USER SAFETY REGULATIONS

Emergency Plan

UNIVERSITY RESIDENCES

Pursuant to Ministerial Decree 10/03/98 and Legislative Decree 81/08 and subsequent additions and amendments.
Introduction

An emergency is defined as any critical condition that is the result of the occurrence of an event, a fact or a circumstance that leads to a situation that is potentially dangerous to people and/or goods and structures and that requires exceptional and urgent intervention to be managed and returned to normality.

This emergency plan is designed to inform users of structures, such as university residences, of the behaviour to be adopted in the event of an emergency, in particular when it is necessary to evacuate the building quickly in the case of accident or emergency, thus also the function of optimising the management of accident scenarios. An emergency plan is a combination of operational intervention procedures to deal with any possible calamity in a certain territory.

Users are identified as all those present in the building; both university employees, users, guests and contractors who, for whatever reason, need to frequent the university residence buildings.
SAFETY REGULATIONS

INTRODUCTION

The emergency plan is a procedure including the following details:
− the actions that operators must implement in the event of an emergency.
− Actions for the evacuation of the place of work that must be implemented by operators and by other people present.
− Provisions for requesting the intervention of external Emergency Services and for providing the necessary information upon their arrival.
− The specific measures to be adopted for the assistance of any disabled people present.

For the reasons described above, during daily working activity, every user of the university residences, as well as adopting all work safety and hygiene precautions, must also monitor situations carefully in order to detect any sign of possible emergency and actively collaborate in order to limit any damage that may be caused.

1. In compliance with the provisions of legislation on safety (Legislative Decree 81/2008 and subsequent additions and amendments) and on fire prevention for student activity (Ministerial Decree 10/03/98), the Prevention and Protection Service has set out the provisions outlined in the following procedure, in collaboration with the Unit. Services and the University Planning and Building Management Unit

2. For all other specific operational regulations in force in university residences, the user must refer to the University of Brescia "General University Residence Regulations" and to the Services Unit Manager.

3. A summary of the general prevention and emergency regulations, with which all users must strictly comply, is found below.

4. Failure to comply with safety regulations may lead to disciplinary procedures being brought against the person in question, as well as to the enforcement of any legal sanctions.

DEFINITIONS

EMERGENCY: an abnormal situation that may constitute a source of risk to personal safety and damage to things.

ALARM: Alarm is understood to mean:
− a signal given to warn of danger in general;
− the device or system that provides warning of danger.

The state of ALARM is given when it is deemed that a dangerous, or potentially dangerous, situation that has been created cannot be controlled using internal operational means.

EVACUATION: systematic abandonment of a place, imposed following or in the face of imminent serious incidents of an emergency nature.
The order for EVACUATION, following the state of alarm, is given when an incident has already occurred that provokes (in the area, floor, building or whole district) a situation that puts people in situations of serious, immediate and unavoidable danger.

UNIVERSITY EMERGENCY MANAGER
The University Emergency Manager is appointed by the Chancellor. The University Emergency Manager, in collaboration with the Emergency Coordinator, works to achieve the organisation and control of emergencies. The University Emergency Manager is currently the Prevention and Protection Service Manager.

EMERGENCY COORDINATOR
The Emergency Coordinator is the Head of Student Services, as per Chancellor's Decree Reg. xxx no. 665. The Emergency Coordinator works to apply the Emergency Plan and declares it operational when he believes it to be necessary. He is informed of any danger, including non-immediate, that could develop to form an emergency situation.

Once the emergency is over, he notifies the Emergency Manager and the Prevention and Protection Service, and the Maintenance, Building and Safety Sector of the emergency that occurred, with considerations of the cause, the control intervention methods adopted and with suggestions for reducing future risks.

NOTIFICATION OF AN EMERGENCY: understood to mean the broadcasting of the notification of an emergency situation to all the people present in the building, in order that everyone, within the context of his position, is warned and may activate any relevant procedures.

SAFE PLACE: an open space or fire-resistant compartment, separated from other areas via open space or smoke-proof filters, suitable for holding a pre-determined number of people (static safe place) or that allows the ordered passage (dynamic safe place).

MEETING POINT: a safe place outside of the building, in which, by following the dedicated safety signs found in the building, all the users of the structure gather, in the event of an evacuation. This place is identified by a dedicated sign.

