GENERAL EMERGENCY PROCEDURE

- Emergency plan

- Evacuation plan

SSL report 05/18 of 27/02/2018 rev.3

INTRODUCTION

TECHNICAL REPORT
     Location of site

SAFETY AND EMERGENCY PLAN REPORT
     Applicable regulations
     Tasks and Responsibilities
     Primary safety objectives
     Safety Management
     Fire safety plan
     Identification of possible emergency scenarios and classification
     Emergency procedure
     Evacuation procedure
     Emergency aid calling procedure
     Assistance to people with disabilities
     End of emergency
     Post-emergency management

SETTING UP OF EMERGENCY TEAMS

INTRODUCTION

This technical report illustrates the safety and fire prevention aspects of the company Fiere di Parma spa. The activities carried out by the company vary according to the business period and include management activities, ordinary maintenance activities, facilities and equipment installation activities and exhibition activities open to the public.

The Fiere di Parma grounds include permanent premises housing administration offices, commercial activities and organisational stations.

Therefore the safety and fire prevention analysis shall take into consideration the operation period, and shall be divided into four macro families.

Ordinary management activities.

Fiere di Parma employees in charge of managing ordinary activities will occupy the area shown in the map. It is a medium risk situation as the staff employed are familiar with the facilities and have received specific safety training.

The safety intervention team has been specifically trained in accordance with the provision of L.D. 81/08 and MD 10/03/98, and is equipped to handle emergencies during normal activity conditions.

Stand erection and dismantling inside the halls.

The regular staff employed when no events are in progress is joined by the personnel of specialised companies in charge of fitting up the halls used during the event, in accordance with the instructions and specific requirements of the companies renting the stand spaces in the exhibition halls.

This is a high risk situation due to the presence of external staff who are not usually working on the premises, who are involved in construction activities and use materials. These workers must be trained in accordance with the provisions of L.D. 81/08 and M.D. 10/03/98 and prepared to intervene in case of small local emergencies in their own stand.

For general emergency situations, contractors will always be supported by an in-house emergency team, set up and especially trained to manage such situations.

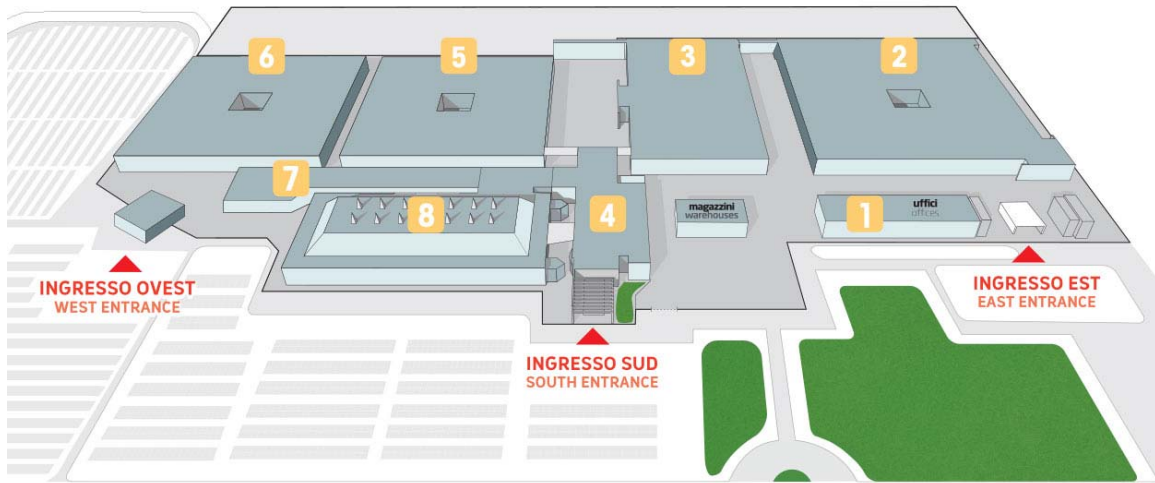## Exhibition events without public show.

