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INFORMATION PURSUANT TO ANNEX IV OF THE STAGES AND SETS REGULATIONS INTER-MINISTRY DECREE OF July 22, 2014

Minimum information on the Palaffari trade fair district and congress centre owned by Firenze Fiera SpA

In compliance with the requirements of Annex IV of the Interministerial Decree of 22 July 2014, this document's purpose is to inform the organizers of events in the fair and congress district of the Palaffari owned by Firenze Fiera SpA about:

- a) all equipment and facilities permanently available
- b) roads network and traffic management
- c) logistics in general
- d) fixed systems installed.

The exhibitions and congress area is located inside the Palaffari in Florence, in the centre of the city, near the railway station of Santa Maria Novella, in Piazza Adua n.1. The Palazzo degli Affari is housed in a modern building, designed by Architect Pierluigi Spadolini and inaugurated in 1974. The Palazzo's total area is approximately 5,500 m². The building consists of 4 above ground floors used as an exhibition and congress area and two basement floors (one of which is used for service and technical rooms) with direct access from Piazza Adua.

The Palazzo degli Affari consists of:

- a) Second basement floor: ENEL Substation (for electrical power), switchboard room, refrigerator machine room, air conditioning and control room, technical control room, fire system rooms, storage rooms, changing rooms
- b) First basement floor: wardrobe, living room, storage rooms
- c) Ground Floor: reception area, hall, bar
- d) First floor: halls, smaller halls, storage rooms, kitchen, bar
- e) Second floor: halls, storage rooms
- f) Third floor: halls, storage rooms
- g) Fourth floor: halls, terraces, bars

Within these premises there are the following **technological systems** located at the second basement floor (B2):

- AHU unit for all the floors
- Refrigeration power plant
- Pumping power station and control unit
- Autoclave
- Fire protection systems control room
- ENEL (power company) power substation
- Switchboards room

The heating control room is located at the driveway ramp at Via B. Cennini. Kitchen premises are located on the first floor.

Storage rooms are found on several floors of the building and they may store also flammable materials (such as furniture, paper, etc).

Access to the area is via 2 main driveway entrances:

- The entrance from Piazza Adua, 1
- The entrance from via Valfonda

There is an additional driveway and a pedestrian access from via B. Cennini.

The outdoor spaces consist mostly of large open areas with gravel, stone and green areas.

Internal **traffic** is regulated by a single main road that connects all accesses to the facility. The regulation of access in the absence of major trade fair events is carried out through the reception desk in Piazza Adua. Access and traffic during the trade fair events will be directly regulated and managed by the events Organiser in collaboration with Firenze Fiera.

There is no particular **permanent equipment** inside the premises, since the employees of the trade fair management body do not directly use any type of equipment. Any equipment that can be found is the property of contractors with maintenance contracts.

In the various buildings and in the external areas there are:

- Portable and wheeled fire extinguishers
- UNI 45 compliant hydrants on all floors
- UNI 20 compliant hose reels
- UNI 70 compliant motor pump
- Sprinkler systems Second basement floor

The Palazzo degli Affari is equipped with a fire detection system consisting of smoke detectors in the rooms, manually operated alarm buttons distributed in various areas, fire alert signboard sounders and EVAC systems.

In addition to that, a system of closed-circuit cameras operates on all the premises levels and floors,

These fire prevention and emergency management systems are further described and indicated in the plans available on each floor.

The **logistics** must be defined by the event organizer according to their needs, without prejudice to the above.

The trade fair does not directly use any type of hazardous substance.

Any **hazardous substance** that may be found is used by third-party companies.

**INFORMATION PURSUANT TO ANNEX IV OF
PALCHI INTERMIN. DECREE 22 July 2014**

Minimum information regarding the Palazzo dei Congressi fair and congress area managed by Firenze Fiera SpA

In compliance with the requirements outlined in Annex IV of Interministerial Decree 22 July 2014, this document informs organizers of events in the Palazzo dei Congressi congress and fair area managed by Firenze Fiera SpA regarding:

- a) all permanent equipment present
- b) roadways and traffic
- c) general logistics
- d) fixed utility systems.

The congress and fair area is situated at Palazzo dei Congressi of Florence in Villa Vittoria, a villa built in the 1800s, and its Limonaia (*Orangery*). It comprises:

1. Villa Vittoria: a five-floor building comprising:
 - Basement: kitchen, archives, storage, furnace room, Club salon with bar;
 - Ground floor: Reception and Offices, Onice room, rooms 4/5/6 and 9
 - First Floor: rooms 101, 103, 104, 105 and Offices.
 - Second floor: Verde room and Offices.
 - Belvedere (for private use only)
2. Auditorium: 1000 people; also includes the space next to the auditorium called Passi Perduti used as an exhibition area or for catering.

3. Amphitheater: open air

The following **utility systems** are present in these areas:

- Furnace Room situated outside on the Via Faenza side
- Main Electricity Cabinet next to the Furnace Room
- Kitchen in the basement.

There are also underground lines (around 50 cm deep) to transport:

- Electric current
- Telephone and data transmission
- Gas
- Water (drinking, industrial and fire-protection)

In new masonry buildings, electrical wiring and utility distribution networks are embedded in the walls or floors.

There is 1 accesses to the area:

- a) Piazza Adua entrance,

Access to the auditorium is either direct or through the villa.

It is also possible to reach the building from a via B. Cennini entrance usually used by some suppliers.

The outside areas are mainly graveled and park areas.

Internal **traffic** is regulated by a single main roadway which connects the three accesses to the structure (see attached site plan). The reception in Piazza Adua regulates access in the absence of large fair events. Access and traffic during large events are regulated directly by the Organizer with the help of Firenze Fiera.

There is no particular **permanent equipment** in the rooms since employees of Firenze Fiera do not directly use any type of equipment. Any equipment which may be present is the property of contractors contracted for maintenance.

The various buildings and external areas are provided with:

- Portable extinguishers
- UNI 45 hydrants on all floors
- UNI 70 motorpump couplings

Palazzo dei Congressi is equipped with a detection system consisting of smoke detector, alarm buttons, and TOA.

- The system is situated in the command room at the first level basement of Villa Vittoria on the via Faenza entrance side.

The alarm center can receive signals from:

- fire detectors located in the rooms
- gas leak detectors (furnace room, and kitchen)
- manually activated alarm buttons distributed in various zones
- There is a CCTV system connected to the smoke detectors

These fire prevention devices and emergency procedures are identified and clarified on the site plans placed on each floor.

Logistics shall be defined by the event organizer according to his/her needs, without prejudice to the above.

**INFORMATION PURSUANT TO ANNEX IV OF
PALCHI INTERMIN. DECREE 22 July 2014**

Minimum information regarding the Fortezza da Basso fair and congress area managed by Firenze Fiera SpA

In compliance with the requirements outlined in Annex IV of Interministerial Decree 22 July 2014, this document informs organizers of events in the Fortezza da Basso congress and fair area managed by Firenze Fiera SpA regarding:

- a) all permanent equipment present
- b) roadways and traffic
- c) general logistics
- d) fixed utility systems

The fair area is situated inside the Fortezza da Basso di Firenze, with the main entrance on Viale F. Strozzi.

The following buildings are situated inside the walls of the Fortezza:

- Main Pavilion Spadolini
- Pavilion Cavaniglia
- Arsenale
- Palazzina Lorenese
- Teatrino Lorenese
- Sala delle Nazioni
- Sala della Ronda
- Rondino

- Polveriera
- Pavilion Le Ghiaie
- Quartieri Monumentali
- Storeroom 02
- Storeroom 07
- Technical Offices of Firenze Fiera
- Liceo
- Storeroom

The following **utility systems** can be found on these premises

- Furnace Rooms (at the vehicle ramp in the basement of Pavilion Spadolini, near the perimeter wall at Pavilion Cavaniglia, on the second floor of Arsenale, near the west side entrance of Quartieri Monumentali at Liceo).
- Refrigerating Units and Stations (at the vehicle ramp in the basement of Pavilions Spadolini and Cavaniglia, Arsenale, Palazzina Lorenese, Rondino, Pavilion Le Ghiaie, Quartieri Monumentali, Technical Offices, Ronda, Nazioni Hall, Storeroom 02, Storeroom 07)
- Water Supply and Fire Protection Facilities (at the vehicle ramp in the basement of Pavilion Spadolini)
- ENEL (mains) Cabinet (at the vehicle ramp in the basement of Pavilion Spadolini)
- Main Electricity Cabinet (at the vehicle ramp in the basement of Pavilion Spadolini)
- MT/BT Electricity Cabinets (located in Pavilions Spadolini and Cavaniglia, Magazzini Ex Tribunale, Arsenale, Quartieri Monumentali, Storeroom 02, Palazzina Lorenese)
- Electricity Panels (located in the various pavilions)
- Other utility systems and rooms (UPS, elevator machinery room, air conditioning, etc. located in the various pavilions)
- Underground diesel fuel storage (in the area between the vehicle ramp entrance to Pavilion Spadolini and Sala delle Nazioni, at the furnace room in Pavilion Cavaniglia, in the external courtyard of Quartieri Monumentali and at Liceo)
- Natural-gas powered kitchen at Arsenale
- Recharging area for forklifts at the storeroom

There are also underground lines (around 50 cm deep) to transport:

- Electrical current
- Gas
- Water (drinking, industrial and fire-protection)
- Telephone and data transmission

In old masonry buildings, the distribution networks are embedded in the walls or floors, while in newly built buildings, the distribution lines are clearly visible and easily accessed.

The main entrance to the area is through the main vehicle access:

- Viale F. Strozzi entrance (Porta S.M. Novella).

There are also another two vehicle and three pedestrian accesses:

- vehicle entrance (Porta Faenza)
- vehicle entrance (Porta Mugnone)
- pedestrian entrance (Porta alle Carra)
- pedestrian entrance (Porta Soccorso alla Campagna)
- pedestrian entrance (Porta Ottagonale)

The external areas are mainly graveled.

The internal **roadways** are regulated by specific signs (see attached site plan).

There is no particular **permanent equipment** in the rooms since employees of Firenze Fiera do not directly use any type of equipment. Any equipment which may be present is the property of contractors contracted for maintenance.

The various buildings and external areas are provided with:

- Portable and wheeled fire extinguishers
- UNI 45 hydrants
- UNI 25 hoses
- Aboveground hydrants with UNI 100 and UNI 70 or UNI 45 couplings.
- UNI 70 motorpump couplings

A sprinkler system is present in the following areas:

- Pavilion Spadolini
- Pavilion Cavaniglia
- Arsenale

All pavilions are provided with UPS-powered emergency lighting

Pavilions Monumentale is provided with battery-powered emergency lighting.

Manually-activated emergency fire alarm buttons are installed on the premises of Pavilions Spadolini and Cavaniglia, Arsenale, Palazzina Lorenese, Quartieri Monumentali, Nazioni Hall, Liceo.

All buildings have smoke detectors excepting Sala della Ronda, Polveriera, Storeroom 02, Storeroom 07, Storeroom and the Technical Offices of Firenze Fiera.

Palazzina Lorenese, and Quartieri Monumentali are provided with optical alarms.

Pavilion Spadolini has water supply and fire protection facilities; Arsenale has water supply and sprinkler systems.

Pavilions Spadolini, Cavaniglia, Teatrino and Liceo are provided with a heat and smoke extraction system.

There is a firefighters' (VVF) room at 07 which is manned during events and fairs.

These fire protection devices and emergency plans are identified and clarified on the attached site plans.

Logistics shall be defined by the event organizer according to his/her needs, without prejudice to the above.

The panels of the supporting walls situated at the ground floor and at the basement floor level of the Spadolini Pavilion are made of asbestos concrete (pre-painted and colored). These panels are placed at the perimeter of the walls and in some places are covered by drywall.

From the Evaluation of Asbestos Risk and from analyses effected, it has been determined that the panels are in good condition and that there is no danger to the health of workers, visitors and the personnel of the structure.

Mineral wools are found inside the ceiling covering of the Ground Floor and Attic of the Spadolini Pavilion.

It is strictly forbidden to carry out any work and outfitting which might interfere with asbestos-containing material and mineral wools (drilling, panel removing, etc...).

The walls however should not be used to hang paintings, posters or other items and boring into the wall or abrading the surface should be forbidden.



Firenzefiera
Congress and Exhibition Center

REGULATION

FIRENZE FIERA SPA ACCESS MANAGEMENT DURING EVENTS AND EXHIBITIONS

V 2.0_2023

Firenze Fiera spa

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1. INTRODUCTION

This document includes useful information and details concerning the access management and control system to the congress and exhibition area of Firenze Fiera. This Regulation integrates - and therefore does not replace - any further Regulation, procedures and provisions intended for event and exhibition organisers, booth fitters, exhibitors, and participants, which remain fully effective and binding, along with the current applicable provisions.

