

	<b>POLITECNICO DI TORINO</b>		<b>O</b>	<b>INF - DOC</b>
	<b>INFORMATION NOTICE - PERSON IN CHARGE OF CLASSROOM TEACHING ACTIVITIES</b>			vers. n° 2 of 29/01/2025
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The Person in charge of classroom teaching activities is the person who conducts teaching activities in a classroom on behalf of the University. For example:

- a) Professors,
- b) adjunct Professors,
- c) teaching Assistants,
- d) collaborators providing support for complementary teaching activities, and all other designated individuals.

The Person in charge of classroom teaching activities is assigned the role of Supervisor for teaching activities.

The appointment and acceptance are indicated during the assignment of the teaching assignment.

The Person in charge of classroom teaching activities:

- before the beginning of teaching activities:
  - a) informs himself about the emergency procedures of the Structures in which he carries out teaching activities with the [Guide to the Emergency Management](#);
  - b) verifies evacuation plans affixed within the facility to identify escape routes and assembly points;
  - c) ensure that the classroom capacity is not exceeded and that passageways and escape routes remain unobstructed;
- during teaching activities:
  - a) monitors students' compliance with the safety instructions provided to them, particularly ensuring unobstructed access to escape routes;
  - b) in case of emergency, he performs the procedures indicated in the [Guide to the Emergency Management](#), paying special attention to individuals with reduced or impaired mobility;
  - c) promptly reports any immediate hazards occurring during lessons or that he knows about to the facility's control room. Non-immediate hazards may also be reported to Health and Safety Services at Politecnico di Torino ([servizio.prevenzione@polito.it](mailto:servizio.prevenzione@polito.it))
- in case of evacuation:
  - designates two companions for each non self-sufficient student in the classroom;
  - tries to contain panic among students;
  - coordinates evacuation operations, intervening where necessary;
  - ensures that no one remains inside the room;
  - exits last from the classroom, closing the door behind himself;
  - goes to the assembly point indicated on the evacuation plan.
- in situations of severe and immediate danger, provide instructions to students to ensure their safety while coordinating with emergency teams.