Once stand erection has been completed, contractors are replaced by the exhibitor's personnel. The exhibitor's personnel will attend members of the public visiting the show and accessing the halls.

These are people who are not familiar with the premises, they find their way around with the help of signs and show guides and may include differently-abled people. These participants are not prepared for an emergency situation. This high risk situation must be handled in accordance with the type of show, taking into consideration every safety aspect in a specifically-designed management plan that carefully considers risk prevention and emergency management in each hall, in accordance with the variables described by L.D. 81/08 and M.D. 10/03/1998.

TECHNICAL REPORT

Location of site and general details

Fiere di Parma spa, is located in Viale delle Esposizioni no. 393A, 43126 Parma (PR)

6
5
3
2
7
4
8

magazzini
warehouses

1 uffici
offices

INGRESSO OVEST
WEST ENTRANCE

INGRESSO SUD
SOUTH ENTRANCE

INGRESSO EST
EAST ENTRANCE

SAFETY AND EMERGENCY PLAN REPORT

Applicable regulations

RD 18/06/31 (Consolidated law on public safety)
L.D. 01/03/68 - 186   (Compliance with best practice standards)
M.D. 19/08/96 (Technical rule for prevention of fire in public show premises)
M.D. 10/03/98 (General fire prevention safety criteria in the workplace)
L.D. 09/04/2008 - 81 (Safety in the workplace)
PT. 01/04/11 - 1689 (Verification of the safety of suspended loads)
PT   12/03/14 - 3794 (Technical fire prevention instructions for management of markets in public areas)
M.D. 22/07/14 (Operating instructions and technical-organisational instructions for erection and management of temporary facilities)
M.D. 18/07/18 (organisation and procedural guidelines for ensuring high levels of safety during public shows)

Tasks and Responsibilities

Employer and event organiser:
Adopts the necessary preventive and protective measures to protect human lives, property and the environment from hazards during the performance of activities.
Assesses the risks, instructs designated staff to implement the prevention measures in accordance with M.D. 10/03/1998 and L.D. 81/08, fire prevention and fire fighting measures, emergency management and first aid.
Informs all workers on the hazards and on the preventive measures in place, on the behaviour required during ordinary activities and in case of emergency.
Instructs and trains personnel to handle the emergency situations that can occur during the activities.

Emergency coordinator.
Directs and coordinates all the activities related to emergency management.
Monitors the evolution of the emergency situation and activates the specialised teams in accordance with emergency needs. Calls the emergency numbers to request external aid using the procedures listed below. Cooperates with external teams during the emergency and during post-emergency stages for the investigations at the end of the emergency. Orders interruption of activities and activation of the evaluation procedure in the area involved in the emergency or a general evacuation. Declares end of emergency.

Fire prevention team.
Personnel instructed and trained in accordance with M.D. 10/03/1998 in fire prevention and fighting methods; they intervene in the emergency area upon instruction of the emergency coordinators and participate in the preliminary fire fighting phase, while awaiting the arrival of the fire brigade vehicles.

First aid personnel.
Personnel instructed and trained in accordance with L.D. 81/08 in medical emergency procedures; they intervene in the emergency area upon instruction of the emergency coordinators and participate in the preliminary phase of assistance to injured people, while awaiting the arrival of the ambulance and of medical staff.

Technical staff.
Personnel instructed and trained in accordance with L.D. 81/08 in technical and management activities. They intervene in the emergency area upon instruction of the emergency coordinator, they interrupt the supply of fuels, power and water. They clear the area involved in the emergency to facilitate access by emergency personnel.
They cooperate with emergency teams with simple duties and in support of first aid activities; keep in contact with the emergency coordinator to help monitor the evolution of the emergency situation.
They restore the supply of fuels, power and water after the end of the emergency.

Primary safety objectives

    a) To guarantee the safety and protection of human lives.
    b) To preserve the health of people.
    c) To protect property and the environment.