Organisers and Exhibitors are responsible for the activities carried out directly by them or on their behalf during the setting-up, the running of the event, and the dismantling of Congresses-Conventions and Events, which are regulated below. In full compliance with what required by the current applicable provisions, the Organiser and the Exhibitors are completely responsible for the procedures concerning the setting-up/running of the event/dismantling operations. Unless otherwise indicated, the contact person of the Organiser and of the Exhibitors for Firenze Fiera, is the Project Manager (P.M.) of Firenze Fiera.

Firenze Fiera reserves the right to make changes to this Regulation at any time, even without prior notice. Such changes shall be aimed, *inter alia*, at improving working conditions, reducing health risks, ensuring the workplace safety, protecting the environment, and improving fire prevention measures.

Please note that, all individuals operating in any capacity on a contract base within the areas managed by Firenze Fiera, shall be in possess of an identity document and respect the existing legislation with regards to employment, with particular reference to employment relationships between the parties and in general with the national and local legislation applicable to the activities carried out.

2. COMPULSORY AND OPTIONAL SERVICES

During the use of exhibition pavilions, the access management and control system, as set out in the subsequent sections, is binding, and can only be provided by Firenze Fiera. The Access System involves all the persons who must access and move inside the Florence Congress & Exhibition Centre (Fortezza da Basso, Palazzo dei Congressi and Palaffari) during the setting-up and/or dismantling phases, and during the running of the event.

To access and move inside the Congress & Exhibition Centre, the Organiser, the Exhibitor and/or the Staff of the Companies operating on their behalf shall have a special license authorization issued by Firenze Fiera. The operating instructions for this purpose are listed in the subsequent sections.

In addition to the “compulsory” access management and control service, Firenze Fiera may also, upon request and through trusted services, offer services to manage shipments, deliveries, collection, and handling of goods, within the terms defined below. The provision of said services depends on the type of

Event, and on the contractual arrangements in place with Firenze Fiera. For further details and specifications, please contact the Project Manager of your Event.

Concerning the handling of goods inside the Congress & Exhibition Centre, the use of electric and motor vehicles and equipment is forbidden without the specific prior written authorization of Firenze Fiera. The use of manual pallet trucks and non-motorised carts is allowed, provided – however – it is fully compliant with regulations applicable and under the exclusive responsibility of the Organiser, and – where appropriate - of the Exhibitor, and of the equipment/vehicle user.

3. ACCESSING THE CONGRESS/EXHIBITION CENTRE AS ORGANISERS

Please, find below the instructions for the Event Organiser to obtain a special license authorization to access and move inside the Congress & Exhibition Centre of Firenze Fiera during set-up/dismantling days. The system is accessed via a link received in the email with the subject "Registrazione al Polo Espositivo di Firenze per l'accredito del personale/mezzi per i giorni di allestimento/Registration at the Florence Exhibition Center for the accreditation of staff/vehicles for the setting up days" or via <https://pass.firenzefiera.it> with credentials received in the email with the subject "Comunicazione credenziali Utente - Polo Espositivo Firenze/User Credentials - Florence Exhibition Center".

Once logged in, click on the Event, a page opens with the status of your position (not approved/to be verified/approved).

If the status is "approved", it is possible to download/print passes.

If the status is "not approved" click on the blue button to check your position and view/upload the required documents.

You can find the documents in the Documents Area which can be accessed by clicking on the name of your company located at the top left.

The administrator will proceed with the approval.

With the status "not approved" or "to be verified" it is possible to accredit the staff and the data of the vehicles but it is not possible to download/print passes and permits, which can be downloaded only after approval.

Supplier accreditation

To credit a stand builder company, please click on ADD STAND BUILDER at the bottom right; the *Stand Builder Choice* form appears.

Please, enter the name (or part of it) of the supplier company, or the VAT number, and click on SEARCH; if the company is already included in the list, flag the name and click on ASSIGN. If it is not, click on the button +1 CREATE STAND BUILDER. The form *Choose Stand Builder* will appear; please, complete it with the details of the supplier company; once you have inserted the details, click on the button CREATE STAND BUILDER – you will then be redirected back to the previous page; search for the supplier company, select it and click on ASSIGN. The status of the activity shall be checked by the Administrator for approval.

Supplier will receive an e-mail with the accreditation from the exhibitor, along with the credentials to access its own private area and can autonomously proceed to print its own personal passes and vehicle permits.

To accredit another supplier, repeat the above-mentioned procedure.

If, during the activity, you no longer employ the accredited supplier company, please contact the competent department of Firenze Fiera accessi@firenzefiera.it to request the cancellation of said company.

Staff accreditation

This procedure permits the registration of the staff who must access the Exhibition Center.

On the Operations Menu on the left, click on REGISTRY and then on STAFF.

Click on the +1 NEW button at the bottom right.

A form opens in which you enter the staff name and surname, click on the SAVE button.

If you make a mistake entering the name of the staff, you can always edit/delete it.

Repeat the procedure for all names of the staff.

Printing staff pass

To print pass valid during setting up/dismantling period, you have to click on Manage → Set-up on menu on the left, you find the printing area in the bottom:

Flag the names you wish to credit for the event.

If you remove the flag, the printed pass will no longer be enabled for entry

To download/print the pass click on the printer symbol near the name and then on the PRINT PASS button at the bottom left.

Vehicles accreditation

This procedure permits the registration of the vehicles who must access the Exhibition Center.

On the Operations Menu, click on REGISTRY and then on VEHICLES.

Click on the +1 NEW button at the bottom right.

A form opens in which you enter the data relating to the vehicle (the license plate, the mobile phone of a contact person and the length of the vehicle are mandatory data) however, we invite you to fill entirely the form and click on the SAVE button

Repeat the procedure for all vehicles

Printing vehicles permits

To print permits valid during setting up/dismantling period you have to click on Manage → Set-up on menu on the left, you find the printing area in the bottom:

Flag the vehicles you wish to credit for the event.

If you remove the flag, the printed pass will no longer be enabled for entry

To download/print permits click on the printer symbol near the plate number and then on the PRINT PASS button at the bottom left.

Requesting a quote for shipment /handling of goods

To request a quote for any shipment and goods handling services, please click on the button GOODS HANDLING SERVICES at the bottom left, so that a new entry appears in MRK format. Click on the blue PDF button: the page "Request a quote" will open with the event details; after filling it in in its entirety, click on SAVE at the bottom right. A "Service" page will appear where you can choose the type of service requested. The three services are:

- Door to door goods delivery/collection: collecting goods at a designated place and delivering them at the Exhibition Centre (booth) and vice versa.
- Goods delivery/collection from Merkur warehouse: delivering goods from Merkur warehouse (of the Company or of the Exhibition Centre) to the booth and vice versa.
- Handling goods inside the Exhibition Centre: goods handling service (from vehicle to booth and vice versa) within the Exhibition Centre, using trolleys and forklifts.

After choosing the service, click on SAVE; a new page will appear requesting specifications concerning the service selected; after completing the form click on SAVE; another page will open requesting business data for invoicing. Click on SAVE and wait for the e-mail with the quote attached. Please, be informed that requesting a quote does not guarantee this service and does not imply any binding agreement. To request more than one service, please go back to the initial page, click on GOODS HANDLING SERVICES, and repeat the same procedure.

Requesting authorisation for exhibitors

To authorise a massive access for Exhibitors, the Organizer of the Event may send a request to accessi@firenzefiera.it, enclosing an Excel file in which it is reported for each exhibitor company name, a contact person name, a mobile phone number, an e-mail address and Vat number. The competent department of Firenze Fiera will proceed with the accreditation and confirm the completion of the authorization procedure.

4. ACCESSING THE CONGRESS/EXHIBITION CENTRE AS EXHIBITORS

Please, find below the instructions for Exhibitors to obtain a special license authorization to access and move inside the Congress & Exhibition Centre (Fortezza da Basso, Palazzo dei Congressi and Palaffari) of Firenze Fiera during set-up/dismantling days.

The system is accessed via a link received in the email with the subject "Registrazione al Polo Espositivo di Firenze per l'accredito del personale/mezzi per i giorni di allestimento/Registration at the Florence Exhibition Center for the accreditation of staff/vehicles for the setting up days" or from <https://pass.firenzefiera.it> with the credentials received in the email with the subject "Comunicazione credenziali Utente - Polo Espositivo Firenze/User Credentials - Florence Exhibition Center". Once logged in, click on the Event for which you have been accredited. A page opens with the exhibitor's company name and the status of their position (not approved/to be verified/approved).

If the status is "approved", it is possible to download/print passes

If the status is "not approved", click on the blue button to check your position and view/upload the required documents.

The administrator will proceed with the approval.

With the status "not approved" or "to be verified" it is possible to accredit the staff and the data of the vehicles but it is not possible to download/print passes and permits, which can be printed only after approval.

Stand builder accreditation

To credit a stand builder company, please click on ADD STAND BUILDER at the bottom right; the *Stand Builder Choice* form appears.

Please, enter the name (or part of it) of the fitters company, or the VAT number, and click on SEARCH; if the company is already included in the list, flag the name and click on ASSIGN. If it is not, click on the button +1 CREATE STAND BUILDER. The form *Choose Stand builder* will appear; please, complete it with the details of the stand-builder company; once you have inserted the details, click on the button CREATE STAND BUILDER – you will then be redirected back to the previous page; search for the STAND-BUILDER company, select it and click on ASSIGN.

Stand-builder will receive an e-mail with the accreditation from the exhibitor, along with the credentials to access its own private area and can autonomously proceed to print its own personal passes and vehicle permits.

To accredit another stand-builder, repeat the above-mentioned procedure.

If, during the activity, you no longer employ the accredited company, please contact the competent department of Firenze Fiera accessi@firenzefiera.it to request the cancellation.

Staff accreditation

This procedure permits the registration of the staff who must access the Exhibition Center.

On the Operations Menu on the left, click on REGISTRY and then on STAFF.

Click on the +1 NEW button at the bottom right.

A form opens in which you enter the staff name and surname, click on the SAVE button.

If you make a mistake entering the name of the staff, you can always edit/delete it.

Repeat the procedure for all names of the staff.

Printing staff pass

To print pass valid during setting up/dismantling period, you have to click on Manage → Set-up on menu on the left, you find the printing area in the bottom:

Flag the names you wish to credit for the event.

If you remove the flag, the printed pass will no longer be enabled for entry

To download/print the pass click on the printer symbol near the name and then on the PRINT PASS button at the bottom left.

Vehicles accreditation

This procedure permits the registration of the vehicles who must access the Exhibition Center.

On the Operations Menu, click on REGISTRY and then on VEHICLES.

Click on the +1 NEW button at the bottom right.

A form opens in which you enter the data relating to the vehicle (the license plate, the mobile phone of a contact person and the length of the vehicle are mandatory data) however, we invite you to fill entirely the form and click on the SAVE button

Repeat the procedure for all vehicles

Printing vehicles permits

To print permits valid during setting up/dismantling period you have to click on Manage → Set-up on menu on the left, you find the printing area in the bottom:

Flag the vehicles you wish to credit for the event.

If you remove the flag, the printed pass will no longer be enabled for entry

To download/print permits click on the printer symbol near the plate number and then on the PRINT PASS button at the bottom left.

Slot Parking Selection

It is possible that organizational needs require choosing a definite parking area to park vehicles inside Exhibition Center (*parking area slot*), a definite day or time to park in the Exhibition Centre (*timetable slot*).

You should reference the unloading/uploading area near the pavilion where you have to exhibit, to choose the *parking area slot*. For a right choice you should consult the file *Parking areas and pavilions* in your Documents Area.

Timetable slot bounds the time that the vehicle can stay inside the Exhibition Centre.

A slot that starts at 08.00 am and ends 10.00 am implies that the vehicle could access from 08.00 am and must necessarily exit within 10.00 am.

When you select vehicles to download and print the permits, you can select the interested slot in the *Slot Parking Selection* page, choosing, if required, the day to access the Exhibition Centre, the time and the parking area. To book a slot, click on BOOK and then on CONFIRM.

We remind that reservations must be determined by the actual needs of access to the Exhibition Centre; the access office will check reservations and will contact the user in case of anomalous bookings.

In case of more bookings (for different hours or days or parking areas) slots have to be booked at the same time: a single permit will be printed and it is valid for all the booked slots.

If you remove the flag, the booking is deleted.

Bookings cannot be modified.

Requesting a quote for shipment/handling of goods

To request a quote for any shipment and goods handling services, please click on the button GOODS HANDLING SERVICES at the bottom left, so that a new entry appears in MRK format.

Click on the blue PDF button: the page "Request a quote" will open with the event details; after filling it in its entirety, click on SAVE at the bottom right. A "Service" page will appear, where you can choose the type of service requested. The three services are:

- Door to door goods delivery/collection: collecting goods at a designated place and delivering them at the Exhibition Centre (booth) and vice versa.
- Goods delivery/collection from Merkur warehouse: delivering goods from Merkur warehouse (of the Company or of the Exhibition Centre) to booth and vice versa.
- Handling goods inside the Exhibition Centre: goods handling service (from vehicle to booth and vice versa) within the Exhibition Centre, using trolleys and forklifts.

