



## **EUI Safety and Security**

The Institute enjoys a degree of autonomy under its founding Convention and the Headquarters Agreement with Italy, and takes inspiration from the basic principles of Italian and European safety and security regulations.

Above and beyond from the statutory provisions, the European University Institute has always endeavored to improve the safety and security of the working environment and strives to ensure the highest standards achievable in practice on each site.

This is the organizing structure at the Institute regarding security:

- The Employer (DL) who has the Authority and the responsibility of the organization
- The Health, Safety and Security Officer responsible for operations (ASPP)
- The external Supervisor for the Prevention and Protection Service (RSPP)
- The external Physician responsible for evaluation of the work environment and health of workers
- The Staff Representatives for Security (RRLSS)
- The Emergency Team Members
- The First Aid Team Members

The President of the Institute, as Employer, has entrusted the Secretary General with the mandate for Director in charge of Security, and the Secretary General has accepted it.

The role of operational responsible in charge of the Prevention and Protection Service (ASPP) has been entrusted to EUI Health, Safety and Security Officer Giovanni De Santis

The role of external Supervisor in Charge of the Prevention and Protection Service (RSPP) has been entrusted to the external consultant, Ing. Vito Leto.

The medical professional responsible for evaluating worker health and work environments is the external consultant, Dott. Giuseppe Cupelli.

The role of Staff Representative for Security (RRLSS) is, currently, performed by Mr. Paolo Baglioni, Mr. Daniel Belardini and Mr Andrea Sacchetti.

Within the Institute a consultative [Committee on Safety and Security](#), assists the Secretary General in the coordination of safety and security policies at the EUI.

The Emergency Team and First Aid Team have been organized and duly trained. The lists of members are published on the following links:

- [First Aid Team](#)
- [Emergency Team](#)

In order to obtain the best possible level of security everyone is requested to cooperate in observing the Rules on the subject of Safety and Security.

It is well to underline that the specific activities of the Institute do not give rise to particular risks.

However, owing to the configuration of certain premises, which are prestigious but not of recent construction, in certain cases the management of an emergency might require special attention.

In any case the premises are endowed with the essential equipment for security which is verified periodically and when necessary updated.

A video-surveillance system has been activated to protect the security of EUI members. The system is managed by a control room which is always staffed alternatively by internal and external staff, the phone number is **055/4685.999, internal phone number 2999**.

Escape routes are foreseen and constantly monitored.

The maintenance of thermic and electric systems, the checking of the electric ground system, the control of elevators, etc are carried out regularly so as to guarantee their correct function and hence guarantee safety for users.

The Institute has approved the following safety documentation:

- [Emergency Plan](#)
- Document for Risk Assessment.

### **Rules Security Prevention**

- Find the ways of escape, the emergency exits and the meeting points closest to you (see emergency plan).
- Learn the position of the emergency buttons and fire-extinguishers.
- Don't obstruct, ever, ways of escape or emergency exits.
- Observe and respect signs.
- Do not smoke.
- Do not use private electric equipment (stoves or heaters)
- The use of small personal electric devices (tea kettles, coffee pots etc.) is allowed provided that they meet EC security standards (check with the porters).
- Do not keep halogen lamps next to curtains or other inflammable materials.
- Do not overload electric sockets.
- Turn off electrical equipment at the end of the day.
- Always point out the state of disrepair of electric equipment or sockets.
- Always point out any anomaly that might cause an accident, even if it seems negligible, on the basis of internal procedures (indicate references in order to proceed).
- In case you need to use power strips or extensions, place the extensions and power strips in such a way as to avoid deterioration due to crushing or cuts.
- Remember to keep the emergency number at hand: 055/4685.999, internal number 2999
- Take note of the number of the reception desk of your building, to be used with or alternatively to, the emergency number in case of danger: 055/4685.999, internal number