

SAFETY? YES PLEASE!

1

SAFETY REGULATIONS FOR USERS AND GUESTS

“With this short document we intend to inform guest users about safety issues and make them aware of the more general meaning of safety and fire risk.”



Pursuant to Presidential Decree 151/2011 - Ministerial Decree 10/03/98 - Legislative
Decree 81/08 and subsequent amendments

Premise

An emergency can be defined as any critical condition that occurs as a result of the occurrence of an event, a fact or a circumstance that determines a potentially dangerous situation for the safety of people and/or goods and structures and which requires exceptional interventions. and urgent to be managed and brought back to normal.

Therefore, this regulation has the aim of informing the users/guests of the structures on the behavior to be followed in the event of rapid removal from the building for any accident or emergency situation, therefore also the function of optimizing the management of accident scenarios which below they will be hypothesized based on the intended use of the building and the activities.

The people present in the buildings can be classified as employees, users, guests and contractor companies: for the purposes of fire safety and emergency management, users, guests and contractor companies are treated as our employees.

SAFETY REGULATIONS FOR USERS AND GUESTS

Article 1

1. In compliance with the provisions of the legislation on safety (Legislative Decree 81/2008 and subsequent amendments) and on fire prevention for student activities (Presidential Decree 151/2011 and Ministerial Decree 10/03/98) the ESU has prepared the "Prevention and protection service" which can be consulted for any information regarding prevention and protection from risks.
2. Since it is not possible here to recall all the specific operational safety regulations in force in the various accommodations, it is necessary for the user-guest to constantly refer to the "Emergency Coordinator (hereinafter Coordinator) or his substitute", who is required to adequately inform user-guests.
3. The general prevention and emergency rules are summarized below, which all user-guests without distinction must scrupulously comply with.
4. Failure to comply with safety regulations may result, in addition to any legal sanctions, in the adoption of disciplinary measures against non-compliers

Article 2

1. Each user-guest, following the instructions received in accordance with the means available, must take care of his own safety and health and that of other people on whom the effects of his actions or omissions may fall.
2. In particular, the guest user **must** :
 - a. observe the operational safety regulations in force in each environment, for the purposes of collective and individual protection;
 - b. observe the smoking ban in all rooms of the residence;
 - c. respect the maximum crowding allowed in the common areas;
 - d. refrain from carrying out maneuvers that could compromise safety for which you have not been authorized;

- e. collaborate actively with the Coordinator or his deputy and with the company's emergency staff, in order to keep the established safety system efficient;
- f. immediately report to the concierge and/or the Coordinator any malfunction of the protectionist safeguards, dangerous situations of which you become aware, working directly, within your competence, to eliminate or reduce such deficiencies or dangers;
- g. participate in safety information/training meetings;
- h. participate with the utmost seriousness in evacuation drills;

3. The guest user **must not** :

- a. tamper with and/or deactivate and/or remove fire prevention systems;
- b. leave fire doors open, except doors equipped with a self-closing system;
- c. block escape routes (corridors and emergency exits) and fire prevention devices (extinguishers, fire hydrants, etc.) with various materials (boxes, clotheslines, bags, etc.);
- d. The guest-user must also become familiar with the following prevention and protection procedures:
- e. identify escape routes, emergency exits, positions of emergency buttons, fire extinguishers and First Aid kit;
- f. memorize emergency telephone numbers;
- g. follow the instructions on the safety signs displayed;
- h. learn the protection measures and activities adopted, the emergency procedures and the reference figures;
- i. at the end of the day all equipment must be turned off (computers, printers, TV, etc.);
- j. promptly report the poor condition of the systems' electrical equipment.

Article 3

1. Particular care must be taken by guest-users in their own use of electrical equipment. The use of deteriorated electrical components (stripped cables, broken cases, poor electrical connections, broken plug sockets, etc.) considerably increases the risk of electrical contact.
2. In particular, the guest user **must** :
 - a. use components compliant with standards (CEI);
 - b. do not use electrical equipment in conditions of increased electrical risk (for example with wet hands, with feet immersed in water or in humid environments);
 - c. do not use electrical equipment with a power higher than that supplied (portable stoves, cookers, etc.);
 - d. do not leave electrical equipment (cables, extension cords, etc. abandoned on transit routes;
 - e. do not overload or misuse electrical sockets and plugs.

