

## USEFUL INFORMATION

The "assembly point" is located in the internal courtyard in front of the entrance to the residence.

In case of emergency never use the lift.

In case of emergency avoid, as much as possible, deliberate actions that could cause greater inconvenience.

In case of emergency always refer to the staff of the structure adequately trained and qualified to deal with any emergency.

Always memorize (ev.: remember) the location of the emergency exit.



## EMERGENCY NUMBERS

### Internal emergency numbers:

Emergency coordinator: 327 3127657  
327 7409531  
334 3551446  
Receptionist on duty 02 58100116

### External aids (ev.: contacts):

Carabinieri		112
Police		113
Fire fighters		115
Health emergencies		118
Traffic wardens	02	77271
Civil protection	02	3932425
Police headquarters	02	6477061
(ev.: Questura)		



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**Vademecum**  
**for visitors' safety**

## DEAR VISITATOR

The current legislation requires that all those who access the JAVOTTE Residence premises for different reasons must be informed about the essential aspects and behaviours to be adopted during their stay, in order to protect their own and others' safety. This "vademecum" is dedicated to you, trusting in your full collaboration.

## GENERAL BEHAVIOURAL RULES

Inside the Residence we recommend to:

- Respect the warning, prohibition and obligation indications (ev.: instructions). -
- Respect the traffic law along the internal road network.
- Respect the prohibition of smoking indoors and everywhere indicated by appropriate signs.
- Pay attention to the obstacles and the indicated danger areas.
- Enter premises or areas with restricted access only if authorized or accompanied by authorized personnel.
- Do not hinder/conceal, with materials and (ev.: or) means of transport, the escape and vehicle transit routes, the technical rooms, the signs and the safety devices that are present.
- Look to the plans displayed in all the buildings (ev.: areas) of the JAVOTTE Residence to identify the escape routes, the emergency exits and the closest assembly points..

## IN CASE OF EMERGENCY

If you perceive smell of smoke or gas, presence of flames, etc. move away from the area concerned and give the alarm in order to make the internal emergency team workers and / or external help intervene (ev.: attend; act).

In the telephone notification of an emergency clearly provide:

- Name and surname and, possibly, the telephone number from which the call is made.
- Location of the emergency site (address, floor, room, etc.).
- Possible presence of injured people who need for urgent medical aid.
- Type of event that determines the emergency (fire, explosion, gas leak, etc.).

## IN CASE OF INJURY OR ILLNESS

Keep calm and call immediately the aids at the emergency numbers indicated in the present booklet. In the meantime you are waiting for the aids we recommend:

- Encourage and reassure the patient
- Cover the patient and protect him/her from the environment.
- Gently unfasten tight clothing (belt, tie) to facilitate breathing.
- DON'T move the traumatized (ev.: injured) person if not strictly necessary for environmental danger (ev.: hazard) situations (gas, fire, imminent danger of collapse - ev.: immediate risk of collapse).
- DON'T give food or beverages and DON'T make the person take drugs on your own initiative.

Stay available to assist the first aid workers and/or the external aids arrived.

## IN CASE OF ALARM AND EVACUATION

- Keep calm and immediately stop any activity.
- Leave the premises taking care to secure any equipment eventually in use.
- Leave the premises taking care to secure any equipment in use.
- Move away from the premises by closing, if possible, doors and windows and without bringing with you objects that could be a hindrance (ev.: an obstacle).
- Don't use lifts or hoists.
- Follow the escape route indicated and/or the indications (ev.: instructions) of the personnel in charge to reach the closest emergency exit.
- Don't come back for any reasons and don't obstruct (ev.: block) the accesses by standing near them after exiting.
- go to the indicated collection point and stay there until the emergency is ended. In case of serious and immediate (ev.: instant) danger leave the building immediately without waiting for the (the evacuation ?) alarm.