

USEFUL INFORMATION

To know:

- The exact location of buildings on the campus
- The location of the sala regia (University City)
- The buildings with reception desks and emergency telephone numbers
- The location of assembly points in the buildings
- Other information relevant to the health and safety of the workplace.


Refer to the website:

<http://www.uniroma1.it/uspp>









EMERGENCY NUMBERS

Internal emergency numbers

 From internal landline	8108
 Toll-free number	800 811 192

External helplines

 Military police	112
 Police	113
 Firemen	115
 Ambulance	118
 Poison centre (Pol. Umberto I)	06. 49978000
 Poison centre (Pol. Gemelli)	06. 3054343



ENGLISH

UFFICIO SPECIALE
PREVENZIONE E PROTEZIONE



SAPIENZA
UNIVERSITÀ DI ROMA

University Health & Safety Office

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Visitor safety
handbook

DEAR VISITORS

To ensure your safety and that of others, current legislations state that whoever enters a workplace, in whatever capacity, must be informed about the essential aspects and expected behaviour during their stay.

This “Manual” is addressed to you and we trust in your full collaboration.

GENERAL BEHAVIOUR RULES

Within the university you are required to:

- Observe warning, prohibition and obligation signs
- Respect the road code on campus
- Do not smoke in enclosed areas and wherever the no-smoking sign is displayed
- Pay attention to obstacles and the indicated danger zones
- Enter restricted areas only when authorised or accompanied by authorised personnel
- Do not obstruct/hide escape routes, vehicle paths, technical units, signs and safety devices with your objects and vehicles
- Study the floor plan displayed in each building and identify the nearest escape routes, emergency exits and assembly points.

IN CASE OF EMERGENCY

If you detect the smell of smoke or gas, the presence of flames, etc., move away from the concerned area and raise the alarm in order to alert internal and/or external emergency teams.

When making an emergency telephone call, clearly indicate:

- Full name and, if possible, the telephone number from which you are making the call
- Location of the emergency (address, storey, room, etc.)
- Any injuries that require urgent medical intervention
- Nature of the emergency (fire, explosion, gas leak, etc.).

WHEN THE EMERGENCY ALARM SOUNDS

- Remain calm and stop all activities immediately
- Leave the room, taking care to place the instruments in use in safe mode
- Leave the room, without taking any objects that could cause obstruction, and close the doors and windows if possible
- Do not use elevators and/or cargo lifts
- Follow the escape route indicated and/or the indications from persons-in-charge to get to the nearest emergency exit
- Do not turn back, for whatever reason, and do not remain near and obstruct the exits
- Go to the indicated assembly point and stay there until the alarm stops
- In case of serious and immediate danger, leave the building without waiting for the evacuation alarm.

IN CASE OF INJURY OR ILLNESS

- Remain calm and immediately call the emergency helpline indicated in this brochure immediately
- While waiting for first-aid:
 - Cover the patient up and protect him/her from the environment
 - Encourage and reassure the patient
 - Gently loosen any tight clothing (belts, ties) to facilitate breathing
 - DO NOT move the injured person unless absolutely necessary due to dangerous environments (gas, fire, risk of building collapse, etc.)
 - DO NOT give the patient any food or water and do not give him/her pharmaceutical products.
- If necessary, assist the internal and/or external paramedics upon their arrival.

