Security Organization
This document contains information about the conduct and rules to follow for a smooth and safe performance of the ordinary activities.

The Accademia Musicale Chigiana has set up on a specific security organization, as required by law, and has charged the following people:

Assignments for corporate security

Person in charge	Name
The Employer	Riccardo Coppini
Person in charge for the prevention and protection service	Angelo Perrino
Representative of workers' safety	Maria Rosaria Coppola
Administrative Manager	Angelo Armiento

Emergency Employees

Task	Name
Fire emplyees	Ceccarelli Luca, Sarri Gianluca
First aid employees	Ceccarelli Luca, Sarri Gianluca, Maria Rosaria Coppola, Falciani Monica, Pierulivo Elina, Lara Petrini, Barbara Ticci, Anna Nocentini, Valdambrini Barbara

General job provisions

A) Each worker must take care of his health and safety, besides the other workers', whom may be affected by his actions or omissions.

- All places where workers can work are regulated for the management of any emergencies (fire, evacuation, etc.)., Including the provision of information signs, fire safety equipment, doors and escape routes.
  To ensure safety in case of emergency, none of these elements must be changed; it is therefore crucial not to move firefighting garrison and/or not to block escape routes and/or not to close doors, etc. Any further requirements must be communicated to the manager dr. Angelo Armiento who will evaluate the feasibility of the required interventions.

- Do not perform actions or maneuvers by your own that are not of your competence or which may compromise your own or other workers' safety.

- Report readily to the manager any potential danger condition and any identified deficiency.

- The furniture in the places where activities take place are generally valuable, and anyway even not valuable, can not be used for educational activities without specific permission. The improper use of such furniture, to be strictly excluded, can cause damage to the safety of those who work, besides the integrity of these objects.

- Never usher or use equipment and materials without previous permission; the same authorization will be required for tools and / or electrical equipment.

Palazzo Chigi Saracini areas as any other space where lessons or concerts take place are equipped for emergency management. it is important that each employee knows the plan of the working place (shown in each place) in order to know exactly the exodus route and the safe gathering point in case of evacuation.

EMERGENCY CONDUCT:

A dangerous situation, an event or an unforeseen circumstance represent an emergency.
Emergency implies reaction measures to the happening, aimed to reduce possible damages and to protect people.
Emergency requires workers or guests to be careful and aware that their own, or others', or objects' safe limits are to be overcome and that action is due to prevent the spread of the damage.

Anyone who finds irregular or dangerous events (fire, mishap, accident, breakdown, ...) and is not utterly certain to face it successfully must act as follows:

1 Raise **the alarm** calling and precisely specifying:

- **the nature of the emergency**
- **the presence of any injured**
- **the exact location**
- **personal information**

If you are in the Palazzo Chigi the message must be sent to the concierge 057722091.

2 Act in order to contain or limit the danger just after evaluating your operational capabilities and assuring your own safety.

RULES OF CONDUCT:

FIRE
In case of fire with flames and smoke in the room, people inside must raise the alarm and get away quickly, closing properly the door after evacuation.
Along the escape routes (corridors, lobbies, etc..) when smoke is in such a quantity to make the breathing difficult, walk bent over, protect your nose and mouth with a wet handkerchief (if possible) and find the right direction touching the walls in order to reach safe places.
In case it were not possible to evacuate outside because of fire humpers, smoke and intense heat, it is important to go to places with water and little combustible material or to stay where you are, completely closing the door and applying wet cloths on cracks.

People who wear acrylic and synthetic clothes (nylon, polyester, etc..) must get rid of them.

Trapped people must find the way to warn the rescuers.
In case of fire lifts and elevators use, where present, is categorically prohibited for evacuation.
Considering the normal flow of evacuation, it's forbidden to walk the escape routes along the opposite direction
DO NOT USE THE FIRE EXTINGUISHER IF YOU ARE NOT TRAINED TO.

INJURY
In case of an accident, please put into effect some actions which are important and foundamental for the person's health.

- Call immediately the rescues
- Stay close to the injured, keep him calm if conscious otherwise report immediately the state of unconsciousness

I. Don't gather around the injured; make room instead and keep the way out free for the rescues.
II. If the accident involves you, call for help right away; if alone, try to reach a phone and alert pointing out where you are. Keep calm anyway.

EARTHQUAKE
In case of a seismic event, from the first tremors even of short intensity, you must go properly outside the building, using the regular escape routes, excluding the elevators where present and implementing evacuation.
For this event you should not wait any warning noise and/or sound to activate the emergency.
Once outside the building, move away from this one and from others and keep waiting for the event to cease**.**
In case the earthquakes involved immediately the building and the structures, just as much as to hamper the people exit, it is preferable to gather as close as possible to the perimetric walls or in corner areas as they are more resistant structures.
Before leaving the building, once the emergency is over, check carefully if the regular escape routes are intact and usable, otherwise wait for the external rescue arrival.
If the building has been consistently involved in the resistance of structures, keep waiting for rescue and avoid stresses which could cause further collapses.