After choosing the service, click on SAVE; a new page will appear requesting specifications concerning the service selected; after completing the form click on SAVE; another page will open requesting business data for invoicing.

Click on SAVE and wait for the e-mail with the quote attached.

Please, be informed that requesting a quote does not guarantee this service and does not imply any binding agreement.

To request more than one service, please go back to the initial page, click on GOODS HANDLING SERVICES, and repeat the same procedure.

5. ACCESSING THE CONGRESS/EXHIBITION CENTRE AS FITTERS

Please, find below the instructions for Fitters to obtain a special license authorization to access and move inside the Congress & Exhibition Centre (Fortezza da Basso, Palazzo dei Congressi and Palaffari) of Firenze Fiera during set-up and dismantling days.

The system is accessed from the link received by email when an exhibitor registers the stand builder company, with the credentials indicated in the email with object "Comunicazione credenziali Utente - Polo Espositivo Firenze/User Credentials - Florence Exhibition Center". When you access the system click on the box with the name of the interested Event.

If the status is "approved", it is possible to download/print passes

If the status is "not approved", click on the blue button to check your position and view/upload the required documents.

The administrator will proceed with the approval.

With the status "not approved" or "to be verified" it is possible to accredit the staff and the data of the vehicles but it is not possible to download/print passes and permits, which can be printed only after approval.

Staff accreditation

This procedure permits the registration of the staff who must access the Exhibition Center.

On the Operations Menu on the left, click on REGISTRY and then on STAFF.

Click on the +1 NEW button at the bottom right.

A form opens in which you enter the staff name and surname, click on the SAVE button.

If you make a mistake entering the name of the staff, you can always edit/delete it.

Repeat the procedure for all names of the staff.

Printing staff pass

To print pass valid during setting up/dismantling period, you have to click on Manage → Set-up on menu on the left, you find the printing area in the bottom:

Flag the names you wish to credit for the event.

If you remove the flag, the printed pass will no longer be enabled for entry

To download/print the pass click on the printer symbol near the name and then on the PRINT PASS button at the bottom left.

Vehicles accreditation

This procedure permits the registration of the vehicles who must access the Exhibition Center.

On the Operations Menu, click on REGISTRY and then on VEHICLES.

Click on the +1 NEW button at the bottom right.

A form opens in which you enter the data relating to the vehicle (the license plate, the mobile phone of a contact person and the length of the vehicle are mandatory data) however, we invite you to fill entirely the form and click on the SAVE button

Repeat the procedure for all vehicles

Printing vehicles permits

To print permits valid during setting up/dismantling period you have to click on Manage → Set-up on menu on the left, you find the printing area in the bottom:

Flag the vehicles you wish to credit for the event.

If you remove the flag, the printed pass will no longer be enabled for entry

To download/print permits click on the printer symbol near the plate number and then on the PRINT PASS button at the bottom left.

Slot Parking Selection

It is possible that organizational needs require choosing a definite parking area to park vehicles inside Exhibition Center (*parking area slot*) , a definite day or time to park in the Exhibition Centre (*timetable slot*).

You should reference the unloading/uploading area near the pavilion where you have to exhibit, to choose the *parking area slot*. For a right choice you should consult the file *Parking areas and pavilions* in your Documents Area.

Timetable slot bounds the time that the vehicle can stay inside the Exhibition Centre.

A slot that starts at 08.00 am and ends 10.00 am implies that the vehicle could access from 08.00 am and must necessarily exit within 10.00 am.

When you select vehicles to download and print the permits, you can select the interested slot in the *Slot Parking Selection* page, choosing, if required, the day to access the Exhibition Centre, the time and the parking area. To book a slot, click on BOOK and then on CONFIRM.

We remind that reservations must be determined by the actual needs of access to the Exhibition Centre; the access office will check reservations and will contact the user in case of anomalous bookings.

In case of more bookings (for different hours or days or parking areas) slots have to be booked at the same time: a single permit will be printed and it is valid for all the booked slots.

If you remove the flag, the booking is deleted.

Bookings cannot be modified.

Subcontractors

This procedure permits credit subcontractors who must access the Exhibition Center during the set-up and dismantling phase and allows you to print the relative pass for staff and permits for vehicles.

On the Operations Menu on the left, click on REGISTRY and then on SUBCONTRACTORS.

Click on the +1 NEW button at the bottom right.

A form opens in which you have to enter the name and email of the subcontractor company; then click on +1 SAVE AND SELECT.

Repeat the procedure for all subcontractor companies. A page opens with the list of subcontractors companies.

Flag on the subcontractor company you want to assign at the event; then click on ASSIGN SUBCONTRACTORS, a form in which you can choose the event opens: choose that and click OK.

After assigning subcontractors, return at the beginning page clicking on MANAGE in Operations Menu on the left and on SET-UP; then click on SUBCONTRACTORS in the bottom on the right.

You can see the list of all subcontractor companies credited for the event.

The status of the activity has to be validated by the Administrator.

With the "Not Approved" status, it is possible to credit the names of the staff and the data of the vehicles but it is not possible to download/print the related passes and permits, which can be printed only after approval.

Click in menù on the left on REGISTRY and on SUBCONTRACTORS to register staff and vehicles for subcontractor companies. The procedure to print/download pass and permits is the same as that for the accreditation of personnel and vehicles, (see paragraphs *Staff accreditation and pass printing* and *Vehicles accreditation and permits printing*).

Requesting a quote for shipment/handling of goods

To request a quote for any shipment and goods handling services, please click on the button GOODS HANDLING SERVICES at the bottom left, so that a new entry appears in MRK format.

Click on the blue PDF button: the page "Request a quote" will open with the event details; after filling it in its entirety, click on SAVE at the bottom right. A "Service" page will appear, where you can choose the type of service requested. The three services are:

- Door to door goods delivery/collection: collecting goods at a designated place and delivering them at the Exhibition Centre (booth) and vice versa.
- Goods delivery/collection from Merkur warehouse: delivering goods from Merkur warehouse (of the Company or of the Exhibition Centre) to booth and vice versa.
- Handling goods inside the Exhibition Centre: goods handling service (from vehicle to booth and vice versa) within the Exhibition Centre, using trolleys and forklifts.

After choosing the service, click on SAVE; a new page will appear requesting specifications concerning the service selected; after completing the form click on SAVE; another page will open requesting business data for invoicing.

Click on SAVE and wait for the e-mail with the quote attached.

Please, be informed that requesting a quote does not guarantee this service and does not imply any binding agreement.

To request more than one service, please go back to the initial page, click on GOODS HANDLING SERVICES, and repeat the same procedure.

6. PRIVACY POLICY

Information Statement pursuant to Legislative decree no. 196/2003- "Personal Data Protection Code", and to EU Regulation no. 2016/679 – Ed. 01/2021

Whereas

1) as part of the activities connected to our exhibition premises and facilities access management and control system, Firenze Fiera will have to collect and process your personal data.

2) For the sake of clarity, we specify the following definitions given by Regulation (EU) n. 2016/679 (hereinafter also "GDPR"):

- **Processing:** any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction;

- **Personal data:** any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

Having said that, pursuant to Legislative decree no.196/2003 (hereinafter also "Code") and Regulation (EU) n. 2016/679 we inform you that the collection and processing of your personal data will be carried out by the company writing in accordance with the following:

Data Controller: The data controller is the company "Firenze Fiera S.p.A." with registered office in Florence - Piazza Adua n. 1 - 50123 - VAT No. 04933280481 - For some events/fairs other Data Controllers may also be in operation; any specific information pertaining to them will be defined in accordance with current applicable legislation.

Nature of the processed data

The data we process includes mostly personal and contact data, and in any case data which is strictly necessary for our access management and control system's operation. Except for some very special exceptions, we are not in possession of any data that can be qualified as special (art. 9, paragraph 1, of the GDPR). Subject to your specific authorization, photographs (of you/ your company) and/or video/audio recordings acquired during participation in events (fairs, exhibitions, conferences, etc.) may be processed, in compliance with the applicable legal and regulatory limitations and for the purposes indicated here.

Purposes and modalities of data processing

Basic purposes

A) Fulfil the obligations related to provision of the access management and control system overseeing all of Firenze Fiera's exhibition premises and facilities as well as other services required to Firenze Fiera by the contract and the pre-contract agreements and B) Fulfill the obligations provided for by the applicable national and EU laws and regulations. C) Enforce the rights, including rights of third parties in judicial, arbitration, administrative proceedings in compliance with legal restrictions.

"Promotional" purposes

Sending by computer means (art. 130 of the Code) and/or traditional methods such as traditional mail and/or human-operated (non-automated) phone calls, communications to monitor the progress of

customer relations as well as planning and performing analytical, strategic and operational marketing activities, informing on commercial and promotional activities concerning services related to those for which the relationship has been established.

This purpose may therefore be pursued for reasons other than those strictly connected to the fulfilment of the contract, in the event that you decide to consent to it (after viewing this information statement); if you do not give consent (as is your right) to the aforementioned purposes, the contractual relationship will not be compromised or altered. Consent, if you wish to give it, will be considered valid both for contact by traditional methods and by means of instruments pursuant to art. 130 paragraphs 1 and 2 of the Code (e.g. e-mail, sms, mms, fax, automated calls ...); even after giving consent, it is still your right to object, at any time and free of charge, to the processing of your data for this purpose; if you wish to exercise the right to object you may, at any time, exercise it in a diversified and autonomous manner for any one of the contact methods described here. Please note that in the event you give consent to the purposes described herein, any registration you may made to the "Registro delle opposizioni" (list of persons who refuse to be contacted by phone marketing) will not prevent us from contacting you by phone. Please note that the promotional activity may also be carried out by third parties, belonging to the categories specified in this statement.

Other purposes

In the event of your specific authorization being issued, personal data (for example video recordings, photographic images, audio recordings) will be collected and processed exclusively for institutional and scientific purposes as well as to promote the event and document it, as well as for the purpose of producing promotional and advertising material for this company (e.g. brochures, commercials, corporate articles in newspapers and magazines or Internet content for the company's web page and social networks) always in compliance with the restrictions and regulations in force. Both your providing us with your personal data and your consent are optional. The refusal to provide data will however make it impossible to be interviewed, to participate in surveys and be filmed and/or use any photograph or video/audio material in which you appear. If you do not wish to be filmed or photographed please inform the staff about it. People who appear in film, audio material or pictures shall have the right to ask their name to be removed from the website database by sending an email to: privacy@firenzefiera.it. Please note that, group photographs and videos taken during fairs or exhibitions shall be regarded as part of public events for which no explicit consent of the subjects involved in the filming is required.

Provision of data

With regards to the data we have to know in order to fulfil the contract obligations or the requirements of national and EU laws and regulations or the requirements set by authorities having jurisdiction over the matter and by the supervisory and control bodies, failure to provide such data will make it impossible to establish or continue the relationship to the extent that such data is necessary for the actual relationship to exist. With regards to other data, knowledge of which is not mandatory, we will consider the effects of our failure to obtain them and decide on the action to take, related to the importance for our organization of said data, subject to the compliance with contractual obligations and the obligations related to regulatory and law requirements.

Circulation and Disclosure

Your data will not be circulated and disclosed by us, unless that will become necessary due to the nature of the services, provided, but any disclosure will in any case be in compliance with the data minimisation

principle. Please note that any group video or photograph will always be used in compliance with the regulatory limitations and respecting the dignity and privacy of individuals. Your data may be disclosed by us to subjects who can access the data pursuant to the laws in force and to our consultants/suppliers only to the extent that this is necessary to carry out the task assigned to us and, in all such cases they will be appointed as Data Processors.

Further communication of your data to third parties for other purposes is explicitly subject to your providing an explicit further and optional consent to it).

Except for the cases already mentioned (disclosure of some of your data on the Internet) your data will not be transferred abroad and in any case not to countries outside the national border, not belonging to the EU or to the European Economic Area, nor will your data be transferred to "third" countries for which the European Commission has not made sure that an adequate level of data protection exists.

Data Retention Policy

The data collected will be kept for a time not exceeding the achievement of the purposes for which they are processed or according to the deadlines set by law , in the case of contractual relationships, for the entire duration of the contract and in any case for no longer than 10 years. For marketing purposes 24 months from the giving of the consent.

Data processing modalities

Data processing is inspired by principles of fairness, lawfulness and transparency as well as of protection of Customer's privacy and rights (*privacy by design*); data processing may be made either manually or with automatic modalities suitable to storage, process and transmit them with suitable technical and organisational measures which, taking into account the state of the art and the implementation costs, will guarantee safety, privacy, integrity and resilience of systems and services preventing the risk of loss, destruction, unauthorised access or disclosure or any unlawful use; in addition to that suitable measures shall be used to delete and rectify data that are incorrect for the purposes they are being processed for.

