



Emergency Procedure and use in safety of DASTU's spaces

In case of an emergency, all people authorized to enter DASTU spaces must observe scrupulously what they learned during the **Basic Course on Safety** in workplaces at *Politecnico di Milano*, or the course **Managing Emergency**. They must also follow the guidelines provided in this document and the instructions of the *Emergency Team*, who is recognisable because of the orange safety vest.

Anyone noticing an emergency of **fire outbreak** must **signal it immediately through the Alarm Buttons** installed in the common areas of each building and, if needed, at a later stage only, call the *Emergency Team*.



Medical Emergencies, such as **sudden illness** or **accident**, must be signalled calling one of the **First Aid Officers** and, only if no one of them is available, it must be signalled using the *Alarm Buttons* and/or requesting assistance directly from the *External Emergency Services* by dialling **112**, the *Unique European Emergency Number (NUE)*.

You can find **names and phone numbers** of *First Aid Officers* on the *Medical Emergency* signs installed in the common areas of each building.



Upon an alarm signal, which can be either audio or visual

All people in the building must **immediately begin evacuation** through the escape routes and follow instructions from the *Evacuation Officers* until the arrival at the *Meeting Point*, in an orderly manner and **without using lifts**.

Anyone who is with *Guests* (*individuals not authorised to independently access the building*) must remember that they are under its protection and must, therefore, provide them with all necessary instructions to safely carry out the evacuation procedures and guide them to the *Meeting Point*.



In the event of a fire outbreak, anyone is authorized to take prompt action to extinguish it in its early stages since timely action is essential in order to prevent the flames from spreading. In any case, it is **essential to promptly activate the emergency procedure using the Alarm Push Buttons**, as this will ensure activation of the evacuation procedures and intervention by the *Emergency Team* which are crucial in the event that initial extinguishing operations are not sufficient to eliminate the emergency.

For prompt action, all *Staff* operating in the building have to memorize the locations of the portable extinguishers and *Alarm Push Buttons*. The staff must also remember that no *Staff* or *Emergency Team* member can use fire hydrants or hose reels. This equipment is provided for use by specialist rescue personnel only. Note that it is dangerous to use water to extinguish fire outbreaks, particularly if these involve electrical systems or equipment.

Remember that, normally it is **the Emergency Coordinator who calls the External Emergency Services** after he assessed the emergency and after checking that it is not a false alarm or a drill.



Using *DASStU* Spaces Safely

All *DASStU* spaces (Annex 1) are subject to the ***University Regulations on Workers' Health and Safety*** and related annexes.

The following information provides further details on the safe use of the areas designated for office activities or meetings.

Everyone entrusted with the supervision of an area dedicated to an office or comparable activities is responsible for the above-mentioned area and for the activities carried out there, as well as for *Guests* to whom they permit access. Note that **access to *DASStU* areas by *Guests* is only permitted with someone with independent access authorization**. The *Hosting Person* is responsible for the *Guest* for the entire duration of his presence in the *DASStU* spaces.

The *Hosting Person's* responsibility concerns both the actions and activities of the *Guest* and his safeguarding in the event of an emergency, since *Guests* could have no training on the emergency procedures of the *Politecnico di Milano* and of the building in which they are hosted.

All users of *DASStU* spaces must conform to the following rules

- In all *DASStU* spaces **smoking is strictly forbidden**; this legal prohibition meets criteria of public health, the health of workers in workplaces and fire prevention criteria;
- **It's also forbidden to use kettle or comparables tools** such as: lunch box warmers, ovens, microwave ovens, electric cookers, toasters, etc. because if they aren't under continuous and direct supervision during function and periodically cleaned, they constitute a risk in terms of possible fire outbreak; a risk of fire is associated as well with the equipment being connected to the mains electricity when not in use. The use of these tools will be permitted exclusively in designated areas;
- **The use of electric radiators and/or heaters**, which could be a source of fire outbreak, is only permitted if these tools conform with the standards, which means that they have the CE mark and they are in a good state of maintenance and cleaning (they mustn't be dusty or have broken plugs or damaged cables). Such equipment can only be connected after checking that the electrical power supply is compatible with the power of the appliance. Furthermore, it must be used exclusively in the presence and under the direct supervision of the user, who must ensure that appliances are not placed near flammable materials;
- **It is necessary to ensure that electrical appliances are correctly connected** to the building's power supply in order to prevent tripping hazards and dangers resulting from insufficient protection from overloading due to use of non-certified extension cords, improper use of these or use of triple plugs;
- **It is necessary to ensure that no combustible materials**, such as models and rolls of drawings in inappropriate quantities to the size of the doors are not deposited in these spaces, in order to prevent fire loading in rooms that are not suitably partitioned, to prevent improper piling-up of materials and to prevent accidents resulting from falling materials;



POLITECNICO
MILANO 1863

DIPARTIMENTO DI ARCHITETTURA
E STUDI URBANI

- **It is necessary to ensure that no dangerous substances are stored in these spaces** such as: glues, paints, solvents or gas cylinders, which could constitute a health hazard or contribute to the aggravation of a fire outbreak;
- **It is necessary to inform the building's *Prevention and Protection Officer*** about staff members exposed to VDU (Video Display Unit), in order to allow the required health monitoring.