Safety Management

The person in charge of the activities carried out in the area involved, or a person appointed by him/her, must ensure that the safety conditions are not altered during the works, and in particular:

    a) Guarantee access to emergency teams and vehicles.
    b) Ensure that emergency teams can operate safely.
    c) Set up an emergency, fire fighting team and general personnel who can intervene in case of need and who will be trained to conduct the emergency escape if needed.
    d) Constantly monitor that exits are clear of any material that could obstruct escape.
    e) Verify the efficiency of fire prevention equipment, check that LPG (if any) is stored and used adequately.
    f) Maintain electrical, heating and water supply system in efficient working condition, in compliance with current regulations.
    g) Do not allow people to smoke in areas where it is prohibited.
    h) Ensure that stacked storage systems are not used and that fire load does not exceed 15 kg/m^2
    i) Together with the emergency team and before activities commence, verify all escape routes, signs, medical equipment, fire equipment, systems and installations in order to identify any problems as well as the location of fuel shutoff points, switchboards and anything else that may be useful in an emergency.
    j) Ensure that people observe the limits, prohibitions and operation conditions set to guarantee safety.

Fire safety plan

The primary objectives of fire prevention are achieved if the activities are designed, carried out and managed in a way that will:

    a) Minimise the causes of fire and explosion.
    b) Guarantee stability of load-bearing structures for a given amount of time.
    c) Limit the production and propagation of fire inside the activity.
    d) Limit the propagation of fire to adjacent activities and buildings.
    e) Limit the effect of an explosion.
    f) Guarantee the evacuation of participants and enable emergency procedures.
    g) Ensure that emergency teams operate safely.
    h) Protect buildings with artistic and historic value.
    i) Guarantee the continuity of operations for strategic works.
    j) Prevent environmental damage and limit the effects on the environment.

To prevent fire, the organiser must adopt preventive measures and operational precautions:

Systems and technology

    a) Install electrical systems in compliance with best practice standards.
    b) Create earthing connections for systems, structures, tanks, etc.
    c) If necessary, install earthing systems for discharging atmospherics.
    d) Install safety devices for distribution systems and use of flammable substances.
    e) Provide proper ventilation in rooms.
    f) Use fire-resistant structures and materials.
    g) Use spark-proof tools and flooring, if necessary.
    h) Install safety signs.

Operating precautions

    a) Correct storage of flammable and easily combustible materials.
    b) Correct use of heat sources.
    c) Correct use of electrical equipment and systems.
    d) Respect of no smoking signs, use of ashtrays and proper emptying.
    e) Tidy up combustible scraps and waste.
    f) Supervise isolated areas.
    g) Adopt safety measures to prevent arson.
    h) Manage and maintain fire equipment.

i) Train, inform and instruct staff.

A safety service will be provided on site to check the efficiency of the fire prevention system, check that escape routes are kept clear and check systems and signs.
 In case of fire, the emergency team of the area will include at least one person with the training qualifications required for activities with a fire risk pursuant to M.D. 10/03/98 and 3 non-specialised members.
Before activities are started, they will count and determine the position of fire extinguishers, main switchboard breaker and any other thing related to safety.
The internal fire surveillance staff will:
• Carry out the first emergency operations in case of fire.
• Be able to intervene on technological systems in case of need for safety purposes.
• Conduct emergency evacuation procedures, if necessary, preventing panic situations and verifying that all escape routes are kept clear.
• Ensure that no smoking signs are respected, that no naked flames are used and that empty LPG drums are stored separately from full ones; constantly monitor respect of limitations, prohibitions and operating conditions required for safety reasons.

Identification of possible emergency scenarios and classification

A passive protection system is in place to enable appropriate fire fighting operations: these consist in permanently open exits and escape routes as well as mobile extinguishing systems designed to reduce the effects of a potential fire.
Considering the simple type of activity, the characteristics of the premises, of the structures and of the systems installed, the possible emergency scenarios can include the following types of incidents.

