



EMERGENCY AND EVACUATION PLAN

Carlo Cattaneo University - LIUC

21053 Castellanza (VA)

Corso Matteotti, 22 - Piazza Soldini, 5



BY THE EMPLOYER

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March 2026 edition

1 PERSONAL DATA

- Company name: Carlo Cattaneo University - LIUC
- Location: Corso Matteotti n. 22 - 21053 - Castellanza - (VA)
- complexes of Corso Matteotti 22 and Piazza Soldini 5
- Phone: 0331 572 111
- Fax: 0331 572 320
- Head of the University (Employer) President pro tempore:
 - Rector for Teaching staff Prof. Anna Gervasoni
 - Safety Delegate for Management Staff P.I. Samuel Provenzano
- Head of Serv. by Prev. and Prot. (R.S.P.P.) P.I. Samuel Provenzano
- Workers' Safety Representative (R.L.S.) Dr. Marco Oldani
- Competent doctor: San Nicola Diagnostic Center Dr. Giovanna Barbiero

2 PURPOSE

The plan aims to regulate the following actions, **preventing personal initiatives, that do not** comply with the emergency plan, from being taken:

- the behaviour of personnel in the event of danger;
- the identification of the activities of first aid personnel;
- the preparation of vehicles and equipment for emergency response tasks;
- the procedures for evacuation from the workplace;
- the intervention of the Fire Brigade and the Public First Aid Service;
- specific procedures for assisting people in difficulty and/or disabled.

This plan is aimed at protecting people and, subordinately, at protecting things. Its primary purpose is the protection of human life.

The main rule is not to take any action that could put your own safety and/or that of others at risk.

Anyone who identifies people with mobility difficulties or in a state of panic has the obligation to provide help or to report the fact to others and to call **0331 572 333.**

An integral part of this plan are:

- the safety procedures reported in the "Guide to Services", also available on the University website (in Italian and English);
- the information sheets (in Italian and English), containing the "Rules of Conduct" aimed at and available to:
 - Employees
 - Teachers and/or Moderators
 - Students and/or Guests

- the rules of conduct relating to the internal safety plan displayed on the bulletin boards of each building

3 DEFINITIONS

3.1 Emergency

An emergency is defined as any situation of real or potential danger.

The causes that determine a state of emergency are:

- sudden illness/injury;
- fire and/or explosion;
- flooding;
- reporting of an attack;
- earthquake;
- other causes that can unbalance the conditions of "normality".

3.2 Emergency Classes

- ***Pre-alarm*** (*predictably controllable event*): this is the emergency situation that is believed to be able to deal with and control with the use of emergency vehicles and personnel (principles of fire and cases of light sudden illness or injury).
- ***Alarm*** (*events that are predictably uncontrollable*): this is the emergency situation that you think you cannot deal with using only internal means and emergency personnel, which may require the intervention of external rescue vehicles and which provides for the evacuation of those present.

4 DESCRIPTION OF WORKPLACES

The university complex consists of a series of buildings (located in the upper level and in the lower level of Corso Matteotti) of different sizes and types, having complementary functions to teaching, library, research, individual study areas, meeting and leisure areas, the Presidency and the Administration.

Attached is a general plan of the complex, with the identification and zoning of the buildings.

In particular, the buildings with the greatest presence of people:

- Employees M2, M7, M8 and M11;
- Professors and Researchers: M1, M2, M11;
- students M3, M5, O2, O3;
- M6 – catering area.

5 HAZARDOUS SUBSTANCES USED

No hazardous dangerous substances are present or used.

6 EMERGENCY EXITS AND ESCAPE ROUTES

All buildings are equipped with emergency exits.

The exits are indicated by special signs (U.S.), they are also identifiable in the plans positioned in various places and they also indicate the exit routes.

7 PEOPLE PRESENT

The maximum number of simultaneous presences, inside the various buildings, varies according to the activity carried out

In O3 there is - as can be easily guessed - the maximum crowding of students, whose number can reach about 1,200 units.

The operating hours - normally variable - are from 8.00 to 20.00. Except in special cases organized and managed.

8 PREVENTIVE ACTIONS

Preventive actions consist in avoiding behaviors or actions that may cause fire and/or injury risks.

It is therefore necessary to respect, during the performance of one's work, the following rules:

- * comply with prohibitions and limitations of equipment's use;
- * do not deposit flammable materials near heat sources;
- * Do not deposit flammable substances in unsuitable places
- * avoid the accumulation of waste, paper or other flammable material that can be ignited accidentally or deliberately;
- * report to the R.S.P.P. any situations of potential danger;
- * keep your workplace clean and tidy;
- * maintain adequate order in the areas surrounding the workplace and ensure proper maintenance of support equipment;
- * do not use faulty electrical systems; do not repair or modify electrical systems directly;
- * do not to introduce electrical equipment into the workplace (microwave ovens, stoves, water heaters, humidifiers, heaters and other electrical equipment not owned by the Employer;
- * the use of electrical equipment of any kind, even if owned by the Employer, is prohibited, with the exception of those necessary for the activity of the Office;
- * do not obstruct the ventilation openings of vents, heating appliances, machinery and office electrical equipment;
- * respect the smoking ban;
- * at the end of the working day, check that electrical equipment, which does not necessarily have to remain active, is switched off;
- * At the end of the working day, check that all flammable material (paper or other) is properly stored in the appropriate cabinets.

