

Università degli Studi di Pavia

Emergency



Area Gestione Sistemi 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 operation's main objective is the safety of the people: rescuers and injured persons; 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 in the emergency team don't play the hero. Immediately inform the University's staff to activate the emergency assistance (Fire Department, Police, etc.); if you are alone and you can't intervene, call for emergency assistance yourself.

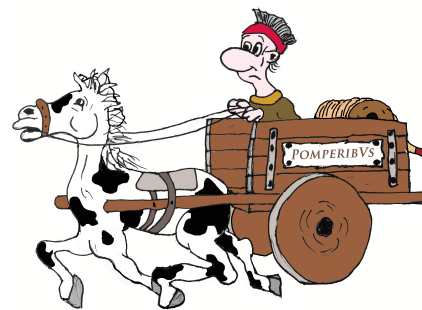
While waiting for assistance to arrive you can intervene only if you are able to do it and without placing yourself or anyone else in danger; **in case of minor fires, use only the fire extinguisher.**

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

Do not use water on working electrical equipment. Do not enter smoke-infested rooms without the right protection for the breathing passages.



## EMERGENCY CALLING



IMPORTANT

Be calm and tell to the emergency phone operator all you know about the event:

- your name and surname
- site of the accident (name of the department, exact address, building name and floor, room, phone number, vehicle access)
- nature and cause of the accident (fire, explosion, gas leakage, attack, etc.)
- seriousness of the accident, number of involved persons, state of health (whether they are conscious, their breathing status, pulse rate, injuries, illness, burns)
- exact way to find the accident point

Call 112, 115 or 118 from any phone it's free !!

## UNIVERSITY EMERGENCY STAFF



During an emergency be calm and:

- Use the emergency equipment (extinguishers, fire reels, etc.)
- if possible, take the 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 everyone has evacuated, giving appropriate instructions when wrong procedures are adopted as a result of panic; indicate how to reach the operational emergency exits.
- In the classrooms/laboratories, follow the instructions of the Emergency Assistants (teachers, or personnel in charge); they will tell you what to do and guide you towards a safe place.

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

During evacuation::

- leave your place calmly and without running
- do not bring with you any large or useless object and do not turn back if possible
- do not block the emergency exits by remaining near them and reach the safe area indicated by the signs or the emergency staff
- in case of smoke or flames protect your nose and mouth with wet cloths; walk on all fours on the floor testing it before
- in case of high heat, protect your head with wet wool of cotton clothing; do not use synthetic fabric.
- if possible help your colleague and disabled people.

## Help us to prevent fire accident

- Do not store up trash, paper, solvents or other combustible and/or flammable materials near a heat source.
- Be careful in using flames or heat-generating equipment.
- Do not smoke
- Do not obstruct the ventilation of heating / office / electrical equipment.
- Do not use equipment not conform to the safety standards and not periodically checked.
- Do not overcharge electrical outlets; do not use adapters or multiple outlets and use strip outlets only temporarily.

## The extinguisher



Classe	Sostanza	Estinguente
A	Solidi organici (es. carta, legno)	H2O, polvere, schiuma
B	Liquidi infiammabili (es. alcoli, cere, paraffine)	Schiuma, polvere
C	Gas infiammabili	Agire sulla valvola
D	Metalli (es. sodio, magnesio, titanio)	Polveri speciali
F	Oli e grassi (animali e vegetali)	Schiuma, polvere

ATTENTION: Fire extinguisher operate in few seconds



## How to use extinguisher

Choose the correct fire extinguisher and read the instruction written on it. If you use a powder extinguisher point the nozzle at the base of the flame; if you use a carbon dioxide extinguisher point the nozzle over the flame and proceed down. At the end of the use alert Emergency staff.

## Emergency: what to do...

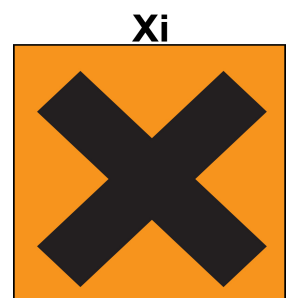
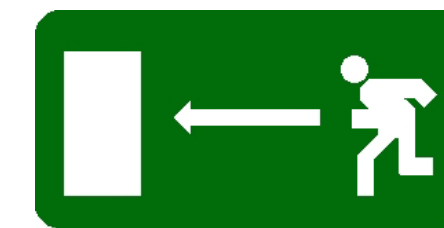
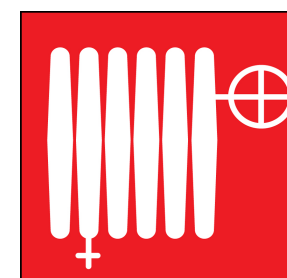
Be calm and do what Emergency staff tells to you. Do not use lift and freight lift. Stay alongside walls on the stairs and walk on the right side where possible. Go to the lower floors when possible and reach the emergency exit and the safe area.

If you can and there is no other one, close fire barrier and doors behind you. Without visibility walk slow and carefully, test the floor and the landing before using them.

Go to the nearest safe area following sign and Emergency staff instructions. In case of person fire involved, stop and lay down on the floor; extinguish the flames using a fire-repellent blanket (in the emergency fire cabinet) or clothes (do not use extinguisher).

If you can't exit from fire involved room, lay down yourself and protect the breathing passages. If you are able to, open windows and show your position.

If you can exit from the fire involved room, close any door behind you when you walk away.



## SIGNS

Signs help us to find emergency tools, to discover dangers and reach the safe point.

## EMERGENCY NUMBERS

Emergency no. 112  
Firemen 115  
First Aid 118

### UNIVERSITY OF PAVIA

Area Gestione Sistemi Ambiente e Sicurezza  
0382/98.48.27/8/9

Area Servizi Tecnico Logistici  
0382/98.49.00

### OTHER EMERGENCY

Anti poison center Fondazione Maugeri  
0382/24.44.4

Polizia Stradale  
0382/98.49.00

Local Police  
0382/54.51

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