SCENARIO 1: fire involving combustible (plastic, paper, packaging cardboard, pallet wood, textiles, etc.) or flammable material (in small quantity)
First of all, it is extremely important to carefully manage accumulated material,
whatever its nature, especially waste or combustible materials. Great care must be taken
to ensure that the material is not exposed to naked flames or to significant temperature increase.
During work activities there are many occasions when stacks of combustible materials are created; in many cases distraction, careless use of naked flames, untidy work areas, poor equipment maintenance and, most importantly, smoking in areas where it is prohibited, can start a small fire, which can normally be put out using portable extinguishers. Some cases, however, require the intervention of the Fire Brigade.
The following paragraphs describe the actions needed in the event of a small,
medium or large fire.

Immediately inform the emergency team and send an alarm signal.

Small fire – (which can be put out with portable extinguishers):
• intervene immediately with a portable extinguisher;
• if possible, suffocate the flames using rags, fire resistant blankets, sand, etc.;
• move away any combustible material stored in the vicinity;
• do not use water or foaming liquids before removing power;
• inform the fire emergency team;
• inform the person in charge. If the situation is still out of control after 2 or 3 extinguishers have been used, the following procedure must be used.

Medium fire – (which cannot be put out with portable extinguishers):
before intervening, the members of the emergency team must ensure that the materials involved do not produce toxic fumes;
appropriate precautions must be used if the fumes may be toxic or harmful;
• the emergency team intervenes with more extinguishers, after adopting precautions to limit
greater risks, such as removing electrical power in the entire area of intervention;
• they confine flames;
• a team member operates the alarm signal to warn those present;
• a team member calls the Fire Brigade;
• team members close the gas valves and switch off all electrical equipment;
• team members ensure that fire equipment is perfectly efficient (emergency lights).
If the situation is under control, an all clear announcement is given. If the situation is not under control within 5 minutes,
the procedure described in the following section must be applied.

Large fire – (which cannot be put out with portable extinguishers):

After carrying out the above described procedures:
• the safety manager orders evacuation (verbal announcement, involving the various emergency team members);
• occupants leave their locations and make their way to a safe place;

Safety management organisational plan
• the emergency team members supervise the evacuation of all the occupants, they make sure that the emergency exits are accessible and bring everyone to the assembly point;
• a team member gets a copy of the emergency plan with maps;
• a map will be provided to the Fire Brigade upon their arrival;
• a team member will be waiting for the Fire Brigade at the grounds entrance to inform them about the situation.

SCENARIO 2: fire involving switchboard or equipment
If there is a fire involving a switchboard, it is
extremely important not to act impulsively: do not use water or foaming liquid
(foaming liquid is contained in some extinguishers) because they act as conductors and could
cause electrocution; first of all, remove power supply to the
switchboard, after informing the persons in charge.
Should a fire start in a switchboard or appliance, anyone
working in the area has the duty to inform
his/her superior and the emergency team immediately and to send an alarm signal.
The persons in charge will then carry out the most important steps:
• close all valves feeding liquid or gas fuel to the equipment;
• remove power to the switchboard or equipment using the main breaker;
• intervene with portable extinguishers suitable for use on live electrical devices
(CO_2 or powder extinguishers are preferable in this situation) after evaluating the extent of the fire;
• during the intervention, flames can also be suffocated using rags, blankets or sand, clearing away
any combustible material in the immediate proximity.
It is extremely important NOT to use water or foaming liquids before removing power.

SCENARIO 3: flooding
In the event of flooding due to extensive water leakage,
inform the members of the emergency team and send the alarm signal.
The persons in charge must then:
• immediately stop the supply of water from the external mains;
• close the main power breaker and refrain from carrying out any other electrical operation;
• ensure that all occupants and persons not in charge of the emergency calmly evacuate the premises, using the escape routes indicated
;
• leave a team member at the entrance to prevent anyone not involved in emergency operations from entering;
• check whether there are evident causes for the water leakage (open taps, broken pipe, etc.).
If the cause of the leakage cannot be eliminated:
• call the water supply company;
• call the Fire Brigade.
After the water leakage has been stopped:
• drain the water off the floor;
• absorb with sawdust and rags;
• verify that the floor is dry and non slippery;
• verify that the water has not reached switchboards and electrical equipment;
• announce the end of the emergency;
• resume normal activities.

