



Slide 1: **Fire emergency** (cover)

Slide 2: **Roles in an emergency**

When an emergency occurs, everyone in the University has a role: workers, guests and students.

Slide 3: **Roles in an emergency**

Anyone noticing an emergency must communicate it immediately by phoning the numbers given on the floor plans found all over the buildings, or by pressing the specific emergency buttons.

Slide 4: **What should you do....if you hear an alarm**

If you hear the alarm you must: stop whatever you're doing immediately, leave phone lines free, prepare to evacuate the premises.

Slide 5: **What should you do.....if the alarm does not stop**

If the alarm stops within a minute, just remain ready to evacuate the building; if the alarm does not stop within a minute or starts up again within five minutes of the first alarm, evacuate the building following instructions given by people in charge or indications found on emergency posters and floor plans.

Go to the personnel collection point at the disposal of staff from your own division.

Slide 6: **What should you do.....if the power goes off**

If the power goes off, don't worry. In an emergency, those in Charge and Operators can turn the power off.

So you **MUST NOT** use: lifts, service lifts, electrically controlled exits (unless they have a manual release mechanism) all electrical devices

Slide 7: **What should you do.....if the power goes off**

If the power goes off while you're in the toilet or in underground rooms, you have to leave immediately and make your way towards the escape routes.

In fact, it could be an emergency situation where you did not hear the alarm or evacuation signal.

Slide 8: **When...must you leave the premises**

There is a general evacuation order if: the alarm does not stop within a minute; the alarm starts up again within five minutes; the operator announces the evacuation.

Slide 9: **In an evacuation...**

If there is an evacuation, everyone should move orderly towards preset collection points along the escape routes, following operator instructions. Before moving out, you must make sure you are the last person to leave the rooms and shut, **do not lock**, the door behind you. In any case, during evacuation you must not run and must not use the lifts. Staircases are relatively safe for the time needed to complete evacuation in an orderly manner: evacuation speed is faster than the fire itself.

Slide 10: **In an evacuation...**

If someone should panic, he/she must be calmed down, reassured and led by hand towards the exits.

If there is smoke, you must walk bent over breathing through a preferably wet handkerchief .

In an evacuation, you could have to stop on the landing to let the people from lower floors, **who have precedence in an evacuation**, leave the building.

Slide 11: **In an evacuation..**

If there is a fire alarm, anyone not charged to do so must avoid opening doors where there could be a fire.

If you are forced to do so because it is the preset escape route, before going through the door, open it just a crack holding the handle firmly so that you can close it quickly if there should be violent flame or smoke

Slide 12: **If you get trapped...**

If you get trapped because escape routes are blocked or cannot be used and there's too much smoke along the escape route so you can't even breathe through a wet handkerchief, you are only safe if you can resist long enough waiting for help to arrive, staying calm and not panicking.

You should shut yourself in a room, better if it has windows opening onto the outside of the building and as far as possible away from the risk source. Remember to shut all middle doors on the way to that room.

Slide 13: **If you get trapped...**

Try to seal air inlets with any material you have available (better if cloth) as they can spread fire and smoke. If you have water available, wet the material you use to seal the door and the door itself, making sure they stay wet; if you have any portable extinguishers keep them ready to hand so that you can put out any fire starting by the door.

Slide 14: **If you get trapped...**

Sound an alarm if you can and if it can be heard or seen. If phones and interphones work, tell people where you are.

If the room has windows, show yourself so that they can see you.

You also have to show you are in that room by, where possible, leaving a sign in the corridor or outside the door.

Get hold of a blunt item and bang it on something slowly and rhythmically so that rescuers can find you more easily.

Slide 15: **If you get trapped....**

If you cannot leave the room, lie on the floor and wait for rescuers trying to stay calm to stop your heart beating faster or consuming too much oxygen; if there's smoke, breathe through a handkerchief.