 FONDAZIONE BRUNO KESSLER	EMERGENCY PLAN		REG 01 / SPP Page. 1 of 20
	Prevention and Protection Service		Revision 10 April 2017
UPDATING Aprile 2017	PREPARED Servizio Prevenzione e Protezione	APPROVED RSPP M. Kirchner	RECIPIENTS All the Staff

FBK EMERGENCY PLAN

**FOR ALL LOCATIONS
OF
FONDAZIONE BRUNO KESSLER
TRENTO**

Pursuant to Leg. Decree no. 81/2008 as amended

Date	Revision No.	Nature of amendment
October 1999	0	<ul style="list-style-type: none"> Document issued
July 2005	1	<ul style="list-style-type: none"> Procedures changed and chapter 5 updated
September 2008	2	<ul style="list-style-type: none"> Regulations updated and members of the Emergency Response Team changed
July 2009	3	<ul style="list-style-type: none"> Locations of First Aid Stations added and members of the Emergency Response Team changed
March 2010	4	<ul style="list-style-type: none"> Locations of First Aid Stations added and members of the Emergency Response Team changed
November 2010	5	<ul style="list-style-type: none"> Intervention directions for Na-22 Source
December 2011	6	<ul style="list-style-type: none"> Telephone numbers added and members of the Emergency Response Team changed
August 2012	7	<ul style="list-style-type: none"> Members of the Emergency Response Team changed and paragraph 6 added
March 2013	8	<ul style="list-style-type: none"> Members of the Emergency Response Team and locations of First Aid Stations changed
December 2013	9	<ul style="list-style-type: none"> Members of the Emergency Response Team and locations of First Aid Stations changed
April 2017	10	<ul style="list-style-type: none"> Members of the First Aid and Fire Emergency Teams updated Internal number for emergency calls changed Image of assembly points added Procedure for Gas, Hydrogen, and Methane leak alarms added Procedure for Automated External Defibrillator added Layout revision



	EMERGENCY PLAN	REG 01 / SPP Page. 2 of 20
	Prevention and Protection Service	Revision 10 April 2017

TABLE OF CONTENTS

	PAGE
1. EMERGENCY MANAGEMENT: FIRE, FIRST AID, EVACUATION	3
GENERAL INFORMATION	3
WORKING SPACE SAFETY	4
LOCATION OF FIRST AID STATIONS	4
AUTOMATED EXTERNAL DEFIBRILLATOR	5
2. GENERAL PROCEDURE IN CASE OF FIRE EMERGENCY	6
3. GENERAL PROCEDURE IN CASE OF MEDICAL EMERGENCY	8
4. OPERATIONAL PROCEDURE IN CASE OF USE OF AUTOMATED EXTERNAL DEFIBRILLATOR(AED)	8
5. USEFUL EMERGENCY NUMBERS	9
6. OBLIGATIONS OF THE CONCIERGE SERVICE STAFF	10
7. MAIN OBLIGATIONS FOR EMERGENCY MANAGEMENT COORDINATORS	11
8. ASSEMBLY POINTS FOR STAFF IN CASE OF EVACUATION	13

ANNEXES

1 LIST OF STAFF MEMBERS IN CHARGE OF EMERGENCY MANAGEMENT	15
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	EMERGENCY PLAN	REG 01 / SPP Page. 3 of 20
	Prevention and Protection Service	Revision 10 April 2017

1. EMERGENCY MANAGEMENT GENERAL SECTION: FIRE, GAS LEAK, FIRST AID, EVACUATION FOR SERIOUS REASONS

GENERAL INFORMATION

A response plan to safely manage the situation in case of an emergency is in place.


Within all the offices of the Kessler Foundation there are people trained to deal with a medium risk situation in the event of fire and they form the emergency response or emergency team.

In an emergency, visitors of the Foundation are invited to comply with their instructions. The names of the emergency team members are listed in the related Annex to this plan.

As regards the **LABSSAH and MNF laboratories**, reference should be made to the specific emergency procedures contained in the respective annexes (Annex 2 and Annex 3)

The Foundation has adapted its facilities according to safety standards in compliance with current regulations as follows:

- Fire detection systems in each location and gas detection systems in environments that require them, with centralized alarm systems in manned stations;
- Alarms and emergency exits signs in each operating situation;
- Escape routes to the outside of the buildings and fire compartmentation doors for special areas meeting the required standards;
- Fire extinguishing systems equipped with portable fire extinguishers and hydrants meeting the required standards;
- Mitigation systems meeting the required standards for risks related to the use and storage of chemicals, biological agents, gases, radiation sources;
- Plan to meet emergency needs, prepared and posted complete with reaction instructions and specific procedures for special roles;
- Building floor plans available in highly attended places, indicating how to respond in case of emergency;
- People trained in the use of fire protection systems to deal with emergency situations and to ensure the evacuation of buildings when required;
- Information and control system for all staff working in the Foundation, which aims to raise awareness of the risks involved and the actions to be taken in emergency situations.