SCENARIO 4: first aid in case of fire involving people
• Get the person to lie down and cover him/her with blankets or clothes and get them to roll over on the ground to suffocate the flames).
• do not attempt to remove clothes that are stuck to the skin of the injured person;
• do not remove burnt clothes and do not break blisters;
• do not apply lotions or creams;
• cover the burnt part with dry sterile gauze;
• if the injured person is conscious and able to swallow, they can be offered a bowl of water (approx. 300 ml) with bicarbonate and salt dissolved in it (from the sachets provided);
• if the injured person starts vomiting, immediately stop giving them liquids;
• call the medical emergency services;

• continue to assist the injured person until the emergency service arrives and provide them with the necessary information.

SCENARIO 5: injury in case of fire or electrocution
Carry out the First Aid procedures, which can be summarised as follows:
• immediately remove power and stop the equipment using the master switch;
• inform the members of the Emergency team;
• call the Red Cross (or Air Medical Services, if necessary);
• try to understand what type of wound or physical damage the person has suffered;
• if the person is conscious, ask them about the injured body part and the type of damage;
• act according to the type of wound or illness;
• a member of the team will be sent to the grounds entrance to wait for the ambulance and direct them to the location
where the injured person is.

SCENARIO 6: intervention in case of holdups, threats or acts of sabotage
Carry out the following safety procedures:
• intervene immediately by informing the Police officers, if present on the premises;
• calmly inform the members of the fire team if Police officers are not present;
If not involved directly:
• ask people to move away from the area to keep them safe;
• keep other people away from the place of the emergency.
If involved directly:
• follow all the instructions given by the criminal, neither too quickly nor too slowly, and comply with their requests;
• warn the criminal before making any movement to prevent reactions that may endanger your safety;
• in case of threats, cooperate with the criminal and do not try to resist;
• make mental notes of the criminal's facial features, accent, height, characteristic movements or marks, etc.
• if you are taken hostage, try to obstruct or slow down their escape so as to increase your chance of being released;
• wait for the arrival of the Police.

SCENARIO 7: earthquake, explosion, natural calamity
Phase 1 Emergency
Earthquake is a natural event that can be perceived clearly, except when its intensity is very small.
If an earthquake occurs, emergency management staff must immediately give an alarm signal, as required by the emergency plan, using the equipment available (radio, megaphone or door to door communication). The signal should be different from the one used for fire, if the system used makes this possible.
Upon the first continuous signal (or specific verbal communication), all occupants must drop down to the floor (not stand) and if possible take cover (if not completely, at least cover their head).
• Occupants should take cover under a table or a beam;
• if you are outside the rooms protect yourself by moving under a doorway or close to load bearing walls;
• other workers will take cover under tables, beams or close to load bearing walls;
• do not move until you hear the evacuation signal;
• do not stand next to heavy objects or material that could fall and cause serious injuries (for example close to cabinets, structures or installations);
• do not stand close to windows or other glass surfaces;
• if you know which walls and structures are load bearing, it is best to stand close to these;
• keep your hands behind your neck and lower your head between your knees;
• stay in a crouched position, with your eyes closed if you prefer, until the earthquake has stopped;
• do not try to move people who are traumatized unless their life is clearly at risk (building about to collapse, fire moving close, etc.).

Phase 2 Evacuation
Once the alert phase is over, members of the emergency team, upon instruction of the emergency coordinator, will ensure that the evacuation order reaches every part of the building, as required by the emergency plan, using the devices available on the premises (alarm buttons, speakers or door to door communication), with an intermittent sound.
Upon hearing the evacuation signal, the emergency team will:
• immediately activate evacuation procedures;
• if environmental conditions permit it and if considered necessary, the personnel in charge will remove power supply, gas supply, water supply and power to the heating plant;
• during evacuation, the personnel in charge will check that escape routes are safe and accessible (clear from possible presence of debris or cracks on the stairs);
• during evacuation, help colleagues or other occupants who are experiencing difficulties and always try to

sound positive and optimistic.