Details on subjects that may acquire knowledge of your data:

The following categories of subjects may acquire knowledge of your data:

- qualified and trained company employees and collaborators, as well as third parties who carry out or provide specific services necessary to our contract relationship with you, including subjects working as System Administrators;
- suppliers, consultants, professionals, agents and, in general subjects who, for contract related needs and in order to prepare for and manage the activities agreed with you and/or for ancillary services and/or for your specific requests must acquire one or more information concerning you, as data controllers pursuant to art. 28 of the GDPR);

For precision's sake, some or all the personal data collected may be shared with sponsors and/or commercial partners of Firenze Fiera, for example catering companies, travel and communications agencies, event organizers, technical/audio and visual/transport services providers, event planning companies and so on, for reasons strictly connected with Firenze Fiera's operations as well as to guarantee provision of the required service; for sending commercial communications, promotion and advertising (by ordinary mail, telephone, voice broadcasting services, fax, e-mail, sms, mms), related to the services and/or products provided by the companies described above for the purpose of proposing Firenze Fiera users potentially useful and/or profitable offers. Firenze Fiera specifically asks for consent

for the communication of your personal data to each of the aforementioned categories of subjects and for each of the aforementioned purposes (optional consent).

Legal basis of data processing

The legal basis of the processing is the legitimate interest of the Data Controller or, where appropriate, the consent of the data subject when necessary.

Data Protection Officer

Pursuant to Article 37 of Regulation (EU) n. 2016/679 Firenze Fiera also informs you that it has appointed a specific Data Protection Officer (DPO), who can be contacted by e-mail at the address: privacy@firenzefiera.it, or by writing to Firenze Fiera , Responsabile della protezione dei dati, Piazza Adua n. 1 Florence.

Your rights:

- a) the right to obtain acknowledgment of the existence of any personal data regarding you, even if such data has not yet been recorded, and to have these data supplied to you in an understandable form;
- b) the right to know: the source of said data; the purposes and modalities of data processing; the logics used in case processing is carried out with computer or electronic means; the identifying data of the Controller and the Processor;
- c) the right to obtain: update, correction and, should you require it, integration of data; deletion, processing aimed at rendering such data anonymous or blocking of all data that violates laws currently in force, including these data whose storage is not required by the purposes they have been collected and/or processed for;
- d) the right to: object, wholly or partly to processing of your personal data for legitimate reasons, even if such processing is relevant to the purposes the data have been collected for; to revoke the consent at any time without prejudice to the lawfulness of the processing based on the consent given prior to the revocation. In addition to that, where applicable, interested parties also have the rights referred to in Articles 16-21 of the GDPR (right to be forgotten, right to restriction of processing, right to data portability, right to object), as well as the right to complain to the Data Processing Authority.

To exercise these rights, you can contact Firenze Fiera S.p.A. with the following means:

E-mail privacy@firenzefiera.it

Registered address Piazza Adua, n. 1 - 50123 - Firenze (FI)

Telephone No.+0039 055 497 21

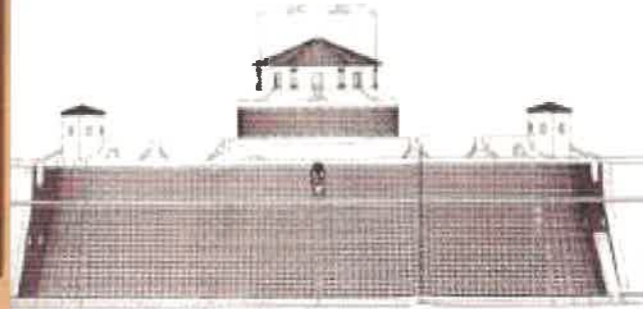
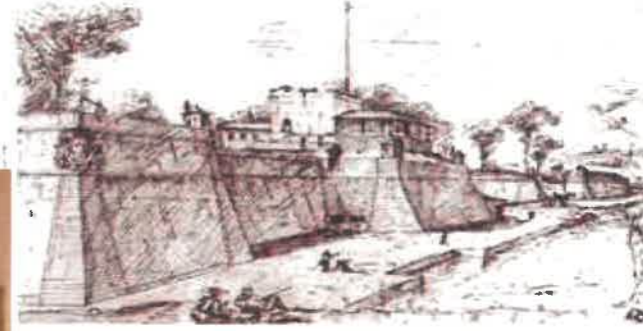
Fax no.+0039 055 497 3237

This information may be integrated, orally or in writing, with additional elements and indications, to best meet any of your need for information in the matters of "Privacy" and to comply with all regulatory and/or technological developments. For further details, please refer to the appropriate privacy section on www.firenzefiera.it

September 26, 2023



Firenze fiero
Congress and Exhibition Center



REV.

January 2024

 **ENGLISH VERSION**
REVIEW OF LOADS
PLANTING THE BOARDS

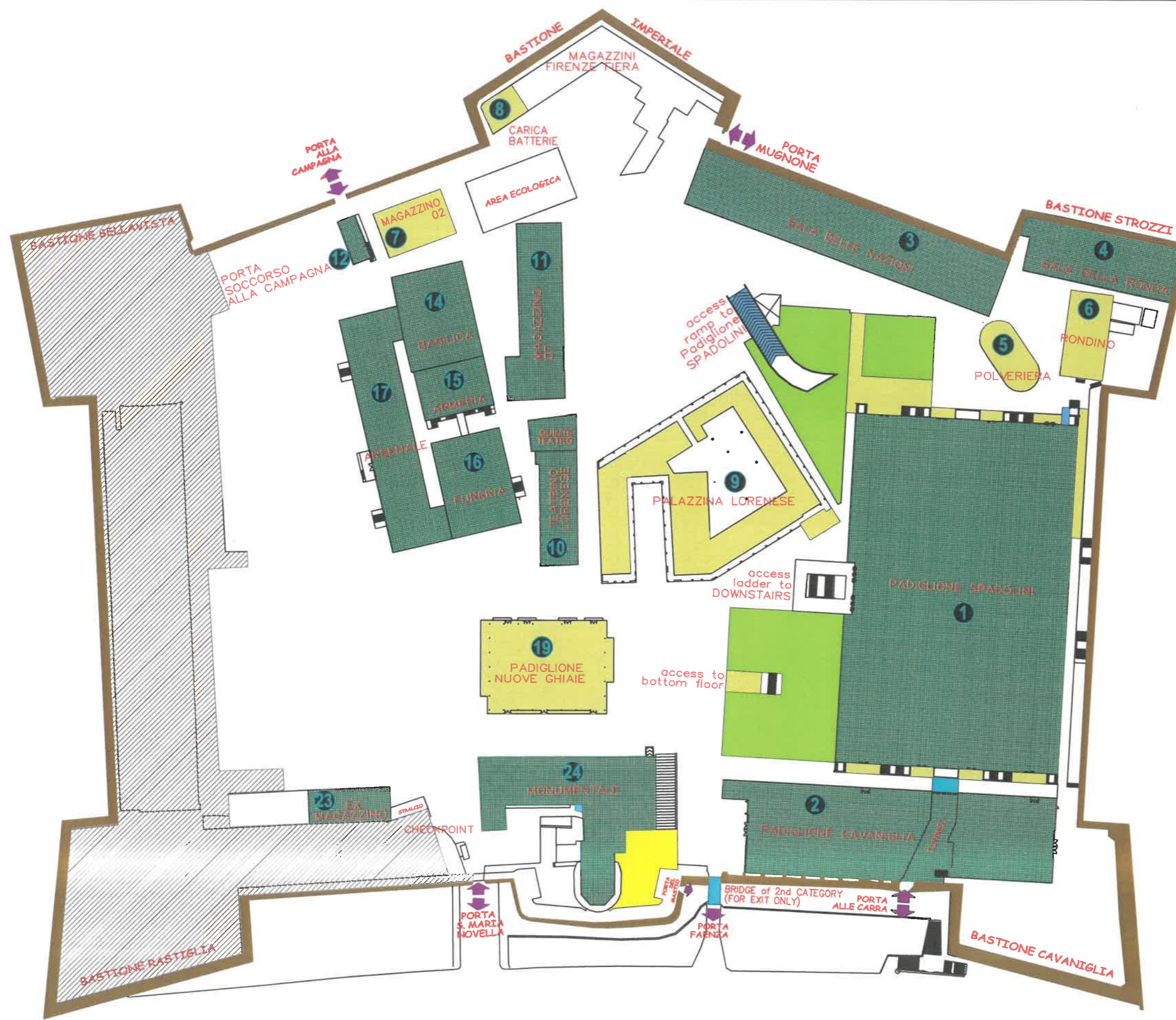
APPENDAGES
WALKABLE LIMIT

FORTEZZA DA BASSO FIRENZE

FORTEZZA DA BASSO
FIRENZE



**FORTEZZA DA BASSO
PLANIMETRY**



ENGLISH VERSION
SCALE DRAWING: 1 : 1250

- PERIMETER OF THE WALLS
- PERIMETER NON-RELEVANT AREAS
- PERIMETER AREAS OF BUILDINGS
- APPENDAGES:
- MAXIMUM FLOW RATES ALLOWED
- WALKABLE LIMIT:
- 3 kN/m² – 6.27 psf [USA]
- 4 kN/m² – 8.35 psf [USA]
- 4.5 kN/m² – 9.40 psf [USA]
- 5 kN/m² – 10.44 psf [USA]
- 15 kN/m² – 31.33 psf [USA]
- 20 kN/m² – 41.77 psf [USA]
- MASSIVE FLOOR
- ACCESSIBLE ONLY BY FOOT
- DRIVEWAY

PURPOSE APPENDAGES AND WALKABLE LIMIT

The purpose of these tables is to indicate the maximum permissible capacities (loads) foreseeable for the appendices and to illustrate the procedures to be pursued in the preparations, including the limits of the trampling of environments managed by the *Firenze Fiera Company* at the *Fortezza da Basso*.

For this reason, for each individual pavilion, a summary diagram has been drawn up in each table, showing the limits and observations necessary for those who assemble the equipment in a concise and easy-to-read manner.

DEFINITIONS For a good understanding of the work, the tables report the symbologies provided by the recent provision issued by the *Ministero dell'Interno, Dipartimento VV.FF., Circ. 1 aprile 2011, n. 1689* - Public performance premises of temporary or permanent type; Verification of the solidity and safety of suspended loads date 01 APR 2011. The definitions are:

Suspended load any element (stage, furniture or other), placed in the air or held or anchored in suspension or supported at height or mechanically moved, before and/or during the show, by cranes, winches, bridge wagons, work platforms and similar. For the sake of clarity and for the sole purpose of this note, the most common types of suspended loads and their suspension systems (simple or complex) normally used in premises or public performance venues either, permanent or temporary, are identified below and are subject to the opinion of the Supervisory Board for the issue by the municipality of the licence referred to in Articles 68 e 80 del *TULPS*.

Fixed suspended load refers to a suspended load bound to one or more points of an upper or lower structure including ropes, tie-rods, chains and brackets; Load suspended from a lifting device: suspended load bound by a mobile element, be it rope, chain, belt and/or band, to a machine or to a complex lifting system.

Dynamic suspended load: suspended load constrained either by means of a device moved by a machine or by means of a complex lifting system capable of moving in space in one or more directions.

The following subdivision can be summarised:

SUPPORT STRUCTURE

constructive system to which loads area required to be anchored;

CONSTRAINT BETWEEN STRUCTURE AND MAIN LINK




hook / golfing / eyelet / etc.

MAIN CONNECTION

suspended load such as American beams, speakers, spotlights, projectors, etc.

In relation to suspended loads and fixed or temporary structures intended for anchoring them, reference was made to the provisions of the construction safety technical regulations *D.M. 17 GEN 2018* updating the standards *Norme tecniche per le costruzioni*; In addition, occupational health and safety technical rules were also considered applicable, the consolidated law on safety at work [T.U.S. Dlq 81/2008].

APPENDAGES According to the above-mentioned legislation, the Appendages are defined as a whole of the supporting structure, constrains, and the foreseeable load to be suspended; for a better readability, the tables have been grouped per environment to which standardised values have been assigned and represented as follows, for example:

APPENDAGES		SHARED LOAD ON THE SQUARE TRUSS	CONCENTRATED LOAD IN ONE POINT	WARNINGS FOR CORRECT USE DISTRIBUTION OF LOADS
Constructive system to which loads are required to be anchored	Constraints to be adopted	Equipment [qK = lb / ft]	Equipment QK = kN (lb)	
-1 BOTTOM FLOOR -1 GROUND FLOOR -1 PERIMETER FLOOR ✓ LAMINATED WOODEN TRUSS - SQUARE TRUSS ANCHORAGES	✓ CORRESPONDENCE OFF THE KNOT	 0.25 kN/m ² (17 lb/ft ²)	 1.50 kN (337 lb)	1. All suspended loads must have the main hook or cable, in addition to the security one  2. The link of the appraisal it must be made in perfect correspondence of the node of each node of the spatial structure (bracket)


Once the plan or level is defined, it is possible to identify the recurring typology of the constructive system to be used in order to adopt the type of constraint envisaged. The image clarifies that:

- All that is represented in **black/green** is competence of Firenze Fiera;
- All that is represented in **red** is instead competence of the fitter;

The same table also indicates the possible modes of attachment of loads depending on the needs of the fitter, together with, if provided, further instructions (also with explanatory sketches) of the actual permissible load conditions on the concerned structure.

