



UNIVERSITÀ
DI TORINO

PROVISIONS FOR CLASSROOM TEACHING ACTIVITIES

This information is addressed to all people¹ in charge of classrooms teaching activities in the premises of the University of Turin and recalls their duties and responsibilities².

The person in charge of classroom teaching activities (course professor, lecturer, auxiliary teaching staff and all persons appointed to teach) holds the function of Supervisor.

Duties include:

- **overseeing** students' compliance with any **safety instructions** they have been given, making every effort to prevent any harmful events;
- **ensuring that classroom seating capacity** is not exceeded;
- promptly **informing** the Director³ of **any anomalies or dangerous conditions** that arise during lessons;
- **implementing emergency procedures** based on the indications contained in the emergency plan available in the structure, paying attention to students in the classroom.
- In case of evacuation:
 - ✓ **stop the lesson immediately;**
 - ✓ **invite students to remain calm and to leave the classroom** using emergency exits and following escape routes according to safety signs or evacuation assistants' instructions;

- ✓ **support students with disabilities** and people with reduced or no mobility by collaborating with evacuation assistants;
- ✓ **close the door (without locking it)** after checking that all people have left the classroom in an orderly fashion;
- ✓ **take students to the safe area** specified in the evacuation plan by collaborating with emergency staff in reporting any situations of need;
- ✓ **refrain from resuming classroom activities** until the announcement of the end of the state of emergency.

The Rector
Prof. Stefano Geuna

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¹ *The person in charge is called to disseminate this information to those who may be interested.*

² *They can be traced back to articles 357 and 358 of the Penal Code in relation to the function of public officials in the course of their work. Articles 2048 and 2051 of the Civil Code do not apply, however, with regard to supervisory responsibility, since University students are adults.*

³ *Director of Department, Director of Management, Director of First Level Centre, Director of Special Educational*