

UNIVERSITÀ
DEGLI STUDI
DI PADOVA

Emergency management during teaching activities

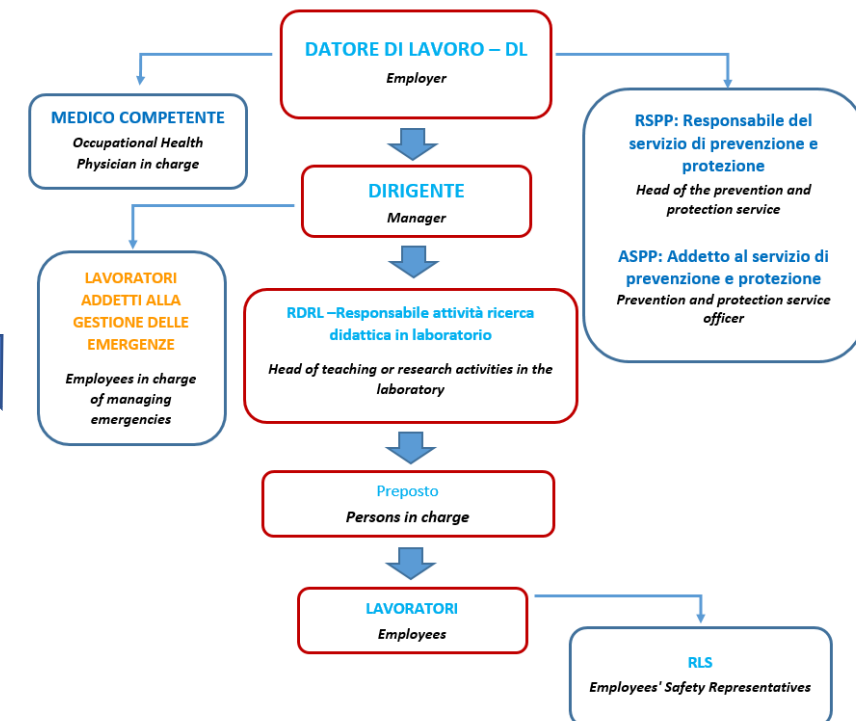
PREVENTION AND PROTECTION SERVICE



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**





SAFETY AND EMERGENCY MANAGEMENT IN WORKPLACES AND TEACHING SPACES

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*



*Emergency
Coordinator*



First Aid Officer



*Fire Prevention
Officer*



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...**

THE EMERGENCY PLAN

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UNIVERSITÀ
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DI PADOVA

PIANO DI EMERGENZA

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PADOVA

Il Delegato in materia di salute e sicurezza dei lavoratori
Prof.ssa Daniela Boso

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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.

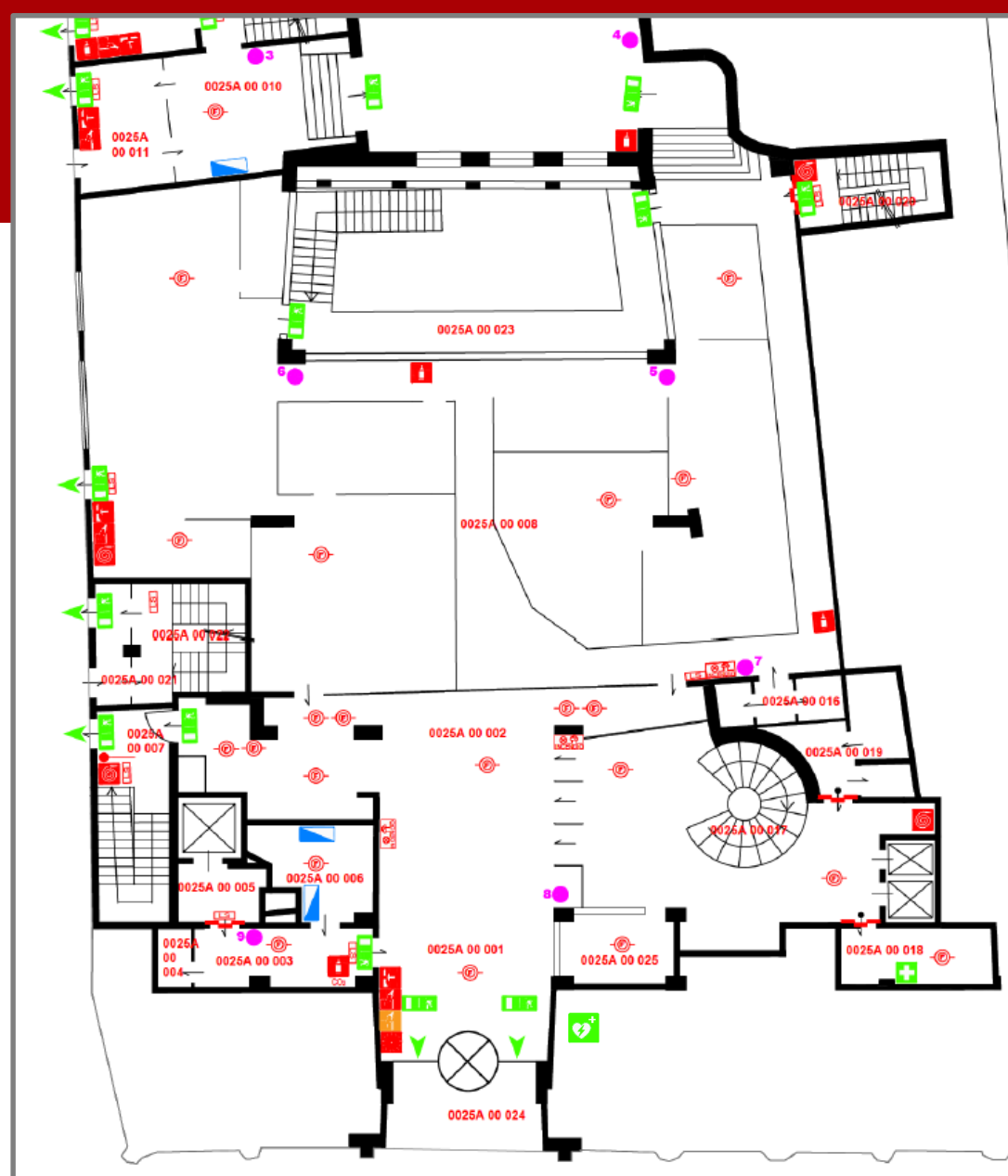
They must be carefully examined in order to identify:

