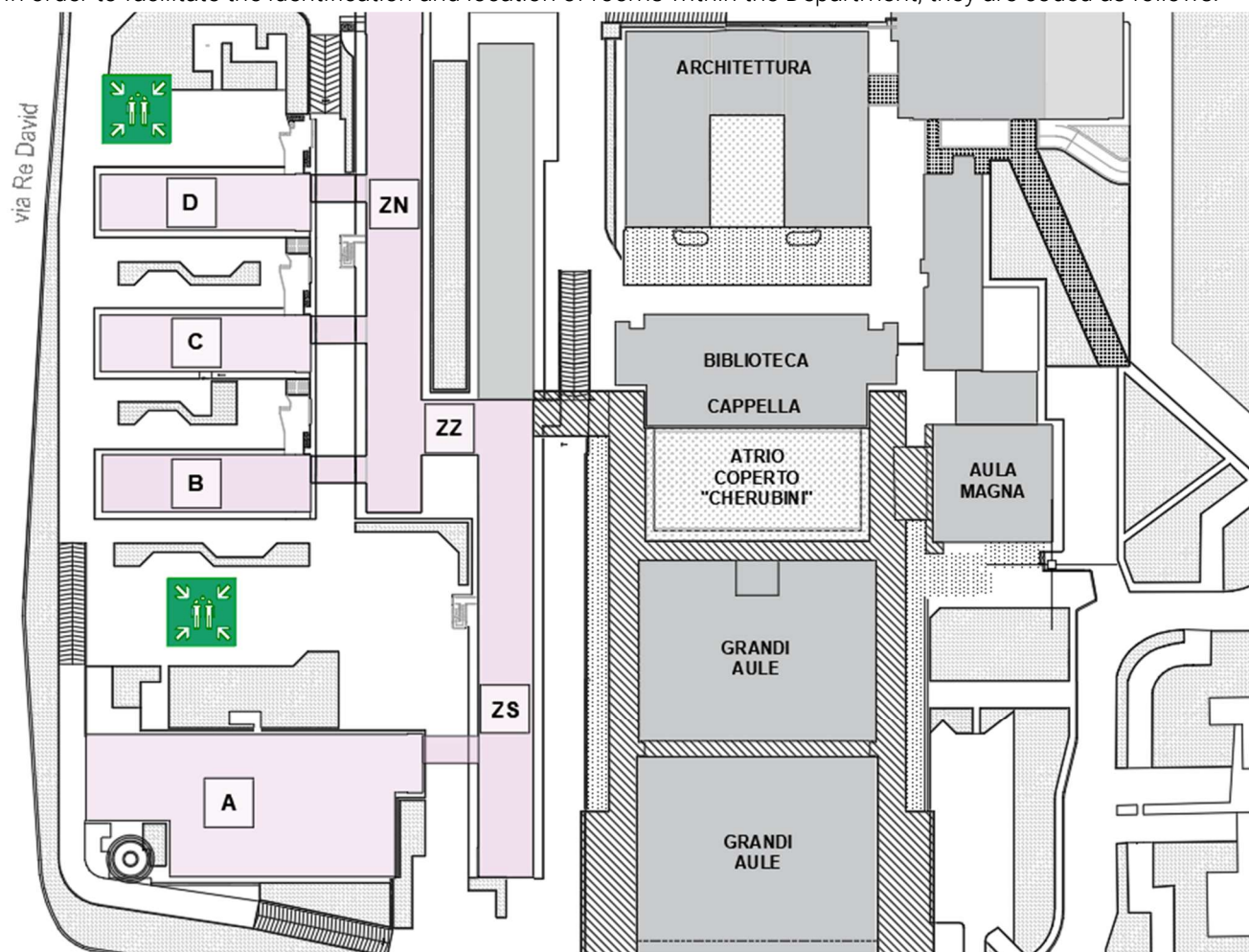
With reference to Annex I of Article 2, paragraph 2, of Presidential Decree No. 151 of August 1, 2011, concerning the classification of fire risk levels, and taking into account the type of activity, the materials processed and stored, the equipment and furnishings present, the characteristics of the construction materials used, the size and layout of the work environment, along with the number of people normally present, the Campus of the Polytechnic University of Bari is to be considered a **Category C site, with a high level of complexity and risk**. Given the uncontrolled flow of students and other individuals who potentially frequent or pass through the facilities, this risk classification is also extended to the Department.

Within the premises of this structure, there is no evidence of activities that may generate high exposure to fire or explosion hazards. Details of the risk analysis for each specific risk category can be found in the Risk Assessment Document (DVR).

Considering the mixed nature of the activities and spaces, which are also shared with other Departments, the management of any operational and interdepartmental risk interferences is referred to the Coordinator of the Prevention and Protection Service Managers (RSPP), as well as the coordination of any procedures or regulations of an interdepartmental nature.

SPACE ORGANISATION AND CODING

In order to facilitate the identification and location of rooms within the Department, they are coded as follows:



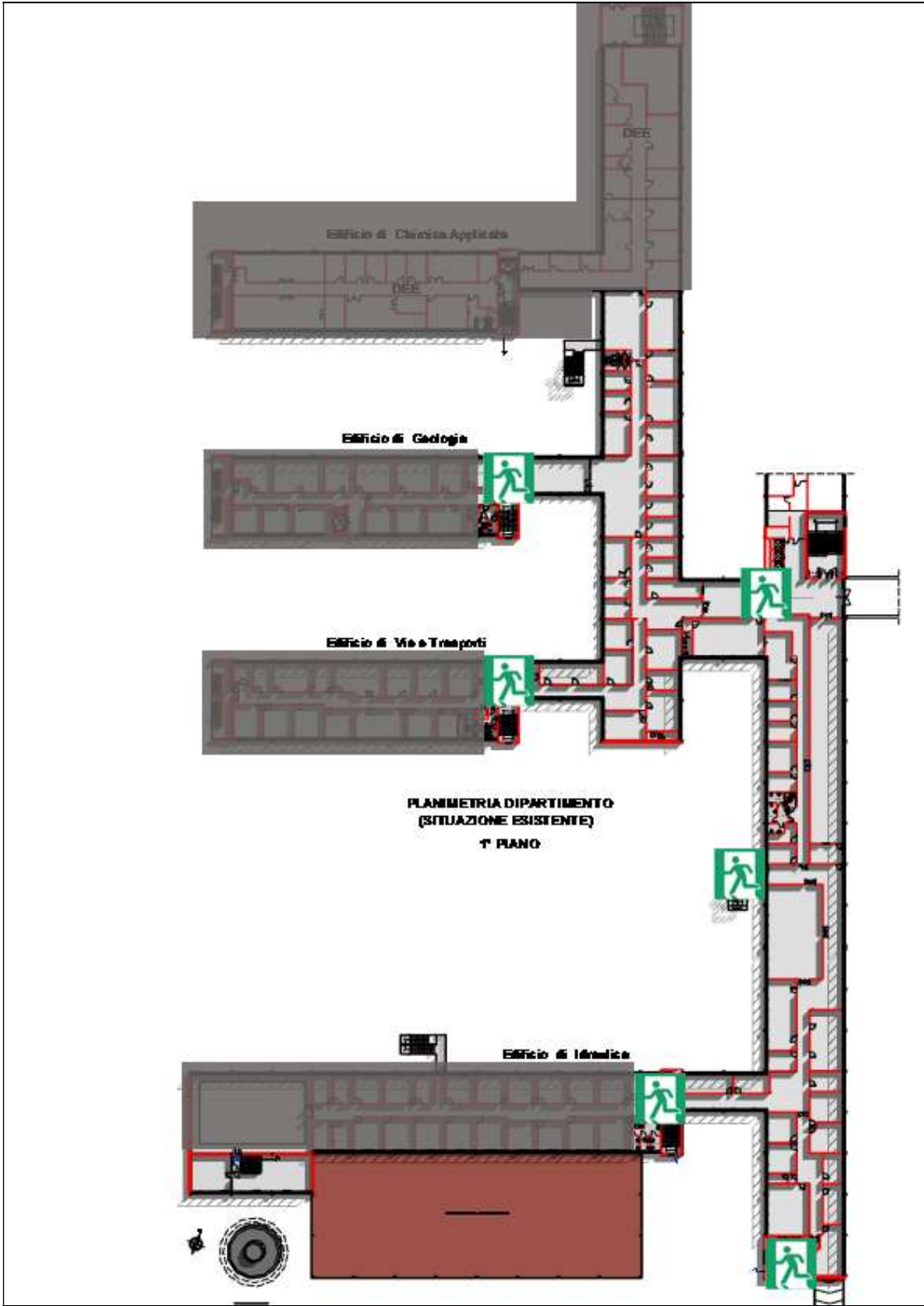
BUILDING Z

SITE DESCRIPTION
<p>The Building is composed of a steel load-bearing structure with brick infill walls. The structure is connected to neighboring buildings via connecting areas (bridges) with various intended uses. The building is located within the university campus, surrounded by other buildings, green areas, parking lots, and pedestrian and vehicular pathways.</p> <p>The floor plans of the buildings are included in the graphic annexes of the Emergency Plan.</p> <p>On the basement level, there are storage rooms and the NMR laboratory (see Risk Assessment Document – DVR). The management of these areas, excluding those explicitly assigned to the Department, falls under the responsibility of the Central Administration.</p> <p>Given the spatial layout, the Building has a sufficient number of escape routes and emergency exits accessible through paths not exceeding 30 meters, leading to open-air safe areas or designated calm zones. Due to the configuration of the spaces and escape routes, access to the basement levels is restricted to authorized and trained personnel only.</p> <p>The external areas, due to their size and configuration, are also designated as assembly points in case of evacuation.</p> <p>The buildings are partially equipped with fire protection systems and equipment; in some sections, work is underway to upgrade and install IRAI (automatic fire detection) and EVAC (evacuation voice alarm) systems. The referenced floor plans show the location of the main fire protection equipment, such as portable fire extinguishers, UNI 45 fire hydrants, fire department vehicle connection valves, emergency exits, safety signage, and more.</p> <p>The external areas allow, in case of emergency, access for fire and rescue vehicles equipped with aerial ladders or, more generally, for large emergency response vehicles. These areas are fully enclosed.</p> <p>The entire Campus is equipped with electrical systems that comply with current regulations.</p>

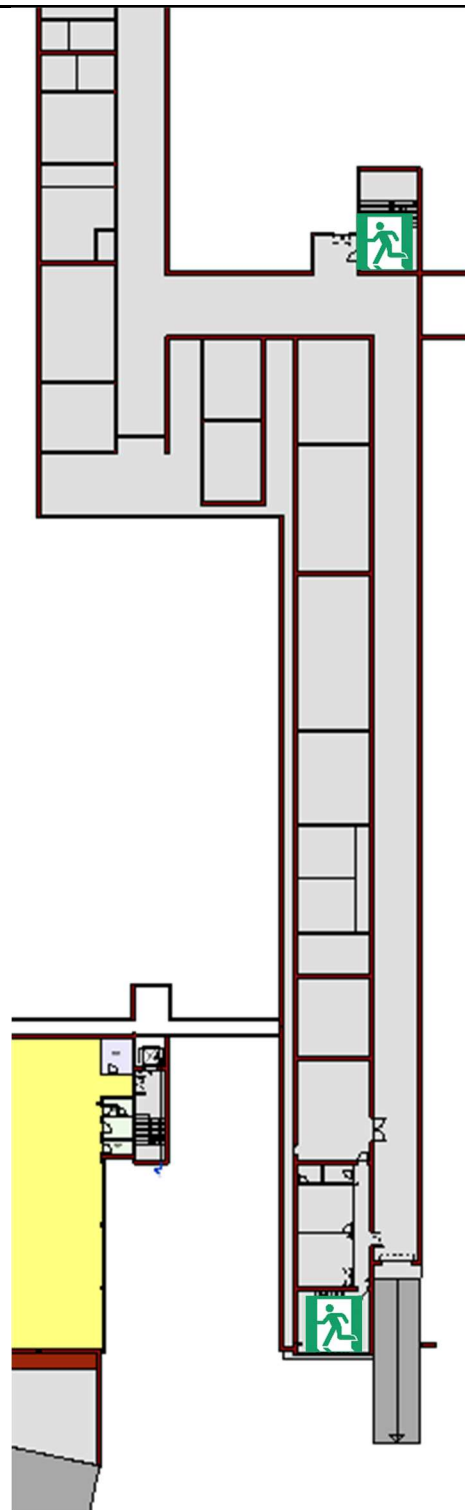
CONSTRUCTION FEATURES IN RELATION TO THE EVACUATION

PROGRESSIVE HORIZONTAL EVACUATION	The building is connected to neighbouring buildings by means of REI compartmentalisation. This arrangement offers horizontal escape routes, which are also beneficial for potential users with disabilities.
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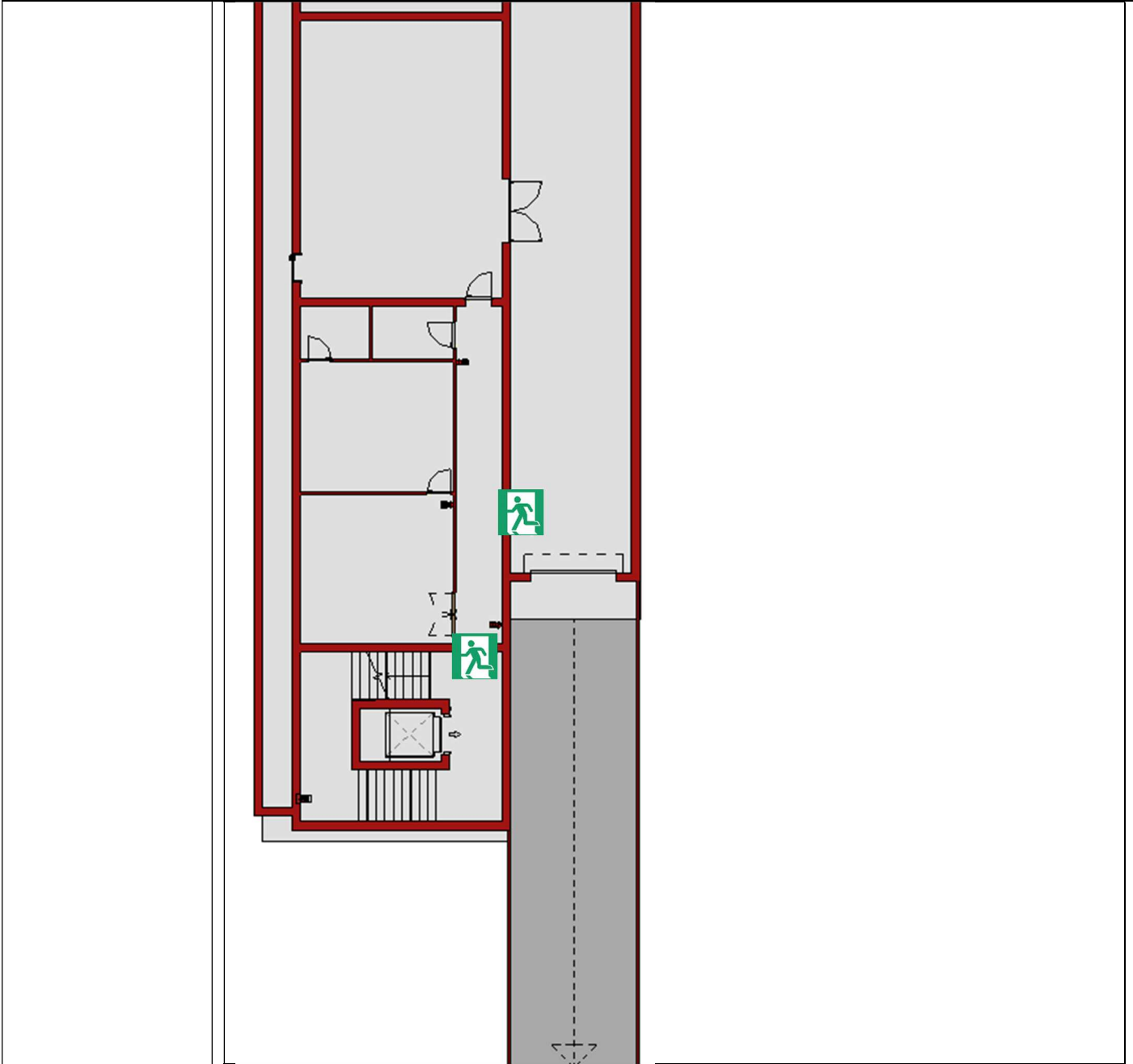
ESCAPE ROUTE
SYSTEMS