SAFETY INSTRUCTIONS: on each floor, and usually in all the rooms, a layout of the building is displayed. Furthermore, the positions of the emergency exits and meeting points are suitably indicated.

ACTIVE PROTECTION SYSTEMS FOUND IN THE BUILDING: all the protection measures that require human action or the activation of a system for the early detection, warning and extinguishing of fire. This includes:

- suitably indicated and visible fire extinguishers
- internal and external fire prevention water network (suitably indicated and visible wall hydrants: you are reminded not to use water to extinguish fire on
electric control panels and parts with live current to avoid electrocution of the user)
- automatic fire detection systems;
- warning devices (smoke detectors) and alarms.
INDICATIONS FOR MANAGING EMERGENCIES

Each worker must care for his own health and safety and that of the other people in the workplace who may be affected by his actions or omissions.

In particular, users must:
– comply with the operational safety regulations in force in each environment, for the purposes of individual and group protection;
– observe the no-smoking rule in all areas of the residence;
– comply with the maximum capacity permitted in common areas;
– avoid any manoeuvres for which they are not authorised and that could compromise people’s safety;
– work together actively with emergency service operators, in order to maintain the efficiency of the safety system in place;
– immediately notify the Reception and/or Coordinator of any malfunction of safety devices and dangerous situations which come to their attention, intervening directly, as far as they are capable, to eliminate or reduce any defects or dangers;
– participate with due seriousness in the evacuation drills;

Users must not:

a. tamper with and/or deactivate and/or remove fire safety systems;
b. leave fire doors open, with the exception of those fitted with an automatic closing system;
c. obstruct escape routes (corridors and emergency exits) and fire safety devices (extinguishers, hydrants, etc.) with any objects (boxes, clothes horses, large bags, etc.);

Furthermore, users must adopt the following prevention and protection procedures:
– identify of escape routes, emergency exits, location of emergency buttons and fire extinguishers;
– memorise emergency telephone numbers;
– follow the indications on the displayed safety signs;
– familiarise themselves with the protection measures and activities in place, the emergency procedures and the reference figures;
– switch off all electrical equipment and the end of the day (computers, printers, TVs, etc.);
– report immediately the poor working order of electrical equipment.

Every person must use his own and shared electrical devices with due care. The use of deteriorated electrical components (frayed wires, broken covers, shoddy electrics, cracked plugs, etc.) increases significantly the risk of electrical contact. In particular, users must:
– use components that comply with standards;
– not use electrical devices in conditions of increased electrical risk (e.g. with wet hands, with feet immersed in water or in damp environments);
− not screen lights with paper or fabric;
− not use electrical devices with power exceeding the supply (heaters, PCs, stoves, etc.);
− not leave electrical equipment (cables, extensions, etc.) lying in areas of through passage;
− not overload or make incorrect use sockets and plugs;
− not splash water on to live electrical systems;
− not screen lights with paper or fabric;
− switch of TVs using the on/off switch and not the remote control;
− never leave an iron switched on and unsupervised and unplug immediately after use.

For organisational and behavioural regulations with regard to the correct operation of services within each residential structure, please refer to the dedicated Rules.

Users must report any situation of potential danger that comes to their attention to the emergency team or to the Reception.
EMERGENCY

An emergency is a situation different from all events that normally occur for workers and users.

Emergencies may be caused by:
- Fire/explosion/gas leak
- Earthquake
- Exceptional atmospheric events
- Terrorist acts or presence of someone with psychiatric problems
- Robbery / theft
- Black-out

Furthermore, anyone who detects anything he believes to be significantly unusual or dangerous must **report the emergency immediately to the Reception by calling +39 (0)30 2016081**, including by means of the residence intercom system.

Should it not be possible to call those interested, the user must call the emergency numbers indicated below.

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FAILURE TO COMPLY WITH THE EMERGENCY PLAN MAY LEAD TO DISCIPLINARY PROCEDURES BEING BROUGHT AGAINST THE PERSON IN QUESTION, AS WELL AS TO THE ENFORCEMENT OF ANY LEGAL SANCTIONS
GENERAL ALARM MANAGEMENT

Anyone who becomes aware of anything unusual or dangerous (fire, accident, injury, failure, etc.) must follow the following procedures:
Assess the proportions of the event and sound the alarm, according to the following steps:
1. Call the Reception +39 (0)30 2016081
2. In the case of no reply, call directly one of the following numbers:
   - FIRE SERVICE
   - 112 EMERGENCY HEALTH SERVICES
   - CARABINIERI (POLICE)
   - POLIZIA (POLICE)

Once you have dialled the number, be prepared to provide the following information:
WHO is calling: full name and telephone number
FROM WHERE specify place: street, building, floor, etc.
WHAT HAS HAPPENED: describe briefly the event (fire, injury, explosion, gas leak, etc.)
HOW MANY people are involved in the event and how many injured or trapped
CONTACT NUMBER of the person calling.

