

AUTOPROTECTION MANUAL

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1.- AIM AND PURPOSE

The aim of the autoprotection manual is to report about the action rules to be followed by any person within the University Miguel Hernández of Elche so that any emergency situation may have a minimum or null impact on:

- ✚ People(staff, faculty, students and visitors).
- ✚ Facilities.
- ✚ The continuity of ongoing activities.

This autoprotection manual is an extract of the Emergency Measure Manual where the corresponding procedures are established, and coordination, in time and location, of the affected people and the available protection means are determined, in such a way that they can be used to effectively achieve:

- ✚ A quick evacuation of the affected area.
- ✚ The control of the emergency.
- ✚ The limitation in damages.

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2.- GENERAL PROCEDURES

2.1. IN CASE OF FIRE

If you discover the beginning of a fire, raise the fire alarm immediately using the most effective and available means, alerting workmates, dialing the emergency phone number or alerting the reception staff and security service, indicating:

Who reports
What happens
Where it happens

Making sure that the message has been successfully received.

Pressing the nearest alarm activation point or activating any other available alarm system.

If you know how to use an extinguisher try to put off the fire using an extinguisher near you.

If you don't know how to use an extinguisher, evacuate the area closing doors and windows as you leave. Report the Communication Control Center, reception staff personnel and emergency telephone number.

STAY CALM, DON'T RUN, DON'T SHOUT IN ORDER NOT TO CAUSE PANIC.

If there is heavy smoke get low on the floor and crouch or crawl on your hands and knees to evade the smoke.

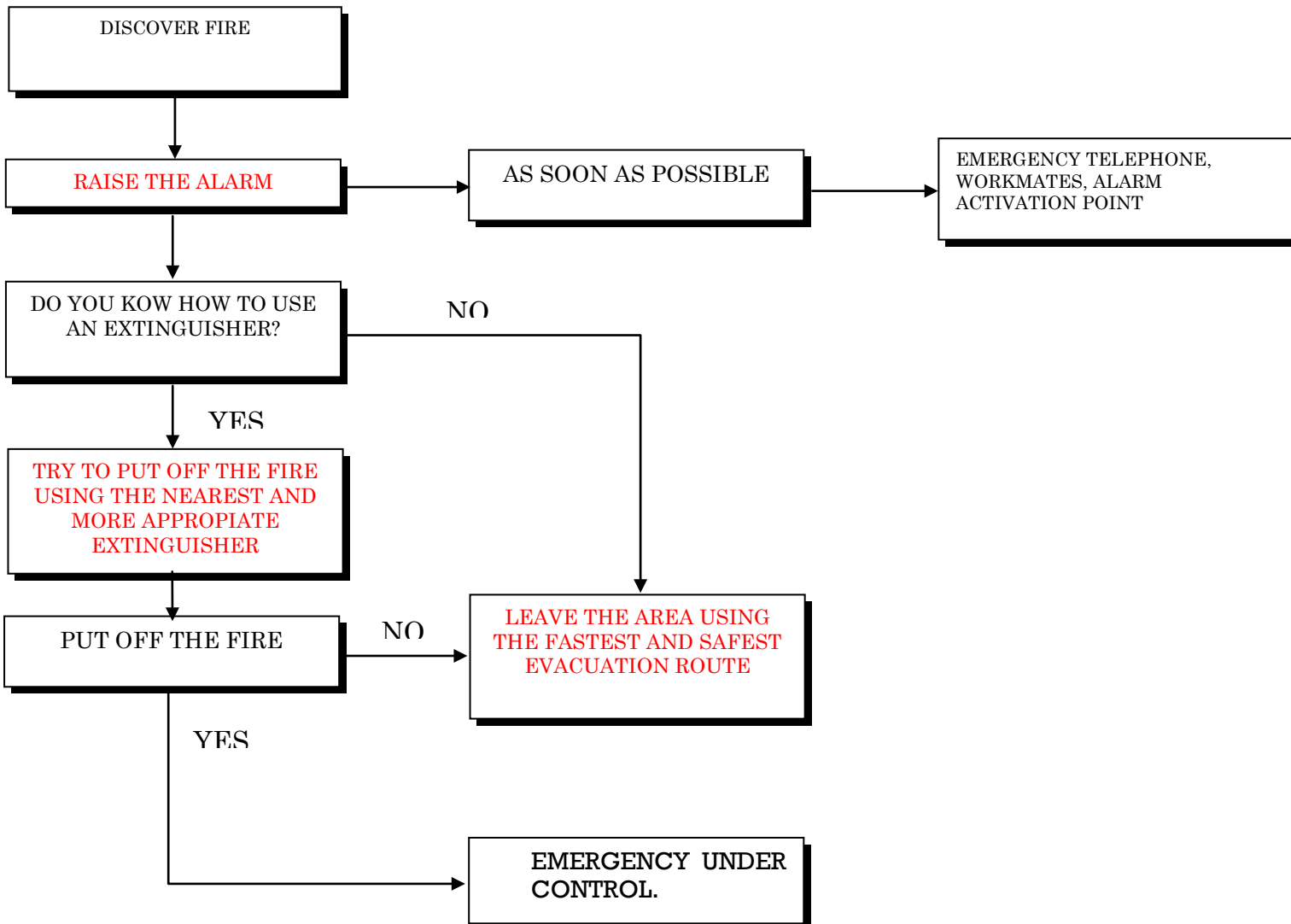
If your clothes catch fire, do not run as this will fan the flames and cause a more serious burn. Drop and roll on the floor to extinguish flames.