Article 4

For the use of equipment equipped with video terminals, the user-guest observes the information received regarding the methods of carrying out the activity and the protection of eyes and sight and ergonomic conditions.

Article 5

For organizational and behavioral rules relating to the regular performance of services within each individual housing facility, please refer to specific regulations adopted, or to be adopted, by the relevant facilities.

Article 6

General rules of conduct during the emergency phase: the emergency is a different situation from all the events that normally occur to workers and user-guests.

Emergency causes may be due to:

- Fire/explosion/gas leak
- Earthquake
- Flooding
- Terrorist acts or presence of a madman
- Robbery/theft
- Blackout
- Exceptional weather events

The occurrence of each of these causes will result in an emergency, which will be regulated by the Emergency Plan relating to first aid interventions, fire prevention, and evacuation of the company's housing structure.

The emergency plan is a document containing the guidelines for the emergency, which indicates the first behaviors and maneuvers that must be undertaken by each individual user-guest or person present in the building in which the emergency occurs .

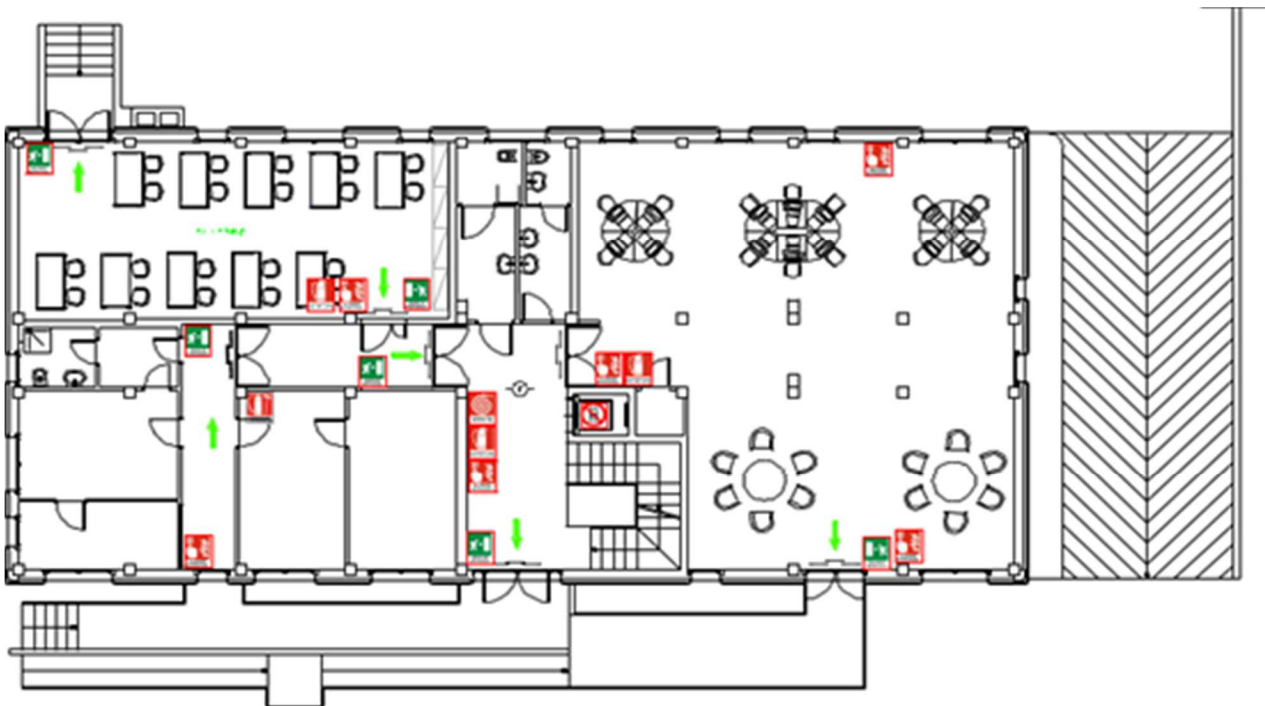
Furthermore, anyone who detects an anomalous or dangerous event, evaluating the proportions of the event, must promptly report the emergency to the Coordinator (In Charge) or at the concierge of the residential facility (from the telephone or intercom of the accommodation fill in no. 9 or no. 1009 for Cittadella, Carli and Colombo) or by calling the relevant concierge for facilities without a concierge (see attachment 5). If it is not possible to call the various interested parties, the emergency numbers will be used (remembering that the call is free) shown on the back of the booklet.