- 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.



	- ATTREZZATURE ANTINCENDIO - COLLECTION OF FIREFIGHTING EQUIPMENT
	- ESTINTORE PORTATILE - FIRE EXTINGUISHER
	- NASPO - FIRE HOSE REEL
	- IDRANTE - FIRE HOSE
	- IDRANTE SOPRASUOLO - FIRE HYDRANT
	- SISTEMA AUTOMATICO DI SPEGNIMENTO - AUTOMATIC FIRE SUPPRESSION SYSTEMS
	- PULSANTE DI ALLARME - ALARM CALL POINT
	- ALLARME ANTINCENDIO - FIRE ALARM

	- VIA DI ESODO - EMERGENCY ROUTE
	- USCITA DI SICUREZZA - EMERGENCY EXIT
	- USCITA DI SICUREZZA VERSO IL BASSO - EMERGENCY EXIT STAIRS: PROGRESS DOWN FROM HERE
	- USCITA DI SICUREZZA VERSO L'ALTO - EMERGENCY STAIRS: PROGRESS FORWARD AND UP FROM HERE
	- PUNTO DI RACCOLTA - EVACUATION ASSEMBLY POINT
	- CASSETTA DI PRONTO SOCCORSO - FIRST AID BOX
	- TELEFONO EMERGENZE - EMERGENCY TELEPHONE
	- DOCCIA DI EMERGENZA - SAFETY SHOWER
	- LAVACCHIO DI EMERGENZA - EYEWASH STATION
	- DEFIBRILLATORE - DEFIBRILLATOR





Indications provided in the EVACUATION PLANS

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 è importante mantenere sempre la calma.

- I percorsi di sicurezza devono essere mantenuti liberi da qualsiasi ingombro;
- presso le uscite di sicurezza non devono essere depositati materiali che possano limitare le fasi d'esodo;
- qualsiasi inefficienza dei dispositivi di sicurezza deve essere subito notificata al servizio manutenzione.

COMPORAMENTO 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;
- individuare le uscite di emergenza;
- evitare ogni possibile comportamento pericoloso.

COMPORAMENTO IN CASO DI ALLARME

- sospendere le lezioni e le attività lavorative;
- lasciare le aule e gli uffici mantenendo la calma;
- rimanere calmi;
- lasciare gli oggetti personali dove si trovano;
- avviarsi verso l'uscita di emergenza seguendo il percorso indicato dalla segnaletica, speditamente ma senza correre ed accalcarsi;
- seguire rigorosamente le indicazioni fornite dalle squadre di soccorso;
- non percorrere le vie d'esodo in senso contrario a quello indicato;
- se le vie di uscita sono invase parzialmente dal fumo, avviarsi carponi verso l'uscita più vicina e proteggersi la bocca con un fazzoletto possibilmente bagnato;
- raggiungere il punto di raccolta.

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 the classrooms and offices, keeping calm;
- keep calm;
- do not stop to collect personal belongings;
- head speedily towards the nearest emergency exit following the route indicated by the emergency signs, without running and crowding in front of the exit;
- strictly follow the directions given by rescue teams;
- do not tread 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
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

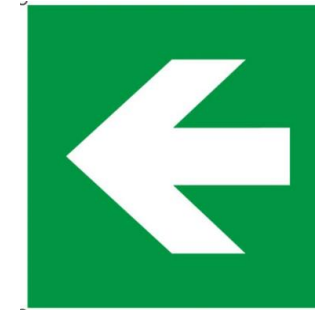
EMERGENCY ASSET SERVICES: 049 8273898



Emergency signs: some examples



Emergency exit



Directional
arrow



Assembly
point



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.

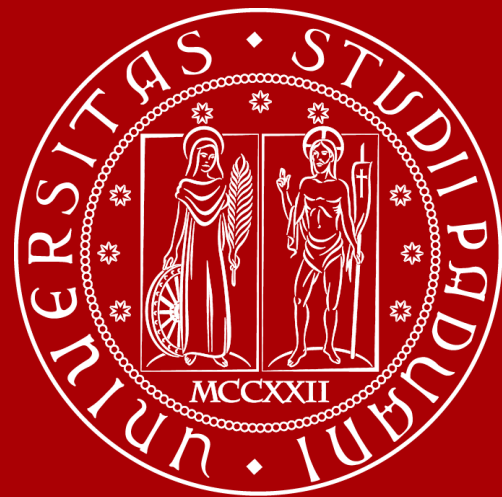




Teaching activities: WHAT TO DO EVERY DAY



- 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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