

In case of emergency

Short guide to the Physics and Mathematics buildings

by the Space and Safety Committee

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Emergency Plans

The official document about emergencies is the Emergency Plan of the building where you work or study.

The FIM site has a web page devoted to safety, where you also find the Emergency Plan of the Physics (M0-17, Via Campi 213/a) and Mathematics (M0-18, Via Campi 213/b) buildings:

<http://www.fim.unimore.it/site/home/dipartimento/sicurezza.html>

Further information on prevention and safety matters is available on the site of the Prevention and Protection Service of UNIMORE:

<http://www.spp.unimo.it/SPP.html>

The present document constitutes a synthetic reference guide.

Emergencies

These are anomalous situations that create a potential source of risk, that is, anomalous situations that can result in injury to people or damage to things: fires, explosions, earthquakes, ...

...possibly signalled inside buildings by an alarm bell and optical acoustic panels.



Activating the alarm

- Automatic activation: smoke detectors (in every room) whose feedback light (near the access door) turns solid red when smoke has been detected.



- Manual activation: alarm buttons (in several places).



If you identify a situation of real danger (not necessarily a fire) for the people present in the building and you cannot keep it under control with simple, quick and safe actions, you ought to press the nearest alarm button (lifting or breaking its cover beforehand).

Evacuation of the building

When the alarm bell rings (activated by the alarm control unit together with all optical acoustic panels both in case of automatic activation and in case of manual activation) act as follows:

- halt any ongoing activity, quickly making your instruments safe;
- leave the room you are in, paying attention to people around you;
- leave the building following the **escape routes** pointed out by the maps and signs displayed in the building (without using lifts);
- get to the Assembly Point (see below) outside the building, where you will report any useful information you have to the Emergency Coordinator.

Keep calm, but be watchful. Do not run, but avoid any delay.
Help other people, but do not take risks.

Roles in the emergency

If you are a **teacher**, you are required to coordinate evacuation in the room where you are teaching: you will take needed decisions, give your students directions and check that they follow them.

You will guide your students through the evacuation procedure, making sure that they leave in an orderly fashion, and you will be the last person to leave the room, after checking its conditions.

If you are a **student**, you will follow directions given by the teacher whose lectures you are attending. In lack of a leading teacher, you will collaborate with other students to cope with the emergency.

If you are a **staff member**, you will collaborate with your colleagues to cope with the emergency.

In any case you can receive help and directions from the Fire Wardens, recognizable by their retroreflective jackets (in case of evacuation).

Assembly Points



These are defined in the Emergency Plan of each building:

- the area in front of the reserved car gate on Via Araldi (Physics);
- the green area in front of the sloping ramp (Mathematics).

In the Assembly Point the most qualified person takes on the role of Emergency Coordinator:

- gathering information on the causes of emergency;
- possibly alerting Fire Department and First Aid;
- waiting for technicians alerted by the alarm system.

Coordinating the emergency

Work organization at the university does not allow to protect buildings by guaranteeing the presence of squads trained for dealing with emergencies during well-defined time slots. Everybody has therefore primary responsibility for safety.

During office time (8–18 from Monday to Friday except holidays) Fire Wardens will probably be present. If this does not happen, **you** might emerge as the Emergency Coordinator:

- to alert Fire Department call 115;
- to alert First Aid call 118.

Tell the person answering your call: your name, the number you are calling from, the building in emergency, its address, what happened and whether any person needs help (having which symptoms).

End of the emergency

When the emergency is over, its end is announced by the Emergency Coordinator: at that stage you can go back into the building.

Until the end of the emergency, you will stand by the Assembly Point; otherwise you could be responsible for rescuers running unnecessary risks and wasting time while searching the building for you.

After the end of the emergency, whoever pressed the alarm button will report to the FIM Director, who will in turn report to the Rector of UNIMORE (also in case of automatic activation).

Special cases

In case of an **anomaly solved without alarm activation** you still have to inform the FIM Director of what happened.

In case of **accident or illness** ask a First Aider (see below) for help, if available; call First Aid (118) if necessary.

In case of **earthquake** do not activate the alarm (it would ring when everyone has already noticed the event) but halt any ongoing activity,

- move away from windows (glasses in general) and shelves (objects that could fall in general)
- move close to reinforced concrete structures (pillars, beams) or shelter yourself under a table,

without using lifts; when the event is over proceed with the evacuation of the building, watching your steps along the way.

In case of **terroristic threat** (e.g. a bomb announced by phone) immediately alert the FIM Director (or whoever takes his place).

Preparing for emergencies

In emergency situations fear can gain the upper hand; ponder in advance what you would do under different scenarios.

Study the Emergency Plan and commit to memory:

- the escape routes and the Assembly Point;
- the places with alarm button;
- the names of personnel trained as Fire Warden or First Aider (in attachment to the Emergency Plan together with the names of most probable Emergency Coordinators).

Talk to Fire Wardens and First Aiders to get your doubts clarified; pay attention during **evacuation rehearsals** and never assume that the alarm is ringing without real reason.

At the start of every lecture cycle: teachers remind students what to do in case of emergency; students inform teachers of any case of disability (even of temporary nature).

Thank you for your attention

I must not fear.

Fear is the mind-killer.

Fear is the little-death that brings total obliteration.

I will face my fear.

I will permit it to pass over me and through me.

And when it has gone past I will turn the inner eye to see its path.

Where the fear has gone there will be nothing.

Only I will remain.

Bene Gesserit litany against fear (Frank Herbert, Dune)