Emergency management during teaching activities

PREVENTION AND PROTECTION SERVICE
D. Lgs. [Italian Legislative Decree] 81/08
"Consolidated Law on Workplace Health and Safety"

- is the reference standard for the protection of health and safety in the workplace
- defines the **roles and responsibilities** of the parties involved in the safety organisation, including:
  - **Employer**; the University, represented by the **Rector**
  - **Managers**; at the University, Division Managers/Area Managers
  - **Persons in charge**
  - **Employees**
  - **RLS**, Employees' Safety Representatives

and also
- **Employees in charge of managing emergencies**
D. Lgs. [Italian Legislative Decree] 81/2008 provides for specific requirements regarding EMERGENCY MANAGEMENT, including:

- **the prior designation of employees tasked** with implementing fire prevention and firefighting measures, evacuating workplaces in the event of serious and immediate danger, conducting rescues, administering first aid, and managing emergencies.

*NB:* at the University, *emergency team members* receive special firefighting and/or first aid training

- **the adoption of any necessary measures for fire prevention and evacuation of workplaces**, as well as in the event of serious and immediate danger (…)

*NB:* in accordance with the provisions of D. Lgs. [Italian Legislative Decree] 81/2008 and the regulations on **fire safety management** (Decree of 2 September 2021), an *Emergency Plan* is drawn up for each University building.
THE EMERGENCY PLAN
contains the safety management measures to be implemented in emergency situations:

- it defines roles and functions with specific emergency management tasks
- it contains evacuation plans
- it shows the measures and procedures to be adopted to deal with reasonably foreseeable/adverse events, e.g.:
  - fires
  - earthquakes
  - etc...
**ROLES AND FUNCTIONS**

The emergency coordinator is tasked with:

- overseeing the organisation to control and resolve emergencies
- issuing the order to raise the alarm
- initiating evacuation procedures, if deemed necessary
- declaring the end of the emergency after verifying that safety conditions have been restored

The members of the "fire-fighting" and "first aid" emergency teams are tasked with:

- managing emergencies according to the instructions provided by the emergency coordinator, in accordance with the specific procedures set out in the Emergency Plan
- reporting any anomalies in the effectiveness and operation of the fire prevention and firefighting measures
During classroom or laboratory activities, faculty members have specific responsibilities outlined in the Emergency Plan even if they are not part of the emergency teams:

1 - when an emergency situation arises, they are required to manage the situation for the rooms they are in charge of (personally or through the members of the "fire-fighting" or "first aid" emergency teams)

2 - if the order to evacuate the building is issued (reported verbally or through an optical/acoustic alarm):
   - check that all students leave the room in an orderly manner to reach the ASSEMBLY POINT, following the route indicated by the emergency signs and indicated in the evacuation plans
   - during the evacuation, ensure that the instructions provided by emergency team members or rescue personnel are observed
   - together with the students, they must reach the ASSEMBLY POINT, where they will follow the instructions of the emergency coordinator or the rescue personnel

NB:

- In the event that teaching activities are carried out in a laboratory, the faculty member will ensure the safety of materials, products, equipment, systems and anything else that may constitute a risk. If it is not possible to do so, they must promptly report the risk situations to the personnel in charge of emergency management (coordinator, emergency team members or rescue personnel).
- If there are people with disabilities or in distress, the faculty member will provide assistance to them while taking care of his/her own safety; if it is not possible to provide help, he/she will promptly report their presence to the personnel in charge of emergency management (coordinator, emergency team members or rescue personnel).
Evacuation plans: an example

**EVACUATION PLANS** are located in places designated for study, work and lessons. They must be carefully examined in order to identify:

- the **escape routes** to be followed to reach the **assembly point** in the event of evacuation
- **fire and first aid emergency equipment**: fire extinguishers, alarm buttons, AEDs, first aid boxes, etc.
Management of emergency situations: RULES OF CONDUCT

**IN CASO DI EMERGENZA**

**DISPOSIZIONI GENERALI**
L’edificio dispone di vie d’uscita per consentire una rapida evacuazione in caso di emergenza. Per evitare incidenti e importante mantenere sempre la calma.
- I percorsi di sicurezza devono essere mantenuti liberi da qualsiasi ingombro;
- Il personale in servizio:
- Individuare le uscite di emergenza;
- Evitare ogni possibile comportamento pericoloso.

**COMPORTAMENTO IN CASO DI SCOPERTA DI UNA SITUAZIONE DI EMERGENZA**
- In caso di scoperta di un incendio, malore o infortunio, informare immediatamente il personale in servizio;
- Scendere percorrendo il percorso indicato dalla segnaletica;
- Seguire rigorosamente le indicazioni fornite dalle squadre di soccorso;
- Non accorciare le vie d’uscita in senso contrario a quello indicato;
- Le vie d’uscita sono protette parzialmente dal fumo. Avvisarsi in caso di incendio per scendere verso il fondo della struttura e seguire le indicazioni di evacuazione.

**IN CASE OF EMERGENCY**

**GENERAL INSTRUCTIONS**
The building is equipped with emergency routes that enable a fast evacuation in case of emergency. In order to avoid incidents, it is important to always keep calm.
- Keep emergency routes and exits clear from any obstruction and material that could hinder the evacuation phases;
- The maintenance service must be informed immediately of any malfunction of the safety devices.

**BEHAVIOUR IN CASE OF EMERGENCY SITUATIONS**
- The personnel must be informed immediately in case of fire, sudden illness or injury;
- Identify the emergency exits;
- Avoid dangerous behaviours.

**BEHAVIOUR IN CASE OF EMERGENCY ALARM**
- Interrupt lessons and working activities;
- Leave all classrooms and offices, keeping calm;
- Follow the directions given by rescue teams;
- Do not treat the emergency routes in a different direction from that indicated by the emergency signs;
- If the emergency routes are partially invaded by smoke, crawl towards the nearest emergency exit, protecting the mouth with a wet handkerchief;
- Report to the assembly point.
## USEFUL CONTACT NUMBERS - EMERGENCY SERVICES

<table>
<thead>
<tr>
<th>Service</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police</td>
<td>112</td>
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<tr>
<td>Carabinieri</td>
<td>113</td>
</tr>
<tr>
<td>Emergency Room</td>
<td>118</td>
</tr>
<tr>
<td>Fire Brigade</td>
<td>115</td>
</tr>
</tbody>
</table>

## USEFUL CONTACT NUMBERS - UNIVERSITY EXTENSIONS

- EMERGENCY TECHNICAL SERVICES: 049 8273897
- EMERGENCY ASSET SERVICES: 049 8273898
Emergency signs: some examples

- **Emergency exit**
- **Directional arrow**
- **Assembly point**

In case of emergency:

Do not use lifts
NON USARE L’ASCENSORE

Use the stairs
USARE LE SCALE

Do not use lifts
IN CASO DI EMERGENZA

Push bar to open
MANIGLIONE ANTIPANICO
APERTURA A SPINTA
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
Please note the following:

- do not bring bulky objects with you
- **IT IS FORBIDDEN TO USE LIFTS**
- if there are people with disabilities or in distress, provide assistance to them while taking care of your own safety; if it is not possible to provide help, promptly report their presence to the personnel in charge of emergency management (coordinator, emergency team members or rescue personnel)
- 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**
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
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.
Daily management of teaching activities: some indications

Teaching activities:
WHAT TO DO EVERY DAY

- Check that the number of students is not higher than the maximum expected number for the room you are in.

- Ensure that the internal pathways and exits of the classroom/educational laboratory remain clear at all times, preventing furniture, chairs, equipment, bags, backpacks, etc. from obstructing them.
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