 FONDAZIONE BRUNO KESSLER	EMERGENCY PLAN	REG 01 / SPP Page. 4 of 20
	Prevention and Protection Service	Revision 10 April 2017

WORKING PLACE SAFETY

For safety reasons, each working place must be accessible to the persons involved in fire emergencies, first aid and emergency maintenance.

Therefore, every working place normally must be kept unlocked to allow unrestricted access even after hours.

Materials and removable equipment must be stored by the user in the room in special locked cabinets/containers.

If need be to restrict access to a laboratory room for specific worker safety reasons, it can be equipped with a badge operated electronic lock, at the request of the RSPP. In any case, access must be guaranteed to security and maintenance staff during emergencies.

Based on the investment required and the needs expressed by the Operational Units, the Head of the IT, Infrastructures and Corporate Assets Service can authorize the installation of electronic locks in rooms other than laboratories.

The warehouse, the technical rooms and the unattended storage areas, instead, will always be locked by the concerned Operative Units and a copy of the key will be deposited in the porter's lodge for emergency response.


LOCATION OF FIRST AID STATIONS



FIRST AID CABINETS are available at the following locations:

o **Povo Scientific Hub premises, Via Sommarive:**

- North Building: Infirmary Room (second floor);
- North Building: LaBSSAH Laboratory (Ground floor);
- North Building: office area – fax office (Ground floor);
- East Building: MFLab Laboratory, Clean Room Laboratories (basement);
- East Building: Detectors Clean Room;
- Building East: MEMS Clean Room;
- East Building: BioMEMS lab (ground floor);
- West Building: AIRT administrative assistants area;
- West Building: main entrance;


 FONDAZIONE BRUNO KESSLER	EMERGENCY PLAN	REG 01 / SPP Page. 5 of 20
	Prevention and Protection Service	Revision 10 April 2017

- West Building: Workshops and warehouse (Basement);
- Porter's Lodge 24-hour station.
- **Trento Humanities Hub, Via S. Croce:**
 - Concierge's room
- **ECT location in Villazzano, Villa Tambosi:**
 - Rustico Building: ground floor patio;
- **Povo location, Via alla Cascata:**
 - Concierge's room and Hall Level -1, Palazzina B
- **IRVAPP location:** Vicolo Dallapiccola, Trento. (First Aid Kit)

AUTOMATED EXTERNAL DEFRIBILLATOR



It can be found: **24/7 at the Povo Scientific Hub, Via Sommarive 18 (Porter's Lodge)** - (For related procedure please see page 8)

 FONDAZIONE BRUNO KESSLER	EMERGENCY PLAN	REG 01 / SPP Page. 6 of 20
	Prevention and Protection Service	Revision 10 April 2017

2. GENERAL PROCEDURE IN CASE OF FIRE EMERGENCY, FIRST AID, EVACUATION FOR SERIOUS REASONS

In case of fire that could jeopardize the safety of persons or things, all people present inside the premises of the Foundation must follow the instructions below:


- 1. . All time, alert the Concierge Service (on duty 24/7) of the Povo premises, Via Sommarive:**
 - a. **extension – 123**
 - b. **if calling from non-FBK phones 0461 314 123**

In case of fire activate one of the emergency buttons placed in the corridors by breaking the glass of the labeled buttons.

- 2. In case of problems reaching the above numbers, please report the situation to the contact officers for the Institution:**

**HEAD OF THE PREVENTION AND PROTECTION SERVICE:
extension: 307
from non/FBK phones: 0461 314 307
mobile phone: 335 5875530**

3. Shut down, whenever possible, systems, equipment and abandon any operation that could jeopardize safety.
4. Do not use the elevator;
5. Do not enter smoke filled areas by yourself;
6. In smoke filled areas, crouch and protect your nose and mouth;
7. Always make sure you have an escape route that is free from flames or smoke;
8. Do not use water on electrical equipment.
9. Head towards the emergency exits closing behind you the doors to the rooms involved in the fire and smoke making sure that there are not people left inside;
10. Exit the building keeping calm, escorting visitors, following the indicated escape route nearest to you. People with disabilities must be escorted by the person who is hosting them in the Foundation.

