



## Università degli Studi di Pavia

# Emergency



A.A.S.   
Area Ambiente e Sicurezza

## THE EMERGENCY

It is an unusual situation that represents a danger for people, things or the environment. It requires a ready and well-managed reaction to minimize the damage.

The main objective of operation is the safety of the people: the rescuer and the injured person; the secondary objective is the protection of property.

*Look over the Emergency Procedures!*

*Contact the secretarial staff where you work or the organization's web site!*

## WHAT TO DO

**If you are not on the emergency team, don't play the hero.**

Immediately inform the University staff to activate the emergency Team and to call for emergency assistance (Fire Department, Police, etc.); if you are alone and cannot intervene, call for emergency assistance yourself.

While waiting for assistance to arrive, and only if you are able to do so without placing yourself or anyone else in danger, you can intervene; **in cases of minor fires, use only the fire extinguisher.**

Fire hoses, fire plugs and fire reels require preparation and the presence of at least two people.

**Do not use water on working electrical equipment.**

**Do not enter smoke-infested rooms without protection for the breathing passages.**



## CALLING FOR EMERGENCY ASSISTANCE



Call **118** or **115** from any phone:  
it is **not necessary to use cards or coins.**

**It is not enough to dial the number !**

### IMPORTANT:

- call for outside assistance (Fire Department, First Aid, Police, Carabinieri, etc);
- to save lives, give the following information by phone in a calm, precise and brief manner so as not to waste precious time:
  - your name and surname
  - site of the accident (name of university department, exact address, building floor, room name, phone number, where aid vehicles can enter)
  - nature and cause of the accident (fire, explosion, gas leakage, attack, etc.)
  - seriousness of the accident
  - number of people involved
  - number of injured persons (state of health, whether they are conscious, their breathing status, pulse rate, injuries, illness, burns).

Answer the questions and do not hang up the phone until you have received instructions.

### at the end of the phone conversation:

- be sure the person you are speaking to has understood
- take down the person's name in case you need to call back
- agree on the best way to reach the scene of the accident
- send someone to meet the emergency assistance personnel on the main road, to open the gates, the entry bars, and the main door.

# UNIVERSITY EMERGENCY PERSONNEL



During an emergency remain calm. There is a **TEAM** ready to operate:

- use the emergency equipment (fire extinguishers, fire reels, etc.)
- if possible, take corrective action on the technical equipment in the affected area: gas, electricity, etc.
- issue the emergency warning and evacuation orders
- call for emergency assistance
- make sure all personnel have evacuated, giving appropriate instructions when wrong procedures are adopted as a result of panic; indicate how to reach the emergency exits that are operational.

In the classroom/laboratory, follow the instructions of the **Emergency Assistants** (teachers or the personnel in charge); they will tell you what to do and guide you towards a safe place.

## EVACUATION

When you hear the evacuation alarm signal, go to the nearest emergency exit: **follow the white arrows on the green sign.**

### During evacuation:

- leave your place calmly and without running
- do not take with you any large or useless objects, and under no circumstances turn back
- do not block the emergency exits by remaining near them after exiting; go to the rendezvous point indicated in the emergency procedures
- in case of smoke or flames cover your nose and mouth with a cloth, if possible a wet one; walk on all fours on the floor
- in case of high heat protect your head with wet wool or cotton clothing; do not use synthetic fabric.

**REMEMBER:** inform the University staff of any obstacles that may impede the evacuation; never close the emergency exit with a padlock, which should open freely and easily in the direction of the outflow; if you are able to, **HELP YOUR COLLEAGUES AND ANY DISABLED PEOPLE.**





## The Most Common Emergency: fire

### Help us to prevent this

- do not store up trash, paper, solvents or other combustible and/or inflammable material near a heat source
- be careful in using open flames or heat-generating equipment
- do not smoke in fire-risk areas in the University; use an ashtray to put out or dispose of cigarette butts
- do not obstruct the ventilation of heating equipment or electrical machines and office equipment
- do not use equipment that does not conform to safety standards and which is not periodically controlled and efficiently maintained
- do not overcharge electrical outlets; do not use adapters or multiple outlets, and use strip outlets only temporarily.



**Important: the fire extinguisher runs out after only a few seconds!**

Fire category	TYPE OF FIRE (material involved)	TYPE OF EXTINGUISHER
 <b>A</b>	Solid charcoal-based materials (e.g., paper, wood, etc.)	Water, foam, dust, alternative gases to halon
 <b>B</b>	Liquid materials (e.g., alcohol, petrol, etc.)	Foam, dust, alternative gases to halon
 <b>C</b>	Gas (methane, acetylene, hydrogen, etc.)	Dust, carbon dioxide and alternative gases to halon
 <b>D</b>	Metals (magnesium, titanium, sodium, etc.)	Dust

## How to use a fire extinguisher



### Choose the correct fire extinguisher and then...

- remove safety catch, and with one hand lift the fire extinguisher while grasping the nozzle with the other
- move the lever
- point the nozzle at the base of the flame, almost parallel to the floor, moving it from right to left covering a 90-degree angle
- move gradually toward the flame while keeping a safe distance
- do not spray the liquid from top to bottom or spread the flame with too violent an outflow
- when two people are acting together, move forward from the same side.

## What not to do...:

- Do not panic; we have a well trained team: call it!
- Do not use lift or freight lift
- Do not go to the upper floors (smoke and heat rise)

## ...what you have to do instead

- move quickly from the fire or smoke-infested area, leaving behind your personal belongings;
- close the fire barrier door behind you, checking that there is no one left behind;
- in case of poor visibility, move carefully, testing the floor and the landing before using them;
- walk along the wall, even as you go down the stairs;
- go in orderly fashion to the nearest safe area;
- follow the instructions of the emergency TEAM and the EMERGENCY ASSISTANTS.

## When the fire is outside the room you are in and you cannot get out:

- close any doors;
- stop the smoke from entering by sealing any cracks;
- use any means to call attention to yourself.

## When someone's clothes catch fire, you have to:

- stop them from running around;
- lay the person down on the floor;
- extinguish the flames using a fire-repellent blanket (you can find it in the emergency cabinet and in the laboratories) or clothes;
- do not use a fire extinguisher.

**In case of injury or intoxication**  
Inform the first aid staff

## THE SIGNS

(D.Lgs. 493/96)

### Fire safety signs



Fire extinguisher



Fire reel



Fire hose



Emergency cabinet

### Aid and rescue signs



First aid cabinet



Eye shower



Emergency shower



Emergency ways and exits



## USEFUL PHONE NUMBERS

<b>Carabinieri</b>	<b>112</b>
<b>Police</b>	<b>113</b>
<b>Firemen</b>	<b>115</b>
<b>First Aid</b>	<b>118</b>

### UNIVERSITÀ DEGLI STUDI DI PAVIA

AREA AMBIENTE E SICUREZZA	0382/98.48.27/8/9
AREA SERVIZI TECNICI	0382/98.49.00
WORK MEDICALS	0382/59.37.01

### SERVIZI DI SOCCORSO ED EMERGENZA

Anti poison center Fondazione Maugeri	0382/24.44.4
Polizia Stradale	0382/22.22.2
Municipal Police	0382/54.51

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