



Emergency management information

Visitors' rules of behaviour in case of emergency

(fire, accident, earthquake, explosion, flood, whirlwind, gas leak / emission of hazardous/radioactive substances, terrorist act/armed threat or presence of crowds)

Following the identification of a state of emergency, immediately notify one of the following:

- C.I.V.I.S (24-hour security service) **(tel. 049 827 3838)**
- one person from the emergency team of your building (a list of the emergency personnel is available in the porter's lodge)
- the building concierge
- your own manager
- the Fire Brigade or the Emergency Medical Service if circumstances so require or the above-mentioned subjects cannot be found.

Provisions in case of evacuation:

- suspend your activity and if possible secure equipment by disconnecting sockets. Leave the area quickly;
- if you are in premises/areas other than your workstation, avoid trying to reach it but leave the area from the nearest exit;
- no bulky, cumbersome or heavy objects (bags, notebooks, umbrellas, etc.) should be brought along when leaving your workplace;
- do not linger to retrieve personal or other items and/or to observe the others' behaviour;
- help disabled colleagues or other people in difficulty;
- alert emergency personnel in case a disabled person has difficulty reaching the assembly point (they will take him/her to a place easily accessible to rescue teams);
- if it is not possible to rescue and/or help injured persons or persons in difficulty, report their presence and whereabouts to the emergency services, who will provide appropriate assistance or report the problem to the Fire Brigade;
- facilitate the evacuation of any visitors and/or students by providing them with the necessary information on the location of escape routes and emergency exits;

- when leaving the room, close the windows, leave the light on and never lock the door;
- do not use lifts or elevators;
- walk the escape routes, following the appropriate signs, in an orderly manner, without running, shouting and/or generating panic;
- if possible, avoid talking during evacuation, to facilitate communication between emergency personnel and to hear any further voice messages;
- quickly exit the emergency exits following the appropriate signs;
- if the escape route is closed by alarmed doors, open the door without worrying about the alarm being triggered;
- do not go back for any reason;
- reach the collection point and stand together;
- do not leave the assembly point until the coordinator or Fire Brigade declares the end of the emergency;
- verify the absence of colleagues and report it to the emergency personnel;
- once outside, it is important not to obstruct access to the building and not to hinder rescue operations;
- anyone trapped must report their location in every possible way;
- in case of fire, if you become trapped in a room, you must close the door and seal the cracks with wet cloths if possible (even your own clothing);
- all smoke-proof doors and/or access doors to protected staircases must remain closed after use;
- not re-enter the building until the coordinator or the Fire Brigade declares the end of the emergency;
- it is also recalled that evacuation tests are planned in accordance with the provisions of the Ministerial Decree of 10 March 1998 on fire fighting and prevention, and that such simulations are compulsory by law. Therefore, all employees and guests of the building involved in the test are asked to cooperate by following the instructions that will be provided by the Coordinator and the Emergency Coordinators.

Additional provisions for teaching and laboratory activities:

- Faculty engaged in teaching activities are asked to cooperate in coordinating the evacuation of lecture halls by telling students to leave in an orderly manner and ensuring, before leaving the lecture hall, that all students have left. Emergency team members, easily recognisable by their high-visibility clothing, will be on hand to provide the necessary support;

- the full cooperation of all laboratory managers and technical staff is also required, who, with the help of the emergency team members, will have to coordinate the evacuation of the laboratories under their own responsibility. It must also be ensured that there is no equipment in operation or experiments in progress that could cause serious risks or dangers if unattended. In this case, the equipment must be switched off and the experiments quickly terminated before leaving the laboratory.

Provisions in case of earthquake:

- do not rush outside;
- to be placed near the most 'solid' points of the structure such as load-bearing walls, lintels, doorways and corners;
- keep away from anything that can fall on you and cause serious damage, e.g. glass, shelving, electrical equipment on the ceiling;
- find shelter under desks and tables;
- in moving away from the building, move carefully and proceed holding against the walls;
- test floors, stairs and landings by first placing your foot on them;
- do not use lighters and/or matches or other open flames due to the possible presence of gas leaks;
- once outside the building, move away from it and other buildings nearby;
- try to move into large yards, away from tall trees and overhead power lines, and wait for the event to cease;
- if you become trapped, try to signal your presence at regular intervals.

Provisions in case of accident:

- carry out the necessary medication for minor and superficial injuries personally or with the help of a colleague, using the dressing material in the first-aid kits provided;
- in the event of an accident for which medical assistance is required, immediately notify the concierge service or your supervisor or a first-aid officer. It will be considered whether to accompany the injured person to hospital or to call the emergency medical services.;
- call the CIVIS Surveillance Service to allow access for emergency vehicles;
- if for any reason you are unable to telephone, press one of the alarm activation buttons in the building, this will activate the security service.

Please note that in the event of an accident registered at the emergency room or by a doctor, copies of the reports must be handed in to the Department Management for registration of the event in the accident register.

Further provisions for visitors:

During the visit, it is recommended to:

- always follow the group if the visit is conducted as a group;
- always refer to the accompanying person or Department staff for any needs;
- not autonomously enter spaces not included in the visit;
- observe and respect safety signs.

In case of a state of emergency:

- comply with the above provisions by remaining calm and always referring to your companion or Department personnel;
- follow the instructions given by emergency management personnel.

Emergency and accident numbers

C.I.V.I.S. 049 827 3838

Department porter's lodges (opening hours 7:30-19:30)

Headquarters G (6/a, Via Gradenigo) 049 827 7500

Headquarters V (1, Via Venezia) 049 827 6700

Headquarters M (9, Via Marzolo) 049 827 5000

University of Padua – On/cal availability outside working hours

Plants 049 827 3897

Real estate 049 827 3898

Emergency and service numbers

Carabinieri 112

Police 113

Fire brigade 115

Medical emergency 118

Finance Police 117

Padua Local Police 049 8205100