

WELCOME TO THE ITALIAN JAOS IN GUIDONIA

Handbook of potential risks on the Guidonia Airbase

Emergency plan and evacuation procedures

SPECIFIC RISKS RELATED TO WORK-PLACES

Inside the buildings, there are no specific risks due to structure of the building itself, like any other school, as there are no tools or machinery which we could find in factories or laboratories that could harm anyone.

Hereafter we will list places and/or areas indoor and outdoor the main building in which you should pay attention during your stay, actually there are no real dangerous zones:

- **STAIRS:** while moving from one floor to another, you must pay attention and avoid distractions like watching your mobile phone or speaking with anybody standing on a different floor. Avoid leaning over the handrails;
- **CORRIDORS:** along the school corridors there are doors which open towards the corridor itself, so they could hit the people passing by if opened in a quick manner. The opening frame area is well indicated on the ground with yellow/black stripes;



- **EXTERNAL STAIRS:** these are the normal entry and exit routes to the building, made in marble with anti-slip areas, but because of the exposure to weather in some cases could be slippery if wet;
- **STEPS TO ACCESS OFFICES/CLASSROOMS:** in some environments, where removable mats are in place, there is normally a step, and there is always a warning flyer hung on the door.

RELATED RISKS TO THE AIRPORT BASE

- **STREETS:** You must pay attention while moving in the area and crossing the streets due to the car traffic in the Airbase;
- **STREETS' PAVEMENT:** in several places the pavement is damaged and you must watch your step;
- **RAILWAY PEDESTRIAN TUNNEL:** close to the School there is an pedestrian tunnel under a railway line, with maximum height of 1.8 meters and a metal grill pavement. You could hit the ceiling with your head and when the pavement is wet it could become slippery while transiting in this tunnel.
- **TREES:** Around the Airbase there are a lot of trees, that could lose part of their branches in case of windy days. Avoid to stay below the trees or nearby.
- **OPERATIONAL FLYING AREAS:** In the Airbase there are several areas (taxiways) dedicated to the movement of aircrafts and operational vehicles, always highlighted by yellow/black stripes and vertical warning signals indicating the forbidden areas.
- **CAR RULES:** Within the Base private vehicles and/or military vehicles are authorized to circulate at a maximum speed of 30 km/h according to italian rules. Never exceed this speed limit.

EMERGENCY PROCEDURES

The behaviour to keep in case of Emergency is defined by the Emergency and Evacuation Plan SAC 2021. In this Plan all specific procedures that must be taken in case of evacuation of the building are described.

In all public areas you can find flyers (see picture below) where you can read all the essential details of the procedures and the names of people in charge to provide the first aid.



Whoever realizes an ongoing danger must immediately call the security personnel in charge that will activate the necessary measures to solve the problem.

Hereafter you can find the essential actions and the emergency phone numbers:

- **IN CASE OF FIRE**

Give the alarm and, if present, push the emergency fire button

CALL THE FIRE BRIGADE Ext. 602 . 2333

CALL THE BASE OPERATION CENTER Ext. 602 . 2662 o 2663

CALL THE INFIRMARY EXT. 602 . 2808

Switch off all electric appliances and devices;

If possible switch off the ventilating and air conditioning system in the area of the fire and the nearby areas.

Then close all the doors and windows, but without locking them.

- **IN CASE OF EVACUATION**

NEVER SHOUT – DO NOT PANIC – KEEP CALM

FOLLOW THE ESCAPE SIGNS TO GET TO THE CLOSEST EXIT AND REACH THE ASSEMBLY POINT WHICH IS IN THE **FLAG YARD** AND WAIT FOR THE ARRIVAL OF THE EMERGENCY SQUAD.

CALL THE NRS 112-118 (FOR HEALTH EMERGENCY):

- Dial on your mobile phone 112 or 118;
- Give calm answers to the operator;
- Give your phone number and your name;
- Explain what happened (aches, accidents, or whatever);
- Give the correct directions (for example Guidonia Airport, Via Roma, snc – IT JAOS);
- Explain how many people are involved;
- Give a brief description the conditions of the people involved: His/her breaths, his/her bleeding, he/she has pain and so on;
- Give more specific details if you know them: the subject could be affected by heart problems, epilepsy, and so on;
- Never hang up the phone call first but wait the operator to do so;
- Wait for the arrival of the medical aid.

INTERNAL SECURITY RULES

Hereafter some basic rules to keep in mind to avoid dangers:

- Never use, inside all closed environments like offices, classrooms and barracks, any heater or fan especially with fuel or gas;
- Never smoke outside the several smoking areas placed outside the building;
- Never plug in more devices to the same power outlet;
- At the end of your activities always switch off all your appliances (PC, Printer, exc.);
- Never light free fires;
- Never lean out of windows;
- Never remove emergency flyers from the walls;
- Never create obstacles on the way out of the building;
- Never tamper electrical boards;
- Never move fire extinguishers;
- Never leave anything on the windows' thresholds.

THANKS FOR YOUR ATTENTION