9 RULES OF CONDUCT

For common safety, the instructions contained in this communication, in the other signs displayed and, in case of emergency, those given by the Teacher (or Moderator), and by the employees of the rescue team, must be respected.

IMMEDIATELY REPORT to the Teacher or the Moderator or call the guarded point **333** (0331 572 333) of any particularly dangerous accidental event and, if serious and urgent, give the pre-alarm through the appropriate buttons.

ABUSES WILL BE PROSECUTED ACCORDING TO THE LAW!

Following the intervention of the fire-fighting team staff, follow the instructions given;

AT THE SOUND OF THE SIREN or a warning by means of a megaphone, it is necessary to leave the building paying attention to the messages transmitted by the loudspeakers, megaphones, or by the firefighters

In particular:

- do not use elevators;
- in the corridors and on the stairs keep calm, do not run, do not shout, do not stop, do not obstruct rescuers;
- help people in need
- go to the meeting point indicated in the plan and stay all together;
- **do not move vehicles before receiving explicit authorization from the officers.**

READ AND REMEMBER THE ESCAPE PATTERN FROM THE BUILDING BY IDENTIFYING THE NEAREST EMERGENCY EXIT

10. - ASSIGNMENTS RELATED TO EMERGENCY MANAGEMENT

Assignment	Name
R.S.P.P.	Samuel Provenzano
Firefighting team employees	Samuel Provenzano Ed M11 Alessio Mantegazza Ed M11 Marco Oldani Ed M7 Ennio Ions and O3 Marco Rossi Ed M11 Federico Borroni Ed M11 Luigi Rondanini Ed M8 Oscar Accorinti Ed M2 Alberto Re Fraschini Ed M3
First aid workers	Balbi Monica Ed M8 Veronica Ed M2 Paperbox Cazzani Nicoletta Ed M7 Colombo Cristina Ed M7 Elli Hilary Ed M7 Gallazzi Stefania and O3 Guidi Sarah Ed M11 Occhipinti Giusy and O3 Tamborini Silvia Ed M8 Tosi Elena Ed M7 Zampollo Silvia Ed M8

11 MAINTENANCE OF SAFETY DEVICES

Maintaining the efficiency of safety devices consists in the surveillance and control of the various fire-fighting devices present to protect the activity.

11.1 Escape routes and emergency exits

Escape routes and emergency exits must remain clear of any obstructions

Always report any anomalies detected to the R.S.P.P.

The escape routes and exits of the floor are clearly indicated with signs in compliance with current regulations. All exit routes are adequately lit to allow them to be walked safely up to the exit in a safe place.

There is an emergency lighting system with automatic switching on in the event of a huge power failure.

11.2 Fire extinguishers and hydrants

It is forbidden to tamper with fire-fighting equipment and - in the case of use - it is necessary to restore the efficiency of the fire extinguishers as soon as possible.

Report any anomalies or defects found to the R.S.P.P.

The equipment are checked every six months by qualified personnel.

12 DUTIES OF EMERGENCY OFFICERS

12.1 General Rules

When an event occurs, do not panic, act clearly, avoiding uncontrolled actions that could aggravate the situation, evaluating the size of the event to act accordingly.

12.2 - FIRE

Anyone who discovers a fire must warn by using the alarm buttons, distributed in all the buildings of the complex or with the internal telephone number **333** (guarded place – 0331 572333).

Immediately the person present in the guarded place (upper level buildings: reception = lower level buildings: janitor's office) carries out an inspection on the indicated place.

A) - A small fire that does not cause a risk to people

- The team officer alerted by the guarded point - without risk to his own and others' safety, will intervene with the fire extinguisher or in any other way, applying the training received, as long as he is able to do it independently.
He will then notify the RSPP who will assess the extent of the event, verify the presence of any further dangers and draw up the report of the incident.
- Whatever the fire extinguisher used and against whatever fire, the intervention is direct, it is necessary:
 - be sure not to wear clothing made of easily flammable synthetic material;
 - follow the instructions for use of the fire extinguisher;
 - operate at the right distance to hit the fire with an effective jet;
 - direct the jet to the base of the flames;
 - do not shoot through the flames with the jet;
 - create a heat shield with an initial supply of extinguishing substance to be able to advance in depth and attack the fire closely;
 - in the event of an outdoor fire, in the presence of wind, move upwind of the fire;
 - never direct the jet at people;
 - if several operators intervene at the same time, it is necessary that the action is carried out on the same side of the fire.

