



## UNIVERSITA` DEGLI STUDI DELL'AQUILA

*Servizio Prevenzione e Protezione*

### **Emergency management guidelines**

#### Emergency management at the University of L'Aquila

The University adopts control measures for emergencies so, if there is a serious, immediate and inevitable hazard, everyone can leave, in safety, the workplace or the dangerous area.

For this purpose, they have been put together emergency teams with staff members trained to deal with emergency and recognizable for the yellow bib (you can find the list of emergency team members on <http://www.univaq.it/section.php?id=1677>).

In each building of University there are an emergency plan and floor plans showing emergency rules and assembly areas. Furthermore, all of University buildings are equipped with safety devices (*fire extinguishers, emergency lighting, alarm systems*) and emergency exits.

The emergency routes and exits must be kept *clear* and lead as directly as possible to the open air or to a safe area.

The escapes routes are marked by green signs illustrated with pictograms and well lighted by electric lighting.

In case of evacuation the signal is given by a *visual* and *audible* alarm signal or by the speaker system that spreads a pre-recorded message.

Both students and personnel must know well the escapes rules, the emergency exits and assembly areas for the buildings they frequent.

#### General guidelines

An emergency is a critical condition that occurs as result of event (e.g. a fire, an earthquake, an electric black-out, etc.) that causes a potentially dangerous situation for the people safety and that requires exceptional and urgent actions to restore the security situation.

If you have witnessed or been involved in an emergency occurrence where no evacuation is planned, you need:

- Stay calm;
- Do not risk your safety;
- Do not alert the firefighters, the police or first aid directly;
- Immediately Inform about the nature of event an emergency warden that will activate the appropriate emergency procedures.

#### **Behavior during evacuation**



## UNIVERSITA` DEGLI STUDI DELL'AQUILA

*Servizio Prevenzione e Protezione*

If there is an evacuation alarm, either for an acoustic or optical or vocal signal, everyone keeping calm, must:

- leave bulky belongings;
- secure the area as possible (Turning off electrical equipment, closing the doors, etc.);
- leave building following evacuation instructions;
- alert the emergency wardens (recognizable for the yellow bib) if there is someone in trouble;
- abide by the instructions provided by the emergency team;
- assist any person with a disability to leave the building;
- do not use elevators;
- exit the building in an orderly fashion, keeping in view of your fellow students;
- walk quickly and calmly, without running, to the designated assembly area (do not re-enter the building for any reason);
- check to see if someone who was with you before the emergency is missing;
- Do not go back into the building until otherwise communicated by the emergency team.

**The teacher, both in classroom and in laboratory, has to:**

- keep the students under control;
- if there is someone with a disability, designate two students to assist them;
- leave the classroom after all students has come out;
- reached the emergency assembly area, check to see if some students is missing and, if so, alert the emergency team;
- notify any useful information to emergency team.

### **Accident or physical illness**

- provide first aid ONLY if you are certified;
- provide comfort to the sick or injured person and alert the personnel responsible for first aid (The list of names and phone numbers is placed on the first-aid kit);
- if the personnel responsible for first aid do not intervene and the event is serious then call 118;
- provide any useful information about the accident to the first aid officers.



## UNIVERSITA` DEGLI STUDI DELL'AQUILA

*Servizio Prevenzione e Protezione*

### **Black-out**

All buildings have an emergency lighting system. In case of black-out:

- keep calm;
- walk quickly and calmly without running to avoid falls;
- leave the building by the designated assembly area;
- leave the building moving through exodus routes, illuminated by emergency lights;
- follow the instructions given by building's security staff.

### **Fire emergency**

**If there is not alarm activated:** call a member of the emergency team which will evaluate the case and, if necessary, will activate the emergency procedures; if there is no someone of the emergency team or there is the propagation of fire, activate the fire alarm buttons leaving as soon as possible the involved areas.

**With the alarm activated:** (visual and acoustic alarm signal turned on):

- do not try to reach the involved area;
- find the safety exit route;
- if will be impossible to reach the emergency exit, take refuge in a safety area, close the door and avoid any smoke entrance, open the windows showing the own presence and wait, keeping calm, the arrival of the rescue team;
- do not use lifts but always stairs;
- in the presence of smoke, walking bent next to the floor, breathe using a handkerchief preferably wet;
- in case of persons wearing flammable clothes, they haven't to run, put them on the floor and choke the fire, wrapping them with non-flammable tissues.

### **EARTHQUAKE**

- Feeling the first earthquake shakes, wait the end of them and, exiting out of the building, follow the safest exit route also without assistance of emergency team;
- once outside, reach one of the assembly areas, keeping far from buildings, electrical lines and high trees;



## UNIVERSITA` DEGLI STUDI DELL'AQUILA

### *Servizio Prevenzione e Protezione*

- in case of strong shakes, take refuge under tables, desks, beneath a beam, in a door beside a structural supporting wall, then keep far from the center of the room and the windows;
- do not run outside during the shakes and don't stay on balconies or stairs;
- In the case of telluric shocks which could quickly compromise the stability of the building, so as not to allow the exodus of people, it is preferable do not stop in the center of the rooms and possibly seek refuge near the perimeter walls, in areas corner or under a stair as more resistant structures, even a sturdy table could be a good shelter. Wait for the arrival of external reliefs and avoid, as possible, risks of further collapse;
- once outside, reach the assembly point or an open space far away from buildings, electrical power lines or high trees;
- do not block the roads in order to facilitate the circulation of rescue vehicles; use the car only in case of absolute necessity.

If during a shock you are outside, it is safe to move far from buildings, electric cables, bridges, collapsed walls. It's important to avoid using the car and not stay too close to visibly scared animals because they might react violently.