

## EMERGENCY PROCEDURE FOR FACULTY, STUDENTS AND GUESTS

### EMERGENCY SERVICE:

- Coordinators: Igor Nash for VIU, office 2J, tel+39.041 2719 514; Carlo Castiglioni for San Servolo Servizi Metropolitan tel +39.041 276 5001, Reception, ground floor.
- Fire Marshals: Sara Casonato and Lucia Di Gioia, office 5Q, tel +39.041 2719 566-561; Elisa Carlotto, office 5T, tel. +39.041 2719 547; Cristina Di Gioia and Francesca Zennaro, office 2G, tel. +39.041 2719 513-563.
- First Aid Marshals: Giovanna Pietrobon, office 2J, tel +39.041 2719 545; Orla McLaughlin, office 2F, tel +39.041 2719 512
- emergency centers: VIU front office tel +39.041 2719 511; San Servolo Servizi Metropolitan, Reception, ground floor, tel +39.041 276 5001

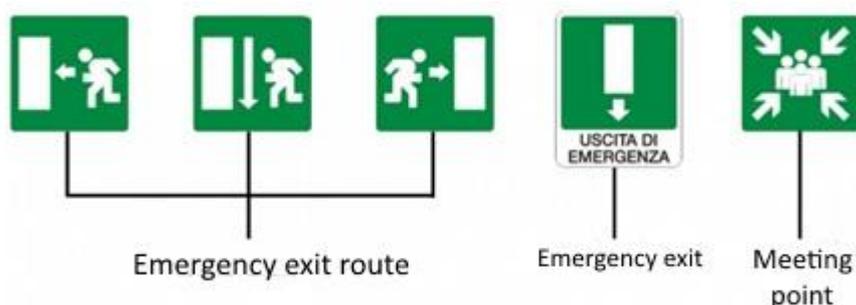
Emergency personnel wear yellow or orange high-visibility jackets as identifying features.

### LOCATION OF THE ASSEMBLY POINTS:

ASSEMBLY POINT "A": in zone 2 on the map (near the boat stop)

ASSEMBLY POINT "B": in zone 6 on the map (outside the café)

ASSEMBLY POINT "C": in zone 2 on the map (outside the church)



### EMERGENCY SITUATIONS

there are 2 types of emergencies:

- material incidents: all those requiring to evacuate the building, e.g. fire, earthquake, flood, explosion, terror attack etc. ;
- health emergencies: accident or sickness.

### SIGNALLING AN EMERGENCY

#### Emergency and evacuation signaled by VIU:

An emergency inside the building is signaled by emergency marshals or by VIU staff either via an acoustic alarm, via the emergency lights, or by phone, voice or megaphone in those areas where an alarm system is not operational.

The acoustic signal for evacuating the building is a continuous tone.

#### How to raise an alarm if you witness an emergency:

- if you notice an emergency situation, please activate the alarm system by pushing an alarm button or by phone or by raising the alarm in person with the Emergency Coordinator Mr. Igor Nash in office 2J on the ground floor (tel.

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+39.041 2719 514) or with the Emergency Centers, i.e. the VIU Front Office on the ground floor (tel. +39.041 2719 511) or the Reception of San Servolo Servizi on the ground floor (+39.0412765001).

- follow the instructions listed below according to the type of emergency.

### **PROCEDURES FOR DIFFERENT TYPES OF EMERGENCY**

#### **EVACUATION PROCEDURE COMMON TO ALL TYPES OF EMERGENCY:**

- stay calm.
- do not use lifts
- follow the escape routes, unless there is an evident danger, and reach the nearest Assembly Point. If you are unable to reach an official Assembly Point seek refuge in the nearest safe place.
- wait for further indications from the emergency staff wearing yellow or orange high-visibility jackets.

#### **FIRE**

- if time permits, switch off electrical equipment and close windows and doors.

#### **EARTHQUAKE**

- stay away from windows, glass, mirrors and heavy objects such as bookshelves, filing cabinets etc.;
- seek refuge under a doorway, a loadbearing wall or column or on the edge of a room, close to a wall;
- if necessary seek refuge under a desk or table;
- do not lean out of a window or stand on a balcony;
- do not run to the stairs to reach the ground floor: stairs are the weakest part of the building in the event of an earthquake.

#### **FLOOD**

- stop using any electrical equipment;
- stay away from plugs etc.

