

## UNIVERSITY SAFETY AND EMERGENCY PLAN - General rules

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For general safety you are requested to follow the indications in this document as well as safety information on signs and in case of emergency indications given by teachers (or those in charge), or by the emergency team.

**IN CASE OF ACCIDENT:** inform immediately the teacher or the person in charge, or call 333 (internal line) or 0331 572 333 (external line) and if the situation is serious and urgent, call the alarm activating the emergency button.

### **MISUSES WILL BE LEGALLY PROSECUTED!**

When the emergency team people arrive at the scene, follow their instructions.

**IN CASE OF SERIOUS ALARM:** when the alarm bells rings or an emergency is announced via the megaphone, leave the buildings paying attention to the messages given through loudspeakers or megaphones or by the emergency team people:

- do not use elevators;
- while on the corridors and on the stairs stay calm, do not run, do not shout, do not hang around, do not hamper rescuers;
- identify people in difficulty and offer your assistance;
- go to the meeting point and stay with the group;
- do not move cars before being authorised by the persons in charge;

In order to ensure the plan is precisely and effectively implemented, you are required to be familiar with both these regulations and the evacuation map posted in various locations throughout the university.

THE MANAGING DIRECTOR AND THE RECTOR

ED – 1/09