FIRST FLOOR



BASEMENT



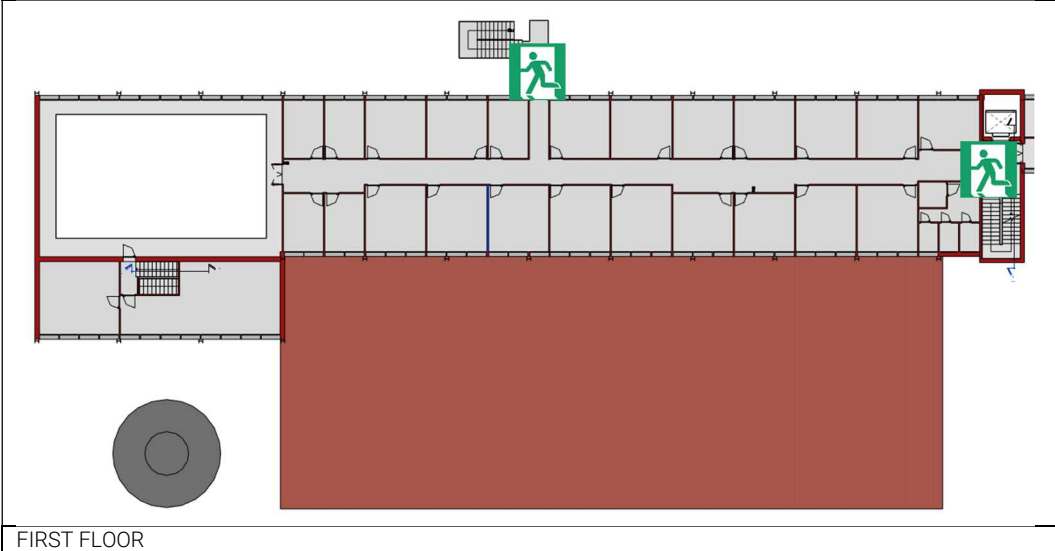
BASEMENT – DETAIL OF THE NMR LABORATORY

LENGTHS OF ESCAPE ROUTES	L ≤ 30 ml					
ESCAPE ROUTE CHARACTERISTICS	Height > 2.00 m Width >1.20 m Regular flooring Opening towards escape route					
ALARM SIGNAL BRANCHING SYSTEM	Testing phase					
WORKERS AT SPECIFIC RISK	Absent					
WORKERS TRAINED IN EMERGENCY MANAGEMENT	CAPOLUPO	ALESSANDRA	CAMPUS - ED. Z	FIRE PROTECTION	080.596.3357	
	CATALDO	EMANUELA	CAMPUS - ED Z	FIRST AID	080.596.3039	
	MARZANO	CARLA	CAMPUS - ED. Z	FIRE PROTECTION	080.596.3355	

BUILDING A

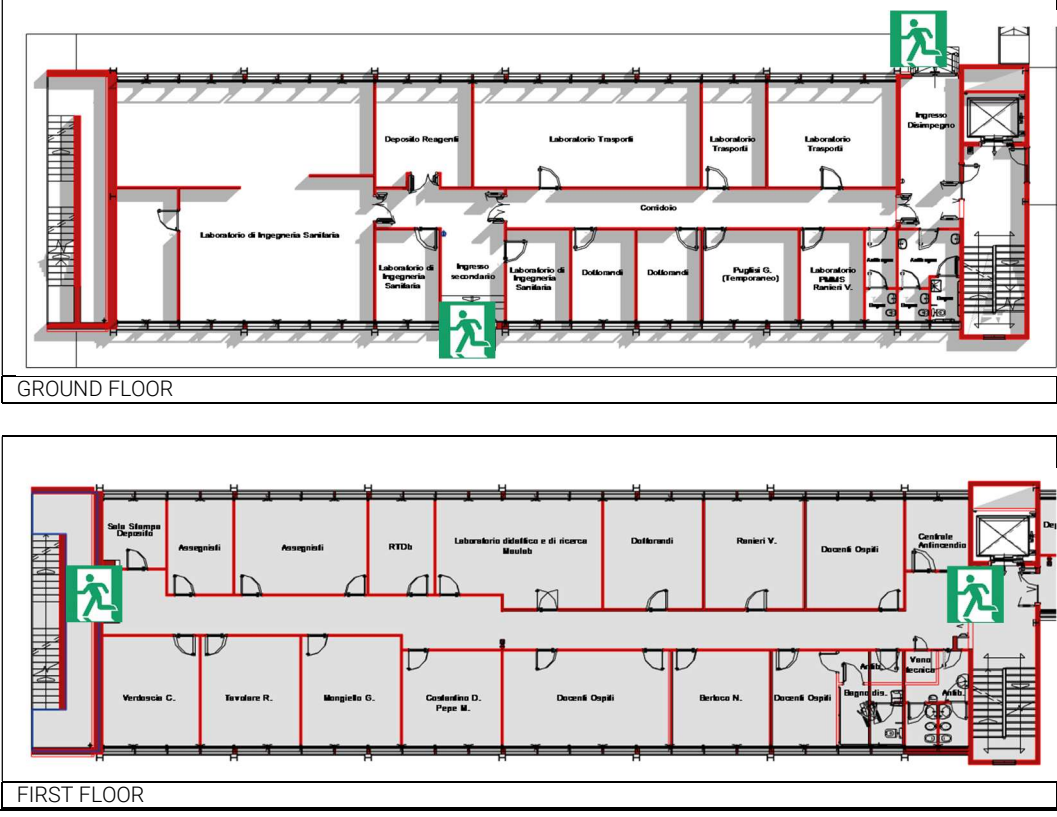
CONSTRUCTION FEATURES IN RELATION TO THE EVACUATION

PROGRESSIVE HORIZONTAL EVACUATION	<p>The building is connected to neighbouring buildings by means of REI compartmentalisation. In the basement, evacuation for people with disabilities is only possible via a single exit route. This configuration does not allow for easy horizontal evacuation, which is a disadvantage for potential users with disabilities. On the first floor, horizontal evacuation is guaranteed by means of passage through REI compartment openings.</p>
ESCAPE ROUTE SYSTEMS	<div><div><p>D.I.C.A.T.E.Ch. PIANO INTERRATO - LABORATORIO MODELLI</p><p>BASEMENT</p></div><div><p>GROUND FLOOR</p></div></div>

	 <p>FIRST FLOOR</p>				
LENGTHS OF ESCAPE ROUTES	$L \leq 30 \text{ m}$				
ESCAPE ROUTE CHARACTERISTICS	Height > 2.00 m Width > 1.20 m Regular flooring Opening towards escape route				
ALARM SIGNAL BRANCHING SYSTEM	Testing phase				
WORKERS AT SPECIFIC RISK	Absent				
WORKERS TRAINED IN EMERGENCY MANAGEMENT	SPASIANO	DANILO	CAMPUS - ED. A	FIRE PROTECTION	080.596.3282
	FERRARO	ALBERTO	CAMPUS - ED. A	FIRE PROTECTION	080.596.3564
	PRATOLA	LUIGI	CAMPUS - ED. A	FIRST AID	080.596.3864
	MOLFETTA	MATTEO	CAMPUS - ED. A	FIRE PROTECTION	080.596.3395
	VISITILLI	LUIGI	CAMPUS - ED. A	FIRST AID	080.596.3243
	FANELLI	GIOVANNI	CAMPUS - ED. A	FIRE PROTECTION	080.596.3245

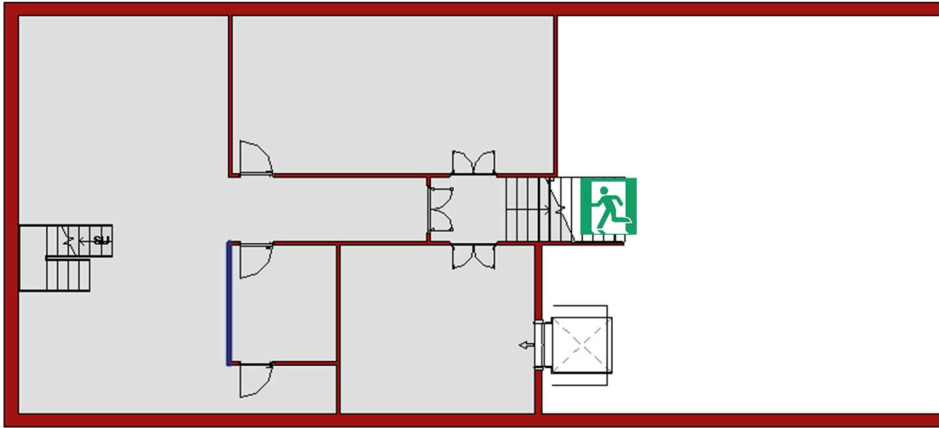
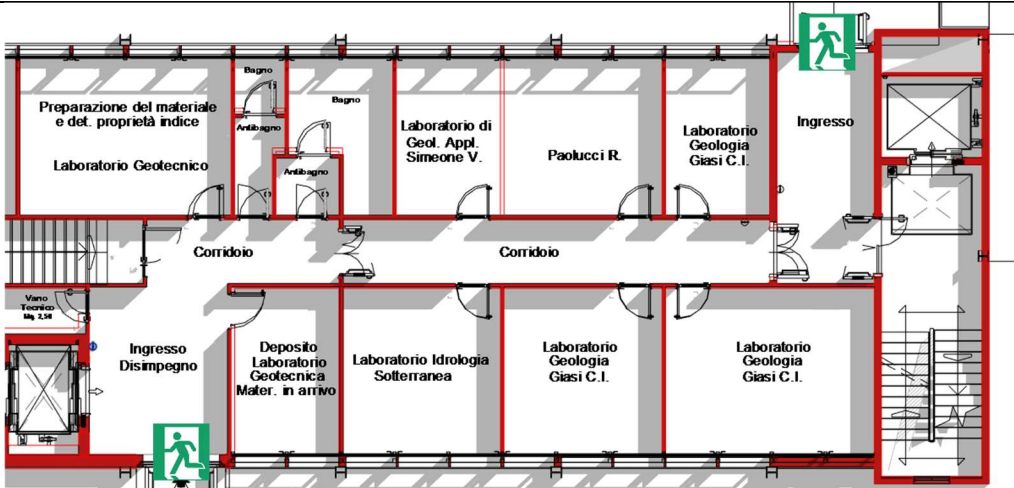
EDIFICIO B

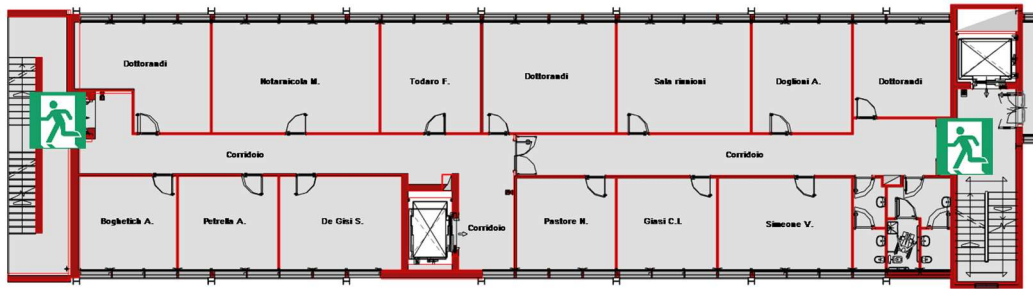
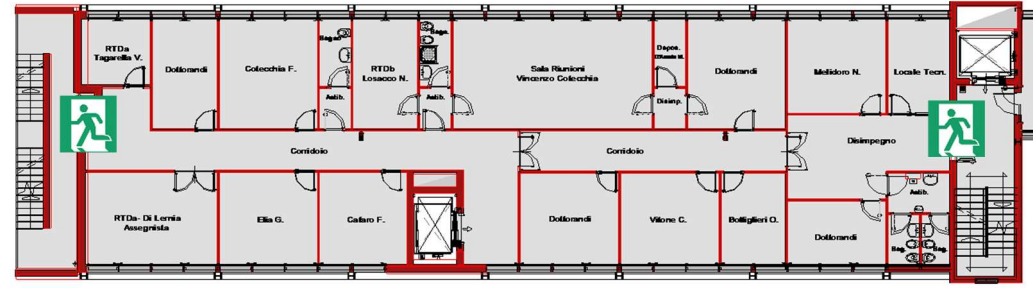
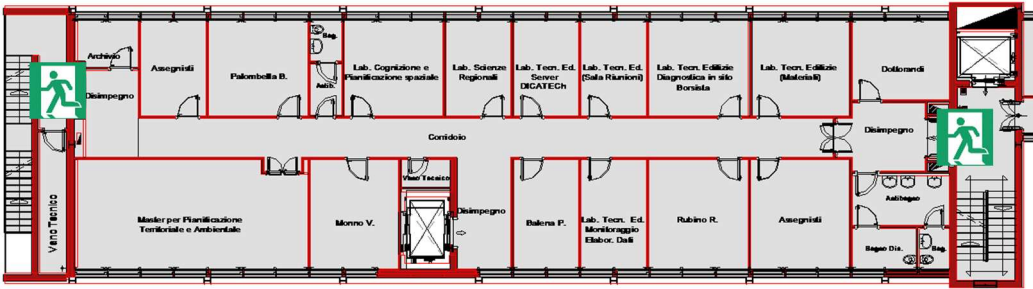
CONSTRUCTION FEATURES IN RELATION TO THE EVACUTATION

PROGRESSIVE HORIZONTAL EVACUATION	<p>The building is connected to neighbouring buildings by means of REI compartmentalisation. In the basement, evacuation for people with disabilities is only possible via a single exit route. This configuration does not allow for easy horizontal evacuation, which is a disadvantage for potential users with disabilities.</p> <p>On the upper floors, horizontal evacuation is ensured by passing through REI compartment doors.</p>				
ESCAPE ROUTE SYSTEMS	 <p>The image displays two floor plans of a building. The top plan is the 'GROUND FLOOR' and the bottom plan is the 'FIRST FLOOR'. Both plans show a complex layout of rooms and corridors. Red lines indicate the primary escape routes, which generally follow the perimeter of the building and lead to multiple exits marked with green running person icons. The ground floor includes rooms like 'Laboratorio Trasporti', 'Deposito Reagenti', and 'Laboratorio di Ingegneria Sanitaria'. The first floor includes rooms like 'Sala Stampa', 'Assistenti', 'RTDh', 'Laboratorio didattico e di ricerca', and 'Docenti Ospiti'. Stairwells are also indicated on both floors.</p>				
LENGTHS OF ESCAPE ROUTES	$L \leq 30 \text{ m}$				
ESCAPE ROUTE CHARACTERISTICS	<p>Height > 2.00 m Width >1.20 m Regular flooring Opening towards escape route</p>				
ALARM SIGNAL BRANCHING SYSTEM	<p>Testing phase</p>				
WORKERS AT SPECIFIC RISK	<p>Absent</p>				
WORKERS TRAINED IN EMERGENCY MANAGEMENT	SPASIANO	DANILO	CAMPUS - ED. B	FIRE PROTECTION	080.596.3282
	TAVOLARE	RICCARDO	CAMPUS - ED. B	FIRE PROTECTION	080.596.3885
	BERLOCO	NICOLA	CAMPUS - ED B	FIRST AID	080.596.3389