Upon hearing the evacuation signal, members of personnel shall:
• Assist people during the evacuation, open emergency doors and clear escape routes;
• check that nobody has remained in the supervised areas; if persons in difficulty are found in the areas, the emergency coordinator must be informed so that he/she may immediately activate the rescue teams;
• proceed with the evacuation in accordance with the instructions of the emergency plan, moving quickly but without running and shouting; when evacuating the building, move very carefully, open doors slowly, tread carefully on floors, stairs and landings, move along perimeter walls, including when walking down stairs; should escape routes be obstructed, follow the instructions of the evacuation manager who will find an alternative clear route, if possible; if escaping is not possible, prepare to cope with more tremors;
• take cover under tables, choosing the sturdier ones, and try to keep close to perimeter walls;
• it is important not to waste time trying to collect personal belongings (including jackets, bags, valuables, etc.) or to complete work or else.

During the evacuation:
• Do not run and do not talk, so that the necessary instructions may be understood clearly, as there may be difficulties that require a sudden change in procedures;
• when making your way out of the building, always try to keep away from windows and glass doors;
• do not use elevators/lifts; while walking down the stairs, keep close to the walls and do not stop;
• as much as possible, try to walk in the middle of rooms and corridors due to the risk of collapse;
• help differently able people or injured persons during the evacuation; escort them to a protected area temporarily, while waiting for evacuation to a safe place;
• when the evacuation signal is given, personnel without specific emergency management duties (administration, sales, technical staff, etc.) must make their way to the assembly points along the escape routes, unless the emergency coordinator requires their intervention.

Phase 3 Safe place
After leaving the building, occupants will reach a safe place outside, referred to as "assembly point"; the distance between this point and the building must be at least equivalent to the height of the building and of trees, away from lamp posts and any suspended power lines.
Once the assembly point has been reached, the coordinator will check that all members of personnel are present, check for injuries or missing persons and report the information to the person in charge in the emergency team.
During this phase, the emergency team members will remain available to assist the emergency coordinator.
If the intensity of the event was small, members of the emergency team may go back inside the building to check out the situation.
They will report their findings to the emergency coordinator and, if there is no specific need for a technical assessment by public departments (Fire Brigade, etc.), the all-clear announcement can be given.
If the intensity of the event was high, or if the inspection revealed a critical situation, all the occupants will wait for emergency services and public departments and will comply with the instructions provided by them.
Contractors' personnel working on the premises must be informed about emergency procedures.
In case of emergency, contractors' personnel will follow the instructions provided by the staff in charge.
Contractors' personnel managing systems and equipment must place a member of personnel in charge of making systems and equipment safe before proceeding with evacuation.

Actions that persons in charge must carry out in case of fire, emergency, serious risk

Emergency procedure

A local alarm will be sufficient as the area is on one level, open and without architectural barriers.
The emergency team will clear the area involved in the emergency.
They will remove power and fuel supply using the appropriate controls and shutoff valves.
They will switch on emergency lighting systems if necessary.
Personnel on duty will open the areas and arrange for the evacuation of occupants, along the indicated escape routes, avoiding panic situations and overcrowding around exits.
It will not be necessary to send people to the assembly point.
In case of fire, members of the fire team will attempt to extinguish the fire and at the same time another member will call 115 (Fire Brigade) and give them all the necessary information: address, how the fire started and intensity of the fire.
In case of a medical emergency, first aid will be provided to the injured persons and at the same time a member of the team will call 118 (Ambulance) and give them all the necessary details: address, type of injury and any other information that may be required.

