

## Emergency management during teaching activities

PREVENTION AND PROTECTION SERVICE



## Management of emergency situations: USEFUL CONTACT NUMBERS

Useful contact numbers specified in the EVACUATION PLANS

#### **USEFUL CONTACT NUMBERS - EMERGENCY SERVICES**

Police 112

Carabinieri 113

**Emergency Room 118** 

Fire Brigade 115

#### **USEFUL CONTACT NUMBERS - UNIVERSITY EXTENSIONS**

**EMERGENCY TECHNICAL SERVICES: 049 8273897** 

**EMERGENCY ASSET SERVICES:** 049 8273898



# In case of emergency IN CASO DI EMERGENZA

#### **Emergency signs:** some examples



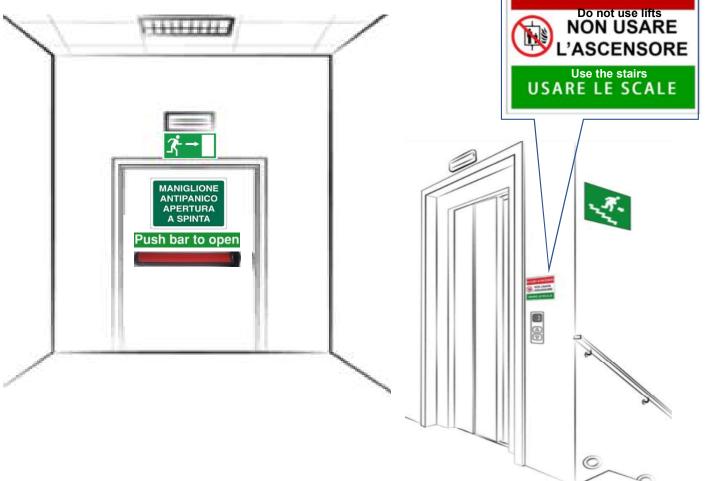
**Emergency exit** 



**Directional** arrow



**Assembly** point





## Management of emergency situations: WHAT TO DO IN CASE OF EMERGENCY - 1

#### IN CASE OF EMERGENCY

Emergency situations are reported verbally or through optical/acoustic alarms in buildings. In the event of **an emergency**, it is necessary to:

- remain calm
- follow the instructions provided by the personnel in charge of emergency management (coordinator, emergency team members or rescue personnel).

If it is necessary to evacuate the premises:

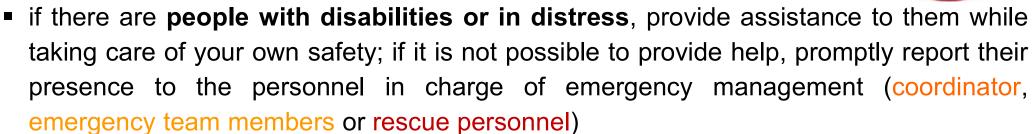
- all staff and any students or visitors present must suspend their activities and leave the room they are in, go outside the building following the escape route indicated in the evacuation plans available in the building and gather at the **ASSEMBLY POINT**
- the evacuation must be carried out in an orderly manner, without running
- do not go back for any reason whatsoever



## Management of emergency situations: WHAT TO DO IN CASE OF EMERGENCY - 2

#### Please note the following:

- do not bring bulky objects with you
- IT IS FORBIDDEN TO USE LIFTS



 once you have reached the ASSEMBLY POINT, remain together and check if there are any colleagues waiting for instructions from the personnel in charge of emergency management

NB: ENTRY INTO THE BUILDING IS NOT PERMITTED UNTIL THE END OF THE EMERGENCY HAS BEEN DECLARED





### Management of emergency situations: WHAT TO DO IN CASE OF FIRE

#### IN CASE OF FIRE

If it is necessary to evacuate the building, refer to the instructions available in the "IN CASE OF EMERGENCY" section.



#### In addition:

- avoid escaping by going to the upper floors, since smoke goes up
- follow the instructions provided by the personnel in charge of emergency management (coordinator, emergency team members or rescue personnel)
- make sure that fire doors are closed after use
- if you are trapped in a room, close the door and seal any cracks with wet cloths, if possible. Report your presence at regular intervals



## Management of emergency situations: WHAT TO DO IN CASE OF EARTHQUAKE

#### IN CASE OF EARTHQUAKE

#### **During an earthquake shock**

- do not rush outside
- remain near the most "solid" parts of the building, such as load-bearing walls, beams, door compartments, or take cover under desks and tables
- stay away and help others stay away from any objects that might fall and harm you, such as windows, glass structures, shelves, exposed electrical wires or other objects or materials.

#### At the end of the shock

 move away from the building with caution, keeping as close as possible to the walls and probing floors, stairs and landings before setting foot on them



- do not use lifts
- once you are out, move away from buildings, trees, power lines, scaffolding and any other unstable objects or materials
- if you get trapped, try to report your presence at regular intervals



#### **EVACUATION/FIRE DRILLS**

are carried out periodically in the university buildings involving the staff and students.

The drills are designed to practice evacuation and initial response procedures.

