



## Instructions concerning fire and earthquakes

### *Fire prevention*

- Report immediately to the College Office or the Porter any problem with smoke detectors and fire extinguishers.
- Never obstruct corridors, staircases and other fire escape routes with large objects
- Do not interfere with the heating system and take care that air re-circulation is never hampered.
- Do not smoke except in designated areas and, in these, ensure that matches and cigarette stubs are extinguished.
- Do not use candles, oil lamps or similar devices in bedrooms or kitchen area.
- Switch off all electrical equipment, including lights, when not in use or not necessary
- Do not cover lights with cloths or plastic sheets
- Do not bring into College electric radiators or ovens, unless authorised to do so in emergency.
- Do not move fire extinguishers and other fire fighting equipment from their location.
- Do not undertake any work on electric wiring and plugs and do not use extension boards
- Do not use or stock organic solvents or other liquid flammables.

### *If you hear a fire alarm (continuous not intermittent)*

- Keep calm, do not attempt to collect personal effects, leave the room and close the door behind you.
- Walk fast and steady along the nearest fire escape route. Use the central area of corridors and staircases to gain access to the outside and report to the nearest assembly point. Do not run and do not use lifts.
- In the presence of intense smoke, maintain a low position as you walk and cover mouth and nose with a wet handkerchief.
- In the presence of flames, if possible, cover your head with a jumper or scarf to prevent hair catching fire.
- If someone is covered in flames, lay him/her on the floor and try and put off the flames with wet cloths.
- If you are unable to gain access to the nearest fire escape route, remain in your room, close the door and seal the gap underneath the door with wet cloths. If there is no smoke, keep windows closed to prevent air influx from feeding the fire.

### *In case of earthquake*

- If you are inside the College building: move in proximity of a structural wall and away from secondary walls
- If you are outside the College building move away from falling objects.

**E Gherardi, June 2012**



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*(cut along the black line, fill in your name, sign, date and return the slip the College Office)*

I (name and surname in capital letters) .....have read and understood the College Health & Safety Rules and will obey these during my stay at Collegio A Volta.

Signed .....

Pavia (date).....