**REMEMBER THAT NON-COMPLIANCE WITH THE SAFETY REGULATION RESULTS,
IN ADDITION TO LEGAL SANCTIONS, IN THE ADOPTION OF DISCIPLINARY
MEASURES AGAINST NON-COMPLIANTS**

ANNEX 1 - Evacuation plan

To become more familiar with the escape routes and emergency exits, it is useful to consult the evacuation plans in advance, i.e. the floor plans that you find hanging along the corridors or in the common areas. These diagrams of "your spaces" summarize precious useful information in the event of an emergency: information which, however, you must know BEFORE the emergency event!!!!

7



The plans show:

- The distribution characteristics of the place, with particular reference to the intended use of the various rooms, the escape routes and emergency exits;
- The type and location of fire-fighting equipment and extinguishing systems;
- The location of the alarm buttons and the alarm control unit;
- The location of the main electricity supply switch and the shut-off valves for gas and other combustible fluids;
- The location of the "Collection Point".

What to do in case of:

In the event of a general alarm you must:

- **Keep calm and don't panic ;**
- Interrupt ongoing activities, leaving bags and various objects;
- Leave the premises in an orderly manner, without creating panic, turning off electrical equipment and closing windows and doors;
- Follow the instructions given by the Coordinator or emergency workers or follow the rules established for specific situations;
- Don't push, don't shout, don't run and don't use elevators;
- Follow the appropriate signs and head towards the external collection points indicated in the evacuation plan, stay together and check for any absence of colleagues;
- Never move in the opposite direction to the exit directions and do not hinder the exodus process and the work of the rescuers;
- Leave the building and return only after express authorization from the emergency coordinator.

In case of flood, the user-guest must:

- Do not evacuate the building;
- Avoid concentrating in a single room;
- Avoid coming into contact with electric current;
- Do not use food or supplies that have been in contact with water.

In the event of a fire, the guest-user must:

- Intervene with fire extinguishers **ONLY IF** you know their use;
- **DO NOT USE** the fire hydrants (reserved for the Fire Brigade) to avoid risks of electrocution and damage resulting from not knowing how to use the hose;
- **DO NOT** open hot doors;

PLEASE NOTE THAT:

- The smoke goes upwards, avoid escaping by climbing to the upper floors;
- If the escape routes are partially invaded by smoke, cover your nose with handkerchiefs, preferably moistened, and proceed towards the nearest emergency exit, bending over as much as possible (the smoke tends to move upwards), while, if the corridors are filled with smoke, stay in your room, closing the door tightly; seal the cracks with damp cloths to prevent fumes from entering the chamber;
- When a person's clothes catch fire you must:
 - Prevent him from running;
 - Lay it on the ground;
 - Put out the flames by wrapping it with blankets or non-flammable clothing;
 - It is better to avoid the use of extinguishing substances, fire extinguishers, water, as the cooling or chemical/physical effect of these substances can cause worse consequences than burns.

In the event of external and similar events (tornado, terrorist acts/kidnapping, armed threat, presence of a madman, robbery/theft).

The emergency will be reported through a speech system, intercom, word of mouth, etc., which will come directly from the staff in charge or from the police or from the users/guests themselves. **During these specific events, the evacuation of the premises is NOT foreseen.**

There are no general audible and/or optical signals.

The user/guest **must** :

- Do not leave the place you are in and if necessary close the door;
- Do not look out of the windows and/or doors of the room out of pure curiosity;
- Follow the instructions given by the employees or those in charge via the speech system, telephone, intercom, word of mouth, etc.;
- Cheer up and assist those who are clearly in a state of agitation;
- Wait for the communication of the end of the emergency from the emergency coordinator or his deputy.

In the event of an earthquake, the guest-user must:

If a seismic event hits you inside the premises, remember the following fundamental actions, summarized in the PRE sequence.

