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# **EMERGENCY PLAN**

complying with the provisions of Legislative Decree No. 81/2008

## **FOR ALL BRANCHES OF THE FONDAZIONE BRUNO KESSLER**

**TRENTO**


Date	Revision no.	Nature of change
October 1999	0	Original document
July 2005	1	Procedural changes and update of chap. 5
September 2008	2	Update to include changes in the law and in the composition of the Emergency Response Team

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REVISED September 2008	ISSUED BY The Prevention and Protection Service	APPROVED BY RSPP R. Dellacosta	INTENDED FOR All personnel
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## **1. EMERGENCY MANAGEMENT: FIRE, EMERGENCY RESPONSE SERVICES, EVACUATION, ASSIGNED PERSONNEL**

### **1.a General information**


If an emergency occurs, a plan is in place which will enable the situation to be handled safely.

In each of the various branches of the Fondazione Kessler, a number of persons have been trained to deal with a situation of average risk due to fire. These persons make up the Emergency Response Team.

Every person visiting the branches of the Fondazione is urged to follow their instructions in case of emergency. The members of the Emergency Response Team are listed in the last chapter of this plan. Persons who have been appointed as members of the team cannot refuse to take up such appointment without an acceptable reason for their refusal.

Also, the FBK has taken the following steps to ensure that its branches comply with the safety standards prescribed by current regulations:

- installation of fire detectors in each branch and gas detectors in the areas where they are required, with centralization of alarms at stations that are constantly manned;
- alarm signaling and emergency exit labeling in every operational situation;
- installation of suitable escape paths to the outside of the buildings, and installation of fireproof doors for particular sectors;
- installation of suitable fire extinguishing systems, complete with hydrants and portable extinguishers;
- installation of adequate containment systems that limit the risks which may be caused by the use and storage of chemicals, gasses and sources of radiation;
- preparation and display of a plan for dealing with emergencies, which also includes instructions for specific actions to be taken by personnel in special positions;
- display of floor plans, with complete emergency information, in most frequented areas
- presence of a team suitably trained to use firefighting systems, deal with emergency situations, and ensure that buildings are evacuated when necessary;
- implementation of an information and control system for all personnel who work at the FBK to inform the staff of the risks and of the actions to be taken in emergency situations.

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## 2. EMERGENCY PROCEDURE

In case of fire or other emergency that may endanger persons and property, everyone at the Fondazione's premises must follow these instructions:

- **Push one of the emergency buttons located in the halls** (break the glass over the marked buttons)
- **Notify personnel in the Doorman Service about the emergency situation:**
  - **Continuously manned Doorman Service at the branch at Via Sommarive in Povo: tel. 385**

If you have trouble, directly notify the contact persons at the FBK, i.e.:


- The Person in charge of the Safety, Protection and Prevention Service: tel. **307**
- When the FBK is closed, contact the person on call. Ask the Doorman Service at the Povo branch for his mobile phone number.

### 2.a In case of an emergency alarm

- If possible, shut down all systems and equipment, and suspend any operation that could compromise safety.
- Leave the building by keeping calm and escorting any guests who may be in the premises. Follow the closest signaled escape path. Handicapped persons must be escorted by the Fondazione's representative who is hosting them.

### 2.b In case of fire

- Do not use the elevator (lift).
- If you are alone, do not enter areas filled with smoke.
- Close the doors to rooms affected by fire and smoke. Make sure that all persons have been evacuated.
- Always make sure you have an escape path free from flames and smoke available.
- If smoke is present, crouch down as you walk and protect your nose and mouth.
- Do not use water on electrical equipment.

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**If there is no specific danger and the fire is small, try to put it out.  
Follow these instructions:**

- If possible and if there is no risk involved, shut off the power to the equipment that is on fire.
- Use the closest portable extinguisher. Operate the extinguisher with one hand while holding the outlet firmly in the other. Direct the spray toward the bottom of the flames, and then move to a well-ventilated area. Remember that gas extinguishers use up the oxygen in the room.
- Be sure to point the spray toward the bottom of the fire and not toward the flames.
- Make sure the fire is completely out, since it can be reignited by smoldering ashes.

## **2.c Useful emergency numbers**

If a serious situation has occurred and it is impossible to get in touch with the contact persons at the Fondazione:


- Call the following numbers **(dial # first)**:
- **Fire Department** Tel. 115
  - **Public Emergency Service** Tel. 113
  - **Health Emergency Center** Tel. 118
  - **Carabinieri National Police** Tel. 112

**Specify the branch of the FBK where the situation has occurred:**

- **Downtown Trento branch, Via S. Croce 77**
- **Povo branch, Via Sommarive 18**
- **Povo branch, Via alla Cascata 56/c**
- **Villazzano branch, Villa Tambosi**

**and give a detailed enough description of the situation.**

- Follow the instructions given by emergency personnel.