Evacuation procedure
The decision to activate the evacuation procedure must never be taken lightly.
The person in charge of emergency at the time of the event must consider this carefully as the procedure can
create risks for all the occupants.
The various aspects involved in the process must be analysed.
The total time required for complete evacuation from an emergency location is made up of the sum of the following partial times:
• time needed to detect an emergency situation;
• time needed to spread the alarm;
• time for preparation of the evacuation (receiving the alarm signal,
requesting confirmation, identifying the best escape route, etc.);
• time needed to cover the distance between one's position at the time of the alarm
and the closest safe place.
The sum of these times can sometimes be in the order of a few minutes; with some emergencies, this can create a hazard for the health of people.
The evacuation procedure must be activated in all the cases of general, serious danger such as:
• serious fire;
• leakage of flammable gas or spilling of a quantity of combustible liquids;
• presence of fumes or toxic substances in the air;
• risk of collapsing structures;
• earthquake;
• flooding.
Normally, the decision to evacuate must be made by the safety manager.
It is important to remember that a danger situation will always generate strong emotional tension which, combined
with a lack of information on how to behave, can easily turn into panic.
A state of panic in an individual or group of individuals can degenerate with highly
negative consequences for them:
• obstruction of exits due to overcrowding;
• failure to use all the safety exits present in the premises;
• confusion, disorder, tendency to get away from the danger in any possible way (jumping out of the building, etc.);
• aggressive and abusive behaviour.
During the above activities, the time needed to reach a safe place outside can be
fairly short, but the number of occupants could create an element of
difficulty for the management of the emergency.
It is therefore important for emergency team members to be ready and organised to manage the event in a coordinated manner.

Instructions for persons in charge of evacuating the premises
The first condition is to keep calm and not panic if the danger is
evident and serious, do not waste time trying to collect personal belongings.
Before leaving the place where you are, unless there is a serious, immediate danger,
you should:
• interrupt any work involving naked flames or the production of sparks or heat;
• switch all equipment to safe mode;
• close all gas valves.

Escape method:
• do not waste time waiting for colleagues or friends;
• follow the shortest, safest escape route out of the building;
• crouch down as you walk and breathe slowly if there is smoke;
• in an orderly, quick way (but without running) make your way to the closest safety exit or
to the one indicated by one of the members of the emergency team;
• do not push to get though narrow points and openings;
• the persons in charge must assist persons with reduced mobility or visual/hearing impairment;
• reach the safe places at the assigned assembly points;
• do not stay in areas where there are emergency vehicles and fire trucks;
• do not stay in areas where emergency vehicles can circulate (ambulances, fire trucks, etc.).

Emergency team members supervise operations and ensure they are carried out correctly:
• they supervise evacuation of people;
• they make sure that nobody has problems reaching the exit;

• they assist persons with disabilities and make sure that they reach the assembly point;
• they ensure that emergency exits are in working order;
• they gather people at assembly points;
• they check the list of persons to make sure that everyone is outside the building.
All the people gathered must stay in the prescribed areas until the end of the emergency or until a new order has been given by the emergency team.

Assistance to fire brigade and medical emergency services
The members of personnel in charge of assisting the fire brigade and medical emergency teams:
• wait for emergency services on the public road;
• guide them to the area involved by the emergency;
• provide them with useful information;
• provide them with the emergency plan map.

Requesting Fire Brigade intervention and priority emergency services and numbers to be called in case of emergency.
Emergency calls must be made by telephone, in this case using a mobile phone.
The emergency coordinator must know the telephone numbers of external services.

Emergency aid calling procedure:

IN CASE OF INJURY / ILLNESS			
Immediately call medical emergency services to the premises.			
Do not intervene on the injured person until the person in charge of first aid arrives			
Avoid crowding around the injured person			
Cooperate with the person in charge of first aid and follow his/her instructions, providing the requested equipment and materials			
Call external medical emergency services by phone			
EMERGENCY PHONE NUMBERS			
FIRE BRIGADE	**115**		
MEDICAL EMERGENCY	**118**		
POLICE	**113**		
CARABINIERI	**112**		
LOCAL POLICE			

When calling, provide the following information with specific details:
• address and telephone number;
• your name and surname;
• how to reach the place; briefly specify what is happening
• the approximate number of people affected.