Follow the instructions of the Alarm and Evacuation Team. Proceed outside the building, to the gathering point indicated in the building or Campus emergency plan.

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GENERAL SCHEME

EMERGENCY PLAN ACTIVATION



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2.2.- IN CASE OF ACCIDENTS WITH PERSONAL INJURIES / ILLNESS

- ACCIDENT WITH PERSONAL INJURIES.

Raise the alarm: Alert other people who may help you. Ask them to request external help calling the emergency telephone or the reception staff and security personnel.

While waiting for the external aid, stay calm and try to assist the injured person

If possible stop the machine/facility in which the accident has occurred or return it to a security state to avoid new accidents or a worsening of the consequences of the previous accident.

Take the victim away from the accident scene to a safe place for the injured and for you.

Provide appropriate first aid to the victim depending on his/her condition and injuries. If you don't know what to do or how to do it, ask for help to other people who may know how to proceed.

Once the victim is attended seek for medical assistance and if necessary take the victim to a medical centre in an appropriate mean of transport.

IT IS IMPORTANT TO REMEMBER:

- ❖ Provide only first aid.
- ❖ Bleeding and shortness of breath must be URGENTLY treated.
- ❖ The injured that become unconscious should be placed in the recovery position.
- ❖ Injuries and burns must be protected.
- ❖ Fractures must be immobilized..
- ❖ If you suspect a back or neck injury don't move the affected person. Permanent paralysis and other serious complications can result.
- ❖ Calm the injured and wrap him up to keep warm.

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2.3. IN CASE OF BOMB THREAT

- IF YOU RECEIVE A BOMB THREAT CALL:

Notify the University emergency telephone or the reception staff/security personnel of the bomb threat so that they can transmit the emergency situation to the decision making academic authorities who may order the evacuation.

Provide your name, location and telephone number so that local authorities can contact you.

Follow the instructions of the emergency teams and if requested evacuate immediately.

- IT IS IMPORTANT TO REMEMBER:

Although most bomb threats are hoaxes, all bomb threats must be taken seriously.

If, at any time, you observe a suspicious object which you suspect might be a bomb do not handle it. Notify the University emergency telephone.

Notify about programmed tests and exams as well as special events in the building or Campus that could affect the emergency situation.

Prevent people from crowding and stay calm.

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2.4. IN CASE OF NATURAL DISASTERS (HEAVY RAINS, FLOODS ...)