PROTECT YOURSELF during the shock

As soon as you feel the first tremors, take shelter under a rigid surface (table, desk), especially learn to protect your HEAD with whatever rigid thing is at hand.

If an earthquake strikes you in the corridors or common areas, STAY STILL: move only to get away from materials that can be projected or overturn (e.g. bookcases, shelves, chandeliers, windows, etc.).

STAY protected until the shock is over

Until the shock ends, make sure you stay protected under the surface where you are sheltered, that is, continue to protect your head. STAY STILL!

EXIT neatly after the shock

Once the seismic activity is over, exit in an orderly manner towards the external collection point using the escape routes and emergency exits present: Attention! Do not wait for the exodus signal: it may happen that for various reasons it cannot be given!

- Don't use the elevator.
- Keep calm and don't panic ;
- Don't rush onto the stairs, they are the most fragile part of the building;
- Don't rush outside;
- Look for the safest place in the area where it is located;
- Position yourself near the most "solid" points of the structure (load-bearing walls, architraves, doorways and corners);
- Keep away from anything that could fall on you and cause serious damage, such as glass or flying electrical systems;
- Find shelter by placing yourself under desks and tables;
- Once the earthquake is over, evacuate the building without using the lift but exclusively the stairs.

ANNEX 2 - Fire extinguishers and hose reels - instructions for use

Before using extinguishing media, you must make sure that the extinguishing substance is compatible with the fire.

FIRE EXTINGUISHER

It is important to recognize the parts of a fire extinguisher so you can use it in an emergency.

12



There are three main operations to carry out when using fire extinguishers:

- Remove the safety pin
- Hold the flexible hose
- Press the lever and direct the jet to the base of the flames.

NB The fire extinguisher should be used ONLY if you know its use perfectly.

ATTENTION! A fire extinguisher doesn't last forever!

NO ONE is authorized to use fire extinguishers for purposes other than those of extinguishing a fire.

GUIDA ALLA SCELTA DELL'ESTINTORE ESATTO				
CLASSI	TIPO DI ESTINTORE			
	POLVERE	CO2	IDRICO	SCHIUMA
A MATERIALI SOLIDI	SI	NO	SI	SI
B MATERIALI LIQUIDI	SI	SI	NO	SI
C GAS	SI	SI	NO	NO
D SOSTANZE METALLICHE	SI	NO	NO	NO
E IMP. ATTREZZ. ELETTRICHE	SI	SI	NO	NO

The carbon dioxide (CO₂) fire extinguisher can be recognized by a conical black "trumpet", located near the outlet tube or nozzle.

ATTENTION! The Carbon Dioxide is placed in the container at very high pressures, resulting in low temperature values (-70°)!

REMEMBER therefore that, if this gas comes into contact with the human body, it can cause even serious cold BURNS!

In the event of fires involving live appliances, electrical panels or machines, it is advisable to use a CO₂ fire extinguisher.

THE NASPI/HYDRANTS

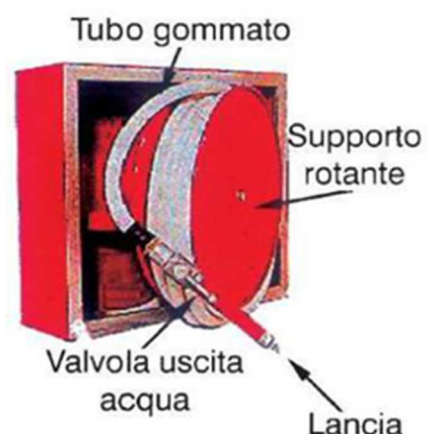
The use of hose reels and hoses is reserved for fire fighting and fire brigade personnel.

The use of hose reels as well as hydrants can only take place AFTER the electrical system has been deactivated.

BE VERY CAREFUL!

DANGER OF ELECTRIC SHOCK.

USE IS ABSOLUTELY PROHIBITED!



REMEMBER that a fire is not only dangerous due to burns!! Indeed, the greatest dangers are the high heat and above all the toxic and asphyxiating gases and fumes that are produced.

ANNEX 3 - Safety signs

Safety signs are a very effective means of preventing accidents, but they do not replace safety measures, being a component of them.

