

BEHAVIOURAL NORMS IN CASE OF EMERGENCY

INFORMATION



UNIVERSITÀ
CATTOLICA
del Sacro Cuore

Piacenza and Cremona headquarters
Piacenza campus, via Emilia Parmense, 84
Cremona campus, via Leonida Bissolati, 74

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FOREWORD

An emergency is an unusual, uncontrollable and dangerous situation that requires prompt action to reduce the consequences of the event through the rational deployment of people and means.

Based on current occupational safety legislation for the protection of people in the event of potential or actual emergency situations, the Piacenza and Cremona campuses of Università Cattolica del Sacro Cuore (also Athenaeum), have drawn up a Corporate Emergency Plan (PEA) that aims to inform the population, of both Piacenza and Cremona campuses, about the behaviours to be adopted and the rules to be followed in the event of a damaging event, providing the guidelines and directions to be followed to deal with an emergency. An operational summary is given in this document.

It is recommended that staff and additional members of the university community who have a regular attendance at the campus spaces consult the relevant section of the Code of Ethics, as well as the PEA, available on the intranet and otherwise available at the Health and Safety Service, Security and the campus Administration Directorates.

IN ALL CASES OF EMERGENCY Make an appropriate report

- Immediately alert the University staff and follow the instructions given.
- Promptly notify the Security Desk:
 - 111 number from the internal telephone network;
 - 0523.599.111 (Piacenza campus) or 0372.499.111 (Cremona campus) from outside or by cell phone.
- During closing hours or with no answer, call the European Emergency Number 112.
- Communicate known information:
 - ✓ Name and phone number;
 - ✓ Location: address, building/floor, etc;
 - ✓ Description of the emergency;
 - ✓ Alleged number of people involved;
 - ✓ Possible presence of injured people;
 - ✓ Possible presence of people unable to move or stuck on the premises;
 - ✓ Need for medical or technical interventions;
 - ✓ Any hazardous substances present.

The following are specific measures recommended in some typical hazardous situations.

IN CASE OF FIRE

- Keep calm and do not take rash actions.
- If present in the area, press the fire alarm button.
- In case of evacuation, follow the green safety signs with white pictogram and leave the building through the appropriate exits.
- People unable to move independently (people with motor and/or sensory difficulties) should wait for help from emergency personnel.
- Before leaving the premises even if not directly affected by the fire, if possible, close or have all doors and windows closed.
- During evacuation, the use of elevators is prohibited, use the stairs marked as escape routes.
- Avoid running, pushing and shouting.
- Move in an orderly manner to the protected areas or go to the assembly points located outside the building.
- Do not go back for any reason and stay in contact with the staff.
- If trapped in a room, signal your presence through a window, trying to close and insulate the door (with wet cloths to close the cracks in the door).
- In a smoke-invaded room, you need to duck as low as possible toward the floor; hot fumes rise to the top; at the bottom you can see and breathe better.
- Do not use water to put out fires on electrical parts.



IN THE EVENT OF A MEDICAL EMERGENCY

- Report, through staff, the need to call a first aid team member immediately to the location of the injury or illness.
- Avoid crowding near the injured person.
- Assist the injured person until internal personnel trained in first aid arrive and provide them with useful information about the incident.
- **Avoid:**
 - ✓ Practising treatments or medications if you are unsure of their result or benefit;
 - ✓ Administering medicines to the injured person;
 - ✓ Leave the injured person alone;
- In case of trauma or fractures, DO NOT move the injured person unless circumstances make it necessary (e.g., presence of smoke, fire, etc.).

IN THE EVENT OF A SEISMIC EVENT

- Seek shelter in a doorway built into a load-bearing wall or under a beam or table to protect yourself from falling material.
- Always stay away from windows, glass, partitions, high furniture and shelves.
- Do not use ladders, in some buildings they are a weak part and could be damaged.
- Do not use the elevator; it may get stuck and prevent you from getting out.
- When the shaking is over, check whether conditions allow you to continue activities; if not, calmly head for the nearest exit, avoiding the use of elevators or unsafe stairs.



NUMERI UTILI		
	NUMERO UNICO EUROPEO D' EMERGENZA	112
	POLIZIA DI STATO	113
	VIGILI DEL FUOCO	115
	EMERGENZA SANITARIA	118



Internal numbers

from the internal telephone network

digit 111

from outside or from a cell phone:

0523.599.111 (Piacenza campus)

0372.499.111 (Cremona campus)



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