Important! Providing assistance also means correctly reporting what has happened!

In the event of a general alarm:
- stay calm and do not panic;
- stop anything you are doing and leave bags and other items;
- leave the room in an orderly manner, without causing panic, switching off electrical devices and closing windows and doors;
- follow the instructions of the emergency operators or follow the regulations provided for the specific situation;
- do not push, do not shout, do not run and do not use the elevators;
- follow the dedicated signs and head towards the outside meeting points indicated in the evacuation plan, keep together and check for the absence of any colleagues;
- never move in the direction opposite to that of the exits and do not obstruct the evacuation process the work of the emergency service operators;
- move away from the building and go back in only after receiving express authorisation from the emergency coordinator.

Disabled or especially vulnerable people
In the event of evacuating a building in which disabled or vulnerable people (e.g. people with a handicap or heart condition, pregnant women, people with a temporary disability, etc.) are present, everyone is obliged to provide the assistance necessary to move them to safety, working together with others, if required. Disabled staff will be accompanied to the meeting point and their presence will be reported to the emergency
operators and/or the external emergency services.

In the event of a fire, users must:
• Use the fire extinguishers only if they know how to use them;
• not use fire hydrants (for use by the Fire Service only) to avoid the risk of electrocution and damage caused by incorrect use of the hose;
• not open hot doors;

WARNING:
• Smoke travels upwards - do not move up to higher floors;
• if the escape routes are partially filled with smoke, cover your nose with cloth (best if wet) and proceed towards the closest emergency exit, keeping as low to the ground as possible (smoke travels upwards); if the corridors are filled with smoke stay in the room with the door closed and stop any gaps with wet cloth to prevent smoke from entering;
• when a person's clothes catch fire, you must:
  o prevent him from running;
  o make him lie on the ground;
  o extinguish the flames by wrapping him in blankets or other fire-resistant material;
  o not use fire extinguishing substances, in that the refrigerating or chemical/physical effect of such substances may cause damage worse than burns.

In the event of external and similar events (tornado, terrorist acts/kidnap, armed threats, presence of a psychologically disturbed person, robbery/theft).

The emergency must be reported directly to the external emergency services by telephone.
Evacuation is not expected during these specific events.
No general alarms or visual warnings are given.

Users must:
• remain where they are and close any doors;
• not stand at windows and/or doors out of curiosity;
• follow the instructions given by external emergency service operators/managers;
• assist anyone in an agitated state;
• wait until notification of end of emergency from those in charge of the emergency situation.

In the event of finding yourself indoors during an earthquake, it is important to remain calm and not to panic, and to put into action the following essential safety P-S-E measures.
PROTECT YOURSELF during the earthquake
As soon as you feel the first tremors, shelter under a hard surface (table, desk), above all protecting your head with anything hard that is within reach.
If you find yourself in corridors or common areas during an earthquake, stay where you are; only move to get away from material that may be thrown about or may overturn (e.g. bookshelves, shelves, lamps, windows, etc.).

STAY protected where you are until the earthquake is over
Make sure to stay sheltered under a protective surface, or keep your head protected. Stay where you are!

EXIT the building in an orderly manner after the earthquake is over
Once the earthquake is over, exit the building in an orderly manner and head to the external meeting point by way of the evacuation routes and using the existing emergency exits. Do not use the elevators, use the stairs, keeping close to the wall.
Stay close to the most "solid" parts of the structure (load-bearing walls, lintels, doorways and corners);
Stay away from anything that could fall outside (tiles, balconies, etc.).
ANNEX 1: FIRE EXTINGUISHERS. INSTRUCTIONS FOR USE

Fire extinguishers are often the first response method most used to extinguish the start of fire. They are classified according to their extinguishing capacity for different types of fire. Before using a fire extinguisher, you must be sure that the extinguishing substance is compatible with the fire.