It draws attention in a quick and easily understandable way to objects and situations that can cause certain dangers and is therefore of adequate size and installed in a perfectly visible position.

Safety signs, composed of a combination of geometric shape, color and symbol, are divided into rescue signs (rectangular or square), prohibition (round), prescription (round), warning (triangular), fire prevention material (square).



RESCUE SIGNS



**PUNTO DI
 RACCOLTA**



DIREZIONE DA SEGUIRE

Cartello da aggiungere a quelli di percorso



**DOCETTA
 LAVAOCCHI**



**PRONTO
 SOCCORSO**



**DOCCIA di
 EMERGENZA**



PERCORSO USCITA DI EMERGENZA

PROHIBITION SIGNS



Vietato fumare



Vietato fumare
o usare fiamme libere



Vietato ai pedoni



Divieto di spegnere
con acqua



Acqua non potabile



Divieto di accesso
alle persone
non autorizzate



Vietato ai carrelli
di movimentazione



Non toccare

OBLIGATORY SIGNS



**Protezione obbligatoria
delle vie respiratorie**



**Protezione obbligatoria
dell'udito**



**Lavare sempre le mani al
termine delle lavorazioni**



**Protezione obbligatoria
degli occhi**



**Guanti di protezione
obbligatori**



**Protezione obbligatoria
del viso**



**Casco di protezione
obbligatorio**



**Protezione obbligatoria
del corpo**



**Calzature di sicurezza
obbligatorie**

DANGER SIGNS



Materiale infiammabile
o alta temperatura



Materiale esplosivo



Sostanze velenose



Sostanze corrosive



Sostanze irritanti



Carichi sospesi



Carrelli di
movimentazione



Tensione elettrica
pericolosa



Pericolo generico

FIRE SIGNS



Estintore



Idrante



**Telefono interventi
antincendio**



Attacco V.V.F.F.