Equal instructions are provided for the loading and overloading conditions of the floor surfaces (Walkable Limit) in relation to the environments, both external and internal that identify, the maximum limits provided in correspondence with the category of use of the environment as foreseen by the mentioned technical [UNI-EN] regulation.

For example:

WALKABLE LIMIT		UNIFORMLY DISTRIBUTED LOAD	VERTICAL CONCENTRATED LOADS n 2 loading footprints 1.80 m apart	WARNINGS FOR ACCESS OF FORKLIFTS AND VEHICLES
Category	qK = kN/m ² (lb/ft ²)	square footprint	QK = kN (lb)	
C 1	3 kN/m ² (62.7 psf)	0.50 x 0.50 m.	3 kN (673 lb)	FORKLIFTS, TELEHANDLERS AND VEHICLES WITH INTERNAL COMBUSTION ARE NOT ALLOWED 
C 2	5 kN/m ² (104.4 psf)		5 kN (1124 lb)	
C 3	-		-	
C	-	-	-	-
F	-	-	-	-
G	-	-	-	-

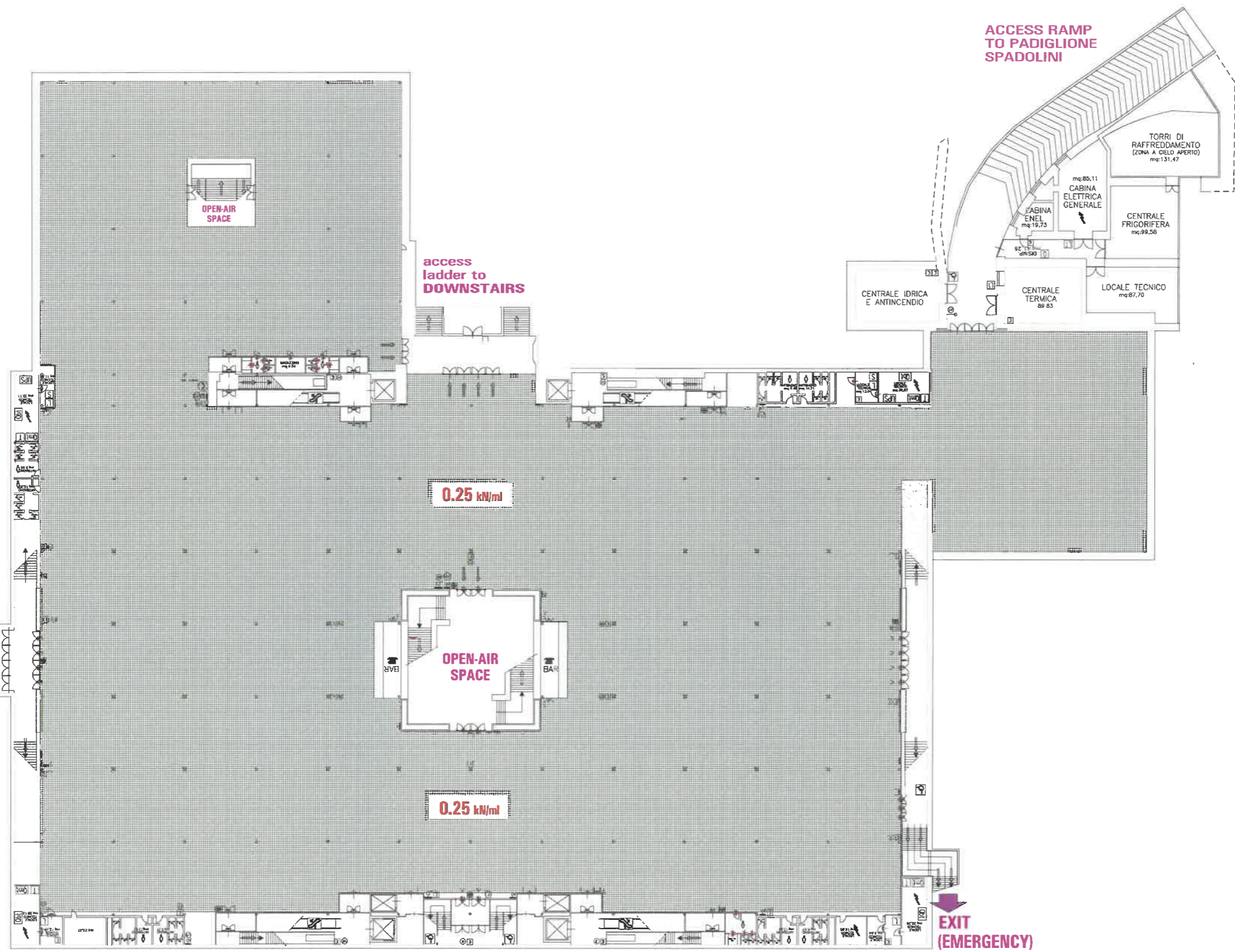
DOCUMENTATION The file attached clarifies how to safely set appendages and indicates suspension modes in relation to the permissible loads. It is specified :

- the type and consistency of suspended loads: see schemes of the systems provided for suspension/appendage as indicated in the aforementioned decrees;
- complex systems, where existing: for instance, support structures which are, themselves, hanged to "American - square truss".
- the regulations on the safety of workplaces in the case of stabilization of loads operated during the stages of preparation of the indicated environments.

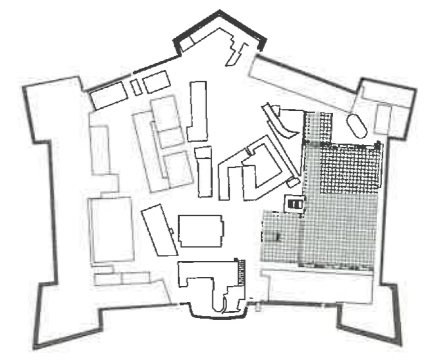
a
1
BOTTOM FLOOR
PADIGLIONE SPADOLINI

APPENDAGES

PADIGLIONE CANAVIGLIA
TUNNEL



NOTE : APPENDAGES TO THE FALSE CEILING ARE NOT ALLOWED



PERIMETER AREAS OF BUILDINGS

APPENDAGES:
MAXIMUM FLOW RATES ALLOWED
WALKABLE LIMIT:

- 3 kN/m² - 6.27 psf [USA]
- 4 kN/m² - 8.35 psf [USA]
- 4.5 kN/m² - 9.40 psf [USA]
- 5 kN/m² - 10.44 psf [USA]
- 15 kN/m² - 31.33 psf [USA]
- 20 kN/m² - 41.77 psf [USA]

- MASSIVE FLOOR
- ACCESSIBLE ONLY BY FOOT
- DRIVEWAY



ENGLISH VERSION

APPENDAGES

Constructive system to which loads are required to be anchored Constraints to be adopted

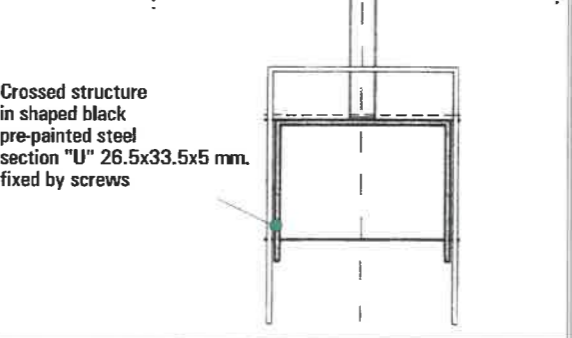
-1 BOTTOM FLOOR	<input checked="" type="checkbox"/> CONNECTION TO THE CROSSED STRUCTURE ONLY: grid 1.20x1.20m <input checked="" type="checkbox"/> SHAPED STEEL "U" SECTION, THICKNESS 5 mm.	<input checked="" type="checkbox"/> SHAPED BUTTONHOLE <input checked="" type="checkbox"/> SLAVES METALLIC RING, CAP <input checked="" type="checkbox"/> "S" HOOK
+1 PENTHOUSE GROUND FLOOR		
+1 PENTHOUSE FLOOR		

UNIFORM LOAD DISTRIBUTED		CONCENTRATED LOAD IN ONE POINT	
Equipment	qK = kN/ml [lb/ft]	Equipment	QK = kN [lb]
	0.25 kN/ml [17 lb/ft]		0.25 kN [55 lb]

WARNINGS FOR CORRECT USE DISTRIBUTION OF LOADS

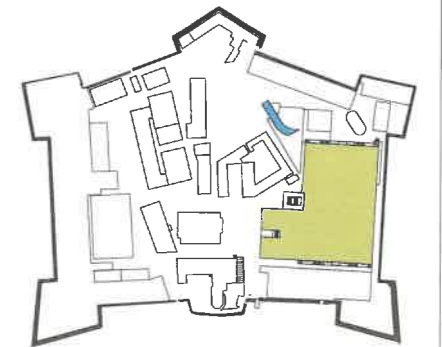
- All suspended loads must have the main hook or cable, in addition to the security one
- The link of the appraisal it must be made in perfect correspondence of the node of each node of the spatial structure (bracket)

SKETCH



WALKABLE LIMIT

a
1
BOTTOM FLOOR
PADIGLIONE SPADOLINI



PERIMETER AREAS OF BUILDINGS

APPENDAGES:

MAXIMUM FLOW RATES ALLOWED

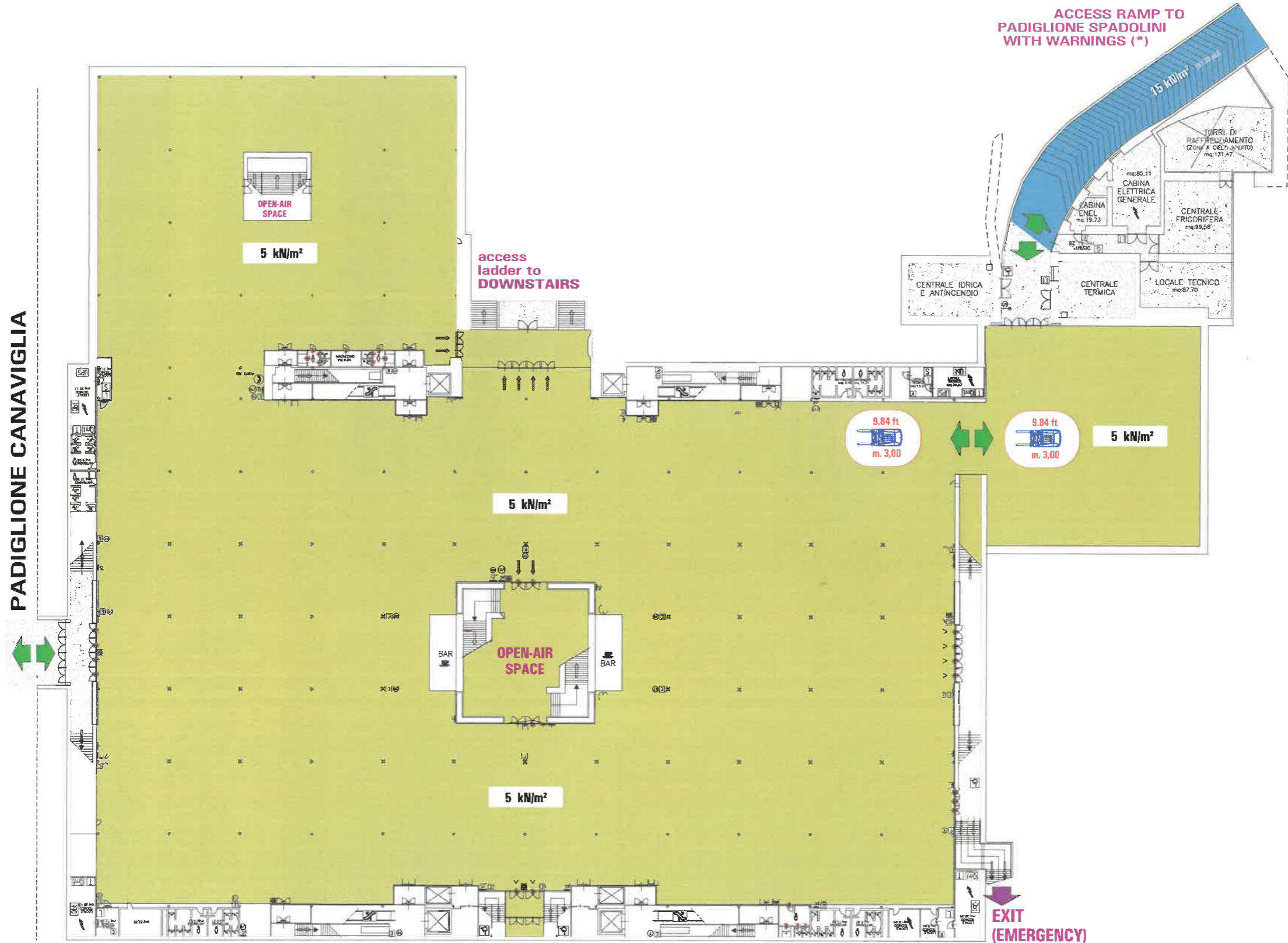
WALKABLE LIMIT:

- 3 kN/m² - 6.27 psf [USA]
- 4 kN/m² - 8.35 psf [USA]
- 4.5 kN/m² - 9.40 psf [USA]
- 5 kN/m² - 10.44 psf [USA]
- 15 kN/m² - 31.33 psf [USA]
- 20 kN/m² - 41.77 psf [USA]

MASSIVE FLOOR

ACCESSIBLE ONLY BY FOOT

DRIVEWAY



PADIGLIONE CANAVIGLIA
TUNNEL

WALKABLE LIMIT

Permissible values referring to the different categories of use: N.T.C. 2018 Tab. 3.1.II

- AREAS ZONE
- FLOORS
- ENVIRONMENTS AND ROOMS WITHOUT OBSTACLES TO MOVEMENT, SUITED FOR LARGE CROWDS
- ACCESS RAMP UNDERGROUND FLOOR FOR INTENSIVE TRANSIT - LOADING / UNLOADING DEPOT
- SOLIDARY BUILDING ON EXISTING BALLAST - MASSIVE FLOOR

UNIFORMLY DISTRIBUTED LOAD		VERTICAL CONCENTRATED LOADS n 2 loading footprints 1.80 m apart	
Category	qK = kN/m ² (lb/ft ²)	square footprint	QK = kN (tn)
C1			
C2			
C3	5 kN/m ² (10.44 psf)	0.50 x 0.50 m.	5 kN (0.50 tn)
C			
F	15 kN/m ² (31.33 psf)	1.00 x 1.00 m.	20 kN (2 tn)
G			

WARNINGS FOR ACCESS AND TRANSIT TO FORKLIFT AND TRUCKS TO PERFORM CORRECT MANEUVERS (*)

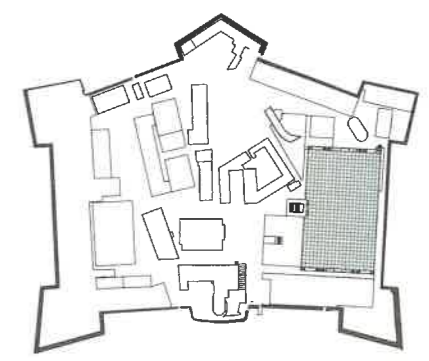


**AI VEICOLI CON MOTORI A SCOPPIO
CARRELLI A MANO PENDEZZA DEL 15%**

RIVOLGERSI AL SERVIZIO FACCHINAGGIO PREPOSTO PRESSO L'UFFICIO TECNICO

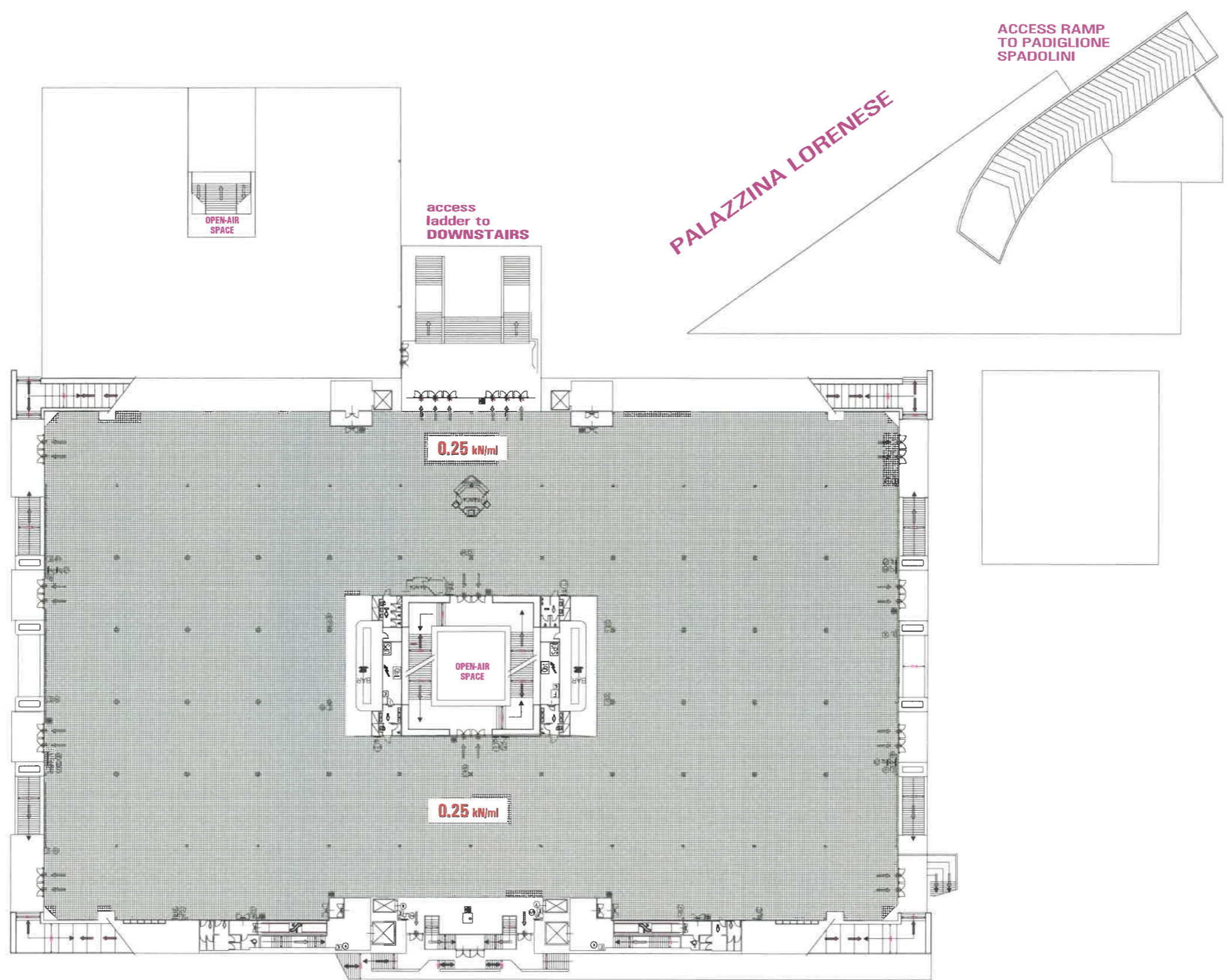
PRESCRIZIONI D'USO DEI CARRELLI ELEVATORI NEGLI SPAZI ESPOSITIVI:

- MAXIMUM GROSS WEIGHT by 2000 kg (4.41)
- MINIMUM DISTANCE BETWEEN VEHICLES m. 3,00 (9.84 ft)
- SPEED MAXIMUM VEHICLE AT MAN'S STEP



- PERIMETER AREAS OF BUILDINGS
- APPENDAGES:
 - MAXIMUM FLOW RATES ALLOWED
 - WALKABLE LIMIT:
 - 3 kN/m² - 6.27 psf [USA]
 - 4 kN/m² - 8.35 psf [USA]
 - 4.5 kN/m² - 9.40 psf [USA]
 - 5 kN/m² - 10.44 psf [USA]
 - 15 kN/m² - 31.33 psf [USA]
 - 20 kN/m² - 41.77 psf [USA]
 - MASSIVE FLOOR
 - ACCESSIBLE ONLY BY FOOT
 - DRIVEWAY

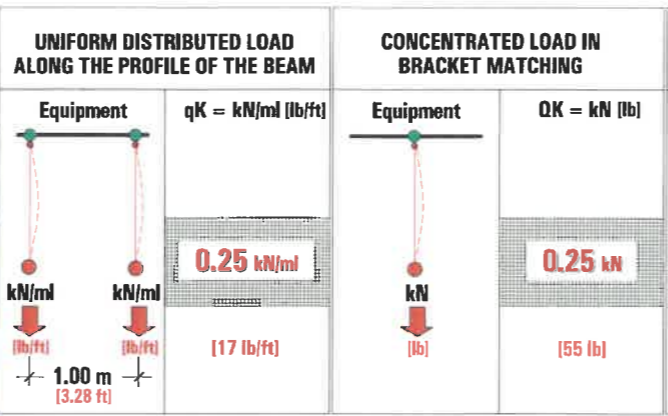
PADIGLIONE CANAVIGLIA



ENGLISH VERSION

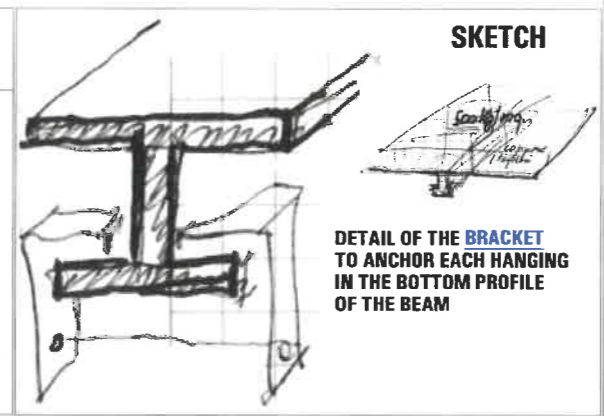
APPENDAGES

	Constructive system to which loads are required to be anchored	Constraints to be adopted
-1 BOTTOM FLOOR		
GROUND FLOOR	✓ STEEL LONGARINE AND REINFORCED CONCRETE PAIRS	✓ ONLY PREPARED BRACKET
+1 PENTHOUSE FLOOR		

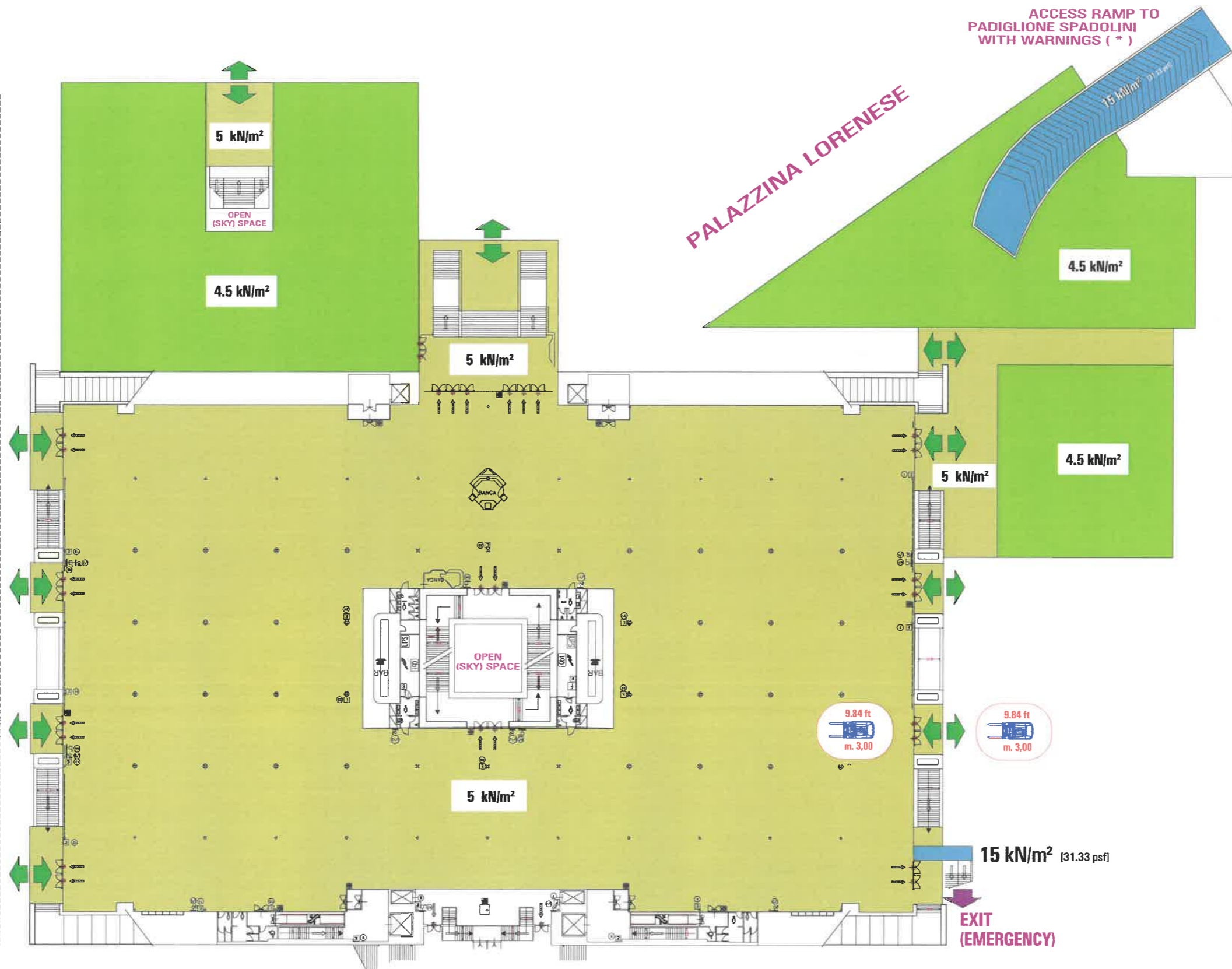


WARNINGS FOR CORRECT USE DISTRIBUTION OF LOADS

- All suspended loads must have the main hook or cable, in addition to the security one
- The link of the appraisal it must be made in perfect correspondence of the node of each node of the spatial structure (bracket)