EDIFICIO C

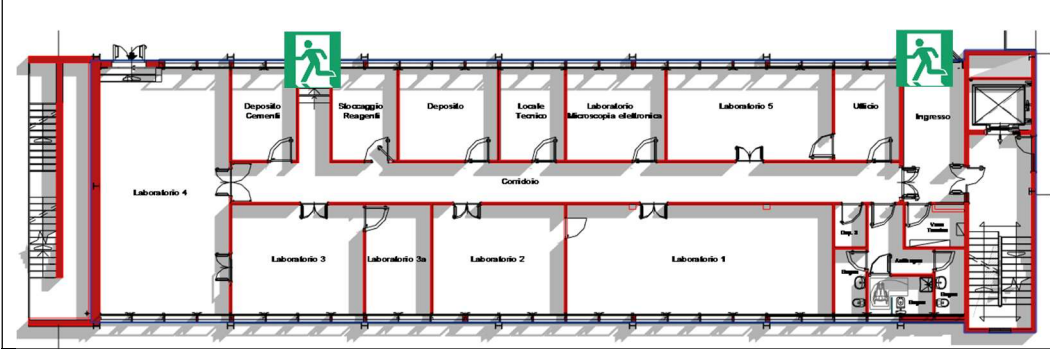
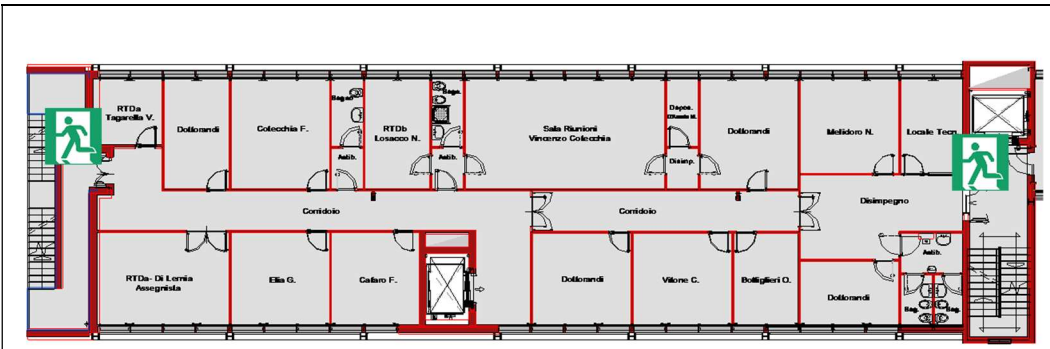
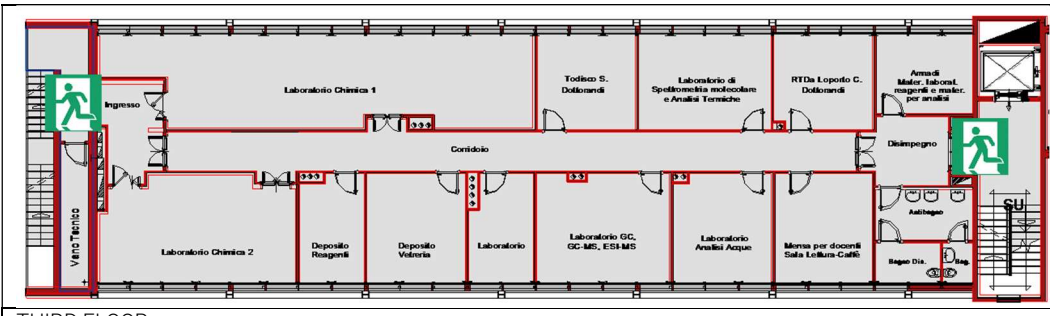
CONSTRUCTION FEATURES IN RELATION TO THE EVACUATION

PROGRESSIVE HORIZONTAL EVACUATION	<p>The building is connected to neighbouring buildings by REI compartmentalisation.</p> <p>On the ground floor, people with disabilities can only leave the building via a single exit.</p> <p>Furthermore, access to the basement is only possible via stairs and a lift. This configuration does not allow for easy horizontal evacuation, which is a disadvantage for potential users with disabilities.</p> <p>On the upper floors, horizontal evacuation is ensured by passing through REI compartment doors.</p>
ESCAPE ROUTE SYSTEMS	<div><p>BASEMENT</p></div> <div><p>GROUND FLOOR</p></div>

	 <p>FIRST FLOOR</p>				
	 <p>SECOND FLOOR</p>				
	 <p>THIRD FLOOR</p>				
LENGTHS OF ESCAPE ROUTES	L ≤ 30 ml				
ESCAPE ROUTE CHARACTERISTICS	Height > 2.00 m Width >1.20 m Regular flooring Opening towards escape route				
ALARM SIGNAL BRANCHING SYSTEM	Testing phase				
WORKERS AT SPECIFIC RISK	Absent				
WORKERS TRAINED IN EMERGENCY MANAGEMENT	MELIDORO	NICOLA	CAMPUS - ED. C	FIRST AID	080.596.3320
	BOTTIGLIERI	OSVALDO	CAMPUS - ED. C	FIRE PROTECTION	080.596.3248
	PALOMBELLA	BIAGIO	CAMPUS - ED. C	FIRE PROTECTION	080.596.3445
	RUBINO	ROCCO	CAMPUS - ED. C	FIRE PROTECTION	080.596.3442






EDIFICIO D



CONSTRUCTION FEATURES IN RELATION TO THE EVACUTATION

PROGRESSIVE HORIZONTAL EVACUATION	<p>The building is connected to neighbouring buildings by means of REI compartmentalisation. In the basement, evacuation for people with disabilities is only possible via a single exit route. This configuration does not allow for easy horizontal evacuation, which is a disadvantage for potential users with disabilities.</p> <p>On the upper floors, horizontal evacuation is ensured by passing through REI compartment doors.</p>
ESCAPE ROUTE SYSTEMS	<div><p>GROUND FLOOR</p></div> <div><p>SECOND FLOOR</p></div> <div><p>THIRD FLOOR</p></div>
LENGTHS OF ESCAPE ROUTES	$L \leq 30 \text{ m}$
ESCAPE ROUTE CHARACTERISTICS	<p>Height > 2.00 m</p> <p>Width > 1.20 m</p> <p>Regular flooring</p> <p>Opening towards escape route</p>
ALARM SIGNAL BRANCHING SYSTEM	<p>Testing phase</p>







WORKERS AT SPECIFIC RISK	Absent				
WORKERS TRAINED IN EMERGENCY MANAGEMENT	TODISCO	STEFANO	CAMPUS - ED. D	FIRE PROTECTION	080.596.3569
	MALI	MATILDA	CAMPUS - ED. D	FIRST AID	080.596.3666
	TODARO	FRANCESCO	CAMPUS - ED D	FIRE PROTECTION	080.596.3026

DEFINITIONS AND CONDDUCT REQUIREMENTS

Training on the use of firefighting equipment and emergency evacuation procedures:	A set of information provided to workers and practical exercises carried out by them, aimed at learning about fire extinguishing systems (fire extinguishers, hydrants, etc.) and the procedures to be followed in the event of an emergency evacuation.
Exodus routes: 	The escape routes are indicated by signs with a green background and white pictograms. They indicate the routes to follow to reach the safe area and the assembly points. The emergency exits are shown on the escape route maps posted in various locations throughout the Centre.
Assembly points: 	Clearly identified safe areas where staff and visitors who have evacuated the Centre gather while awaiting further instructions.
Emergency: 	An emergency is defined as any abnormal situation that presents a potential danger; it forces those who observe it and those who experience it to take measures to respond to what is happening, aimed at protecting people and, where possible, reducing damage to structures. Emergencies require those at work, whether present or external, to be attentive and aware that the limits of their own safety, or that of others, or of property, are about to be exceeded, or have already been exceeded, and that action must be taken to prevent the damage from spreading.
Portable fire extinguishers: 	Device containing an extinguishing agent that is projected and directed onto a fire by internal pressure. This device is designed to be carried and used by hand and, when ready for use, has a mass of less than or equal to 20 kg.
fixed fire protection system: 	A set of supply systems, pumps, valves, pipes and dispensers for projecting or discharging a suitable extinguishing agent onto a fire area. Its activation and operation can be automatic or manual. These items include hydrants, hose reels, etc.

<p>Emergency exit:</p> 	<p>Route to be followed to carry out the evacuation. It starts from individual points in the Centre and leads to exits in a safe place (identified on the floor plans posted at various levels of the structure and marked by special rescue signs).</p>
<p>Alarm system:</p> 	<p>Set of manually operated devices used to alert those present in the event of a dangerous situation and/or the onset of a fire.</p>
<p>External company staff:</p>	<p>Non-employee personnel present at the Centre for work/services and supplies authorised by the Institute.</p>
<p>Doors and closing elements with fire resistance requirements (REI) and escape routes::</p>	<p>Doors and closing elements with REI requirements are elements that are able to maintain, when exposed to fire and smoke for a specified period of time, all or part of the following properties: stability 'R', integrity "E" and insulation 'I'. With regard to escape routes, reference is made to evacuation routes (including doors) that can lead to a place that is safe from the effects of a fire (fire, flames, heat, structural collapse).</p>
<p>Emergency alert:</p>	<p>It is the warning (verbal, acoustic, optical) given immediately by anyone who encounters any emergency situation to the staff. The alarm message must contain:</p> <ul style="list-style-type: none"> - personal details; - location of the accident area; - nature of the emergency; - possible presence of injured persons.
<p>Evacuation time:</p>	<p>The time required for all occupants of a block or part of it to reach an exit after an evacuation signal has been issued.</p>
<p>Visitors and/or Users:</p>	<p>Non-employee personnel visiting the building, users/visitors staying inside the building.</p>
<p>First Aid Officer:</p>	<p>Staff trained to provide first aid.</p>
<p>Fire Protection Officer:</p>	<p>Staff trained to respond in the event of a fire and, more generally, to manage an emergency situation.</p>

Conduct measures

PREVENTIVE MEASURES	
	Smoking and the use of naked flames are prohibited in restricted areas and in rooms where staff access is occasional.
	<ul style="list-style-type: none">• Do not tamper with fire extinguishers and other safety devices;• Do not obstruct or stand in front of fire extinguishers, hydrants and emergency exits;• Avoid accumulating flammable materials (paper, cardboard, etc.);• Report any malfunctions in electrical systems;• Do not smoke.
IN CASE OF FIRE	
	If trained, attempt to extinguish the fire using the fire extinguishers available, while ensuring your own safety.
	Report the fire and request assistance from the fire prevention officer and the fire brigade.
	Do not use water to extinguish fires on electrical equipment and/or live electrical equipment.
IN CASE OF EVACUATION	
	<ul style="list-style-type: none">• Leave the buildings quickly, following the signs and complying with the instructions given by the personnel in charge.• Do not go to the emergency site for any reason.• Secure your workplace (disconnect machines, terminals, and equipment).• Close the windows, leave the workplace as quickly as possible and close the door behind you;• If the smoke from the fire makes it difficult to breathe, filter the air through a handkerchief, preferably a wet one.
	<ul style="list-style-type: none">• Do not stop along escape routes, creating obstacles to transit;• Do not perform actions that could cause sparks (smoking, using machinery or turning on electrical equipment).

Main obligations

Safety Signage

Every workplace must have appropriate safety signage installed and maintained, clearly visible from any point in the area. Safety signage refers to any sign that, related to a specific object, activity, or situation, provides information or instructions concerning health and safety at the workplace. It may consist of a signboard, color code, light or acoustic signal, verbal communication, or hand gesture, depending on the case.

Safety signage must be able to indicate:

- prohibitions;
- warnings;
- mandatory behaviors;
- sources of danger;
- the presence and location of fire protection equipment;
- the presence and location of emergency control devices;
- escape routes;
- emergency exits.

Escape Routes and Emergency Exits

The Employer is required to ensure that, in the event of danger, workers can leave the premises. An emergency exit route is defined as an unobstructed path that allows individuals in a building block, area, or room to reach a safe place.

The following points must be ensured and enforced:

- Escape routes or any pathways leading to emergency exits must be kept clear of all obstacles to allow their easy use in case of emergency;
- The number, distribution, and size of escape routes and emergency exits must be appropriate to the dimensions of the workplace, its location, intended use, installed equipment, and the maximum number of people that may be present;
- A fundamental requirement of an emergency exit is that the door opens in the direction of the escape;
- If doors are closed, they must be easily and immediately openable by anyone needing to use them in an emergency;
- Doors are not required to open in the direction of escape if this would create other hazards, such as interference with vehicular movement;
- Emergency exit doors must not be locked, unless specifically authorized by the competent authority.

Firefighting Devices, Systems, and Equipment

Every workplace must have firefighting equipment proportionate to the actual fire risk present. Such equipment may include: Fire extinguishers; Water-based fire suppression systems (hose reels or hydrants); Smoke or flame detection systems; Gas detection systems; Smoke evacuation systems; Sprinkler systems; Foam-based fire suppression systems; Other types of fire protection systems.

Information and Training

The Employer is obligated to inform all workers who may be exposed to danger about the measures and procedures in place (Emergency Plan). The Employer must also designate and train employees assigned to: Implement fire prevention and firefighting measures; Evacuate workers in case of serious and immediate danger; Manage emergency situations.

All employees must:

- Be aware of the Emergency Plan as a tool for emergency planning and management;
- Know how and to whom to report an emergency situation;
- Recognize the conventional emergency signals (e.g., to leave a workstation, area, or entire building block);
- Review, using posted floor plans, the emergency response equipment and the evacuation routes to follow in case of an evacuation order.

Workers designated for fire prevention, firefighting, evacuation, rescue, first aid, and emergency management must receive adequate training. These activities must include both theoretical and practical components (e.g., fire and first aid drills).

Specifically, regarding firefighting activities, Ministerial Decree 10.03.1998 provides a training schedule based on the fire risk level of the workplace.

Fire drills

All employees must participate in fire drills, which must be conducted at least once per year, to practice evacuation procedures and first response actions.

The evacuation drill may be conducted as:

- A partial drill, unannounced, without full evacuation of the facility;
- A general drill, involving complete evacuation of the facility, gathering at the assembly points, and the (simulated) activation of external emergency services.

Emergency management

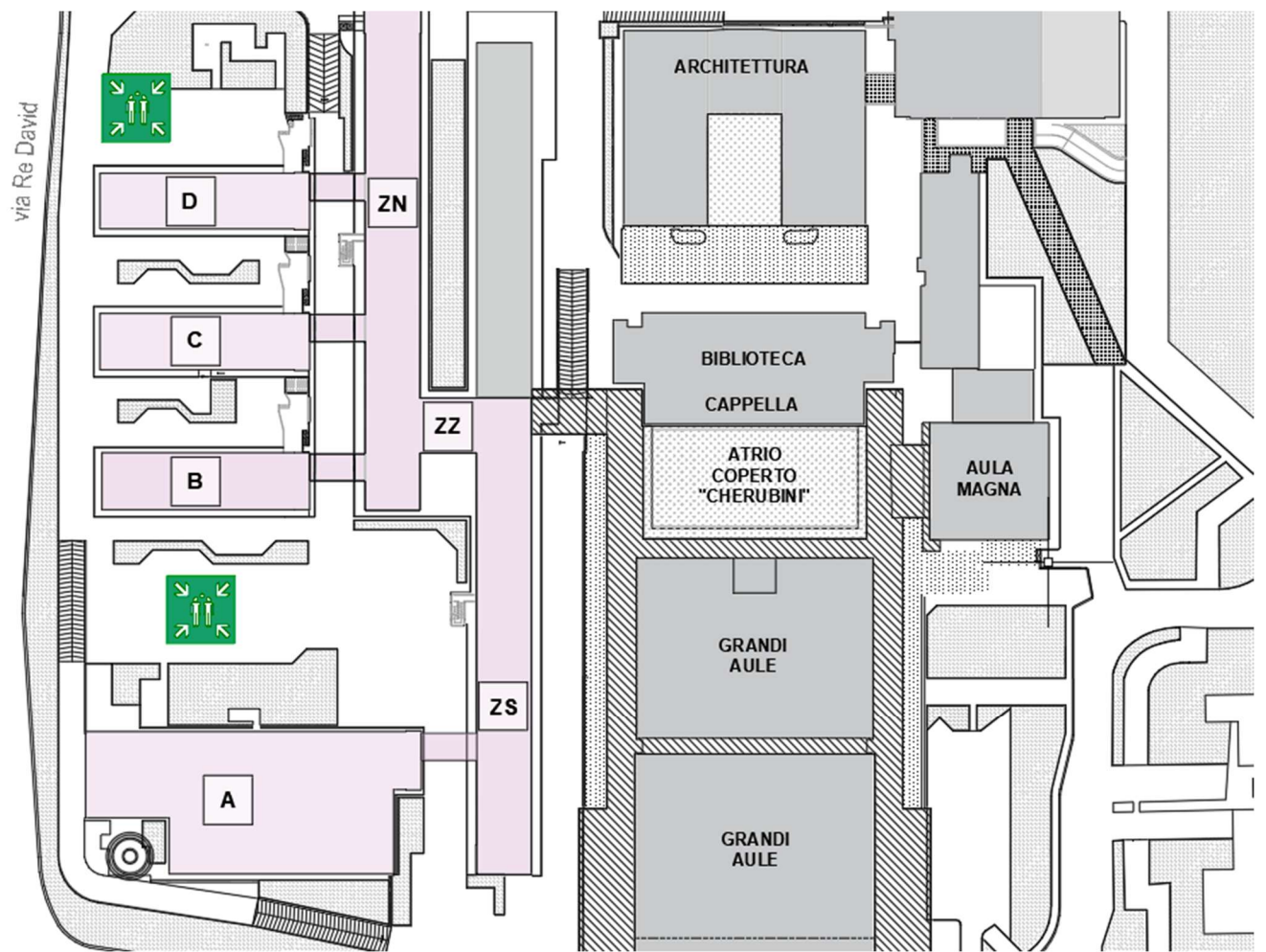
Active and passive protection systems

Active protection systems consist of firefighting equipment located within the building, specifically:

- PORTABLE FIRE EXTINGUISHERS
- FIRE HOSE REELS (HYDRANTS WITH FLEXIBLE HOSES)
- FIRE ALARM CALL POINTS
- AUDIBLE ALARM SYSTEM
- EMERGENCY LIGHTING

These devices are not always present on every floor, depending on the characteristics of the area and the maximum foreseeable occupancy.

