

**INTERNAL EMERGENCY PLAN – EVACUATION DRILL FOR STUDENTS**

INSTRUCTIONS PREPARED BY THE UNIVERSITY OF GASTRONOMIC SCIENCES PREVENTION AND PROTECTION SERVICE

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n**Introduction**

The UNIVERSITY OF GASTRONOMIC SCIENCES has prepared an INTERNAL EMERGENCY PLAN (hereinafter known as IEP) for the management of emergencies as provided for in Title I, Section IV of Italian law D.Lgs 81/08 coordinated with D.Lgs 106/09, which could occur without warning during the normal course of university activities.

The IEP is specific and adapted to each of the buildings on the UNIVERSITY OF GASTRONOMIC SCIENCES campus and also includes measures for evacuation with the aim of safeguarding:

- people
- buildings
- equipment and facilities
- the environment
- emergency workers

The IEP aims to meet the following objectives:

- indicate the procedures to be followed to report the occurrence of an emergency
- tackle the emergency as soon as it arises in order to limit its impact and rapidly return the situation to normal operating conditions
- prevent situations of confusion and panic
- plan the actions necessary for protecting both internal and external people, including any employees of other businesses, self-employed workers and external visitors
- protect the university's assets in the best possible way

Application of procedure

This procedure must be applied at all the UNIVERSITY OF GASTRONOMIC SCIENCES campus buildings if any of the following emergency situations should occur:

- fire
- dispersion of gas or liquids
- health emergencies that directly affect personal safety, for example falls, electrocution, poisoning and accidents in general, unless minor
- emergencies linked to natural disasters, such as floods, earthquakes, etc.
- terrorist attacks

Evacuation drill

Italian laws D.L. 577/82 and D.Lgs. 81/08 and subsequent modifications and integrations state that the evacuation drill must be carried out at least two times during the academic year.

Legal references

- D.Lgs. 81/08 and subsequent modifications and integrations
- D.M.I. August 26, 1992 "Regulations for fire prevention for the design and building of schools"

Responsibility and updating

The Contact is responsible for the application of the following procedure.

If necessary, the procedure will be updated by the UNIVERSITY OF GASTRONOMIC SCIENCES Prevention and Protection Service.

Detection of dangerous situations

Dangerous situations can be detected in the following ways:

- Automatically through the alarm system and smoke detectors
- Semi-automatically through the activation of special alarm system buttons
- Directly by verbally contacting (in person, or by telephone) the contacts or the coordinators of the emergency teams

Communication of building evacuation

The evacuation is communicated through the acoustic signal of the emergency siren.

Instructions for students present in a classroom during an educational activity

On hearing the acoustic signal for the evacuation of the building, the students present in the classrooms must act as follows:

1. Follow the instructions of the teacher and the student leading the line (the first listed in the attendance register) and begin to evacuate the classroom. Students must exit in an orderly manner, holding hands, until the student who will be last in line (the last listed on the attendance register) has exited. He or she should close the door, indicating that all the students have left the classroom.
 2. Each class should proceed to the pre-established external assembly point, following the directions on the floor and classroom plans.
 3. It is best to move along the building's perimeter walls. Exit in an orderly fashion, without shouting, taking care and not pushing others.
 4. Once the students have reached the closest safe assembly point, they must wait for the teacher to identify those present with a roll call. Do not leave the safe point unless authorized to do so.
- If there are any students in need of care inside the classroom, directly contact the coordinators of the emergency teams and stay with the casualty until the arrival of internal and/or external rescue services.
 - In the case of a FIRE EMERGENCY in which it is not possible to evacuate the classroom, stuff clothing, ideally soaked with water, in every opening around the access door and open the windows only for the time necessary to signal your presence in the classroom, then await the arrival of internal and/or external rescue services.
 - In the case of an EARTHQUAKE EMERGENCY, the students, coordinated by the teacher, should take shelter under the desks for the entire duration of the quake and then proceed with the evacuation following the procedure listed above in points 1, 2 and 3.
 - In the case of a FLOOD EMERGENCY, the students, coordinated by the teacher, should move to higher floors in the building and await the arrival of internal and/or external rescue services.

Instructions for part-time and temporary students and visitors

On hearing the acoustic signal for the evacuation of the building, the students present in the classrooms must act as follows:

1. Leave the building, taking care to follow the signs, particularly those indicating escape routes and emergency exits.
2. Do not use the elevators for any reason.

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- It is best to move along the building's perimeter walls. Exit in an orderly fashion, without shouting, taking care and not pushing others.
- Reach the closest safe assembly point, then wait for the teacher to count and identify those present. Do not leave the safe point unless authorized to do so.

Self-protection

Apart from the instructions listed above, you should proceed with the evacuation with reference to your relevant training, taking care to preserve your safety, following the principles of self-protection:

- Do not expose yourself needlessly to danger
- Remove any sources of danger
- Don't attempt to do anything you are not qualified to do
- Keep curious bystanders or anyone who is creating confusion away

Contact

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Emergency team coordinators

AGENZIA DI POLLENZO → RICCARDO ALLOCCO (+ 39 0172 458539)

ACADEMIC TABLES → RICCARDO ALLOCCO (+ 39 0172 458539)

CASCINA ALBERTINA → ROBERTA SANDON (+39 0172 458568)

COOKERY SCHOOL → ROBERTA SANDON (+39 0172 458568)

Signed

last name

first name

As a student at the UNIVERSITY OF GASTRONOMIC SCIENCES, with my signature I confirm that I am aware of the contents of PROCEDURE NUMBER 9 and undertake to apply every measure contained herein; with my signature, I declare that I am aware that the Contact, or the person in charge, in exercising the functions relating to ensuring safety can proceed directly or indirectly to checks with the aim of verifying the effective application of this procedure.

Please note: The student confirms to have read and accepted the Internal Emergency Plan by signing on the Admission Request Form.

Date:

Legible signature of the STUDENT

Legible signature of the CONTACT