 FONDAZIONE BRUNO KESSLER	EMERGENCY PLAN	REG 01 / SPP Page. 7 of 20
	Prevention and Protection Service	Revision 10 April 2017


11. Gather at the assembly point of the building you left (marked with the sign below) and wait there for the instructions provided by the emergency management coordinators, by the response team and by the concierge staff



12. You will be allowed to go back to your workplace only upon authorization by the Emergency Coordinator, by the external first aid team (if present), by the members of the Technical Office or the concierge service.

If there are no particular hazards and the fire is small, attempt to put it out following the instructions below:

- Whenever possible, and if it poses no risks, turn off the power to the equipment that has caught fire;
- Use the fire extinguisher nearest to you. In this case you will have to:
 - Pull the pin
 - Squeeze the trigger with one hand while firmly grasping the nozzle with the other
 - Aim the nozzle at the base of the fire
 - Make sure that the fire has been put out, as fire can start again from ashes.
 - Proceed as soon as possible to a well aired area (CO2 fire extinguishers can in fact reduce oxygen in the environment)

 FONDAZIONE BRUNO KESSLER	EMERGENCY PLAN	REG 01 / SPP Page. 8 of 20
	Prevention and Protection Service	Revision 10 April 2017

3 GENERAL PROCEDURE IN CASE OF MEDICAL EMERGENCY


1. Report situation immediately to the operator of the concierge emergency station at the Povo premises - Via Sommarive 18 on call 24/7 by calling extension **123** (from FBK phones) or **0461 314 123** (from non-FBK phones) and provide all the information requested.
2. The concierge service emergency station operator obtains information about the situation and, in case of a serious emergency, directly connects the caller with the 118 service and at the same time contacts the internal first aid team.
3. If the emergency is not serious, the concierge emergency station operator contacts the first aid team and provides them information on the emergency location

4 OPERATIONAL PROCEDURE IN CASE OF NEED TO USE THE AUTOMATED EXTERNAL DEFRIBILLATOR AVAILALE AT THE POVO PREMISES, VIA SOMMARIVE 18

If you are **at the Povo premises** on via Sommarive 18 and come across **an unconscious person**, you must follow the steps below:

1. Call the Porter's Lodge and request the defibrillator (extension **123** (from FBK phones) or **0461-314 123**) and provide details on the injured's location.
2. After having asked for the defibrillator, call **118** immediately and describe the situation to obtain the necessary instructions; if trained (or if instructed by the 118 operators) start the cardio-pulmonary resuscitation immediately
3. **WHEN THE PORTER'S LODGE OPERATOR on via Sommarive 18 receives a call, he/she will follow the steps below:**
 - a. Contact immediately one or several contact officers certified in the use of the automated external defibrillator and provide details on the emergency location.
 - b. Pick up the defibrillator and take it to the emergency location where he/she will hand it to the certified officer.
 - c. If necessary, contact the other emergency management coordinators.

If you find yourself **at other FBK locations** and come across an **unconscious person**, you must call **118** immediately and describe the situation in order to obtain the necessary instructions; if trained (or if instructed by the 118 operator) start the cardio-pulmonary resuscitation immediately.

	EMERGENCY PLAN	REG 01 / SPP Page. 9 of 20
	Prevention and Protection Service	Revision 10 April 2017

5. USEFUL EMERGENCY NUMBERS

In case of serious events and if it is impossible to contact the Foundation's representatives: call the following numbers:


Fire Department	phone number 115
Police	phone number 113
Medical emergencies	phone number 118
Carabinieri	phone number 112

- **Provide details** on the exact location of the event:

- Downtown Trento, Via S. Croce, 77
- Povo, Via Sommarive, 18
- Povo, Via alla Cascata, 56/c
- Villazzano, Villa Tambosi
- Downtown Trento, Vicolo Dalla Piccola (IRVAPP)

- **Describe** the situation providing the necessary details

- **Follow** the instructions provided by the operator

	EMERGENCY PLAN	REG 01 / SPP Page 10 of 20
	Prevention and Protection Service	Revision 10 April 2016

6. OBLIGATIONS OF THE CONCIERGE SERVICE STAFF

The Concierge Service Staff member on duty:

- when notified on a seriously hazardous situation;
- when the emergency alarm goes off due to fire or other serious event;
- when the safety of people or things can be jeopardized;

is required to follow the instructions below:

- Obtain the information necessary to decide on the type of action to be undertaken;
- Based on the information obtained:
- Set off the emergency alarm, if the alarm has not yet been set off, to the end of evacuating the building;
- Notify the members of the Emergency Team, whose names are listed in the relevant annex to this Emergency Plan. If there is the need to use the automated external defibrillator, follow the instructions under paragraph 4;
- Contact an Technical Office operator on duty;
- Notify the Head of the Prevention and Protection Service (**Povo location phone extension - 307 – mobile phone 335 5875530**);
- Notify the Head of the activity of the action being undertaken;
- Notify the Head of the Technical Office;
 - In case of hydrogen or methane leak alarm (North Building) go to the involved area and make sure that the pressure reducing valves are closed;
- In case of toxic gas alarm (East Building) apply specific procedures in place, set out in Annex 3 and agreed upon with the members of the MNF laboratory emergency team.


In case of fire or serious events, immediately contact:

- Fire Department, phone **115**
- Medical Emergency, phone **118**
- Security Emergency, phones **113** and/or **112**

Provide the following details:

- Fondazione Bruno Kessler
- Address of the event (see previous page)
- Situation reported

Remain available for further needs.


	EMERGENCY PLAN	REG 01 / SPP Page 11 of 20
	Prevention and Protection Service	Revision 10 April 2016

7. MAIN OBLIGATIONS FOR OFFICERS IN CHARGE OF EMERGENCY MANAGEMENT

Actions required from the staff called in emergency events


The first response team members' task is to manage the emergency up to the arrival of public response teams, with the aim to:

- Localize the origin of the alarm;
- Favor people's exodus from the working spaces;
- Help people with disabilities;
- Provide first aid to injured people based on training received;
- Extinguish fire (if small) with the appropriate means;
- Block/neutralize technological plants, elevators if empty, research equipment, air conditioning, etc. and potential hazards, such as tanks, cylinders, chemicals, etc.;
- Cut off power from areas involved in a fire, if this does not cause further hazardous situations;
- Close the valves of fuel tanks near the risk situation;
- Whenever possible, take any flammable and hazardous substances away from the fire;
- Close the doors to the smoke filled rooms, if people have been evacuated; keep involved areas free and safe, taking away people not involved in the emergency management;
- Keep evacuated people calm, guiding them to a safe area;
- Follow the specific emergency plan in place for each single laboratory;
- Face the emergency with the aid of the appropriate personal protection equipment;
- Clean up, if not dangerous, the areas concerned by the event or fire, before re-entry;
- In areas contaminated by toxic gas, MFLab Clean Room, favor the actions of the toxic gas first response team members;
 - **Pay special attention to the Laboratory, which houses the various point-like radioactive source in a solid form type β e γ , in the East Building, ground floor, room no. PE 05.65 (laboratory SRS laboratory) and PE 5.8 (FUNLAB laboratory):**
 - **In the event of a small fire in these rooms, use powder or CO2 fire extinguishers. When this proves ineffective, remove - whenever possible - the radioactive sources that are in use inside the equipment or stored in the cabinets taking them away from the fire source and transporting them outside the premises involved in the fire or at risk of being involved, evacuating the area immediately**
 - **In case of extended fire breaking out in the Laboratory where radioactive sources are present, contact the Fire Department immediately informing them of the presence of various radioactive sources, so that they can take appropriate action. Fire Department officers only will be allowed to enter the area. If the Fire Department respond after 45 minutes from the alarm, the fire fighters themselves will remove the fumes that developed. After the**



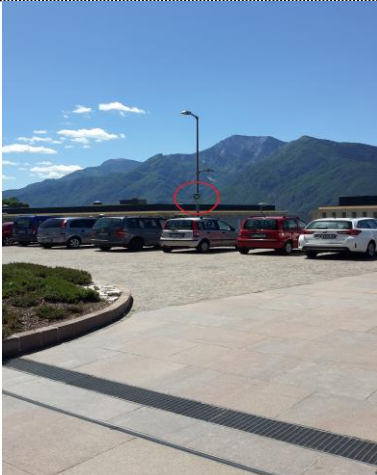
	EMERGENCY PLAN	REG 01 / SPP Page 12 of 20
	Prevention and Protection Service	Revision 10 April 2016

emergency phase, the laboratory will be made accessible to operators only upon the results of the Wipe test performed by the Qualified Expert

- Having verified that conditions are safe, give the “all-clear” to re-enter the rooms after an evacuation alarm.