Identification of assembly points designated within the university complex:



Prevention and Protection Measures

The state of emergency (or alarm) arises from any event or situation that causes harm or poses a risk to the safety of workers and individuals present within the Department.

Proper emergency management requires, on the one hand, the adoption of appropriate prevention and protection measures and, on the other, the identification of individuals assigned with specific roles to be fulfilled in case of emergency, in accordance with the procedures and behavioral rules defined in this document.

Prevention measures refer to all actions, behaviors, and the daily management of the workplace aimed at avoiding the occurrence of hazardous or emergency situations.

Therefore, among the behaviors intended to prevent dangerous situations are the following:

- Proper use of machines and equipment connected to the electrical network;
- Compliance with the ban on the use of open flames and/or smoking in all areas;
- Proper handling and use of work equipment;
- Compliance with prohibitions and signage displayed within each area;
- Observance of the ban on tampering with firefighting equipment;
- Regular maintenance of portable fire protection devices (extinguishers);
- Prompt and accurate reporting of any hazardous or emergency conditions.

Preventing an emergency thus means eliminating all conditions that could lead to dangerous situations, which in turn may escalate into emergencies.

Protection measures, on the other hand, include all actions to be taken when an emergency occurs or is being managed. Below are the actions to be adopted for the proper management of hazardous situations, categorized by type of event. To this end, the designated personnel for the implementation of prevention and first response measures in case of emergency—specific to this location—will be identified, including their roles, responsibilities, and operational communication flows to ensure effective management.

TYPE OF ASSISTANCE	PHONE CONTACT
FIRE, EMERGENCIES, COLLAPSES, EARTHQUAKES, FLOODS, NATURAL DISASTERS, etc.	115
SAFETY AND PUBLIC ORDER	112 or 113
HEALTH EMERGENCY AND FIRST AID	112

Organisation structure

The roles involved in managing emergencies

For the purposes of implementing this emergency plan, the following table specifies the individuals called upon to act in emergency situations. Please refer to the section entitled 'Instructions and Intervention Procedures' for a detailed description of their tasks and responsibilities.

ROLES	TASKS
EMERGENCY COORDINATOR	Oversees and coordinates all actions to be taken during the emergency.
EMERGENCY TEAM	Trained personnel activated to carry out emergency response actions.
FIRST AID RESPONDERS	Trained personnel responsible for implementing initial first aid measures and activating emergency medical response.
DISABLED ASSISTANCE	Acts to safeguard individuals with temporary or permanent disabilities in the event of an emergency.

List of Personnel Assigned to Emergency Management, Firefighting, and First Aid

Based on the formal appointments of personnel assigned to firefighting, first aid, and emergency management, the following tables list the individuals designated for these roles within the DICATECh Department.

Detailed tasks and responsibilities for each role are provided in the "Instructions and Response Procedures" section of this document.

The evacuation order is issued by (in the order of presence and availability at the time of the event):

Head of Department and Emergency Coordinator: Prof. Eng. Leonardo Damiani

Supervisors:

LABORATORY	NAME	MAIL	PHONE
LIC	Luciano Romanazzi	giuseppeluciano.romanazzi@poliba.it	+39.080.4605205
IDRAULICA	Matteo Molfetta	matteogianluca.molfetta@poliba.it	+39.080.596.3395
GEOTECNICA	Osvaldo Bottiglieri	osvaldo.bottiglieri@poliba.it	+39.080.5963248
CHIMICA + NMR	Stefano Todisco	stefano.todisco@poliba.it	+39.080.5963569
PRISMA	Matilda Mali	matilda.mali@poliba.it	+39.080.5963666
TECNOLOGIE AMBIENTALI + SEM	Adriano Boghetich	adriano.boghetich@poliba.it	+39.080.5963489

Fire Protection Officer

- BOGHETICH ADRIANO..... 080.596.3489
- BOTTIGLIERI OSVALDO..... 080.596.3248
- CAPOLUPO ALESSANDRA.....080.596.3357
- FANELLI GIOVANNI.....080.5963245
- FERRARO ALBERTO.....080.596.3564
- GRISORIO ROBERTO..... 080.596.3698
- MARZANO CARLA.....080.596.3355
- MOLFETTA MATTEO GIANLUCA..... 080.596.3395
- PALOMBELLA BIAGIO..... 080.596.3445
- PRATOLA LUIGI..... 080.596.3864
- RUBINO ROCCO.....080.596.3442
- SPASIANO DANILO..... 080.596.3282
- TAVOLARE RICCARDO.....080.596.3885
- TODARO FRANCESCO..... 080.596.3026
- TODISCO STEFANO..... 080.596.3569

First Aid Officer

The staff trained to assist disabled persons in emergencies and designated for this purpose are listed below:

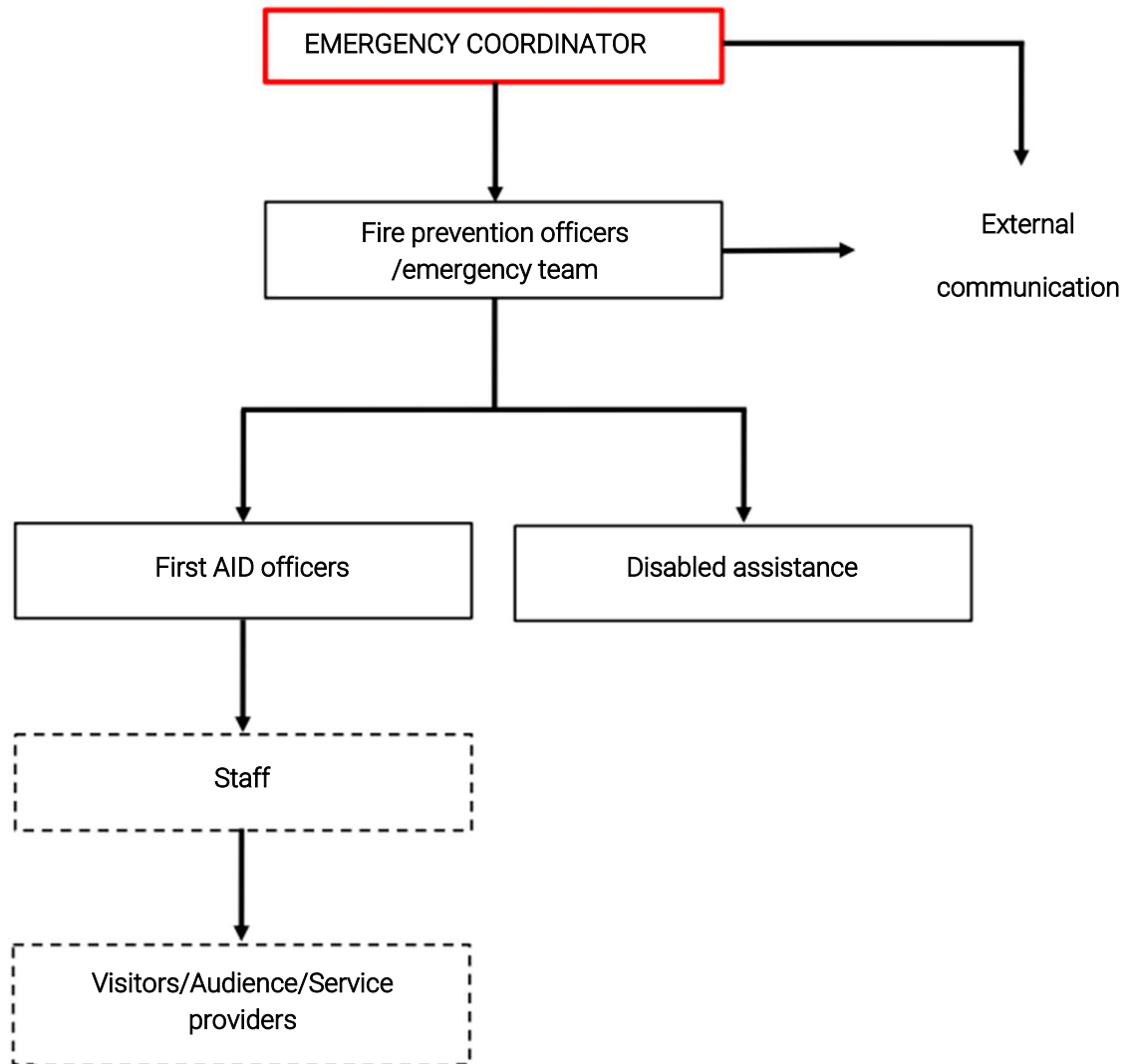
- CATALDO MANUELA..... 080.596.3039
- PALOMBELLA BIAGIO..... 080.596.3445
- PRATOLA LUIGI..... 080.596.3864
- TRITTO GIULIANO..... 080.596.3908
- VISITILLI LUIGI..... 080.596.3243

Flowcharts of Communication and Response Actions

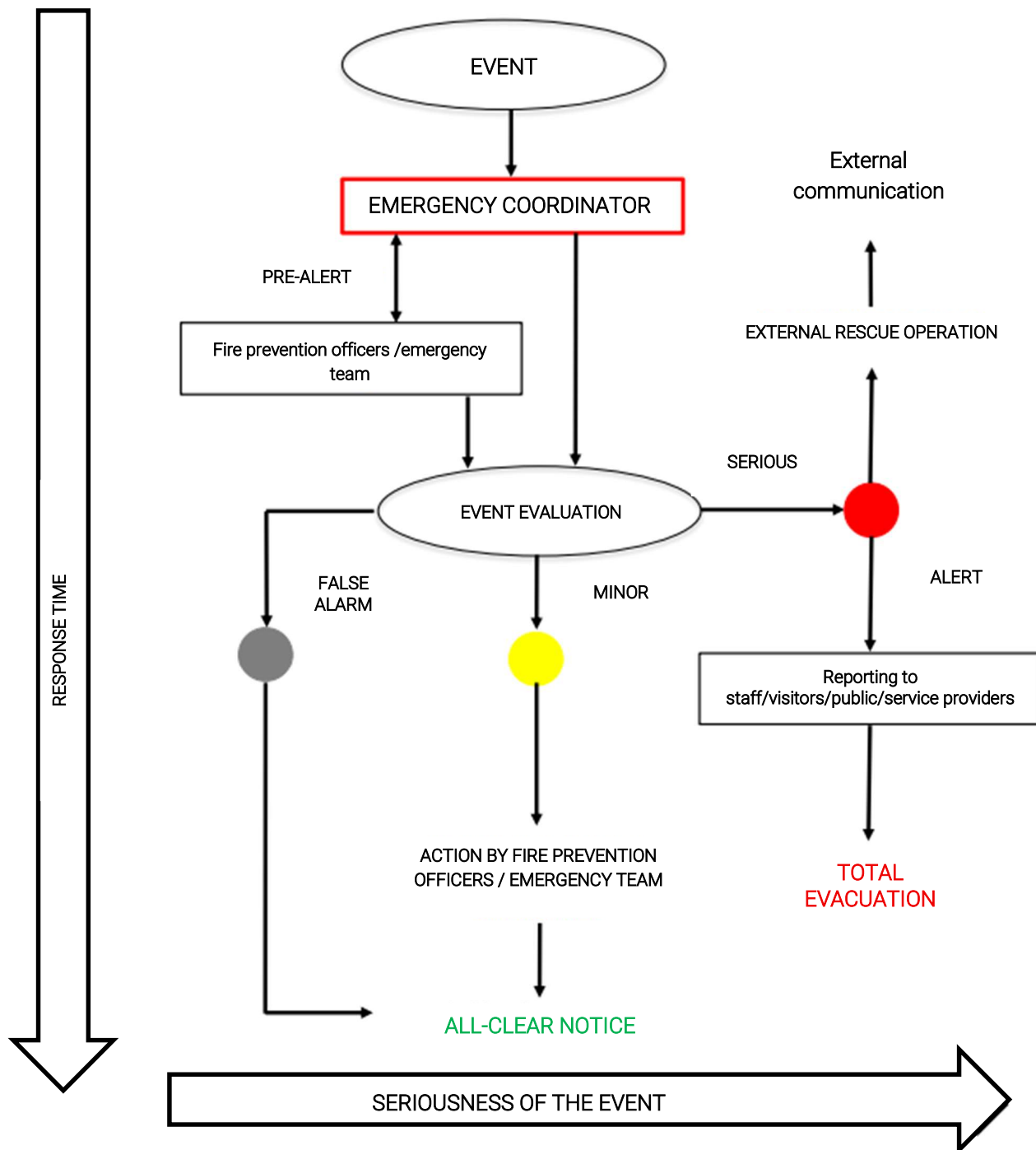
The procedures to be followed in case of an emergency define the roles and responsibilities of each individual involved in emergency management, as well as the methods of communication and interaction among them. For this purpose, the following diagrams illustrate the relationships between the various roles involved in emergency management and the communication flowchart.

The emergency will be managed according to different "alert levels", as defined below, with specific tasks and actions assigned to each role depending on the level of emergency.

FIRST-LEVEL ALERT (PRE-ALERT)	Represents a state of alert regarding a potentially dangerous event. The purpose of the pre-alert is to promptly activate the designated personnel identified in the Emergency Plan, so the facility is prepared and organized to handle a possible evacuation. The pre-alert can be issued by any member of the emergency team who, upon becoming aware of the situation, identifies a potential hazard—even if the Emergency Coordinator has not yet been contacted. The pre-alert must be communicated (verbally or by phone) only to the relevant personnel (fire safety team members, Emergency Coordinator).
SECOND-LEVEL ALERT (EVACUATION)	Represents the need to evacuate the building as quickly as possible. Evacuation procedures are determined by the Emergency Coordinator (e.g., evacuation of an entire building or part of it, phased evacuation, etc.). The alert is issued by the Head of Department, or—if absent or in urgent situations—by the Emergency Coordinator, supervisors, or other designated personnel present on site.
END OF EMERGENCY (ALL-CLEAR NOTICE)	Marks the end of the actual or presumed emergency condition. It is issued by the Head of Department, or, in case of absence or urgency, by the Emergency Coordinator, once safety conditions inside the facility have been restored.



Emergency management activity plan communication



Instructions and Response Procedures

Operational procedures are the core of the Emergency Plan, representing the set of actions that each person, within their role, must follow in the event of an alarm. The contents of this section must be explained to workers as part of the information and training activities required by Articles 36 and 37 of Legislative Decree 81/08, at least once per year and preferably during scheduled emergency drills.

The general principles on which the following operational procedures are based include:

- achieving an adequate level of detail in the definition of response actions, while acknowledging that human behavior is flexible, and real events may not unfold exactly as expected.
- in line with the above, it is reasonable to state that the ability of internal personnel to handle emergencies, being a combination of acquired knowledge from specific courses, personal experience, and familiarity with the facilities, can significantly reduce the severity and duration of emergencies and help improve the effectiveness of the response strategy.

Lastly, to ensure a good level of efficiency, and considering that emergencies inherently create stress and confusion, it is advisable to provide a limited number of clear and simple instructions, avoiding minor or hard-to-remember details.

In the case of a minor fire:

If a small amount of smoke, a burning smell, or a minor fire outbreak is detected and the situation poses no immediate danger to personal safety, notify the emergency team, indicating the exact location of the affected area and any other useful information to describe the event. While waiting for the intervention of the fire response personnel, remove objects or materials from the vicinity of the fire source and, in the presence of smoke, leave the area and close the door behind you.

Nel caso in cui il principio di incendio risultasse più serio del previsto, premere uno dei pulsanti rossi presenti lungo i corridoi e lasciare senza indugio la zona, chiudendo dentro di sé la porta (ma non a chiave).

Seguire la via di fuga più vicina e recarsi presso il più vicino "punto di raccolta" esterno.

In the case of a serious fire:

If a fire of such magnitude is detected that it poses an immediate danger to your own safety or that of others:

1. Alert people in the same area with a loud verbal warning;
2. Leave the room where the fire started, closing the door behind you (do not lock it);
3. Activate the fire alarm by pressing one of the wall-mounted buttons in the corridor (locations indicated on the floor plans posted throughout the department);
4. Exit the building by following the nearest escape route;
5. Proceed to the nearest external assembly point, and remain there, ready to provide information to emergency responders.

If smoke is present along evacuation routes, If smoke is present in sufficient quantity to make breathing difficult, stay low to the ground, cover your nose and mouth with a wet cloth, if possible and use touch guidance (e.g., walls) to orient yourself toward a safe area.

If flames, smoke or intense heat make it impossible to reach the outside, take refuge in an accessible room (preferably with water and windows facing outside), taking care to close the door completely and place wet cloths over any gaps.

Remove any clothing made of synthetic materials (e.g., nylon, polyester), which can melt and cause severe burns.

- It is forbidden to use the goods lift for evacuation purposes;

- It is forbidden to use escape routes in the opposite direction to the flow of evacuation;
- Anyone who becomes trapped must signal their presence to rescuers in any way possible.