#### **EXPLOSIVES**

- do not approach or touch any suspect package.

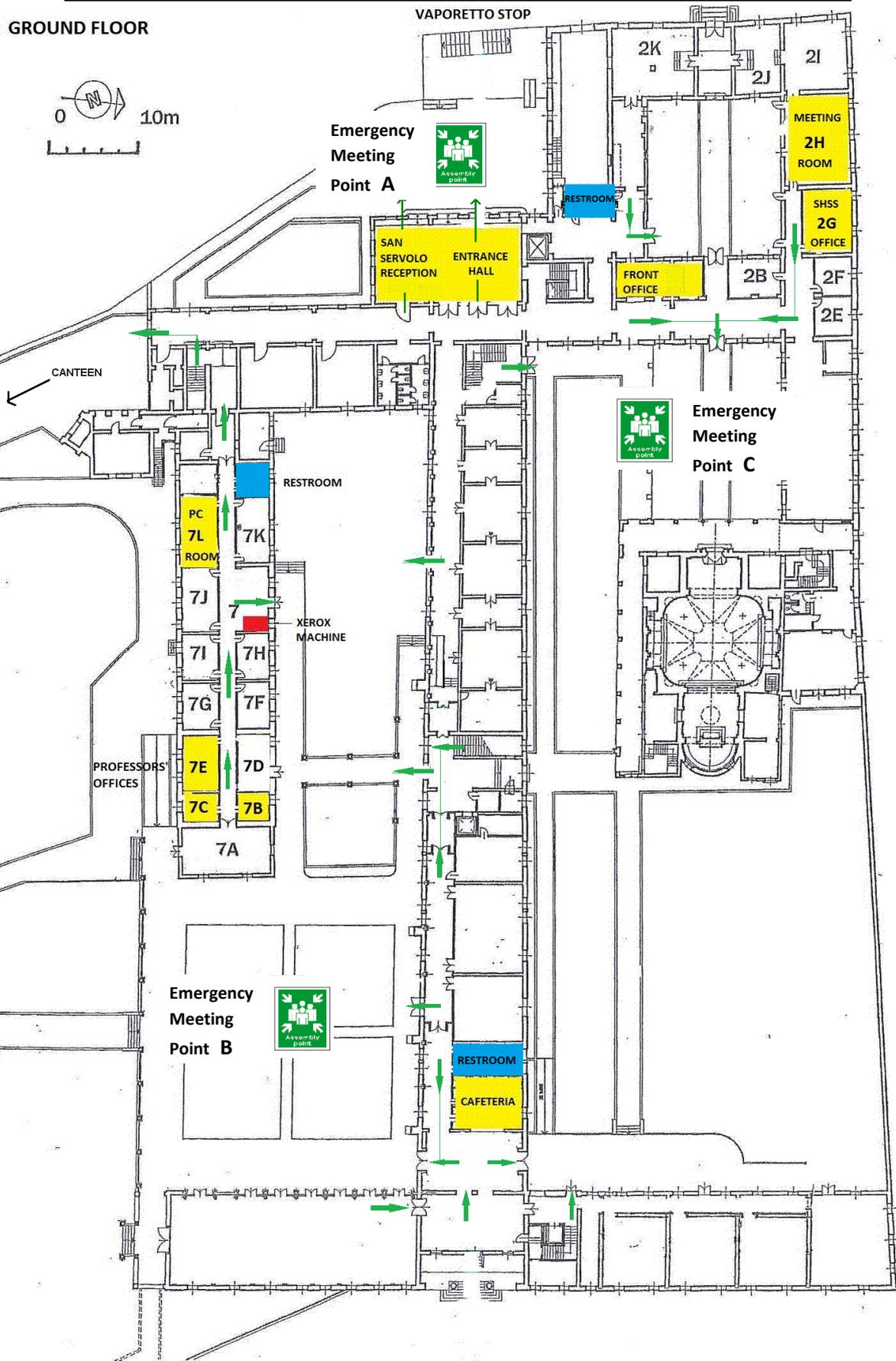
#### **TERROR ATTACK**

- if in danger seek refuge immediately.

#### **ACCIDENT OR SICKNESS**

- do not attempt anything unless you are adequately trained to do so.

# Map of the Facilities and Emergency Evacuation Plan





FIRST FLOOR

