

UNIVERSITY OF CRETE
SECURITY AND PROTECTION UNIT

SAFETY & PROTECTION

Information Guide for the Medical School Community

Students • Faculty Members • Administrative Staff • Laboratory Teaching Staff • Special Teaching Staff

Our Goal

To understand how to prevent risks, respond calmly to emergencies, and know whom to contact when help is needed or an incident must be reported. Safety is everyone's responsibility.

What You Should Know from Day One

- Locate emergency exits, escape routes, firefighting equipment and the posted building evacuation plans.
- Know your designated assembly point and do not re-enter a building after an evacuation until permission has been given.
- Never block emergency exits, corridors, stairways, accessible routes or access roads for fire engines.
- Promptly report defects, hazardous conditions, suspicious behavior, theft or other incidents to Campus Security or the Security and Protection Unit.
- In laboratories and restricted areas, always follow the applicable safety instructions, use the required personal protective equipment, and follow the laboratory supervisor's directions.

Useful Telephone Numbers

Security and Protection Unit	2810 393222
Heraklion Campus Security	2810 394150
European Emergency Number	112
Fire Service / Ambulance (EKAB)	199 / 166

Everyday Safety at the Medical School

- Keep designated external doors closed in accordance with building instructions, and do not facilitate access by unauthorized persons.
- Do not leave laptops, phones, bags, wallets or other valuables unattended in classrooms, offices, libraries or shared spaces.
- If you notice suspicious behavior or an unattended suspicious object, do not touch it; notify Campus Security immediately.
- In the event of theft or another unlawful act, put your personal safety first, record the time, location and key details, and report it promptly.
- Do not confront or pursue anyone where this could place you at risk. Call 112 if there is immediate danger.
- Respect accessible parking spaces, ramps, designated routes and accessible entrances and exits.

Reporting an Incident

Prompt reporting supports accurate documentation and an appropriate response. Contact the Security and Protection Unit on **2810 393222** or at **map@uoc.gr**. If an incident is ongoing, also notify Campus Security on **2810 394150**.

Laboratories, Teaching Rooms and Special Areas

- Follow the specific procedures for each laboratory and use the required personal protective equipment.
- Do not operate equipment or handle chemical/biological substances or facilities without appropriate training and authorization.
- Keep workbenches, corridors, exits and access to emergency equipment clear.
- In the event of injury, exposure, a spill or a technical incident, immediately notify the person responsible for the area and follow the laboratory's specific protocol.

Small Habits That Prevent Major Problems

- Do not smoke or use open flames where prohibited.
- Do not cover, move or obstruct safety signs, fire extinguishers or fire hose cabinets.
- Report faulty locks, lighting, doors, cables and other visible safety problems.
- Follow instructions from authorized services and personnel during any emergency.

In Case of Fire

Personal Safety Comes First

Stay calm. Activate the fire alarm, call **199** or **112**, and notify the person responsible for fire safety or Campus Security. Only use a fire extinguisher if the fire is small, you have a safe exit behind you, and you know how to operate it.

- If there is immediate danger, evacuate the building without delay.
- Do not use elevators.
- Follow green exit signs, escape routes and staff instructions.
- Go to the designated assembly point and remain in a safe outdoor area.
- Do not re-enter the building until authorization has been given.

In Case of an Earthquake

During the Shaking

Do not run toward the exit. Take cover where you are: get under a sturdy desk or table and hold on. If none is available, crouch down and protect your head and neck.

- Stay away from glass panels, windows, heavy objects and other hazards.
- Do not use elevators or go onto balconies.
- Do not light flames, matches or lighters because of the potential risk of a gas leak.
- After the shaking stops, follow evacuation signs and leave in an orderly manner.
- Proceed to the designated assembly point, away from buildings and hazardous structures.

If Someone Is Injured or There Is Smoke/Fire After an Earthquake

- Activate the fire alarm if necessary.
- Call the Fire Service on **199**, the Ambulance Service (EKAB) on **166**, as needed, or the general emergency number **112**.

Official Guidance and Information

The University of Crete Security and Protection Unit publishes guidance on prevention, protection and emergency management. All members of the Medical School community are encouraged to familiarize themselves with this guidance before it is needed.



Security and Protection Unit
<https://www.uoc.gr/map/>



Emergency Management
[uoc.gr/map/diaxeirisi-ektakton-anagkon/](https://www.uoc.gr/map/diaxeirisi-ektakton-anagkon/)

What You Will Find on the Emergency Management Page

- Guidance on protection during disasters.
- What to do in an earthquake.
- What to do in a fire.
- Instructions for using firefighting equipment.

Contact Information

Security and Protection Unit	2810 393222
Heraklion Campus Security	2810 394150
Email	map@uoc.gr
Address	Voutes University Campus, 70013, Heraklion, Crete

Remember

In any emergency, human life comes first. Do not take actions that expose you to danger. Follow safety signage, instructions from authorized personnel, and the plans for your particular building or laboratory.