In the event of a general evacuation alarm:

- Immediately leave the room you are in, closing the door behind you (do not lock it);
- Proceed in an orderly manner to the outside, using the nearest accessible escape route;
- Go to the assembly point;
- Remain outside until authorized personnel declare the emergency over.

When leaving a workplace, if possible:

- secure equipment, systems and machinery;
- shut off any running services (close any open taps, switch off electrical equipment in use, etc.).

For evacuation routes to follow and stairwells to use in the event of an alarm, refer to the floor plans posted on each floor and the instructions given by the emergency team/firefighters.

Evacuation will take place according to the following plan, using the escape routes to the outside:

- Everyone present in the department must exit in an orderly manner, using the routes and exits to the outside, starting from the rooms located in the immediate vicinity of the exit;
- People are required to use the routes and exits to the outside according to their location in the department;
- Once evacuated, all employees must wait at the assembly points.

Intervention procedures by role type

The individuals designated for various roles in emergency management must implement specific actions depending on the alert level. Below is a description of the actions to be taken by each role both in "normal" conditions, in order to prevent an emergency situation from arising, and in the event of a pre-alert, alert or all-clear.

Emergency team

Duties Under Normal Conditions:

- Visually check the accessibility of emergency exits and fire protection equipment;
- Receive reports of any malfunction or inefficiency concerning one or more safety elements from anyone who notices them (e.g., malfunctioning fire protection systems or equipment, obstacles blocking emergency exits, etc.);
- Depending on the severity of the reported issues, work with the employer to define interim safety measures to be adopted while waiting for the original safety conditions to be restored;
- Ensure that all staff and external workers are informed about the emergency procedures.

Duties in Pre-Alert Conditions:

- Immediately go to the location where the reported event has occurred;
- If necessary, activate the emergency siren (if available) to initiate building evacuation;
- Alert other members of the emergency teams, the Emergency Coordinator, and the Employer;
- If appropriate, use available firefighting equipment (e.g., extinguishers located on the floors), based on instructions received and in accordance with your level of skill and training;
- Report the status of the emergency (either alert or all-clear).

Duties During Alarm/Evacuation Conditions:

- Upon receiving the evacuation signal from the Head of Department or the Emergency Coordinator, initiate evacuation procedures in accordance with the behavioral rules described in the Emergency Plan;
- Indicate evacuation routes to personnel leaving the floor to ensure an orderly and calm flow, and ensure that no one uses the elevators;
- Identify and assist individuals who are visibly distressed, have pre-existing or sudden mobility issues, or are otherwise in difficulty (e.g., visitors), possibly with the support of the designated disabled assistance staff or other personnel;
- Inspect the rooms before leaving your assigned block or area, ensuring that the space has been fully evacuated and that doors left open are closed;
- If possible, switch off electrical systems when leaving the area, using local control panels (or the main panel if necessary);
- Proceed to the designated assembly point and verify the presence of evacuees at the external gathering area;
- Collaborate with external rescue teams, offering support and providing any useful information needed to locate fire safety devices and response equipment within the area of responsibility..

Duties Upon All-Clear Declaration:

- Upon instruction from the Emergency Coordinator or the Employer, communicate the all-clear message and, if safety conditions have been restored, guide personnel back to their respective floors.

First Aid Team

Duties Under Normal Conditions:

- Periodically check first aid kits, ensuring that all required equipment is present and checking the expiry dates of the devices contained therein.

Tasks in health emergencies:

- Go immediately to the place where the medical emergency has been reported, if possible with a first aid kit, and administer first aid to the injured person;
- If necessary, after assessing the severity of the situation, contact external medical assistance (112/118) or the first aid station on campus, avoiding the use of private vehicles to transport the injured person.
- If necessary, request the support of other members of the first aid team.
- Once the emergency is over, inform the coordinator and employer of the action taken.

Tasks in the event of an EVAC/IRAI system alarm:

Activation of the EVAC system for the emergency team constitutes a pre-alarm event, while for all workers it constitutes an alarm/evacuation signal.

If the operator is in immediate danger (e.g. fire in the room where they are located), they must leave the area and activate the alarm condition.

- Check the nature of the emergency, including by gathering information directly or through colleagues who witnessed the event.
- Facilitate the evacuation of workers through escape routes, check the areas and/or devices that triggered the alarm in order to identify the source of the triggering event.
- If necessary, alert other members of the emergency teams and first aiders in order to receive support in evacuating workers;
- Alert the employer and the coordinator.

Duties in Pre-Alert Conditions:

- When you receive the pre-alarm signal, stop what you are doing and make yourself available to the emergency team members, also taking care of first aid tasks if the conditions necessary for intervention arise.

Duties During Alarm/Evacuation Conditions:

- If your services are not expressly requested by emergency management personnel, leave the premises following the flow of people and proceed to the assembly point;
- Make yourself available to staff to provide any necessary medical assistance;
- If necessary, assist disabled persons in the evacuation procedures.

Duties Upon All-Clear Declaration:

- Contact the emergency coordinator or employer to ensure that no one has been injured or requires medical assistance.
- Resume your activities following the instructions provided.

Assistant for Persons with Disabilities

Duties in Pre-Alarm Conditions:

- Check the work area for the presence of any individuals who may require assistance.

Duties in Alarm/Evacuation Conditions:

- Assist the person with a disability in evacuating and/or support them after reaching the designated external assembly point.
- If needed, after accompanying the individual to the assembly point, return to assist other people requiring support.
- If unable to assist, immediately inform the emergency teams and the fire brigade.

Duties After the All-Clear Signal:

- Accompany the person with a disability back to the previously evacuated areas, in order to resume work activities if conditions permit.

Workers

Duties Under Normal Conditions:

- Maintain general safety conditions within the workplace.
- Avoid obstructing passageways, especially emergency exits and escape routes; report any structural anomalies and/or malfunctions that could compromise safe operations or the proper execution of evacuation and emergency procedures.
- Use equipment and systems only during the times and in the manner required for performing assigned tasks, in compliance with safety procedures (do not carry out personal interventions on systems unless explicitly authorized).
- Do not tamper with, obstruct, or move emergency equipment or devices (e.g., fire extinguishers, emergency exits, first aid kits, etc.).

Duties in Pre-Alarm Conditions

(if instructed by emergency/fire response personnel):

- Stop all normal work activities.
- Secure any machines, equipment, or substances you are using, as well as those left unattended by colleagues (e.g., turn off electrical devices by unplugging them; remove any obstacles or items blocking passageways).
- Prepare for a possible imminent emergency evacuation and, in any case, follow the instructions given by the emergency management personnel, also informing any external staff or visitors present.

Duties in Alarm/Evacuation Conditions:

- Leave the workstation using the designated escape routes only after explicit communication of the evacuation order or in the event of an EVAC/IRAI system alarm.
- Avoid the following behaviors: shouting or making unnecessary noise; moving in the opposite direction of the evacuation flow; running (especially on stairs); attempting to overtake others during evacuation; remaining near approaching the area where the emergency occurred.
- Do not carry heavy or bulky personal items (including clothing or accessories, especially those made of acrylic or plastic materials).
- Proceed to the designated external safe area and remain there in an orderly manner with the group until the alarm

is officially declared over.

- Inform the emergency team of any disabled persons or colleagues in need of assistance.

Duties After the All-Clear Signal:

- Resume work activities in an orderly manner, following the instructions given by the emergency coordinator or emergency response teams.

External Company Workers – Contractors

Duties Under Normal Conditions:

- Perform work activities (including storage of tools and materials) exclusively in areas that have been expressly and previously authorized.
- Use only compliant equipment and follow the storage and handling instructions for substances as specified in their safety data sheets.
- Avoid obstructing passageways, especially emergency routes and exits.
- Maintain overall safety conditions in the work environment.
- Report any anomalies observed during operations to company supervisors, including any event that could potentially lead to a hazardous situation.
- Use systems and equipment only at the times and in the manner required for carrying out assigned tasks, in accordance with safety procedures.
- Do not carry out interventions on systems unless they are included in the contract and coordinated with the employer.

Duties in Pre-Alarm Conditions:

- If a hazard is detected, remain calm and immediately notify the emergency/fire response team; refrain from taking personal initiatives.
- If instructed by emergency personnel:
 - Suspend your activities and prepare for the emergency by securing machines and equipment in use (disconnecting plugs if possible and protecting dangerous parts or components), and removing any materials temporarily left in passageways.
 - Be ready for a possible and imminent evacuation of the premises.
 - Wait for further instructions and/or signals from designated personnel (all-clear or alarm) and strictly follow the instructions provided.

Duties in Alarm/Evacuation Conditions:

- Leave the occupied areas using the designated escape routes only after receiving a clear signal from the emergency response personnel.
- Refrain from the following behaviors:
 - Shouting or making unnecessary noise.
 - Moving in the opposite direction of the evacuation flow.
 - Running (especially on stairs) or attempting to overtake others during the evacuation.
 - Remaining near or approaching the area where the emergency occurred.
- Proceed to the designated safe area as directed by the assisting personnel, and remain with the group until the emergency is declared over.

Duties After the All-Clear Signal:

- Resume work activities in an orderly manner, following the instructions given by the emergency coordinator or emergency response teams.

Emergency Voice Alarm Communication (EVAC) System Installed at DICATECh

As of today, the fire detection and voice alarm system (IRAI-EVAC) is undergoing testing. In the event of an alarm triggered by the system, emergency personnel must act according to the operational flow described above (pre-alarm, alarm).

Hypothetical Incident Scenarios

Response Procedures by Type of Incident

The operational procedures to be implemented vary according to the specific type of incident. However, the emergency response team will assess each situation individually, considering the circumstances, the development of events, and the necessary actions to safeguard the physical integrity of all individuals present.

- Fire
- Blackout
- Flooding
- Presence of smoke
- Earthquake / collapse of internal structures / structural failures
- Gas leak / release of hazardous substances
- Anonymous phone calls (bomb threats)

In other cases, it may be more appropriate for workers to remain inside the building, for example in the event of:

- Major flooding
- Tornado
- Explosion or collapse occurring outside the building (e.g., nearby gas explosion, aircraft crash)
- Direct threats involving weapons or criminal actions
- Presence of a violent or unstable individual

Below are the procedures for each specific type of incident.

Fire

In the event of a fire in a room, occupants must leave the area quickly, ensuring (only if safe to do so) that any open windows are closed and the door is shut behind them upon exiting. Immediately alert the emergency/fire response team, move away from the affected room, and remain near the closest emergency exit while awaiting further evacuation instructions for the entire DICATECh building (or part of it).

- If the fire is in a different and relatively distant area, wait for instructions from designated personnel regarding partial or full evacuation, and avoid blocking escape routes. Assigned assistants must promptly reach and assist any persons with disabilities. Everyone must follow the procedures outlined in the emergency plan.
- If there is dense smoke in hallways or escape routes, crouch while walking, cover your nose and mouth with a damp cloth if possible, and navigate by feeling along the walls to reach a safe area.
- If flames or smoke block the usual emergency exits, use alternative escape routes and follow the directions of emergency personnel.
- If it is not possible to evacuate due to fire, smoke, intense heat, risk of collapse, or if instructed by emergency staff, move as far away from the fire as possible. If you cannot leave the building, go to a bathroom (which contains water and little combustible material), or stay in the room you are in, making sure to fully close the door. Seal any gaps under the door using clothes (preferably damp) or other non-flammable materials available inside the room. If possible, try to signal your presence and location.

If a fire breaks out in a different and relatively distant area from where you are located, wait for instructions from

designated personnel regarding partial or total evacuation. Do not obstruct escape routes. Personnel assigned to assist individuals with disabilities must promptly reach the person assigned to them. Everyone must follow the procedures outlined in the emergency plan.

- In escape routes (hallways, lobbies, etc.), if there is smoke dense enough to make breathing difficult, walk in a crouched position, cover your nose and mouth with a damp cloth if possible, and use wall contact to orient yourself toward safe areas.
- If the normal evacuation route is blocked by flames or smoke, exit using alternative escape routes, always following the instructions of emergency personnel.
- If it is not possible to evacuate to the outside (due to flames, heavy smoke, intense heat, risk of collapse, or as directed by emergency/fire response personnel), move as far as possible away from the fire. If evacuation is impossible, go to a bathroom (due to the presence of water and low combustibility), or stay in the current room, making sure to close the door completely. Gaps under the door should be sealed using clothing (preferably wet) or any available non-flammable material. If possible, moisten the inner side of the door with a wet cloth or garment.
- If the room is free of smoke, windows should remain closed (after signaling your presence to the outside). Move any flammable furniture away from the door and, if possible, from evacuation areas or shelter zones.
- In general, if escape routes are accessible, evacuation should proceed downward. If downward evacuation is blocked, move upward and seek refuge in higher compartments.
- Under no circumstances should elevators or lifts be used during a fire evacuation.
- It is strictly forbidden to move in the opposite direction of the evacuation flow (i.e., do not go up if others are coming down and vice versa).
- All fire doors must be kept closed after use during the evacuation.
- No one without specific training is allowed to attempt extinguishing a fire with portable extinguishers, especially when the flames are large or spreading rapidly. The correct procedure is to alert emergency personnel, calmly inform those nearby, and leave it to trained staff to contact public emergency services.
- Electrical fires may only be extinguished using CO₂ or dry powder extinguishers suitable for energized equipment.
- If a person catches fire, prevent them from running. If necessary, physically restrain them, lay them down, and smother the flames with clothing, blankets, or other suitable materials. Never use a CO₂ extinguisher on a person, as it can cause suffocation and cold burns.
- Beyond technical guidelines, it is essential that all individuals behave with solidarity, civic responsibility, and cooperation throughout the evacuation.
- Once outside, anyone without a specific emergency role must remain in the designated assembly areas to avoid obstructing the operations of public rescue services (Firefighters, Police, etc.). Workers from different areas of DICATECh (services, offices, etc.) must gather in an orderly manner at the designated assembly point to allow headcounts to be carried out.

Blackout

In the event of reduced interior lighting due to an incident, workers must carefully proceed to the nearest exit, guided by the emergency lighting installed in the workplace.

If any electrical equipment or machinery was active before the blackout, the worker must ensure that switches and power supplies are turned off before leaving the premises, in order to prevent uncontrolled reactivation of devices when power is restored.

It is also necessary to check that no one has been left in difficulty (e.g., trapped in elevators or dark rooms).

Flooding

In the event of flooding in rooms located below street level, follow these guidelines:

- If it can be done safely, disconnect electrical devices, machinery, and electrical panels.
- Leave the flooded areas immediately, moving to upper floors and using only designated safe escape routes. Do not use elevators.
- Avoid crossing flooded areas, especially if the water depth or presence of obstacles is unknown.
- Do not remain in areas where electrical equipment is operating or partially submerged.
- If conditions do not allow evacuation, immediately report your location and the nature of the event to emergency or rescue teams.
- If possible, gather floating objects that may assist in staying afloat or signaling your presence, such as wooden boards, tightly sealed plastic containers, bottles, polystyrene items, etc.

Earthquake

Currently, there are no reliable systems for predicting earthquakes. Therefore, specific preventive measures cannot be implemented, except through appropriate training of personnel on the most suitable actions to take when an emergency occurs.

However, there is useful information that can help manage an earthquake more effectively. For instance, it is important to identify the safest areas inside buildings, such as load-bearing walls and reinforced concrete beams, as well as safe open spaces near the building.

From a furnishing perspective, it is recommended to avoid placing furniture in positions where, if toppled, it could block escape routes or prevent doors from opening.

An earthquake typically begins with strong initial tremors, followed by brief pauses and aftershocks, which are usually of lower intensity. However, these can still be extremely dangerous, as they may cause the collapse of structures already weakened by the initial shocks.