A fire extinguisher must only be used when the fire is of a limited size (waste paper bin on fire). There are various types of fire extinguishers. Those found in the university buildings are: powder extinguishers (suitable for flammable liquids and electrical devices), carbon dioxide extinguishers (suitable for electrical systems).

Powder Fire Extinguisher

Carbon Dioxide (CO₂) Fire Extinguisher

A carbon dioxide (CO₂) fire extinguisher is recognised by the black cone found on the end of the hose or on the nozzle.

WARNING! The carbon dioxide is held in the tank at very high pressure, thus reaching a very low temperature (-70°)!

REMEMBER that, if this gas comes into contact with human skin, it can cause BURNS from the cold.

In the case of fire breaking out that involves devices with live electrical current, electrical control panels or machines, use of a CO₂ fire extinguisher is recommended.
A fire extinguisher is generally made up of the following components:

A) One or more canisters containing the extinguishing agent, propellant, or both;
B) A valve to shut off and/or adjust the flow of the extinguishing agent;
C) A hose, i.e., a flexible tube that allows the easy, accurate direction of the extinguishing agent (this may be absent in smaller fire extinguishers of up to 3 kg);
D) An extinguishing agent that, when sprayed or spread or otherwise placed in contact with fire, interacts to extinguish or reduce it;
E) A propellant - gas that causes the expulsion of the extinguishing agent.

The valve is generally composed of:
4a a body, normally in pressed brass, cast aluminium or high-resistance technical resin,
4b a start button;
4c a handle;
4d a pressure gauge (or other pressure indicator);
4e a safety lock to prevent accidental activation.

The instructions for use are as follows:
1. remove the safety pin
2. take hold of the nozzle
3. press the control lever right down and direct the spray towards the base of the flame
4. aerate any enclosed spaces after use.

After using a fire safety device, notify the University of Brescia Services Unit so that they can organise for it to be refilled.
ANNEX 2: SAFETY SIGNS

Safety signs are regulated by Legislative Decree 81/08 and subsequent additions and amendments and are intended to broadcast safety information via a system that uses as little text as possible and is easily understood. Safety signs are made up of a combination of geometrical shapes, colours and symbols and are divided into rescue signs (rectangular or square), prohibition signs (round), warning signs (triangular) and fire safety (square).
RESCUE SIGNS

PROHIBITION SIGNS

No smoking
no smoke and use naked flames

do not extinguish with water

No entry
OBLIGATION SIGNS

DANGER SIGNS
FIRE SAFETY SIGNS
ANNEX 3 – Reference reception and useful telephone numbers

The Reception number is +39 (0)30 2016081 - it can be reached from a private telephone or from the residence intercom system

NUMERO UNICO DELL'EMERGENZA
(Single Emergency Number) 112

ANNEX 4: BUILDING LAYOUTS FOR EMERGENCIES

The evacuation plans are indicated on the building layouts displayed in the residences (Bruno Boni, Vali1, Valotti 3b, Carmine) in the corridors and common areas. The building layouts provide a summary of useful information regarding the safe evacuation of buildings: this information must be read and understood upon first use of the building.

The building layouts include the following:

- the layout, the evacuation routes and emergency exits;
- the type and location of fire safety equipment and fire extinguisher systems;
- the location of the alarm buttons and central alarm system;
- the location of the electricity supply trip-switch and the shut-off valves for gas and other flammable fluids;
- the location of the "Meeting Points".
WHAT TO DO IN AN EMERGENCY

Normal Situation

A fire hazard situation arises

Can it be resolved by direct intervention (e.g. fire extinguisher) without putting yourself at risk?

NO

Intervene using the fire extinguisher avoiding any risks exposure

YES

Yes ensure there is no longer any danger. Re-establish normal situation

Call the Reception or the emergency telephone number
Follow the instructions of the emergency operators according to the emergency plan.

- Exit the building, closing any doors and windows as you go (without locking), leaving any bags and personal items behind.
- Press the nearest alarm button.
- Call the Reception and/or emergency numbers to warn of an emergency and sound the alarm.
- Disabled people, helped by one or more guests, reach the safe place and wait for the emergency services.
- Move towards the emergency exit following the evacuation routes, trying not to obstruct the evacuation and rescue procedures.
- Go to the external meeting points, checking for the absence of any colleagues, and stay there until the emergency is over.
- Do not re-enter the building unless told to do so by the Emergency Coordinator or by his replacement or by the external emergency services.
