








# INSTRUCTIONS IN CASE OF EMERGENCY IN LABORATORIES / WORKSHOPS For Teaching Staff, Students and Visitors

FORM 8

## IN CASE OF EMERGENCY

1. **Notify the Internal Control Center (C.C.I. – BUILDING RECEPTION)** by phone (**954 55 28 91**), activating the nearest alarm button if applicable, or going there in person if necessary.
2. If you know how to use fire extinguishers, use them by directing the jet at the base of the flames. **Do not use water in the presence of electrical current.**
3. In all cases, prevent the spread of smoke and flames to other areas by **closing doors and windows behind you.**
4. In case of gas leak or spill, **OPEN** windows and do not switch anything on or off that could generate a flame.

**IMPORTANT: Remember to raise the alarm (ask for help) before taking action. Avoid acting alone.**

TEACHING STAFF/RESEARCHERS	STUDENTS/VISITORS
<p>Know the evacuation route according to the space where you are.</p> 	<p>In case of doubt, consult the teacher or laboratory supervisor. Act with caution and common sense.</p>
<p>Calm students and staff. Act firmly to ensure a quick and orderly evacuation.</p>	<ul style="list-style-type: none"> <li>• Listen to the teacher or laboratory supervisor and follow instructions. </li> <li>• Do not shout or run. </li> <li>• Do not leave carrying heavy or bulky objects (computers, backpacks, etc.).</li> <li>• Leave in an orderly manner following instructions, helping those with difficulties.</li> <li>• Do not go back to retrieve “forgotten items”.</li> <li>• In the presence of smoke, <b>cover your nose and mouth</b> with a cloth (preferably damp). If there is a lot of smoke, move in a crouched position. </li> <li>• <b>Do not use elevators</b> or remove vehicles from parking areas. </li> <li>• Avoid blocking exit doors or access routes for emergency teams.</li> <li>• Assist the teacher and emergency team if possible.</li> <li>• Evacuate the building using the indicated or signposted route.</li> </ul>
<p>If upon leaving the area <b>there is NO one at the EAE post, ACT as EAE.</b> Use the identification vest.</p>  <p>Guide students to the assembly point outside.</p> 	
<p>Check that no one is left behind and that all people have evacuated. Inspect the entire area and close doors and windows behind you.</p>	

**Follow the instructions of the Alarm and Evacuation Team (EAE). If there is no teaching staff present, but there is a responsible technician, he/she will assume emergency duties.**