Recommended behavior during an earthquake:

- At the first tremors, even minor ones, remain calm.
- Indoors:
 - Move away from windows, glass, mirrors, and heavy objects.
 - Open doors to prevent them from jamming.
 - Take shelter under sturdy tables or near structural elements (load-bearing walls, door frames).
- Do not exit during the tremor; avoid balconies, open flames, and elevators.
- Once the tremors stop, evacuate the building in an orderly manner using the designated escape routes, following procedures learned during emergency drills.
- In this type of emergency, it is not necessary to wait for an alarm signal to begin evacuation.
- If the building's stability is compromised and evacuation is not possible, avoid standing in the center of rooms. Seek shelter preferably:
 - Near perimeter walls;
 - In structurally reinforced corners;
 - Under sturdy tables.
- Before evacuating, carefully check that escape routes are safe to use: when stepping on stairs or landings, first test with the foot not bearing your weight, then gradually shift your weight.
- While moving:
 - Stay close to the walls;
 - If necessary and possible, descend stairs backwards to check each step before putting full weight on it.
- Inspect for cracks in walls or structural elements. Pay special attention to horizontal or diagonal cracks, or those near beams and pillars, as they may indicate structural failure. If in doubt, avoid these areas and wait

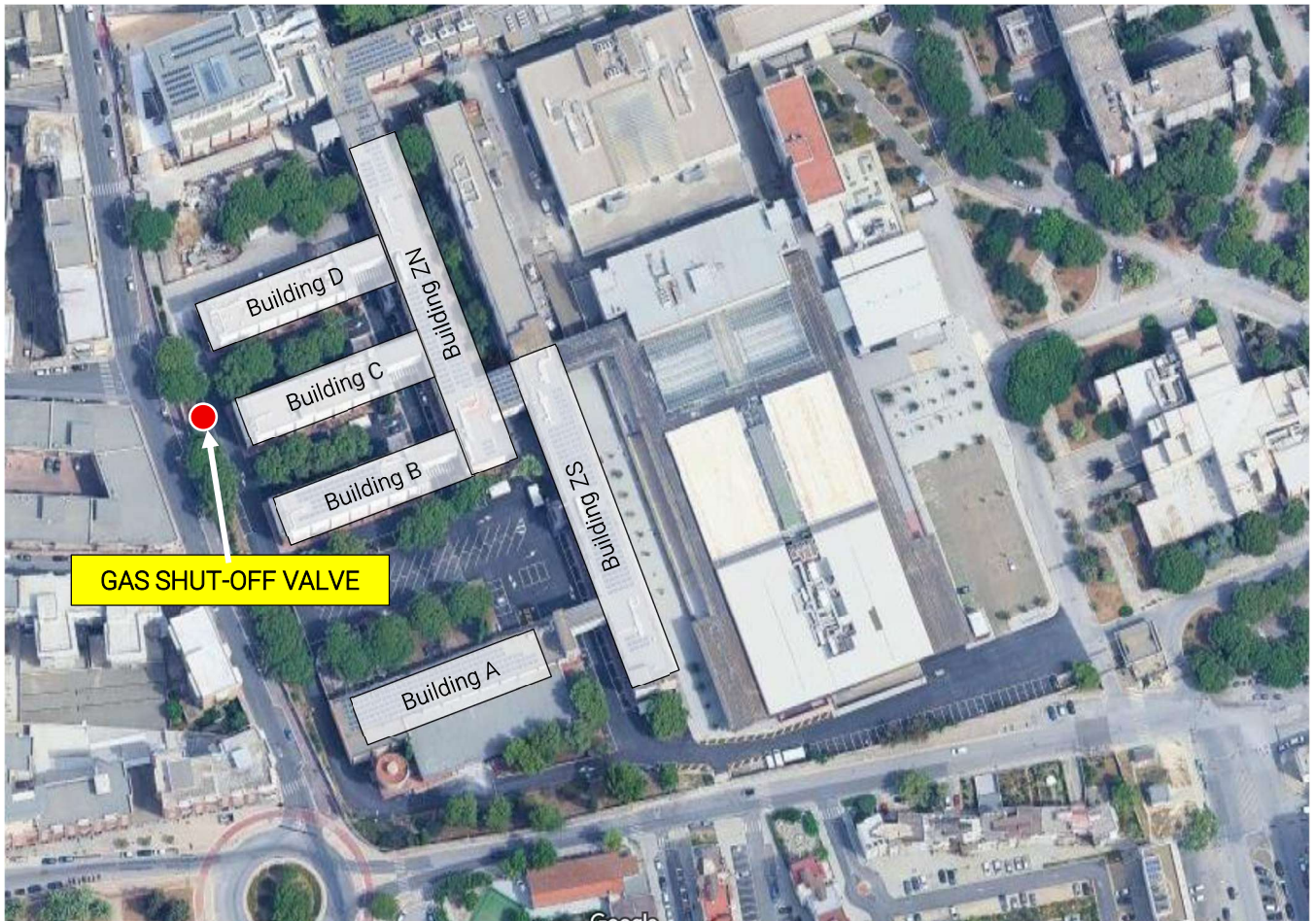
for qualified personnel.

- Do not use matches or lighters due to the risk of gas leaks.
- Once outside:
 - Move away from the building and other nearby structures.
 - Head to open areas, away from trees, overhead power lines, poles, or unstable structures.
 - Remain outdoors until the event is over and official instructions are given.
- If you are already outdoors during the tremor:
 - Move away from buildings, bridges, power lines, unstable walls, and dams.
 - Avoid using your car.
 - Do not approach frightened animals, as they may react aggressively.

Gas Leak / Hazardous Substance Release

In the event of a gas leak or the presence of odors suggesting a significant concentration of gas or hazardous vapors in a room:

- No one should be allowed to enter the affected area, and emergency response personnel must be contacted immediately.
- Evacuate all personnel who may be at risk due to a potential explosion or exposure to the hazardous substance.
- Request the intervention of the Fire Brigade and, if necessary, other emergency and rescue services.
- If possible, shut off the supply of gas or hazardous substance using the cut-off valves located outside the affected area.
- If you are inside the affected premises, avoid turning electrical devices on or off while exiting; do not use open flames or cause sparks of any kind.
- If you are in the same environment where the leak occurred, interrupt the supply of gas/hazardous substance before leaving, and if possible, open the windows. After exiting, ensure the door is closed to limit the spread.
- Disconnect power from the local or main electrical panel.
- Breathe calmly, and if needed, place a cloth—preferably damp—over your mouth and nose to reduce inhalation of dangerous vapors.



Flood

In most cases, this type of event occurs with some advance warning and develops gradually over time. Nevertheless, the following guidelines must be followed:

- In the event of a flood affecting the area where the department is located, calmly move from the lower floors to the upper floors, strictly avoiding the use of elevators.
- Electrical power must be shut off from the main distribution panel.
- Do not attempt to cross flooded areas unless you are thoroughly familiar with the space, the depth of the water, and the possible presence of manholes, pits, or depressions.
- Never leave the building if the surrounding area is completely flooded, as the strong currents may carry you away.
- Wait patiently for rescue teams, clearly signaling your position and the location where you are sheltering.
- While waiting for help, if possible, gather objects that are reliably buoyant (e.g., wooden boards, tightly sealed rigid plastic containers, polystyrene panels, etc.).

Tornado / Violent Windstorm

At the first signs of a developing tornado or windstorm, avoid staying outdoors. In addition, follow these safety measures:

- If you are near tall trees or overhead power lines, move away immediately.
- If ditches or depressions are present in the open area affected by the tornado, take shelter in them; a solid wall can also provide effective protection. Be especially cautious of falling objects (e.g., roof tiles, flower pots) and airborne debris (e.g., advertising signs, lightweight panels).
- If solidly built structures are nearby, seek shelter inside and remain there until the event has passed.

- If indoors, stay away from windows, shelving, or any area where glass or furnishings could become projectiles.
- Before exiting any building affected by the event, make sure that the outdoor environment and escape routes are free of suspended or unstable objects that may fall.

Collapses / Explosions

During the event:

- Remain calm; avoid running or engaging in chaotic behavior.
- Immediately move away from the affected area without attempting to retrieve personal belongings.
- Do not use elevators.
- Follow the escape routes indicated in the evacuation plans.
- If evacuation is not possible, take shelter under sturdy structures (desks, door frames) and cover your nose and mouth with a cloth.

After the event:

- Do not touch suspicious objects, explosive materials, or unstable structures.
- Do not remove debris or hazardous materials unless authorized to do so.
- Check for injured individuals and report their presence immediately.
- Cooperate with rescue personnel and provide any useful information.
- Take part in any post-emergency briefings for the evaluation of the incident.

Armed Threat or Presence of a Violent Individual

In such cases, particularly for personnel directly exposed to the threat, evacuation is not advised.

Workers must follow these behavioral guidelines:

- If the threat is outside the workplace, do not leave your workstation and do not look out through doors or windows out of curiosity.
- If the threat is inside the workplace, emergency response personnel will assess whether to evacuate those not directly exposed.
- If the threat is inside and directed at personnel, remain where you are, lower your gaze, and adopt a non-threatening posture.
- Do not attempt to confront or interfere with the attacker's actions.
- Stay calm, in control of your movements, and avoid mocking or reacting to the attacker's unstable behavior.
- Any actions or movements must be performed naturally and calmly—no sudden gestures, no movements that could appear as escape attempts or defensive reactions.
- If the threat is not directed at you and you are certain that law enforcement is actively responding, sit or lie on the ground and wait for instructions.

Anonymous phone calls (bomb threats)

- Receiving the Call remain calm and try to accurately note down any useful information such as:
 - o Where has the bomb been placed?
 - o When will it explode?
 - o Why was it planted?
 - o What type of bomb is it?
 - o Who is speaking?
- Immediately inform the safety officer or the emergency response coordinator.
- Contact law enforcement authorities (112 or 113) without delay.

- The safety officer, in agreement with the authorities, will assess whether to initiate a full or partial evacuation of the building.

Attachments

The floor plans indicating the fire protection systems and emergency escape routes are attached to this document.

