

HOW TO GIVE THE ALARM

If you discover a dangerous situation:

1. Inform a member of the Bologna Congressi emergency team using the internal telephones or by mobile phone at the following numbers:

80.00 from internal telephones **348.39.75.080 by mobile phone**

The emergency telephone numbers for contacting external services are:

Fire Service **115** Ambulance **118** Police **112**

2. Ask for help by providing the following information clearly:

I am	<i>surname and position</i>
I am calling from	<i>office, room, etc</i>
Type of emergency	<i>brief description of the event (type of emergency, severity, presence of casualties, etc.).</i>

When making an emergency call remember to:

- Speak slowly.
 - Listen carefully to any questions you are asked.
 - Do not hang up, but instead wait for the person on the other end to hang up.
3. Warn people in the vicinity to ensure that they are not exposed to the danger.



WHAT TO DO DURING OPERATION OF THE EMERGENCY TEAM OR EXTERNAL SERVICES

During operation of the emergency team:

Clear access routes from any material or objects that may obstruct the emergency workers.

Do not leave your workplace until the evacuation order is given.

Keep telephone lines free.

Do not remove or hide the fire protection devices (extinguishers, hydrants) and/or the safety signage.

Do not get in the way of the rescue workers.

Instruct people in the vicinity to follow this information.

WHAT TO DO WHEN THE EVACUATION ORDER IS GIVEN (VISUAL AND ACOUSTIC ALARM AND/OR PRE-RECORDED MESSAGE)

Place machinery and plants in a safe condition.

Make your way in an orderly fashion to the safety exits following the green safety signs. Do not use lifts or goods lifts. Follow the instructions given by the Bologna Congressi emergency team or your superior.

Close the door of the room you are working in behind you.

Inform anyone who may not have heard the alarm about the evacuation.

Make your way to the nearest assembly point as shown in the enclosed diagrams, following the green safety signs.

Do not leave the assembly point until the emergency has ended. Help the persons in charge to count heads.

