

- b) Follow all instructions given by the Responsible Instructor for both collective and individual protection.
- c) Use work equipment, hazardous substances, and personal protective equipment (PPE) properly and as instructed.
- d) Immediately report any hazardous conditions to the Responsible Instructor during experiments.
- e) Do not perform operations or manoeuvres outside your competency or that could compromise your or others' safety.

Additionally, students must:

Follow operational safety standards in each laboratory and adhere to the instructions of instructors and technical staff.

- a) Collaborate actively with teaching/research staff and non-teaching personnel to maintain safe working conditions.
- b) Avoid actions that could compromise personal or collective safety without proper authorization or training.
- c) Use equipment, tools, and substances correctly and avoid modifying or removing safety devices.

EMERGENCY CONTACT NUMBERS

Internal Emergency Numbers

Rectorate Concierge, Campus: 0776 299 3209
 Economics & Law, Campus: 0776 299 4893
 Engineering Building A Concierge: 0776 299 3601
 Engineering Building B Concierge: 0776 299 3547
 Humanities, Campus: 0776 299 3565
 Sports Sciences, Campus: 0776 299 5111
 Frosinone Campus (Piazza Marzi): 0776 299 3565
 Angevin Castle, Gaeta: 0776 299 4990 | 0771 450 526

External Emergency Services

General Emergency Number (Italy): 112



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UNIVERSITY OF CASSINO
 AND SOUTHERN LAZIO
SECURITY OFFICE

Safety Handbook for Students



WHY THIS BOOKLET

This booklet, intended for students and, in general, for anyone frequenting the facilities of the University of Cassino and Southern Lazio, aims to provide useful information on essential aspects of the university's safety organization and general prevention regulations. These guidelines must be followed to ensure the best protection of one's own health and safety, as well as that of others.

SAFETY AT THE UNIVERSITY

At the University, health and safety aspects are managed through the Risk Assessment Document, drafted in accordance with Article 28 of Legislative Decree 81/08.

This document maps all risks related to work activities conducted within the university premises and outlines the necessary prevention and protection measures to eliminate or reduce such risks.

Another crucial document for health and safety within the university is the Emergency and Evacuation Plan, which consists of a series of procedures to coordinate and manage emergency situations effectively.

Each building has trained first aid responders and internal fire-fighting teams who have undergone specific training and are capable of intervening in case of an emergency.

SAFETY REGULATIONS

Health and safety management in workplaces is regulated by Legislative Decree No. 81/2008 and, for universities, also by Ministerial Decree 363/98.

These regulations establish various requirements covering:

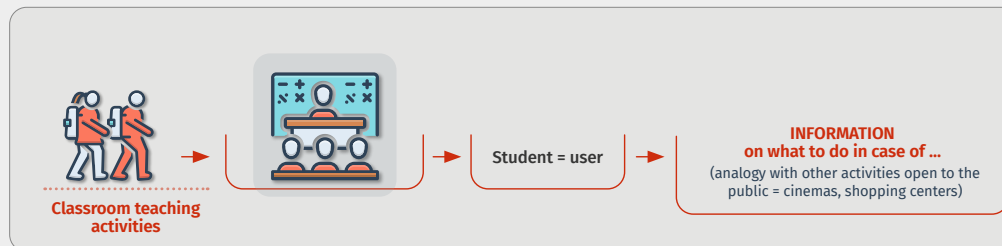
- technical aspects, such as workplace characteristics, machinery, equipment, products, and substances used.
- organizational aspects, assigning specific tasks, duties, and responsibilities to designated personnel to ensure that each individual, within their scope of responsibilities, actively contributes to achieving safety objectives.

Students play a particularly important role in implementing safety and health protection measures. Based on the information and training they receive, they have specific obligations to follow.

GENERAL SAFETY RULES

Students must take care of their own health and safety, as well as that of others. Unsafe behaviour may compromise activities and endanger others.

For laboratory-specific safety measures, students must always refer to the Responsible Instructor for teaching or research activities (hereinafter called **Persons in Charge**).



Below are the main general safety rules to be observed:

General Conduct Rules

- Do not obstruct escape routes (corridors and staircases), emergency exits, or access to fire safety equipment (hydrants, extinguishers, etc.) with materials or transport means.
- Do not tamper with, deactivate, damage, remove, or misuse safety, signaling, or control devices.
- Observe the no smoking policy in all enclosed spaces and comply with all prohibition, mandatory, and warning signs.
- Do not tamper with electrical panels or alarm systems.

BEHAVIOUR DURING AN EVACUATION

Upon hearing the evacuation alarm:

- Stay calm and immediately stop all activities.
- Leave the laboratory without rushing or pushing.
- Do not use elevators or freight lifts.
- Follow the nearest escape route indicated by signage or emergency personnel.
- Do not go back under any circumstances.
- Do not obstruct exits by lingering nearby.
- Proceed to designated assembly points and remain there until the emergency is declared over.

In case of severe and immediate danger, evacuate the building without waiting for an alarm.

BEHAVIOUR IN CASE OF INJURY OR ILLNESS

- Stay calm and alert first aid responders or external emergency services.
- While waiting for help:
 - Cover and protect the injured person

- Reassure and comfort them
- Loosen tight clothing (belt, tie) to ease breathing

- Do not move the injured person unless necessary due to environmental hazards (gas leak, fire, imminent collapse, etc.).
- Do not give food, drinks, or medication unless directed by medical personnel

c) Assist first aid responders or external emergency personnel when they arrive.

BEHAVIOUR IN CASE OF EMERGENCY

If you detect smoke or a burning smell, immediately alert university personnel by:

- Calling the internal emergency number.
- Pressing the alarm button (if available).
- Reporting directly to emergency personnel (concierge desk).
- Then proceed to evacuate the area calmly, ensuring that doors are closed behind you.

BEHAVIOUR IN CASE OF EARTHQUAKE

During the tremor:

- Drop to the ground and seek cover under a desk or sturdy structure.
- Stay close to structural elements (wall corners, door frames, load-bearing walls).

After the tremor:

- Evacuate in an orderly manner, following escape routes carefully.
- Beware of falling debris, cornices, glass, or other fragile elements.

GENERAL SAFETY RULES IN LABORATORIES

For the safety measures to be adopted in laboratories, since not all of them can be recalled here, students must constantly refer to the Persons in charge of teaching or research activities in the laboratory.

Laboratory-Specific Rules

- Do not access laboratories with specific hazards without prior authorization from the Responsible Instructor.