Pulsante allarme



**Scala
antincendio**

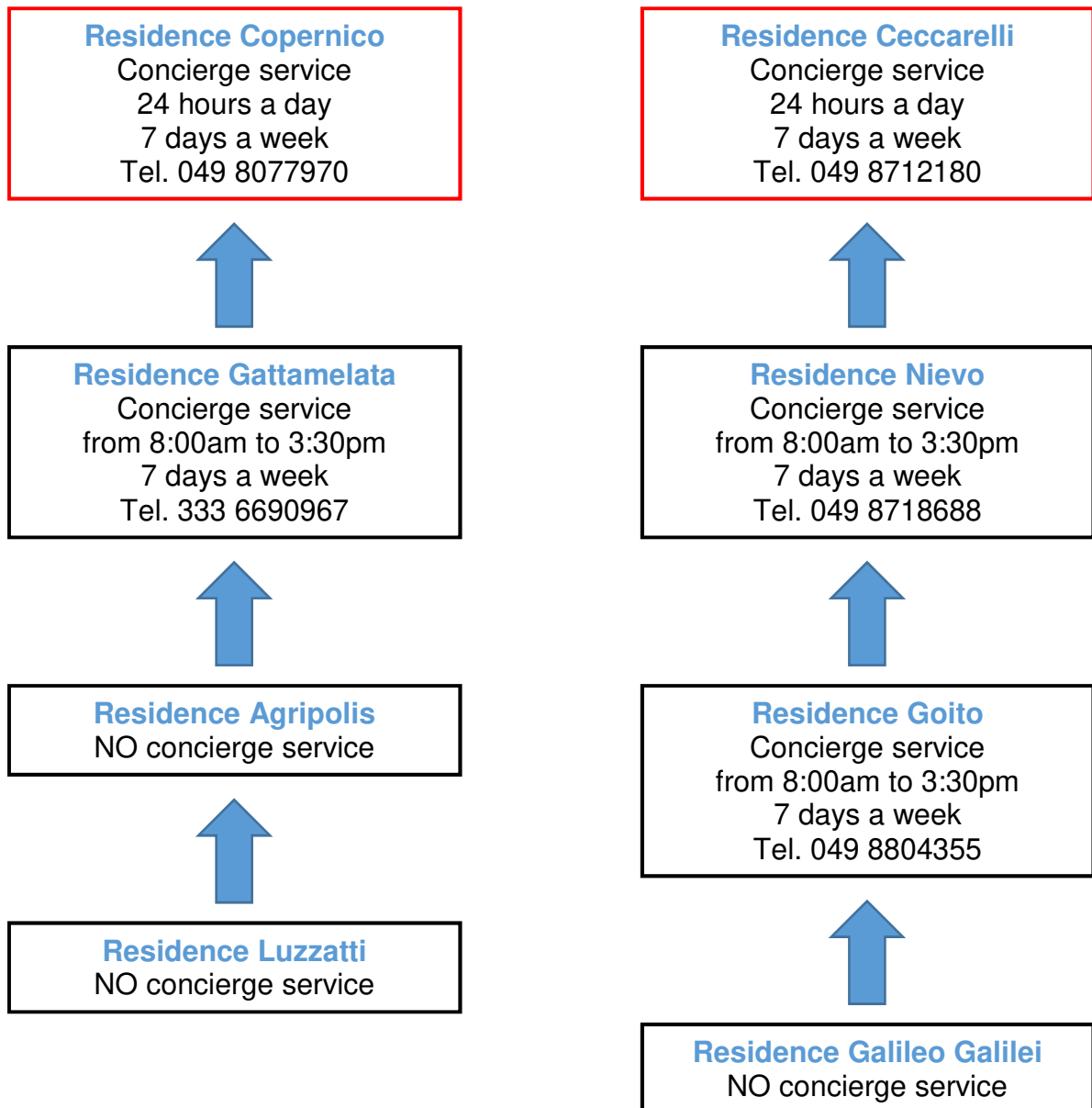


**Pulsante allarme
incendio**



**Pulsante allarme
incendio**

ANNEX 4 - Reference reception offices and useful telephone numbers



Residence Colombo

Concierge service
24 hours a day
7 days a week
Tel. 049 7431609



Residence Carli
Concierge service
from 8:00am to 3:30pm
7 days a week
Tel. 049 7432209

Residence Nord Piovego

Concierge service
24 hours a day
7 days a week
Tel. 049 7431009



Residence Cornaro
Concierge service
from 8:00am to 3:30pm
7 days a week
Tel. 333 6690956



Residence Minio
NO concierge service

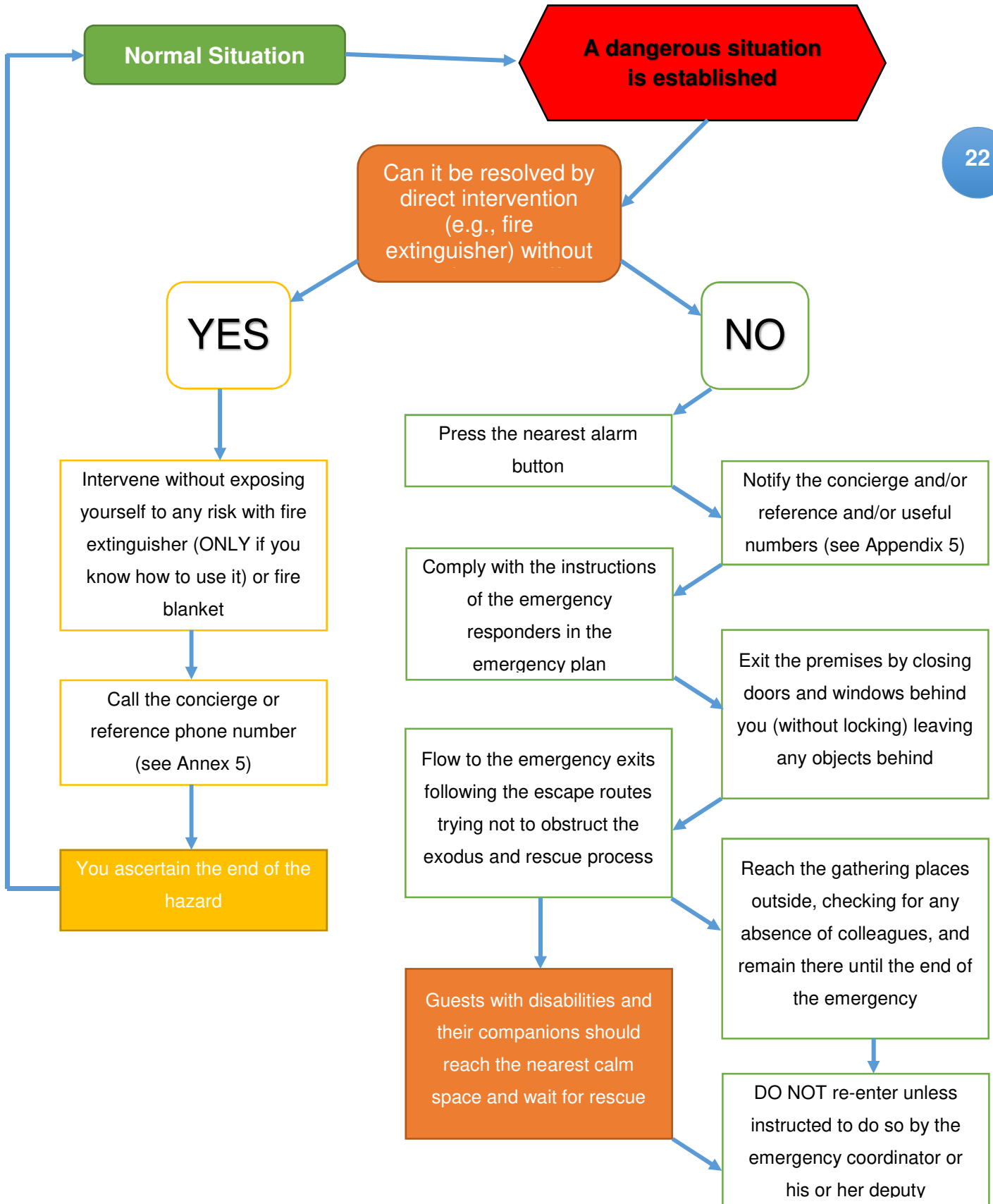
SURVEILLANCE
OPERATIONS
CENTER
041 2008200

