



## SACI SAFETY AND EMERGENCY INSTRUCTIONS

SACI's administration is responsible for assessing emergency conditions, determining the level of emergency response, and overseeing all arrangements pertaining to the evacuation of students from SACI buildings, Florence or Italy, should a local or international crisis make this necessary. The U.S. Embassy in Rome, the U.S. Consulate in Florence, and the U.S. State Department notify SACI immediately when they have important information regarding U.S. citizens abroad, and SACI makes this information available to all of its students, faculty, and staff.

SACI has an emergency notification system, an evacuation plan, and procedures for accounting for students, staff, and instructors during an emergency. If SACI facilities are not accessible during an emergency, students are informed of an external meeting point by means of the notification system. SACI administrators will select the most appropriate form of communication, or combinations thereof, for a given situation (SMS, phone, email, Facebook, etc.).

If an emergency situation should arise outside the city of Florence, students who are traveling at that time are asked to let SACI know that they are safe by either posting on the Facebook group page for the current term, by sending an email to [info@saci-florence.edu](mailto:info@saci-florence.edu), by calling the Front Desk at Palazzo dei Cartelloni (055-289948), or by sending an SMS message and/or calling the SACI Emergency phone (347-7738076).

If an emergency occurs within a SACI building, the SACI reception desk employee is responsible for providing instructions to students, faculty, and staff; for alerting the Fire Department or calling for an ambulance, if necessary; and for indicating gathering points if classrooms and studios must be evacuated. There is always an employee at the reception desk trained in emergency management when school is in session.

Below are instructions distributed to all students at the beginning of each term:

### **INSTRUCTIONS FOR STUDENTS IN SACI FACILITIES DURING AN EMERGENCY**

Students are asked to familiarize themselves with SACI's emergency procedures and to pay special attention to the following:

- Make note of escape routes and emergency exits, as indicated on posted signs.
- Don't block escape routes or emergency exits.
- Keep work or study space in order so that it doesn't present a hazard to others.
- Don't smoke or use open flames (such as lighters) where there is danger of starting a fire.
- Place inflammable materials far from sources of heat.
- Throw matches and cigarette butts in the proper bins only after putting them out completely.
- Don't overload electrical sockets.
- Always inform an instructor or a reception desk employee if you see malfunctioning electrical appliances or plugs or of any situation that appears to be dangerous.

### **IN CASE OF AN EMERGENCY**

- Immediately inform an instructor, staff member, or the receptionist as soon as a dangerous or abnormal situation arises.
- Be aware of the green signs that indicate the escape routes to follow in the event of a forced evacuation. Follow instructions from the reception desk employee regarding gathering points. Gathering points allow instructors to see if everyone in class has gotten out.
- Keep calm in the event of an emergency, and avoid causing panic among others. Do not push, run, or shout.
- In the event of an evacuation, leave all personal items behind including bags, book satchels, etc.
- Help those in difficulty by either doing so directly or by informing an instructor or the nearest staff member.

- Closely follow instructions from instructors or staff.

### IN CASE OF INJURY

#### What To Do

- Inform the instructor immediately or, if the instructor is not present, go to SACI's reception desk where a receptionist trained in health & safety can assist you. For minor injuries, fully-equipped first-aid kits are kept near the reception desk and in other areas of the school. If the injury is major, a SACI staff member will assist you in securing treatment at the nearest Emergency Room.
- Let the instructor or SACI employee who comes to help know exactly what happened.
- Stay inside the classroom.
- Wait in an orderly manner for further instructions.

#### What Not To Do

- In order to avoid more serious injury, don't try to help the injured person yourself unless absolutely necessary.
- DON'T crowd around the injured person.
- DON'T panic.
- DON'T crowd around the door of the classroom to see what happened.

### IN CASE OF FIRE

#### What To Do

- Inform the instructor that there is a fire.
- Evacuate in an orderly manner, following the instructor's instructions
- Cover your mouth and nose with a handkerchief (wet, if possible) if there are flames or smoke, and, if necessary, crawl on all fours.
- In the presence of heat, protect your head by wrapping wool or cotton clothes (wet, if possible) around it.
- If the fire started in your classroom or studio, exit immediately, shut the door behind you, and follow the escape routes.
- If smoke makes the air impossible to breathe, filter it with a handkerchief (wet, if possible), lie on the floor or crawl on all fours (smoke tends to rise).
- Fire extinguishers are placed throughout the school and can be used by a SACI employee trained in health & safety.
- Wait in an orderly manner until the emergency is over.

#### What Not To Do

- DON'T act on your own or take initiatives.
- DON'T leave the door to the classroom or studio open.
- DON'T use the elevator.
- DON'T run, panic, or push.
- DON'T leave the designated gathering place.

### IN CASE OF A FLOOD

#### What To Do

- Evacuate towards upper level floors and not outside.
- Wait for the end of the emergency in an orderly manner.

#### What Not To Do

- DON'T leave the building.
- DON'T go downstairs to lower floors or to the basement.
- DON'T use the elevator.

## IN CASE OF A BLACKOUT

### What To Do

- Remember that the absence of electricity does not constitute a danger for students, instructors, or staff.
- It's not necessary to have an alarm system in place in case of a black out.
- Stay calm and seated and wait for further instructions.

### What Not To Do

- DON'T try to fix the problem.
- DON'T turn on any electrical appliances without the instructor's consent.

## IN CASE OF A GAS LEAK

### What To Do

- Immediately inform the instructor, a staff member, or the receptionist if you smell gas.
- Open the windows immediately.
- If in a laboratory, put out all open flames and turn off all electrical appliances.
- Evacuate the classroom or laboratory in an orderly manner and go towards the gathering point.
- Wait in an orderly manner until the end of the emergency.

### What Not to Do

- DON'T use anything with a flame (cigarette lighters, etc.).
- DON'T smoke.
- DON'T use the elevator.
- DON'T run, panic, or push.
- DON'T leave the "safe place" or gathering point.

## IN CASE OF TOXIC SPILLS

### What to Do

- Immediately inform the instructor, a staff member or the receptionist if a dangerous substance spills.
- Open all windows immediately.
- Wait in an orderly manner until the emergency is over.

### What Not to Do

- DON'T use anything with a flame (cigarette lighters, etc.).
- DON'T smoke.
- DON'T use the elevator.
- DON'T run, panic, or push.

## IN CASE OF AN EARTHQUAKE

### What to Do

- If you are in a classroom, studio, or laboratory, squat under your desk or a table, near a weight-bearing wall or under the architrave of a door.
- Leave your personal items where they are, including handbags and book satchels.
- Before leaving the classroom, studio or laboratory, make sure that fellow students are not injured.
- Evacuate the classroom, studio or laboratory by walking next to the walls until you reach the gathering point.
- Wait in an orderly manner until the emergency is over.

### What Not to Do

- DON'T run towards the street in a panic.
- DON'T stop under windows, cupboards or walls with glass surfaces.
- DON'T use the elevator.
- DON'T panic or push.
- DON'T leave the "safe place" or gathering point.

*Updated: 11/2016*