A safe university community is built through awareness, prevention, responsibility and prompt reporting.

Medical School Assembly Points

After evacuating the building, proceed in an orderly manner to the designated assembly points shown in the diagram below.

- Green areas indicate outdoor assembly locations.
- Red arrows indicate evacuation directions from buildings toward safe outdoor areas.
- Remain at the assembly point and do not re-enter the building until authorized personnel provide further instructions.

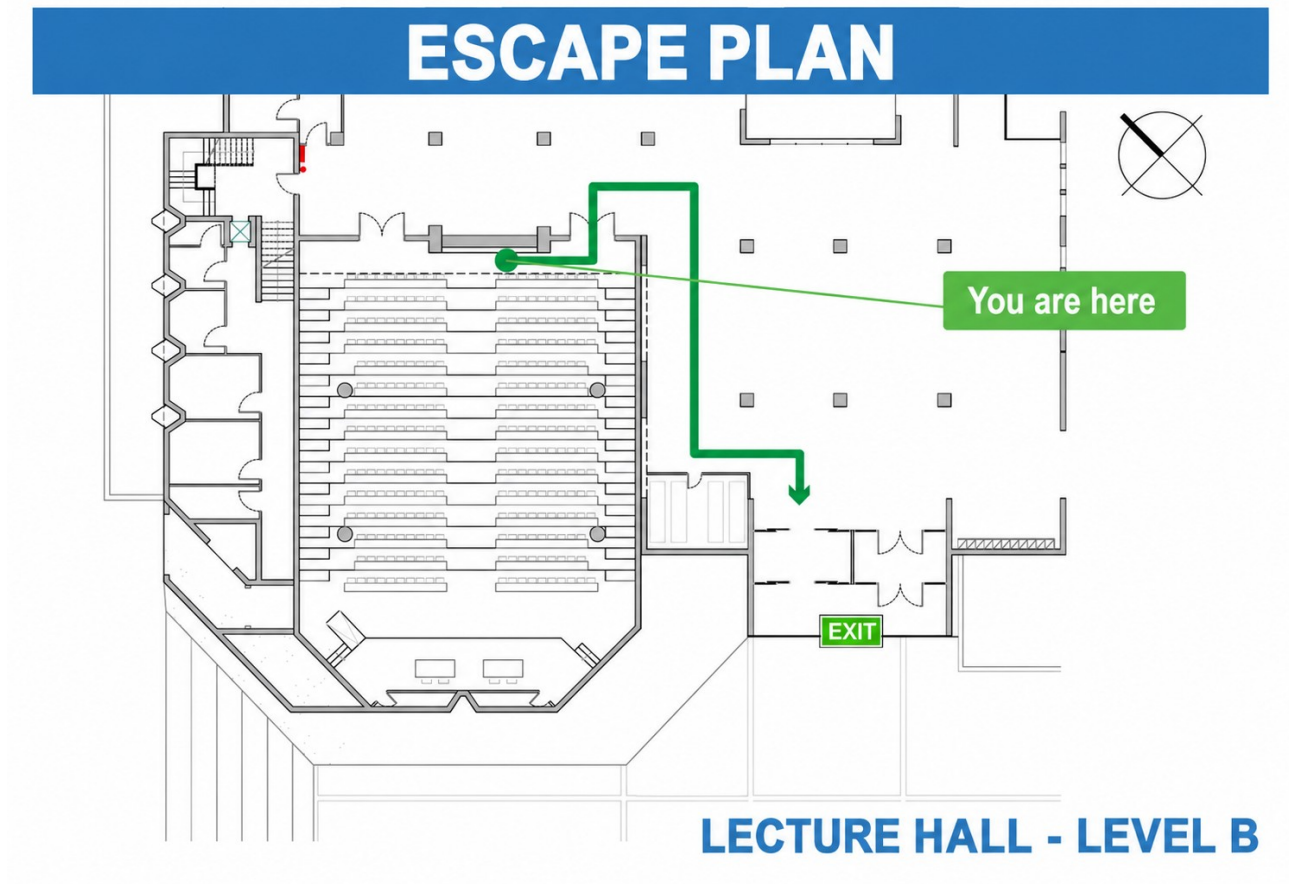
Medical School



Illustrative diagram of assembly points - Medical School

Example Evacuation Plan - Lecture Theatre 1

Find and review the posted evacuation plans before an emergency occurs. The example below, for the lecture theatre on Level B, shows the “You are here” position, the recommended escape route and the exit.



Example: Lecture theatre evacuation plan - Level B

How to Read the Plan

- First locate the “You are here” marker.
- Follow the marked escape route to the nearest safe exit (EXIT).
- Do not use elevators or return for personal belongings.
- After exiting, proceed to the designated assembly point.