Residence San Raffaele

Concierge service
from 8:00am to 4:00pm
7 days a week
Tel. 342 3686122

ESU References
Residential Sector
049 7430602
049 7430603
049 7430604

ANNEX 5 - Main actions to be carried out in an emergency



ANNEX 6 - Measures aimed at reducing the probability of fires starting

MOST COMMON FIRE CAUSES AND DANGERS

- storage of flammable or easily combustible substances in an unsuitable place or their handling without due precautions;
- accumulation of waste, paper or other combustible material that can be accidentally or deliberately set on fire;
- use of faulty or inadequately protected electrical systems;
- incorrect use of portable heating devices;
- obstruction of ventilation openings of heating appliances, machinery and electrical equipment;
- non-compliance with the smoking ban;
- negligence of contractors or maintenance workers;
- inadequate professional training of staff on the use of dangerous materials or equipment for fire-fighting purposes.

TO PREVENT

We invite you to:

- do not approach the stove with loose clothing made of synthetic fabric (nylon, etc.);
- do not shield the light with paper or rags;
- turn off the TV using the switch and not with the remote control;
- do not connect any more electrical appliances or household appliances with multiple sockets;
- do not throw water on live electrical systems;
- in the kitchen, do not put out the burning oil with water but use a blanket (possibly flame retardant);
- never leave the stove turned on unattended;
- Never leave the iron turned on unattended and immediately unplug it after use.

The guest-user must report to the emergency team or reception staff any potentially dangerous situation of which he becomes aware.

Remember not to damage
firefighting equipment, it could
help save your life too!

24

 **FIREFIGHTERS 115**

 **CARABINIERI 112**

 **POLICE 113**

 **AMBULANCE 118**

 **SURVEILLANCE CENTER 041
2008200**

Summary

Premise	2
Article 1	3
Article 2	3
Article 3	5
Article 4	5
Article 5	5
Article 6	6
ANNEX 1 - Evacuation plan	7
ANNEX 2 - Fire extinguishers and hose reels - instructions for use	12
ANNEX 3 - Safety signs	14
ANNEX 4 - Reception desks and useful telephone numbers	20
ANNEX 5 - Main actions to be carried out in an emergency	22
ANNEX 6 - Measures aimed at reducing the probability of fires starting	23