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### 3. DUTIES OF THE DOORMAN SERVICE PERSONNEL

#### The doorman on duty:

- when alerted about a serious danger situation
- when the emergency alarm sounds due to fire or other dangerous situation
- when persons or property may be endangered

#### **must follow these instructions:**


- collect enough information to decide what action should be taken;
- sound the emergency alarm (if it has not yet been sounded) to evacuate the building;
- notify the members of the emergency team whose names are listed in the last chapter in this plan;
- notify the Person in Charge of the Safety, Protection and Prevention Service ( **Povo branch, tel. 307 – mobile phone 3358242694** );
- notify the Director of the department involved;
- notify the Director of the Technical Department.

#### **In case of fire or other dangerous situation, immediately call:**

- **the Fire Department – Tel. 115 (dial # first)**
- **the Public Emergency Services – Tel. 113 and 118 (dial # first)**

#### mentioning:

- the Fondazione Bruno Kessler
  - the address of the branch where the situation is occurring
  - the situation as it was described to or detected by him
- stay at his/her post for any further actions.

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#### 4. DUTIES OF THE EMERGENCY RESPONSE TEAM


##### 4.a Gathering points for personnel called to handle an emergency:

Branch	Gathering point
Via S. Croce, downtown Trento	In the forecourt of the building
Via Sommarive, Povo	At the Doorman's booth
Via alla Cascata, Povo	On the sidewalk in front of the building
Villa Tambosi, Villazzano	In the forecourt of the building

##### 4.b Actions required from personnel called to handle an emergency

The Emergency Response Team is under the command of the team leader or its oldest member. After consulting with the Person in Charge of the Foundation (if present), the team leader or his substitute will coordinate the Emergency Response Team until public emergency personnel arrive. The goals of the Team include:

- Localizing the cause of the alarm;
- Helping evacuate people from inside areas;
- Helping the handicapped;
- Providing first aid to the injured;
- Extinguishing the fire (if minor) with suitable equipment;
- Shutting down/neutralizing the various systems in the building (utilities, elevators or lifts if empty, research equipment, air conditioners, etc.) and all sources of risk (storage tanks, pressurized tanks, chemicals, etc.);
- Shutting off power to the areas affected by fire (unless shutoff creates situations that are even more dangerous);
- Closing the valves on fuel tanks located near areas of risk;
- Moving any inflammable or dangerous substances out of the areas affected by fire;
- Closing the doors to rooms affected by smoke (provided everyone has been evacuated); keeping the areas where emergency personnel are working free and clear from unauthorized persons;
- Making sure that evacuated persons stay calm and directing them to a safe area;

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- Following the specific safety plans drawn up for individual laboratories;
- Using suitable personal protection equipment when dealing with the emergency;
- Cleaning up areas affected by the fire or other hazardous situation before entering them (unless cleanup is dangerous);

Allowing members of the Toxic Gas Unit to be the first to intervene in areas contaminated by toxic gasses (Clean Rooms).

## 5. THE EMERGENCY RESPONSE TEAM

The Emergency Response Team is composed by:

- Roberto Dallacosta, team leader, along with:
  - **For the downtown Trento branch on Via S. Croce:**
    - Miriam Lucchi
    - The employee assigned to the Doorman Service for the branch
  - **For the Povo branch on Via Sommarive and Via alla Cascata (all buildings):**
    - Walter Bernardelli
    - Renzo Zamboni
    - Alberto Zanetti
    - Mauro Chini
    - The employee assigned to the Doorman Service at the branch
  - **Clean Room Laboratory:** Claudio Gazzin, Giampaolo Gazzin, Severino Pedrotti (Workers' Representative)
  - **Various laboratories:** Gianni Coser, Victor Micheli, Mauro Dalla Serra
  - **For the Villazzano branch on Villa Tambosi:**
    - The employee assigned to the Doorman Service at the branch

### Personnel trained to respond to emergencies:

Bassetti Maddalena, Bernardelli Walter, Bertazzoni Roberto, Bianchini Paolo, Campo Ines, Casotti Sara, Chini Mauro, Chini Michele, Coser Gianni, Dallacosta Roberto, Fellin Maurizio, Gabbi Lorenzo, Gazzin Claudio, Gazzin Gianpaolo, Giordani Dimitri, Gottardi Gloria, Leoni Claudio, Lucchi Miriam, Meneghini Mauro, Micheli Victor, Nardelli Mario, Panato Loredana, Pasquale Ivan, Pasquardini Laura, Pedrotti Severino, Rizzoli Annamaria, Villani Paola, Zaffoni Cinzia, Zanetti Alberto, Personnel assigned to the Doorman Service.