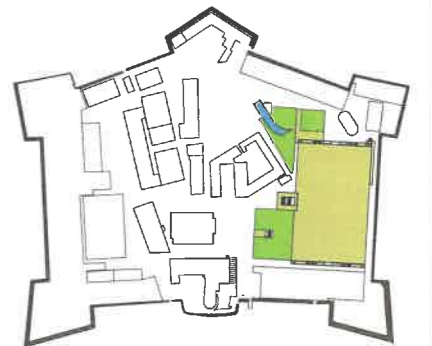
PADIGLIONE CANAVIGLIA



PALAZZINA LORENESE

WALKABLE LIMIT

GROUND FLOOR
PADIGLIONE SPADOLINI



PERIMETER AREAS OF BUILDINGS
APPENDAGES:
MAXIMUM FLOW RATES ALLOWED
WALKABLE LIMIT:

- 3 kN/m² - 6.27 psf [USA]
- 4 kN/m² - 8.35 psf [USA]
- 4.5 kN/m² - 9.40 psf [USA]
- 5 kN/m² - 10.44 psf [USA]
- 15 kN/m² - 31.33 psf [USA]
- 20 kN/m² - 41.77 psf [USA]
- MASSIVE FLOOR**
- ACCESSIBLE ONLY BY FOOT
- DRIVEWAY

ENGLISH VERSION

WALKABLE LIMIT

Permissible values referring to the different categories of use: N.T.C. 2018 Tab. 3.1.II

- AREAS
- FLOORS
- SLAB
- TUNNEL
- ENVIRONMENTS AND ROOMS WITHOUT OBSTACLES TO MOVEMENT, SUITED FOR LARGE CROWDS
- COMMON ENVIRONMENTS, TERRACES AND SPACES ACCORDING TO THE CATEGORY (> 4.00 kN)
- ACCESS RAMP UNDERGROUND FLOOR FOR INTENSIVE TRANSIT - LOADING / UNLOADING DEPOT

UNIFORMLY DISTRIBUTED LOAD		VERTICAL CONCENTRATED LOADS n 2 loading footprints 1.80 m apart	
Category	qK=kN/m ² [lb/ft ²]	square footprint	QK = kN [ton]
C 1			
C 2			
C 3	5 kN/m ² [10.44 psf]	0.50 x 0.50 m.	5 kN [0.50 ton]
C	4.5 kN/m ² [9.40 psf]		4.50 kN [0.46 ton]
F	15 kN/m ² [31.33 psf]	1.00 x 1.00 m.	20 kN [2.04 ton]
G			

WARNINGS FOR ACCESS AND TRANSIT TO FORKLIFT AND TRUCKS TO PERFORM CORRECT MANEUVERS (*)

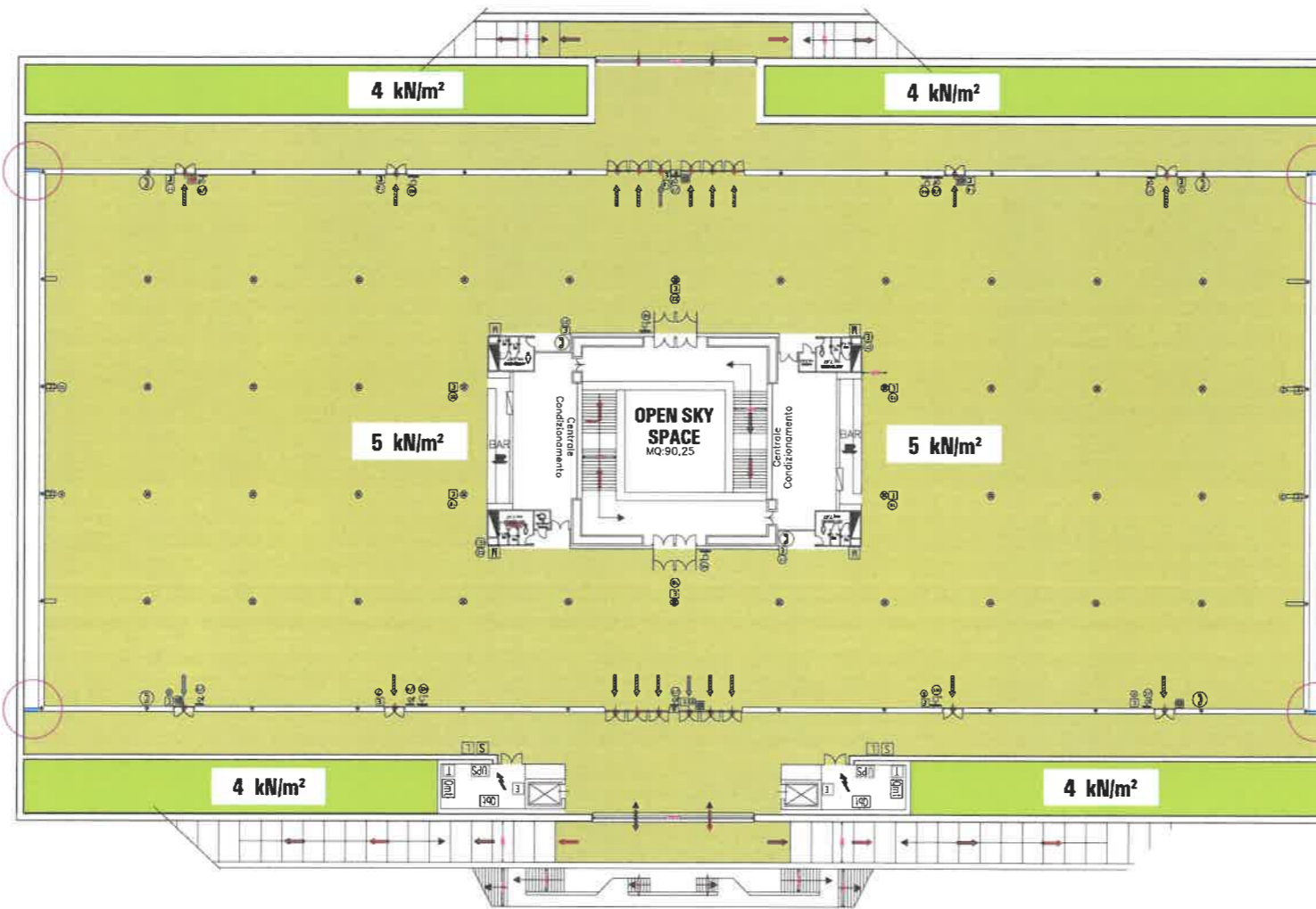
FORKLIFTS, TELEHANDLERS AND VEHICLES WITH INTERNAL COMBUSTION ARE NOT ALLOWED

- In relation to the capacities of the floor, the access of telescopic handlers and other means (forklifts) is allowed only with payloads of 7 kN (1550 lb) so that total weight is < 3.8 tn (own weight 30.5 tn)
- If there is more than one forklift truck inside the Pavilion it is mandatory to respect the mutual safety distance between the means of at 3.00 m. (10 ft)

PRESCRIZIONI D'USO DEI CARRELLI ELEVATORI NEGLI SPAZI ESPOSITIVI

1st FLOOR - PENTHOUSE
PADIGLIONE SPADOLINI

WALKABLE LIMIT

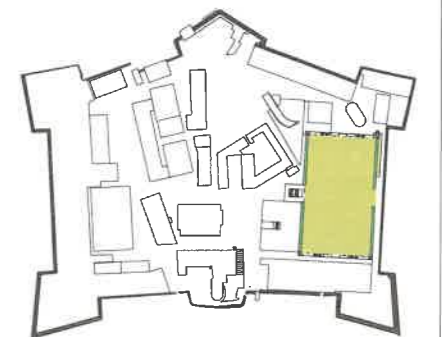


GATE
(open only for maintenance)

GATE
(open only for maintenance)

GATE
(open only for maintenance)

GATE
(open only for maintenance)



PERIMETER AREAS OF BUILDINGS

APPENDAGES:

MAXIMUM FLOW RATES ALLOWED

WALKABLE LIMIT:

3 kN/m² - 6.27 psf [USA]

4 kN/m² - 8.35 psf [USA]

4.5 kN/m² - 9.40 psf [USA]

5 kN/m² - 10.44 psf [USA]

15 kN/m² - 31.33 psf [USA]

20 kN/m² - 41.77 psf [USA]

MASSIVE FLOOR

ACCESSIBLE ONLY BY FOOT

DRIVEWAY

WALKABLE LIMIT

Permissible values referring to the different categories of use: N.T.C. 2018 Tab. 3.1.II

AREAS ZONE	<input checked="" type="checkbox"/>	FIXED SEATING AREAS SUCH AS CONFERENCE HALLS FOR PUBLIC USE
FLOORS	<input checked="" type="checkbox"/>	ENVIRONMENTS AND ROOMS WITHOUT OBSTACLES TO MOVEMENT, SUITED FOR LARGE CROWDS
RAMPS	<input type="checkbox"/>	
SLAB	<input type="checkbox"/>	
TUNNEL	<input type="checkbox"/>	

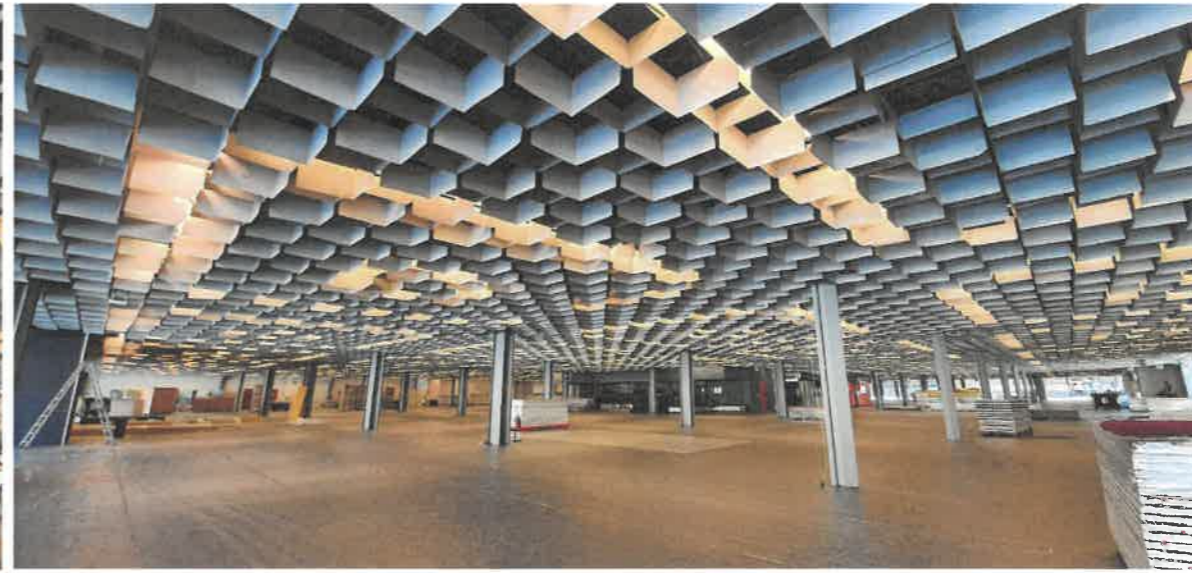
UNIFORMLY DISTRIBUTED LOAD		VERTICAL CONCENTRATED LOADS n 2 loading footprints 1.80 m apart	
Category	qK = kN/m ² (lb/ft ²)	square footprint	QK = kN (tn)
C 1		0.50 x 0.50 m.	4 kN (0.4 tn)
C 2	4 kN/m ² (8.35 psf)		
C 3	5 kN/m ² (10.44 psf)		
C			
F			
G			
-			

