



RULES OF CONDUCT IN CASE OF EMERGENCY

Please be informed that the Emergency Team is trained to act in case of emergency.
Cooperate and follow the instructions.

DURING THE NORMAL WORKING HOURS

Monday to Friday from 7.30 AM to 7.30 PM

IF YOU NOTICE A DANGER

- Keep calm;
- Immediately notify the **Reception Offices**  **(071-220) 3202**
- Follow directions given by Emergency Team and Rescue Personnel;
- Do not do anything without adequate instructions.

IF YOU HEAR THE ALARM SIGNAL

- While waiting for instructions, locate the nearest emergency exit and the escape route to reach the Gathering Place shown on the plans that you can find in this structure;
- Do not do anything without adequate instructions.

IF YOU HEAR THE EVACUATION ORDER

(By megaphone or with every possible vocal way)

- Secure all equipment in use, where possible;
- Leave the place quietly by using the shortest escape route (as reported on the safety signs) and following the instructions to reach the Gathering Place;
- Do not use lifts;
- Keep calm in corridors and on stairs, do not run, do not stop and do not hinder the Emergency Teams;
- Do not go back inside the building until new dispositions.

OUTSIDE THE NORMAL WORKING HOURS

Monday to Friday from 7.30 PM to 7.30 AM, Saturday and holidays

- Keep calm;
- Interrupt any work in progress. Secure all equipment in use, if not risk to yourself;
- Alert the **Public Emergency**;

European Emergency Number



- Alert the **Security Service** (RANGERS)  **06.77647999 – 90010**
- Alert the **Maintenance** (GETEC ITALIA)  **800.096.325 – 90001** (client code **96047**)
- Alert the **Fire Maintenance** (OMNIA SERVITIA)  **800.631.270 – 90012**
- Alert the **Lift Maintenance** (SCHINDLER SPA)  **800.834.060 – 90002**