B) - fire that could assume considerable proportions

- The person who carries out the inspection from the guarded point summons the emergency team.
- the Emergency Manager - if he deems it - will call the single emergency number (telephone number **112**) following this procedure:

⇒ name of the activity – **Carlo Cattaneo University - LIUC**

- ⇒ address and some references for immediate identification – **CORSO MATTEOTTI 22 or PIAZZA SOLDINI 5**
- ⇒ type of fire - Thermal power plant, offices, etc.;
- ⇒ University telephone number - **0331/572.111** (or other RSPP references)
- the RSPP - after consultation with the Management - may decide to evacuate the buildings. It will activate the sirens on each floor of each building and - where existing - the loudspeakers.
- people must immediately leave the buildings - possibly closing doors and windows - gather at the established meeting point which is identified in the park (for upper level activities - Corso Matteotti) and in the parking lot (for lower level activities - Piazza Soldini).
- an employee will go to the main road to receive the Fire Brigade to direct them to the site of the fire by opening the access gate.
- the RSPP – in agreement with the Fire Brigade – will remove the voltage to the electrical system by acting on the main switches (if necessary and as appropriate).
- The firefighters will try to slow down the spread of the fire by closing the doors of the offices and cooling the surrounding area by operating with hydrants.

12.3 – SUDDEN ILLNESS or INJURY

Immediately notify the guarded point on telephone number **333 (0331 572 333)**

A) if the accident is minor

The person in charge of first aid measures assisted, if necessary, by the colleagues present will provide the medication and, if necessary, accompany the injured person to the Emergency Room of the nearest hospital.

B) if the accident appears to be serious:

the person in charge of first aid measures:

- will call the Single Emergency Number - telephone number **112** communicating:
 - name of the activity – **Carlo Cattaneo University - LIUC**
 - address and some reference for immediate identification
CORSO MATTEOTTI 22 or PIAZZA SOLDINI 5 - CASTELLANZA
 - type and severity of the accident;
 - University telephone number - **0331-572.111** (or other telephone references).
- An employee will go to the street in order to guide the ambulance personnel to the scene of the event as quickly as possible by opening the gate and the access doors to the building.
- The first aid staff will make themselves available to the staff of the Public Emergency, who have intervened in the meantime without hindering their intervention.

12.4 - EARTHQUAKE

When the event occurs:

- stay calm, don't run, don't rush out of buildings;
 - move away from windows and furnishings (wardrobes – blackboards – shelving – bookshelves – etc.);
 - shelter by crouching under desks or tables, or move close to the perimeter walls;
 - once the shock is over, leave the building reaching the assembly point as planned for the fire emergency, following the escape routes;
 - outside, keep away from buildings and anything that may fall from above;
 - do not use at all the elevators;
 - make sure of the health of nearby people and in the case of injured people who need help, promptly notify the emergency team;
 - Help people in need evacuate from the building
- **FLOODING**
- The areas of the Lower level are subject to the risk of flooding of the Olona River. In the event of this risk, the instructions given by the Emergency Team and/or the Civil Protection must be strictly respected

13 EVACUATION

At the sound of the siren or warning through megaphones, it is necessary to leave the building paying attention to the messages transmitted by the loudspeakers, megaphones, firefighting team or the authorities who intervened.

In particular:

- it is mandatory to help people in difficulty, panic or disability;
- do not use elevators;
- in the corridors and on the stairs it is necessary to remain calm, not to run, not to shout, not to stop, not to hinder rescue;
- go to the meeting point indicated in the plan and stay all together;
- do not move vehicles before receiving authorization from the persons in charge.
- The emergency team coordinating the evacuation will pay attention to people who are not leaving (due to difficulty or negligence) the premises

READ AND REMEMBER THE ESCAPE PATTERN FROM THE BUILDING BY IDENTIFYING THE NEAREST EMERGENCY EXIT

14 INFORMATION AND TRAINING OF EMPLOYEES

Employees have received adequate information on:

- fire risks related to the activity carried out;
- fire prevention and protection measures adopted in the workplace;
- location of exit routes;
- procedure to be adopted in the event of fire;
- names of the persons in charge of applying fire prevention measures;
- name of the R.S.P.P.

The information is also provided to students at the time of enrolment at the University and will be updated following changes in the situation.

Guests of all kinds are informed by delivering specific notes on the behaviour to be adopted (attached hereto).

Fire drills are periodically carried out to put into practice the escape and first aid procedures.

15 PERIODIC CHECKS OF THE PLAN

Emergency plan checks will be carried out on an annual basis.

Castellanza, March 2026

The RSPP
P.I. Samuel Provenzano

The Safety Delegate
P.I. Samuel Provenzano

The Rector
Prof. Anna Gervasoni