

INSTRUCTIONS IN CASE OF EMERGENCY IN CLASSROOMS/SEMINARS

For Teaching Staff

FORM 7

IN CASE OF EMERGENCY

1. **Notify the Internal Control Center (C.C.I. – BUILDING RECEPTION)** by phone (**954 55 28 91**), activating the nearest alarm button if applicable, or by going there in person if necessary.
2. If you know how to use fire extinguishers, use them by directing the jet at the base of the flames. **Do not use water in the presence of electrical current.**
3. In all cases, prevent the spread of smoke and flames to other areas by **closing doors and windows behind you.**

IMPORTANT: Remember to raise the alarm (ask for help) before taking action. Avoid acting alone.

KNOW THE EVACUATION ROUTE established according to the space where you are. When the alarm sounds, calm the students, but act firmly to ensure a quick and orderly evacuation.



INSTRUCT STUDENTS TO EVACUATE, communicating the following instructions:

- Do not leave carrying heavy or bulky objects such as computers, backpacks, etc.
- Do not go back to retrieve “forgotten items”.
- In the presence of smoke, **cover your nose and mouth** with a cloth (preferably damp). If there is a lot of smoke, move in a crouched position.
- **Do not use elevators** or remove vehicles from the parking area.
- Avoid blocking exit doors.



IMPORTANT: If upon leaving the room there is NO one at the EAE post, ACT as EAE. Use the identification vest.



1. Guide students to the nearest evacuation route.
2. Check that no one is left behind and that all people have left, inspecting the entire area and closing doors and windows behind you.

OUTSIDE:

- The assembly point is signposted outside the building.
- Avoid obstructing access routes.
- Do not return to the building until the end of the emergency is announced.