- IF YOU ARE ALREADY AWARE OF CIVIL PROTECTION WARNINGS:

Assess the situation and act accordingly.

Contact the University emergency telephone and ask for further information about the civil protection warnings and instructions from the University Governing bodies.

Stay informed about civil protection warnings and further instructions.

- IT IS IMPORTANT TO REMEMBER:

Never risk your safety or the safety of others. Never dismiss a natural disaster threaten.

Stay in a safe place and wait until the emergency situation is over.

If you are without communication because of the natural disaster remember that sooner or later you will be rescued.

Try to stay calm.

In emergency situations caused by natural disasters, emergency measures try to avoid the dispersion of the population, back home trips, or any type of travel so you must avoid staying alone. Stay together with other people and communicated if possible.

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2.5. IN CASE OF CHEMICAL SPILLS, GAS LEAKAGE, TOXIC SUBSTANCES.

- ANYONE DISCOVERING A CHEMICAL SPILL, A GAS OR TOXIC SUBSTANCE LEAKAGE::

In all these cases raise the alarm immediately using the most effective and available means.

Warn professors or laboratory technicians so that they can call, if necessary (1), the emergency phone number or conserjerie personnel, indicating:

Who reports
What happens
Where it happens

Making sure that the message has been successfully received.

Pressing the nearest alarm activation point or activating any other available alarm system.

- In case of CHEMICAL SPILL (1):

Cover drainage grates in the area of the spill to prevent the chemical from entering the sewage network.

Once the spill has been controlled take the most adequate action according to the spilled chemical(s) and available means in the laboratory.

- ❖ Using pumps or other mechanical devices rather than simply pouring directly into a container.
- ❖ Diluting using water, if possible.
- ❖ Neutralizing acids and bases, if possible.
- ❖ Adding reactive substances.
- ❖ Other adequate techniques according to the chemical(s).

Workers who clean up the spills must wear the appropriate PPE: gloves, clothes, shoes, breathing protection equipment, etc.

To control small spills add absorbents. The neutralized spill residue or the absorbent should be scooped, swept, or otherwise placed into a plastic bucket or other container.

Keep cleanup materials separate from normal trash. Contact the environmental health and safety officer for guidance in packaging and labeling cleanup residues. Promptly place cleanup wastes in an appropriate hazardous waste receptacle.

(1) Laboratories and workshops with hazardous substances have an emergency plan. *You can contact the University emergency phone number to ask for external aid when you cannot control the spill or when the contamination escapes the laboratory.*

- In the case of RADIOACTIVE MATERIALS:

The risk of accident by spills or leakages of radioactive materials is minimum as these types of materials can only be delivered in very small quantities to the laboratories.

In case of spill you will immediately alert the supervisor or operator of the radioisotope unit who will provide precise instructions on how to decontaminate the work surface or floor.

In case of contact with a radioactive substance wash the affected area using water and soap; you can use a slightly high pH liquid soap and a smooth brush taking care not to erode your skin. In case of eye, ear, nose or mouth contact, wash thoroughly with water.

- In case of BURNING GAS LEAKS:

Alert the communication centre and evacuate the dangerous zone immediately.

Try to turn the gas valve off if possible, to avoid a dangerous exposure and if the leakage is not burning or begins burning in that very moment.

BURNING LEAK. If the gas leak is burning:

- ❖ Do not try to put off the flames
- ❖ Try to find the nearest gas valve and turn it off.
- ❖ If you cannot access the nearest gas valve try to turn the main gas valve (pipe or tank).

NOT BURNING LEAK: If the gas leak is not burning:

- ❖ Evacuate the area immediately: Do not switch on light or use any electrical equipment.
- ❖ Try to prevent the access and stay of people and vehicles within an approximate radius of 30 m.
- ❖ Try to find the nearest gas valve and turn it off.
- ❖ If you cannot access the nearest gas valve try to turn the main gas valve (pipe or tank).

If you cannot access the gas valves, alert the University emergency phone number and remain in a safe location. Never risk your safety or the safety of others.