In case of fire, specify:
• type and quantity of material involved;
• if there are dangerous substances or other risks (fuel tanks, high-voltage power lines, etc.);
• what type of fire fighting system exists.
In case of fire, specify:
• the type of injury occurred (e.g. burn, running over, electrocution at 220V or 380V, etc.);
• whether the injured person is conscious, if they have (visible) haemorrhage or fractured limbs.

Note: before hanging up, ask the operator if they need any other information

Assistance to people with disabilities
When there are disabled persons among the occupants, the emergency plan must take their disabilities into consideration.

The special needs of the disabled persons are identified when planning fire safety measures and evacuation procedures.
Elderly people, pregnant women, persons with fractured limbs and children must also be taken into consideration.

Assistance to persons on wheelchairs or with limited mobility.
If there are persons on wheelchairs or with limited mobility, adequate assistance must be provided.
Where no appropriate means for overcoming architectural barriers are provided or is their efficiency is not guaranteed even in case of fire, physically suitable team members must be trained and instructed to carry disable persons.

Assistance to persons with visual or heating impairments.
If there are persons with visual or hearing impairments, they must be helped to make their way along the escape routes.
In case of evacuation, physically suitable team members must be instructed to guide persons with impaired or limited vision.
Throughout the emergency period, some of the team members must be instructed to assist persons with impaired or limited vision.
In the case of persons with limited or impaired hearing, there is the possibility that they will not hear the alarm signal; in these circumstances, a person must be instructed to alert the hearing impaired individual.

End of emergency
Determining the causes of the fire or of the emergency event.
The members of the fire team and those of the emergency team must take care to
preserve elements that are necessary to determine the cause of the incident.
It is important to keep traces (notes, immediate reports, chronology of events, internal and external persons who intervened, etc.) to determine the causes of the emergency.
At the end of the emergency, an investigation must be carried out to gather all the information required to take the measures needed to prevent recurrence of the incident.

Post-emergency management
It is necessary to make sure that the emergency is definitely over (e.g. that the fire has been completely extinguished).
No activities and no events may be resumed before an accurate examination of the entire area and of the systems involved in the incident.

Action required after an emergency:
• supervise the area and the systems involved, to guarantee that the emergency is over;
• replace all the safety equipment (fire equipment, etc.);
• verify that replacement is complete;
• refill the extinguishers;
• look for the causes of the incident;
• determine damage cause to persons and objects (inside and outside the premises);
• make an estimate of direct and indirect damage;
• take suitable technical and organisational measures to prevent recurrence of the event.

PREVENTIVE MEASURES

It is prohibited to smoke and use naked flames in the identified areas (if any).

It is prohibited to dispose of cigarette butts and flammable materials etc. in waste baskets.

IN CASE OF EMERGENCY

If you see anything that leads you to presume that a "DANGER SITUATION" is about to occur, and there is nothing you can do to eliminate it (e.g. use a portable extinguisher in case of fire), you must immediately call 115
Inform the fire team member in charge in the area where the danger or emergency situation has been detected.
In case of fire:
−   Give the alarm and inform the person in charge.
−   Use the fire equipment available to put out the fire, compatibly with your ability and without jeopardising your safety.

N°115

IN CASE OF FIRE/EVACUATION:

DO NOT RUN, PUSH OR SHOUT

PERSONNEL AND VISITORS/GUESTS

Leave the rooms quickly and follow the signs

Calmly make your way to the PROTECTED AREAS and leave the building through the special exits.

Personnel who are unable to move independently should keep calm and wait for the arrival of the rescuers.

EXTINGUISHING SYSTEMS

Water hydrants
Do not use on electrical systems.

Portable or wheeled extinguishers, using: powder, foam or carbon dioxide (CO2)