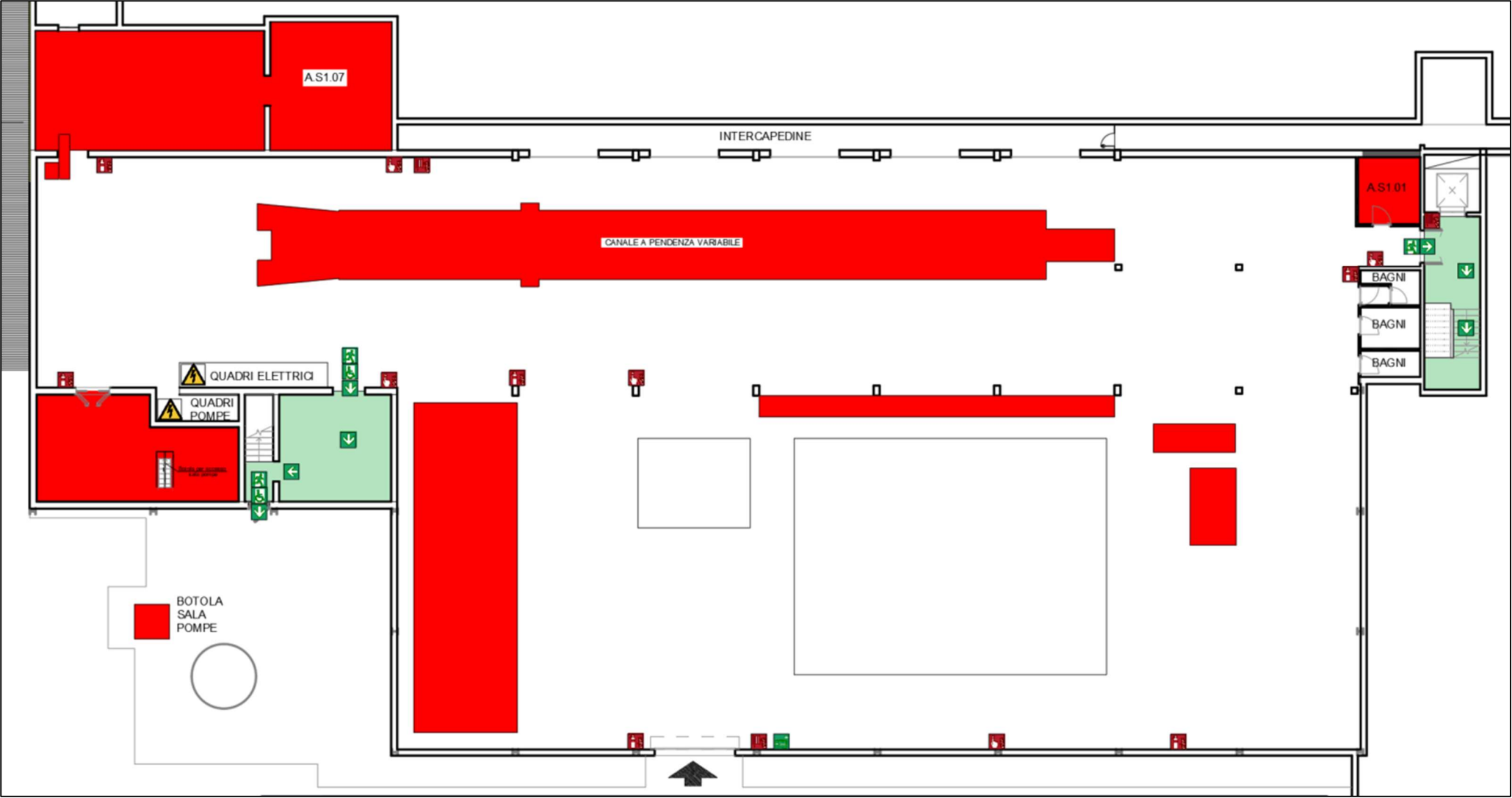


Fig. 1 - Building A – Basement Floor Plan

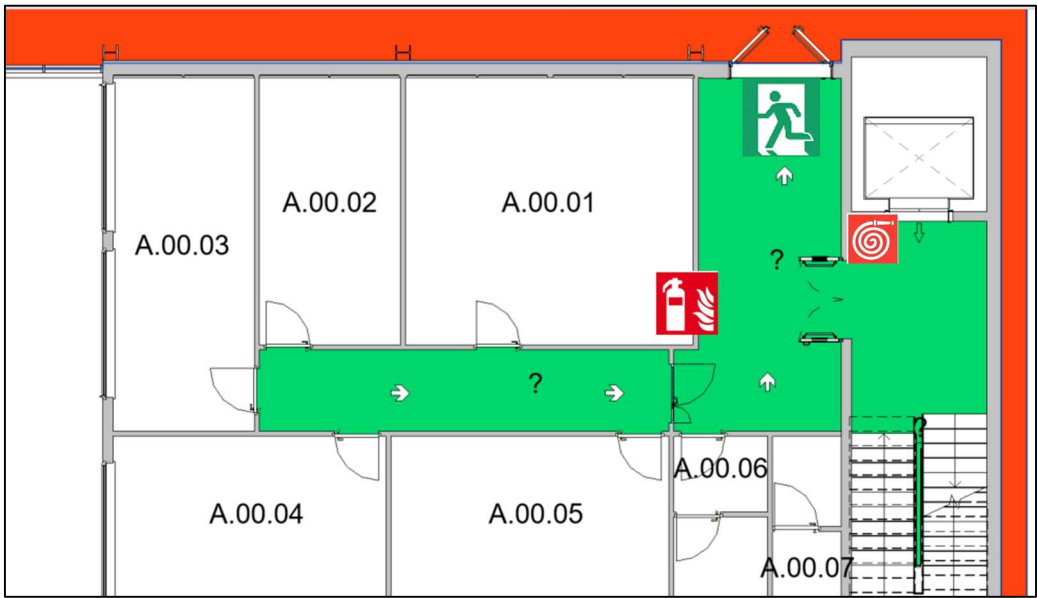
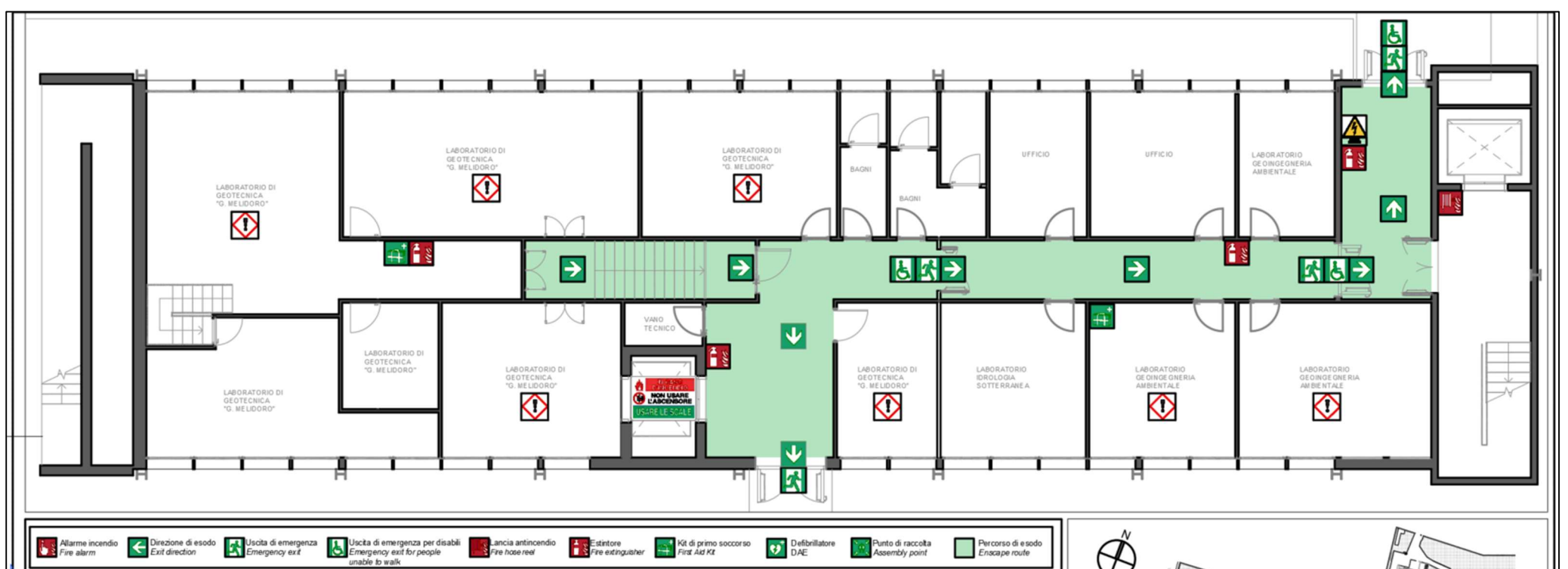
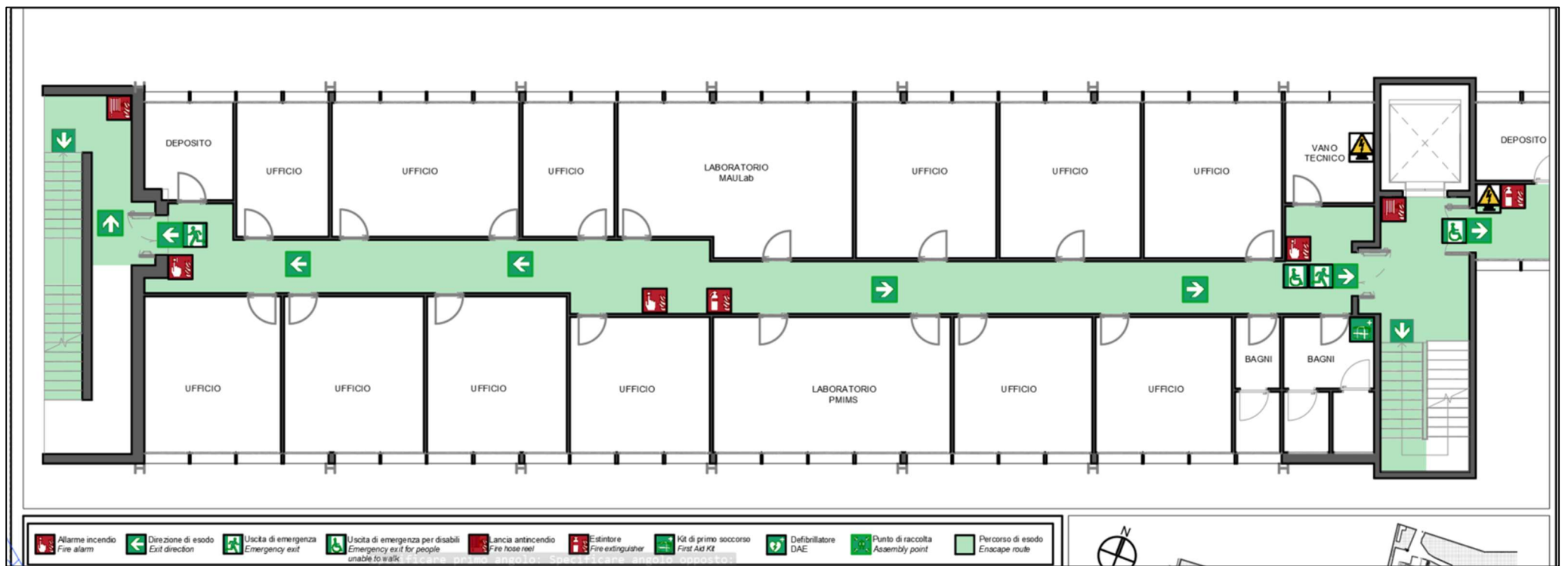
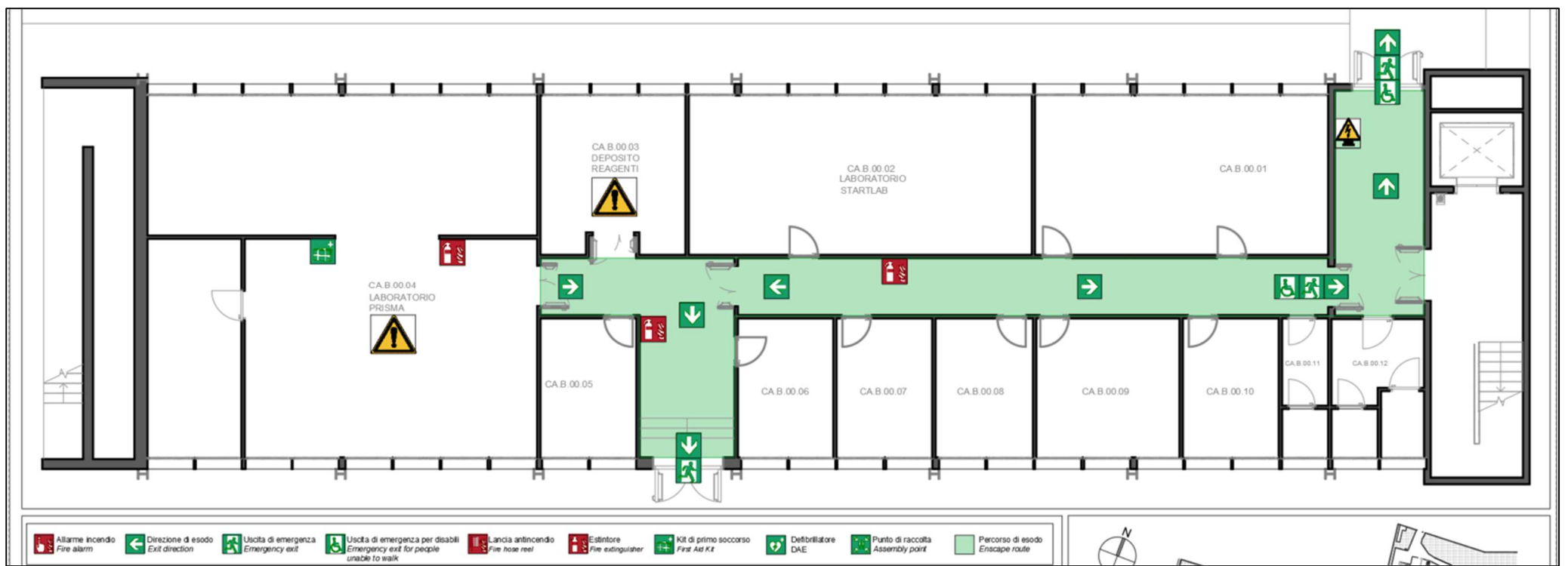
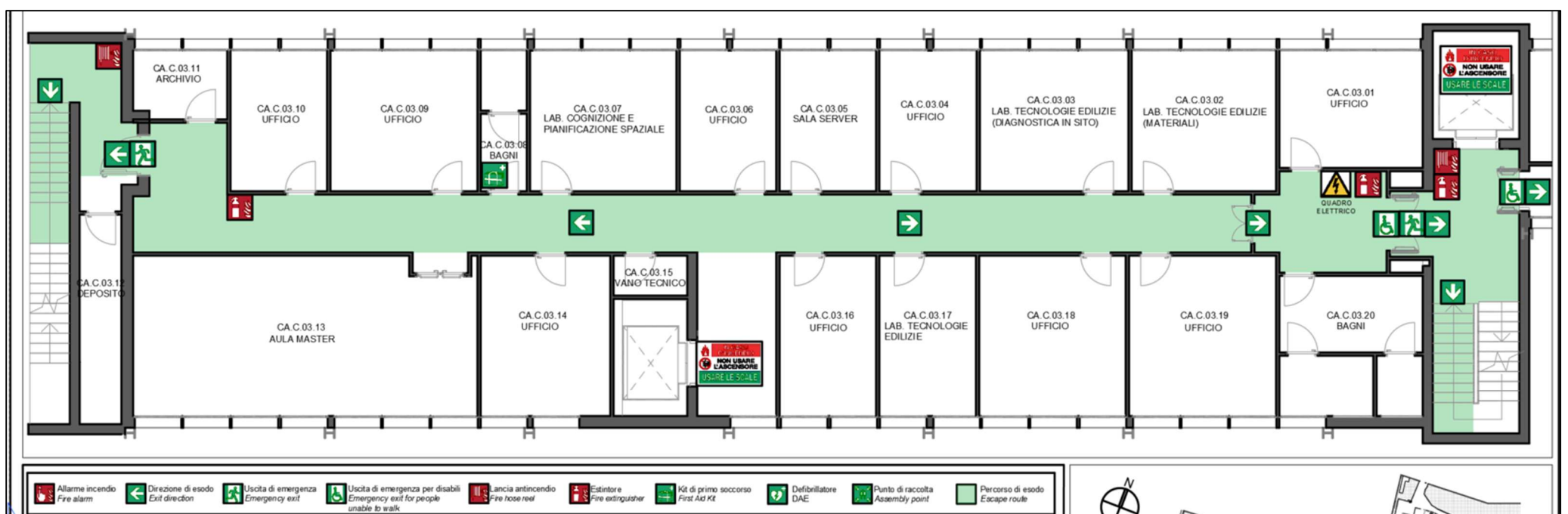
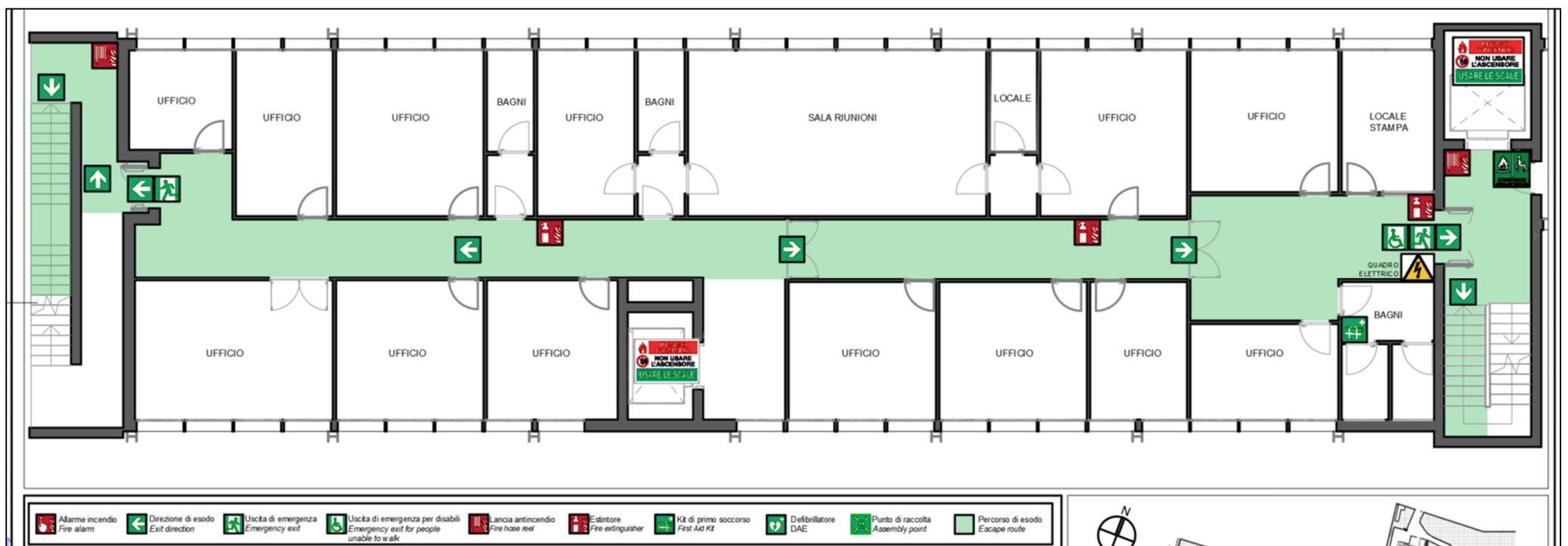
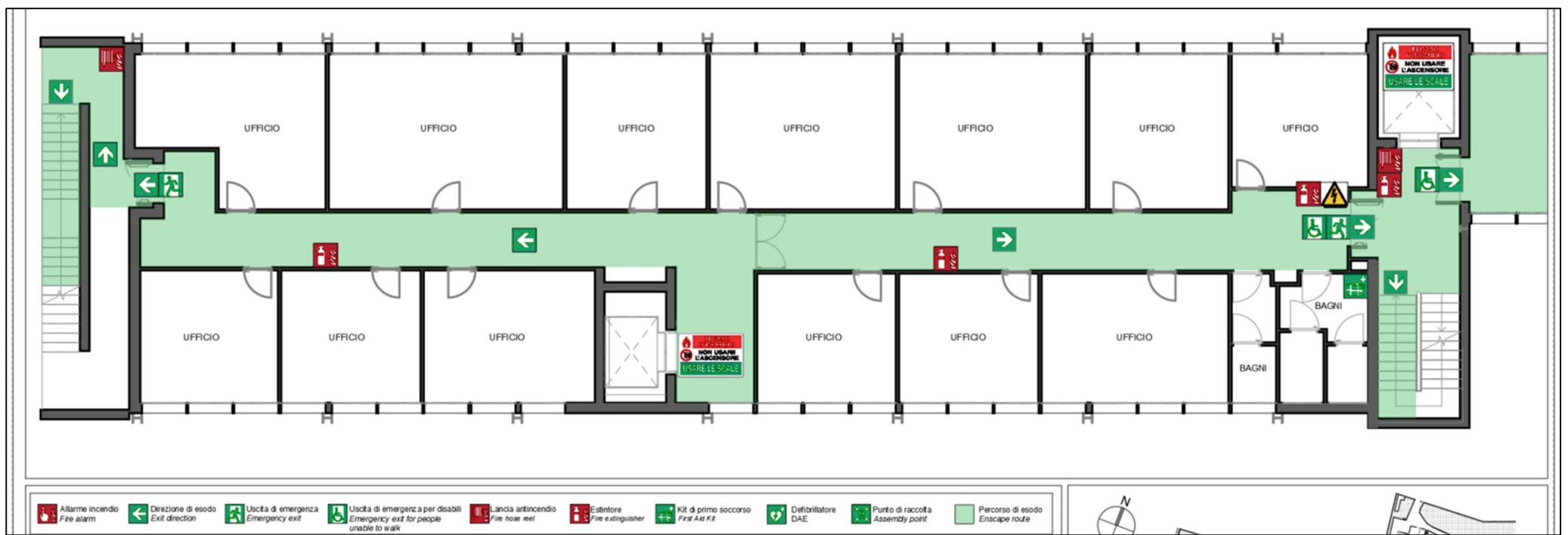