In case of evacuation follow the instructions of the Alarm and Evacuation Team. Proceed outside the building, to the gathering point indicated in the building or Campus emergency plan.

Once the emergency situation is under control, the affected areas will be completely ventilated. The entry of personnel will not be allowed again until the Emergency Chief or Fire Brigade can verify the safety of the affected areas

- In case of HAZARDOUS GAS LEAKS:

Alert the communication centre and evacuate the area immediately.

Try to turn the gas valve off if possible, to avoid a dangerous exposure.

If the gas valve is on your evacuation route, close doors to avoid the propagation of gas to other areas. Proceed to a safe space or outside the building. Make sure that the alarm message has been successfully received by the University communication Centre.

In case of evacuation follow the instructions of the Alarm and Evacuation Team. Proceed outside the building, to the gathering point indicated in the building or Campus emergency plan.

Once the emergency situation is under control, the affected areas will be completely ventilated. The entry of personnel will not be allowed again until the Emergency Chief or Fire Brigade can verify the safety of the affected areas

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2.6. IN CASE OF THREATS AGAINST PERSONAL INTEGRITY, THEFT, ROBBERY, VANDALISM OR PUBLIC DISORDER BY OUTSIDE PRESSURE GROUPS

Notify the University emergency telephone number or the reception staff/security personnel indicating

Who reports
What happens
Where it happens

Making sure that the message has been successfully received.

You can also raise the alarm by pressing the nearest alarm activation point or activating any other available alarm system in building or laboratory.

In the case of threats against personal integrity avoid conflict situations.

- IT IS IMPORTANT TO REMEMBER:
 - ❖ Be cautious. Resistance may only increase destruction of property and a threat to bodily harm. Do not confront demonstrators.
 - ❖ Evacuate as soon as possible and do not risk your safety or the safety of others
 - ❖ Stay calm.
 - ❖ If possible, continue with your work schedule until security personnel / Public Safety arrives

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2.7. IN CASE OF PUBLIC DISTURBANCE OR UNUSUAL INTERRUPTION OF EDUCATIONAL ACTIVITIES.

Notify the University emergency telephone or the reception staff/security personnel so that they can transmit the emergency situation to the decision making academic authorities (Deans, School Directors, etc).

Indicating:

Who reports
What happens
Where it happens

Making sure that the message has been successfully received.

Try not to get involved in the disturbance.

- IT IS IMPORTANT TO REMEMBER:
 - ❖ Be cautious.
 - ❖ Stay calm.

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3.- SPECIFIC PROCEDURES ACCORDING TO DEPARTMENT, BUILDING OR CAMPUS EMERGENCY PLANS.

General Procedures according to emergency types are valid as basic preventional rules to act promptly and consistently according to emergency classifications.

The full development of emergency procedures needs of staff and faculty as coordinators or as members of the emergency teams.

The action procedures and functions of each of the emergency teams according to emergency classification (type and importance) are developed in the emergency measures manual.

These action procedures can be completed and reinforced with internal rules or specific emergency plans in laboratories, workshops, investigation teams, Centres Departments or Institutes; in order to foresee the solutions to incidents without raising the general alarm in a building or the help of external aid..

If you are a member of an emergency team in the building where you work or on campus, in an emergency situation, you will act according to the specific emergency type and procedure.

Remember that common sense and a quick communication of the situation are enough to avoid an emergency situation, while panic and improvisation are the trigger factors of lifethreatening consequences.

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4.- AUTOPROTECTION MANUAL REVIEW

Edition, dates and reasons of significant variations of this manual are shown in the table below.

EDITION	DATE	REASON
1.0	13/04/00	Original wording of this manual.
1.2.1	15/06/00	Approved by Health and Safety Committee
1.2.1	06/03/01	Approved by Managing Committee.
2.0	01/12/11	Changes about proceedings of the Emergency Phone Number, reception staff and others.
2.1	09/03/12	Modifications for better understanding.
2.1	03/04/12	Approved by Health and Safety Committee
2.1	30/05/12	Approved by Governing Board.

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