EVACUATION PROCEDURE

If it is necessary to evacuate the building, please follow this procedure:

In case of serious and imminent danger is necessary to quickly evacuate, remembering is essential to take some measures in order to:

- **avoid blocking the action of the internal and /or external emergency team (Flying squad) (Firemen, Security force, etc. ..);**
- **facilitate the evacuation of persons with sensorial or cognitive mobility who need assistance by the staff. These people could be both workers and students, either guests or visitors, including even pregnant women and children.**

If you are abandoning the workplace, if possible:

- Proceed in order
- Make safe the equipment (turn off any electrical equipment you are using, etc..).
- Do not bring with you large, bulky or heavy items
- Leave the lights on, if they are on
- Close all doors behind you as you will pass through the rooms (bathrooms, offices, technical rooms, ...) and make sure that anyone is still inside.
- Assist the evacuation of disabled colleagues or who may be in trouble, first of all safeguarding yourself. If you cannot help them, it is important to communicate their presence.
- Before leaving a room, touch the handle with the back your hand, and:
    - if hot, stay in. If you cannot leave a room, pour the door with water (floor and walls) and place wet tissues along the slot
    - if it is cold, open carefully, pressing a foot on the opening, to be able to immediately close it if the door opening attracts and strengthens smoke and flames
- **Locate the escape route avoiding to run or scream!.**
- If you are escaping along a corridor invaded by smoke, since the smoke tends to rise, keep your head as close as possible to the floor, moving on all fours if this while the last part of the space occupied by the smoke will be the one near the floor, good also for your view (to facilitate breathing, you should protect your nose and mouth with a wet handkerchief, which acts as a rudimentary filter).
- During the evacuation, if you have low view in the room, keep close to the walls to locate the signs of the escape routes.
- Near a stairway, filled with smoke, go down the steps in reverse order to feel them with your foot and maintain the stability avoiding to fall forward if there are obstacles, fragments or failures along the scale.
- **Do not go back for any reason**
- **Once outside, do not obstruct the entrances of the building**
- **DO NOT STAND IN OUTDOOR SPACES USED AS PASSAGE OR APPROACH OF FIRE RESCUE**

- **Go to the safe gathering point described in the exposed rooms layout of the building. TO PREVENT ACCIDENTS IS THE BEST WAY**

TO PROTECT YOUR HEALTH BESIDES THE OTHER WORKERS

☺ Locate the escape path and the emergency exit;
☺ Observe the position of the emergency buttons, fire extinguishers and first aid boxes;
☺ Keep in mind the emergency telephone numbers,
☺ Do not block escape routes and emergency exits;
☺ Read and comply with the contents of the signs displayed in the building;
☺ Keep tidy the working place so that it cannot represent a source of danger;
☺ DON'T SMOKE;
☺ Keep flammable materials away from any possible source of heat;
☺ DO NOT overload wall sockets;
☺ Turn off electrical appliances at the end of the day;
☺ Always promptly report the bad condition of electric devices and sockets
☺ Always promptly report fire origin or small fire occurred, even apparently insignificant.

EMERGENCY SIGNS

The aims of the safety signs are to quickly attract and to make easily comprehensible the attention about items and danger situation as potential hazards causing any damage. The displayed signs are conventionally divided into the following categories.

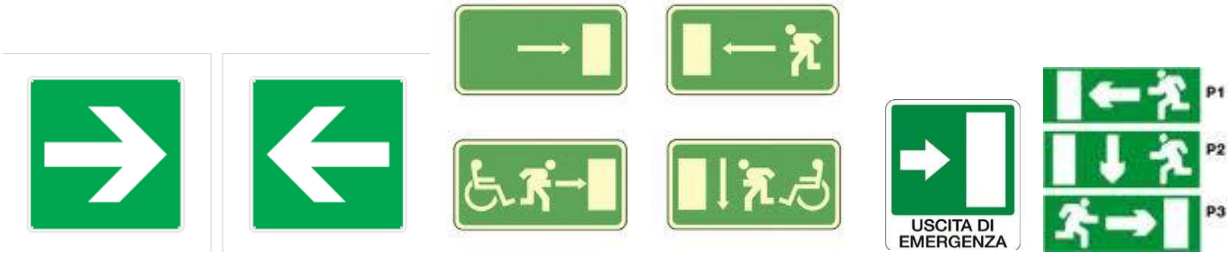
CARTELLO	MEANING	CHARACTERISTICS
	Signs ban	Round. Black letters on a white background, band and edge in red (downward from left to right along the symbol with a 45°). The red color shall cover at least the 35°of the sign surface.
	Fire sign	Squared or rectangular. Black on red background.
	Warning sign	Triangular. Black on yellow background with black edge.
	Regulation sign	Round. With on blue background covering the half of the total sign surface.
	Rescue sign	Squared or rectangular. White on green background covering at least half of the total sign surface.

Here following the main sign you may find in the different workplace environment:

Firefighting garrison

 **Fire extinguisher**		 **FireHydrant**

Emergency exit, exodus routes, first aid garrisons



Emergency exit



Safe gathering point



Electricity
Electrical hazard



Risk of falling





No smoking area



Useful numbers

Fire brigade 115
First aid 118
Police 113