Fig 2 - Building A – Ground Floor Plan



Fig. 3 - Building A, First Floor Plan





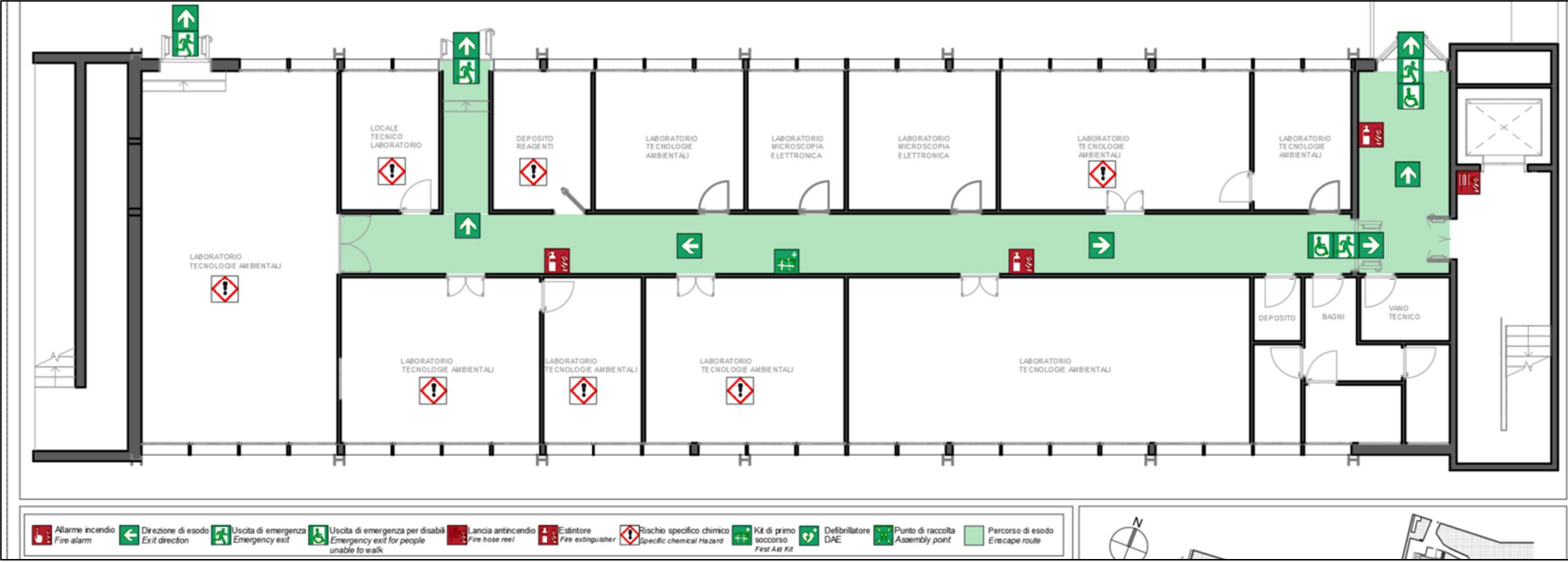


Fig. 10 - Building D- Ground Floor Plan

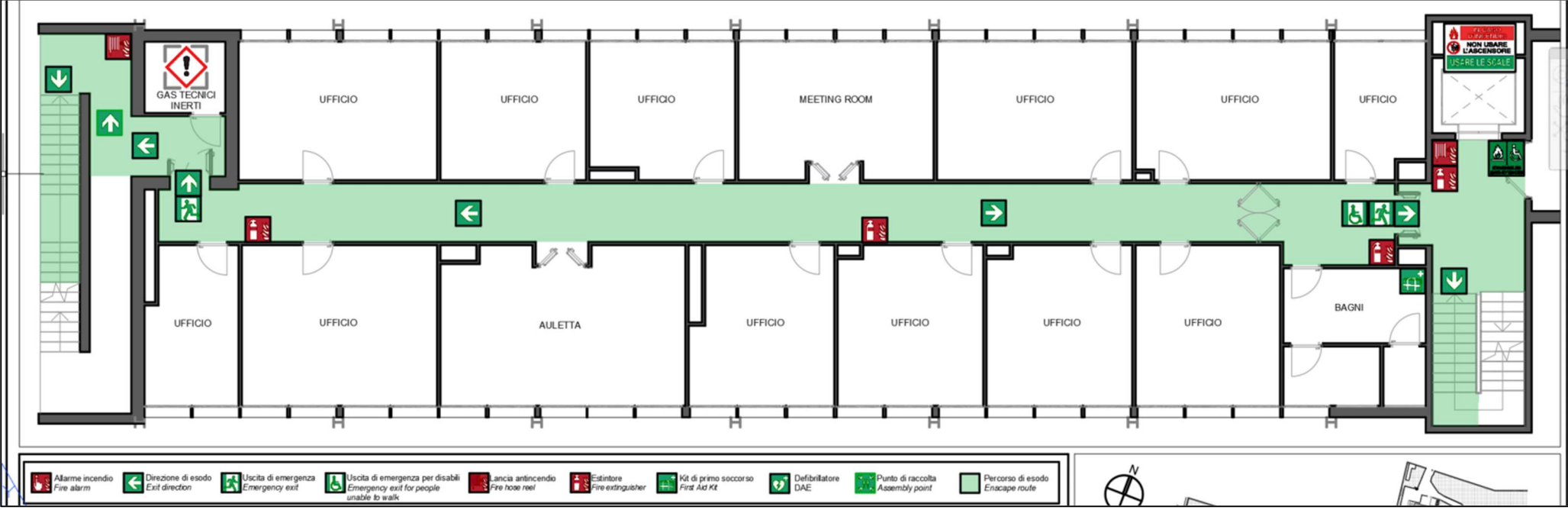


Fig. 11 - Building D- First Floor Plan

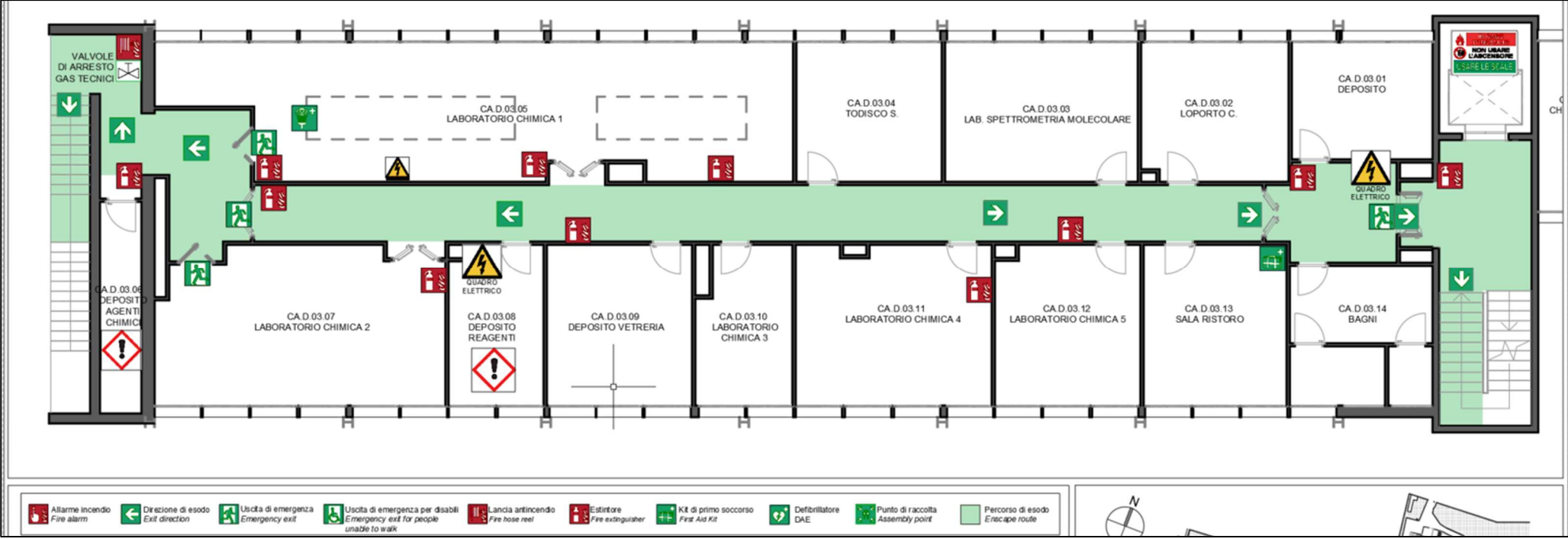


Fig. 12 - Building D- Second Floor Plan

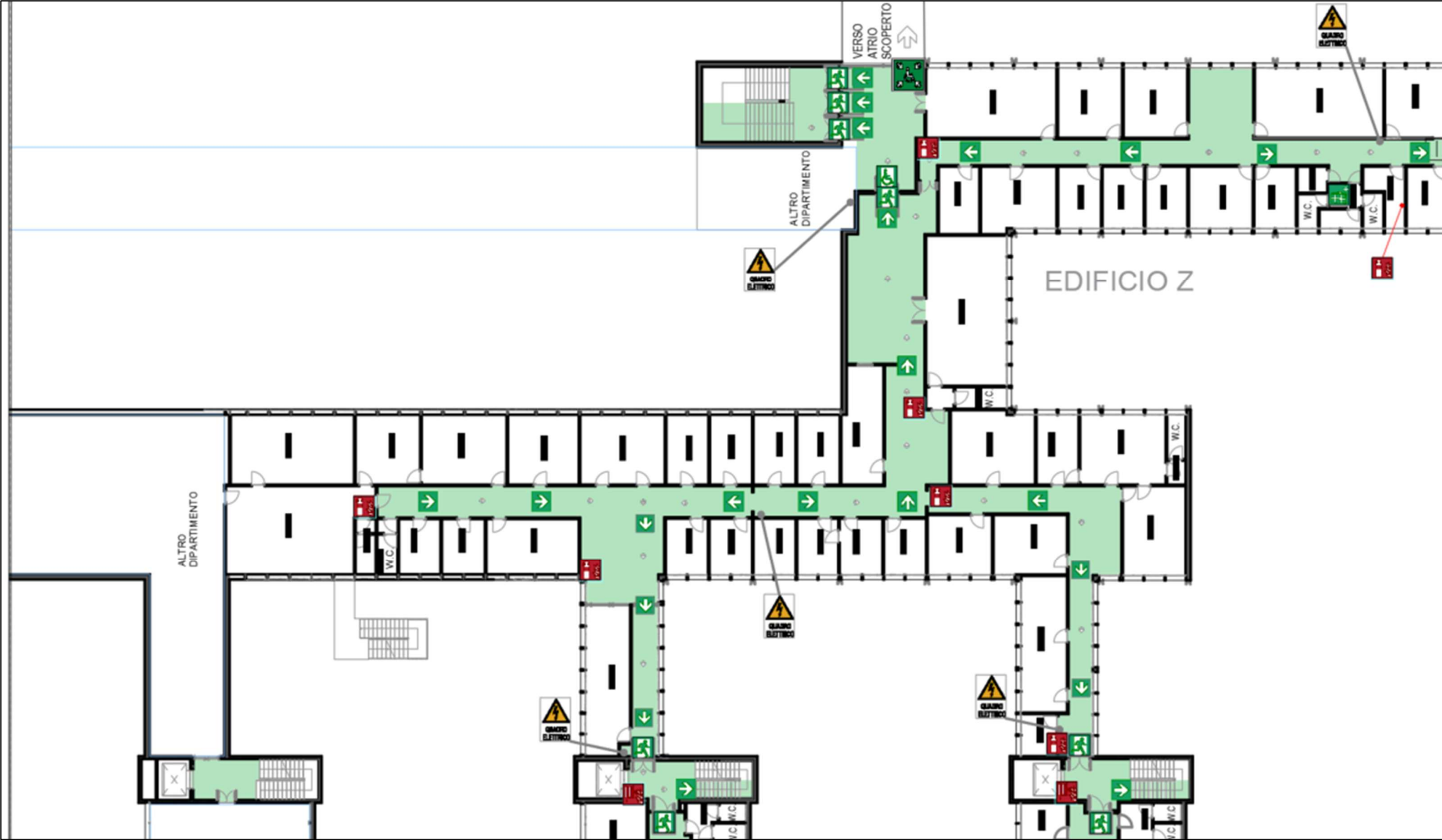


Fig. 13 - Building ZN- First Floor Plan

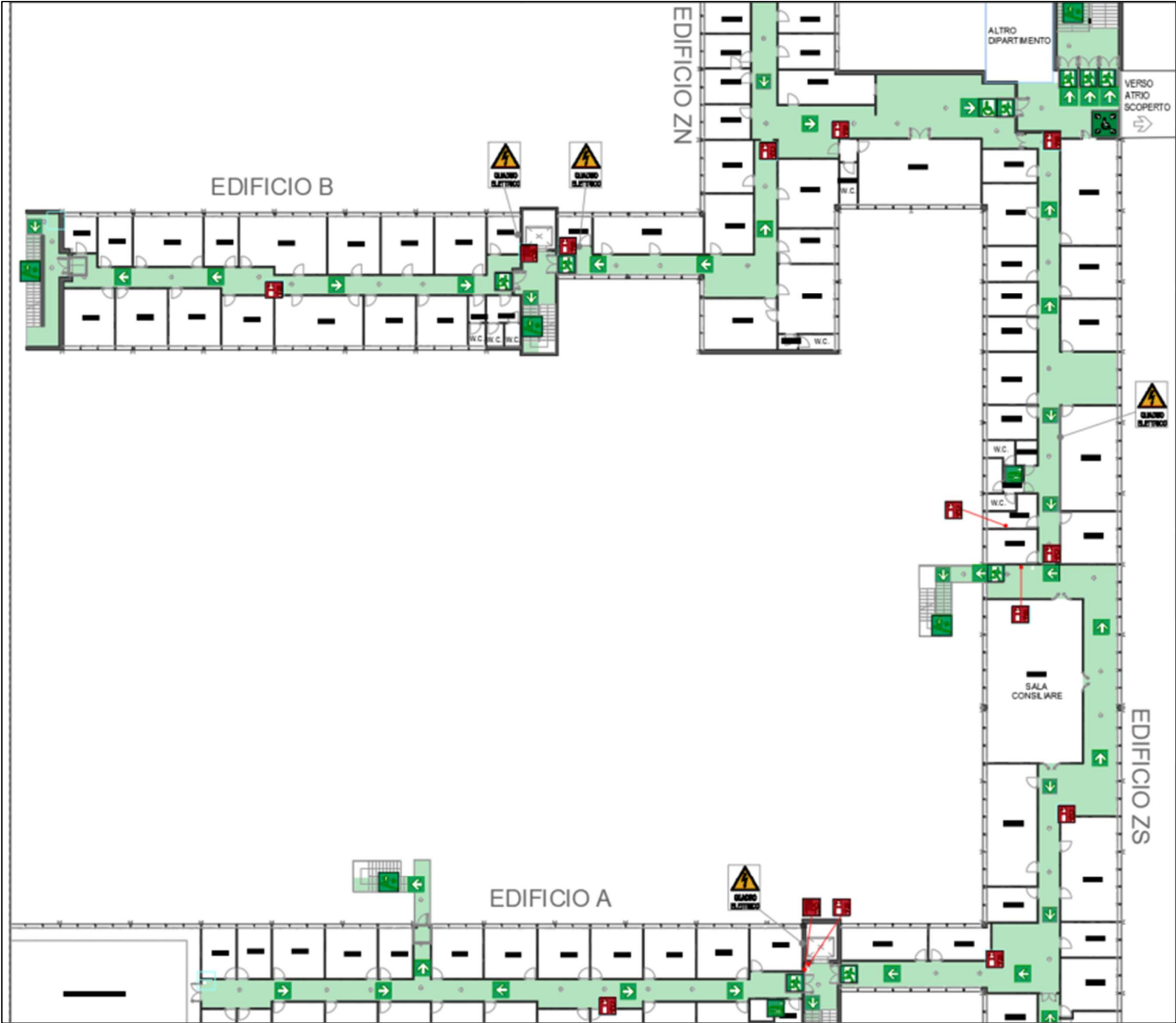


Fig. 14 - Building ZS - First Floor Plan



Fig. 15 - Building ZN– Third Floor Plan

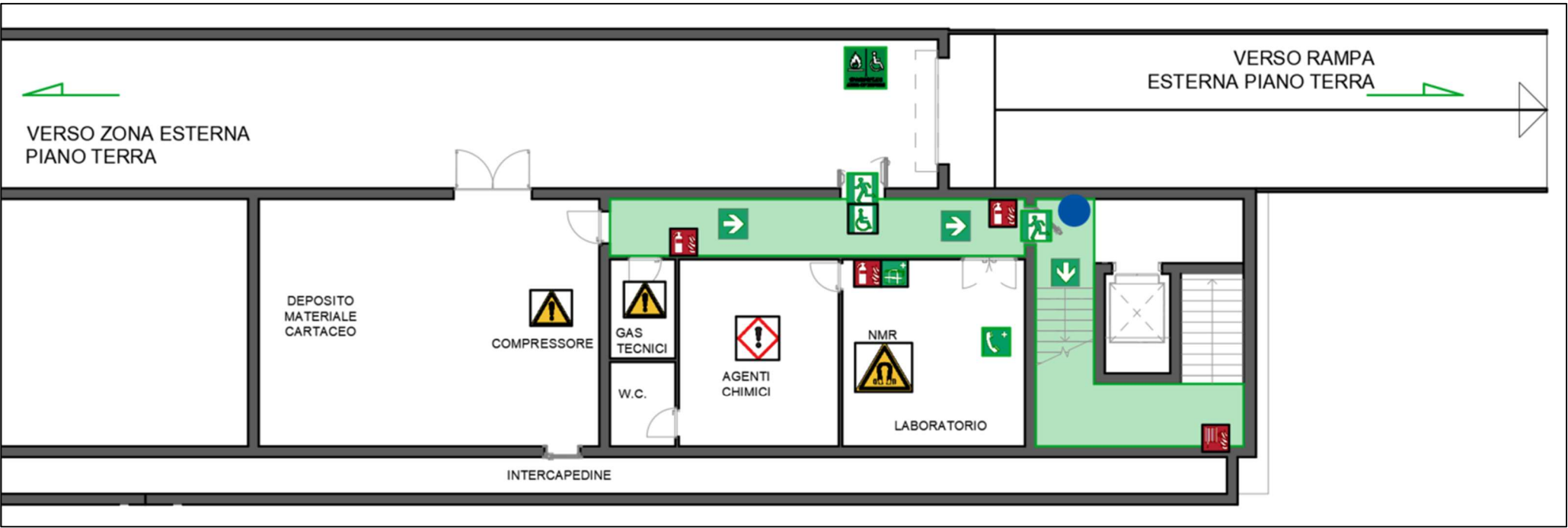


Figura 16 - Building ZS - Basement Floor Plan