

## UNIVERSITY SAFETY AND EMERGENCY PLAN - Regulations for teachers and persons in charge

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The teacher (or the person in charge) present in the classroom for a lesson (or meeting) is the reference person for all persons present in the room.

In case of emergency common security will rely on the clarity and authority of the orders and on the prompt execution of these orders.

The teacher (or the person in charge) has an institutional function in case of alarm and has the duty to carry out the following essential actions:

**IN CASE OF ACCIDENT: do not take personal initiatives**, take note of the accident, verify it and inform the emergency team calling **333** ( internal line) or 0331 572 333, or if the situation is serious and urgent, call the alarm activating the emergency button.

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:

- **identify people in difficulty and offer your assistance, identifying one or more people for the assistance;**
- indicate promptly and calm the criteria to leave the room and to leave the building;
- pay attention to the messages given through loudspeakers or megaphones;
- prevent everybody from using elevators;
- while on the corridors direct people towards the stairs exhorting them to stay calm, not to run, not to shout, not to hang around, not to hamper rescuers;
- indicate the meeting point, go there and stay with the group;
- check if anyone is missing and give the person in charge or the rescue team any important information;
- prevent everybody from moving cars before being authorised by the persons in charge;

In order to ensure the plan is precisely and effectively implemented, the teacher (or the person in charge) is 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