	EMERGENCY PLAN	REG 01 / SPP Page 13 of 20
	Prevention and Protection Service	Revision 10 April 2016

8. ASSEMBLY POINTS FOR STAFF IN CASE OF EVACUATION:

<p>Trento, Via S. Croce 77</p> <p>Area in front of the main entrance</p>	
<p>Povo, Via Sommarive West Building</p> <p>Area in front of the main entrance</p>	
<p>Povo, Via Sommarive North Building</p> <p>Area in front of the main entrance</p>	

Povo, Via Sommarive East Building

Sidewalk at the beginning of
the road connecting the
East/West and North Buildings



Villazzano, Villa Tambosi


Parking lot in front of the main
entrance



Povo, Via alla Cascata


Area in front of Building C



 FONDAZIONE BRUNO KESSLER	EMERGENCY PLAN	REG 01 / SPP Page 15 of 20
	Prevention and Protection Service	Revision 10 April 2016

ANNEX 1

EMERGENCY PERSONNEL

 FONDAZIONE BRUNO KESSLER	EMERGENCY PLAN	REG 01 / SPP Page 16 of 20
	Prevention and Protection Service	Revision 10 April 2016

Below is the list of names of staff trained for emergency response divided according to the buildings in which they are most frequent:

PERSONNEL TRAINED TO THE EMERGENCY FIRE MEASURES

BUILDING NORD	
LAST NAME	NAME
Avancini	Gianpaolo
Barbon	Diego
Biggio	Maria Cristina
Chistè	Michela
Filippi	Massimiliano
Kirchner	Michele
Pallanch	Sandro
Srednik	Fabio
Villani	Paola
Zamboni	Renzo
Coser	Gianni
Micheli	Victor
Potrich	Cristina
Lunelli	Lorenzo
Musio	Carlo
Bertorelli	Roberto

BUILDING EST

LAST NAME	NAME
Gazzin	Claudio
Gazzin	Gianpaolo
Nardelli	Mario
Bertotti	Claudio
Filippozi	Marco
Pedrotti	Severino
Chistè	Matteo
Tomasi	Stefano
Crivellari	Michele
Mattevi	Paolo

BUILDING WEST


LAST NAME	NAME
Cappelletti	Alessandro
Cattoni	Roldano

VIA S. CROCE

LAST NAME	NAME
Lucchi	Miriam
Bertazzoni	Roberto
Lopane	Elisabetta
Vecchio	Antonella

VIA ALLA CASCATA

LAST NAME	NAME
Magliocchetti	Daniele
Girardi	Gabrio
Borgo	Stefano
Pola	Marco
Varas	Stefano
Saiani	Camilla
Giori	Alessio

 FONDAZIONE BRUNO KESSLER	EMERGENCY PLAN	REG 01 / SPP Page 18 of 20
	Prevention and Protection Service	Revision 10 April 2016

VILLA TAMBOSI	
LAST NAME	NAME
Campo	Ines
Currò Dossi	Barbara

To these people we add all the staff at Porter service of the respective offices.

PERSONNEL TRAINED TO THE FIRST AID MEASURES

Below is the list of names of staff trained for emergency response divided according to the buildings in which they are most frequent:

BUILDING NORTH	
LAST NAME	NAME
Bassetti	Maddalena
Bianchini	Paolo
Biggio	Maria Cristina
Filippi	Massimiliano
Filippozi	Marco
Gabbi	Lorenzo
Galas	Michele
Kirchner	Michele
Orler	Daniele
Silvestri	Umberto
Villani	Paola
Potrich	Cristina
Pasquardini	Laura
Bertotti	Claudio
Filippi	Valentina
Gottardi	Gloria
Coser	Gianni
Micheli	Victor
Fedrizzi	Michele
De Sanctis	Veronica

BUILDING EST	
LAST NAME	NAME
Chini	Michele
Panato	Loredana
Chistè	Matteo
Gazzin	Claudio
Gazzin	Gianpaolo
Nardelli	Mario
Pedrotti	Severino
Tomasi	Stefano

BUILDING WEST	
COGNOLAST NAME	NAME
Giordani	Dimitri
Dell'Anna	Annamaria

VIA S. CROCE	
LAST NAME	NAME
Vecchio	Antonella

VIA ALLA CASCATA	
LAST NAME	NAME
Zanetti	Alberto
Pola	Marco
Mann	Monika
Martinelli	Tiziana
Varas	Stefano
Carpentiero	Alessandro

VILLA TAMBOSI	
LAST NAME	NAME
Currò Dossi	Barbara
Campo	Ines

To these people we add all the staff at Porter service of the respective offices.