

## EXAMPLES OF NOTICES

These **green-colour** notices are located along the exit routes, in order to indicate the route to follow for reaching the SAFETY EXITS.



This type of **green** notice is located above the safety exits.



This type of **green** notice indicates the place in which persons should gather in the case of an emergency.

Fire-Fighting Units: These **red** notices indicate the locations of fire extinguishers and hydrants and of manual alarm push-buttons.



Italian National Research Council

Research Area of Florence



## Procedures to be used in the case of an EMERGENCY

Essential information for visitors and occasional guests

Issued by the Area's Technical Office

## Useful information

**All buildings in the area have been constructed in accordance with safety regulations.** This fact makes it possible to confront emergencies safely.

**All premises are equipped with smoke detectors.** Should a fire begin, the alarm system is automatically activated. **The stairwell** of the buildings is smoke-proof, and is made of fire-resistant materials. **The lift shaft** and the doors to the floors are fire-resistant.

**In all buildings, at whatever point you happen to be, there are two “facing” exits** that can be reached by walking no more than 40 metres. In this way, you always have a way of escape available and an emergency exit that can be reached in a few seconds. The exit routes are wide and obstacle-free. All doors are equipped with an anti-panic handle.

**A safety squad is operative.** In the case of a fire alarm or of any other sort of emergency, it will intervene in time to verify the extent of the emergency and to supply the necessary instructions and support.

**THE ALARM SIGNAL IS THE SOUND OF A WARNING SIREN.**

## Recommendations

- Try always to be aware of “where you are” (close to the exits, you will find the planimetry of the building).
- Whenever you notice something “suspicious” (smoke or something else), immediately warn the people whose guest you are. They will see to implementing the procedure provided for by the Emergency Plan.
- In the case of groups of visitors, the person in charge of the group should be aware, at every moment, of the movements of the individual components of the group.

## Behaviour in the case of an ALARM

- **DO NOT PANIC.**
  - **DO NOT RESORT TO ANY PERSONAL INITIATIVES.**
  - **DO NOT USE THE LIFTS [ELEVATORS].**
  - **DO NOT RUN.** THERE ARE EMERGENCY EXITS EVERYWHERE, AND THESE CAN BE REACHED WITHIN JUST A FEW SECONDS.
- ✚ **Follow the instructions** that will be given to you by the personnel whose guests you are. They are responsible for having you follow the procedures outlined by the Emergency Plan.
  - ✚ **Diligently observe** the possible **directives** given to you by the Safety Squad.
  - ✚ **Do not waste time looking for your personal belongings. Proceed in orderly manner towards the nearest exit.** The exits are located at the end of all corridors, and are easily identified thanks to the safety indications (notices written in green).
  - ✚ **If you are the last one** leaving a room or a laboratory, **close the door.**
  - ✚ **DO NOT USE THE LIFTS; USE THE STAIRS.** The stair well is **smoke-proof** and is divided into compartments made of smoke-resistant structures. **The stairs constitute a safe place. Go down the stairs calmly.** If you run, you risk falling and hurting yourself and/or other people, thus blocking the exodus of those behind you.
  - ✚ In Buildings B, C and D, several of the exits lead into the inside courtyard. **Do not remain in these areas. Exit into the outside square through the driveway gates.** You can easily identify these by following the route indicated by the green notices.
  - ✚ Once you have reached the square of the Area, **go immediately to the gathering place** (near the porter's lodge) and **introduce yourself to the person in charge of taking attendance.**
  - ✚ In the case of group visits, **the person in charge of the group must inform** the person in charge of taking attendance of **possibly missing people**, and provide useful information for finding and aiding them.