1st FLOOR - PENTHOUSE

GROUND FLOOR



APPENDAGES ARE NOT ALLOWED TO THE FALSE CEILINGS



APPENDAGES ARE NOT ALLOWED TO THE FALSE CEILINGS

FALSE CEILINGS

1st FLOOR - PENTHOUSE
GROUND FLOOR
BOTTOM FLOOR
PADIGLIONE SPADOLINI

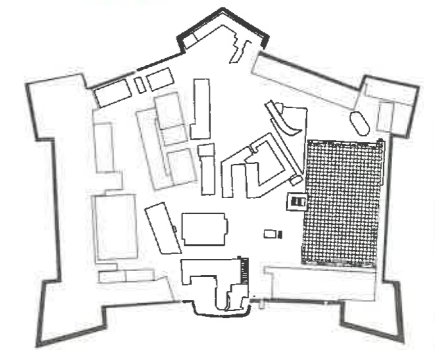
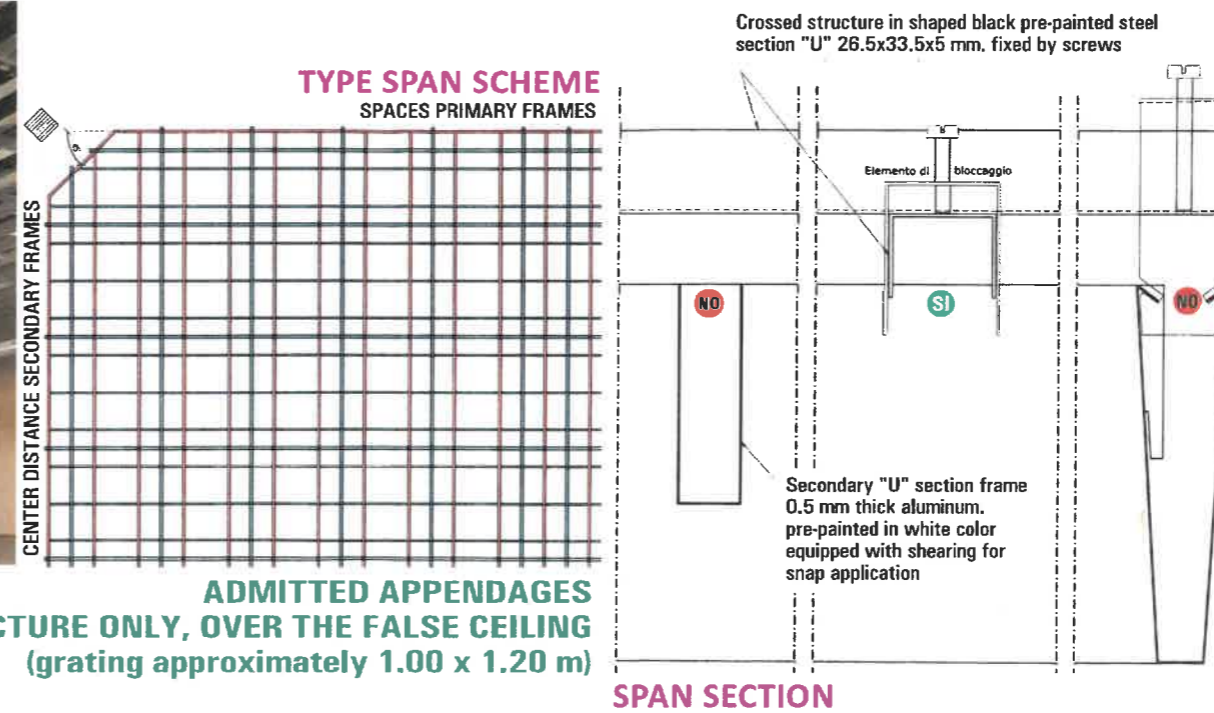
d 1

DOWNSTAIRS - BOTTOM FLOOR

APPENDAGES ARE NOT ALLOWED TO THE FALSE CEILINGS



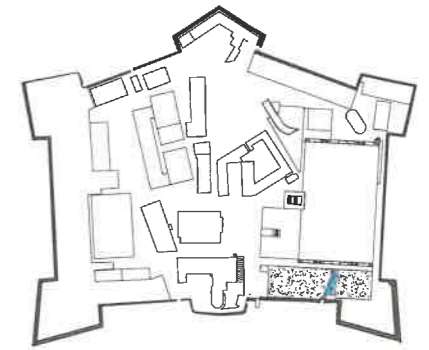
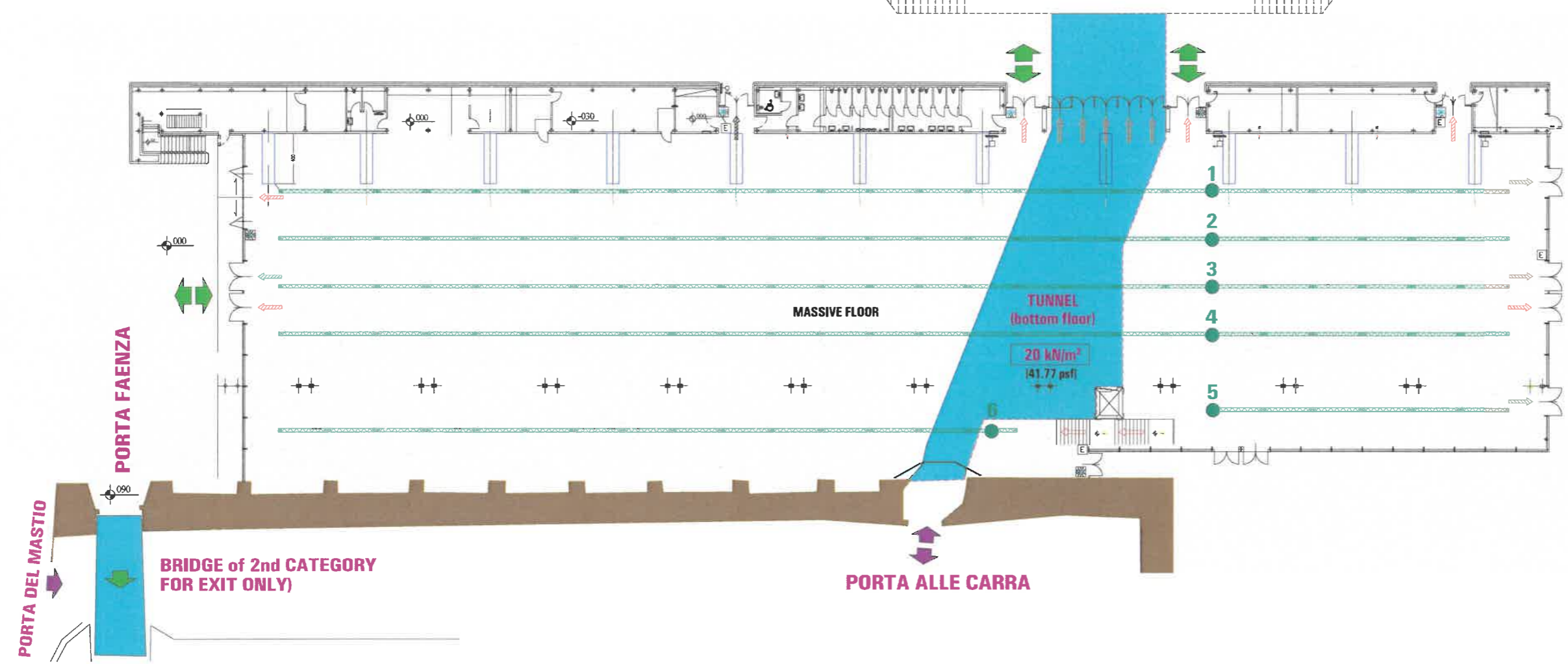
ADMITTED APPENDAGES
TO CROSSED STRUCTURE ONLY, OVER THE FALSE CEILING
(grating approximately 1.00 x 1.20 m)



- PERIMETER AREAS OF BUILDINGS
- APPENDAGES:
- MAXIMUM FLOW RATES ALLOWED
- WALKABLE LIMIT:
- 3 kN/m² - 6.27 psf [USA]
- 4 kN/m² - 8.35 psf [USA]
- 4.5 kN/m² - 9.40 psf [USA]
- 5 kN/m² - 10.44 psf [USA]
- 15 kN/m² - 31.33 psf [USA]
- 20 kN/m² - 41.77 psf [USA]
- MASSIVE FLOOR
- ACCESSIBLE ONLY BY FOOT
- DRIVEWAY

PADIGLIONE 2
CAVANIGLIA

ENTRANCE FROM THE LOWER FLOOR OF THE PADIGLIONE SPADOLINI



ENGLISH VERSION

APPENDAGES

Constructive system to which loads are required to be anchored	Constraints to be adopted
<input type="checkbox"/> BOTTOM FLOOR <input type="checkbox"/> GROUND FLOOR <input checked="" type="checkbox"/> LAMINATED WOODEN TRUSS - SQUARE TRUSS ANCHORAGES <input type="checkbox"/> PENTHOUSE FLOOR	<input type="checkbox"/> <input checked="" type="checkbox"/> TO THE SQUARE TRUSS <input type="checkbox"/> <input type="checkbox"/>

SHARED LOAD ON THE SQUARE TRUSS		CONCENTRATED LOAD IN THE KNOT	
Equipment	[qK = lb / ft]	Equipment	[QK = lb]
 kN/ml (lb/ft)	0.32 kN/ml (21.5 lb/ft)	 kN (lb)	0.32 kN (72 lb)

WARNINGS FOR CORRECT USE DISTRIBUTION OF LOADS

- All suspended loads must have the main hook or cable, in addition to the security one
- The link of the appraisal it must be made in perfect correspondence of the node of each node of the spatial structure (bracket)

DETAIL OF THE SQUARE TRUSS " (to which the loads are to be anchored)

example of double safety steel wire 5 mm. [safety](#)

WALKABLE LIMIT

Permissible values referring to the different categories of use: N.T.C. 2018 Tab. 3.1.II

Category	qK=kN/m² (lb/ft²)	square footprint	QK = kN (tn)
C 1			
C 2			
C 3			
C			
F			
G	20 kN/m² (41.77 psf)	2.00 x 2.00 m.	20 kN (10 tn)

AREAS ZONE
 FLOORS
 SLAB
 ACCESS AND STORAGE AREAS FOR GOODS, WAREHOUSES AND DEPOSITS
 SOLIDARY BUILDING ON EXISTING BALLAST - MASSIVE FLOOR

UNIFORMLY DISTRIBUTED LOAD

VERTICAL CONCENTRATED LOADS n 2 loading footprints 1.80 m apart

WARNINGS FOR ACCESS OF FORKLIFTS AND VEHICLES

FORKLIFTS, TELEHANDLERS AND VEHICLES WITH INTERNAL COMBUSTION ARE NOT ALLOWED

HD34 SQUARE TRUSS

- Increased wall thickness for main tubes of 3mm
- Increased loading compared to FD34 (up to 50%)
- Also available as HD34 Tower Truss
- TÜV approved

FD34 SQUARE TRUSS

- Tolerance free conical connector
- Wall thickness for main tubes of 2mm
- Also available in any non-standard length and shape
- TÜV approved

PERIMETER AREAS OF BUILDINGS

APPENDAGES:

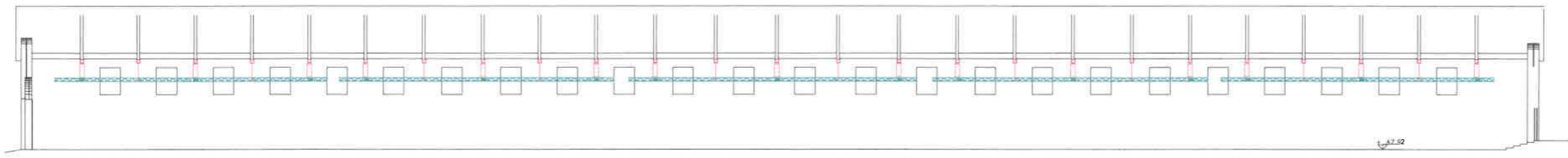
MAXIMUM FLOW RATES ALLOWED WALKABLE LIMIT:

- 3 kN/m² - 6.27 psf [USA]
- 4 kN/m² - 8.35 psf [USA]
- 4.5 kN/m² - 9.40 psf [USA]
- 5 kN/m² - 10.44 psf [USA]
- 15 kN/m² - 31.33 psf [USA]
- 20 kN/m² - 41.77 psf [USA]

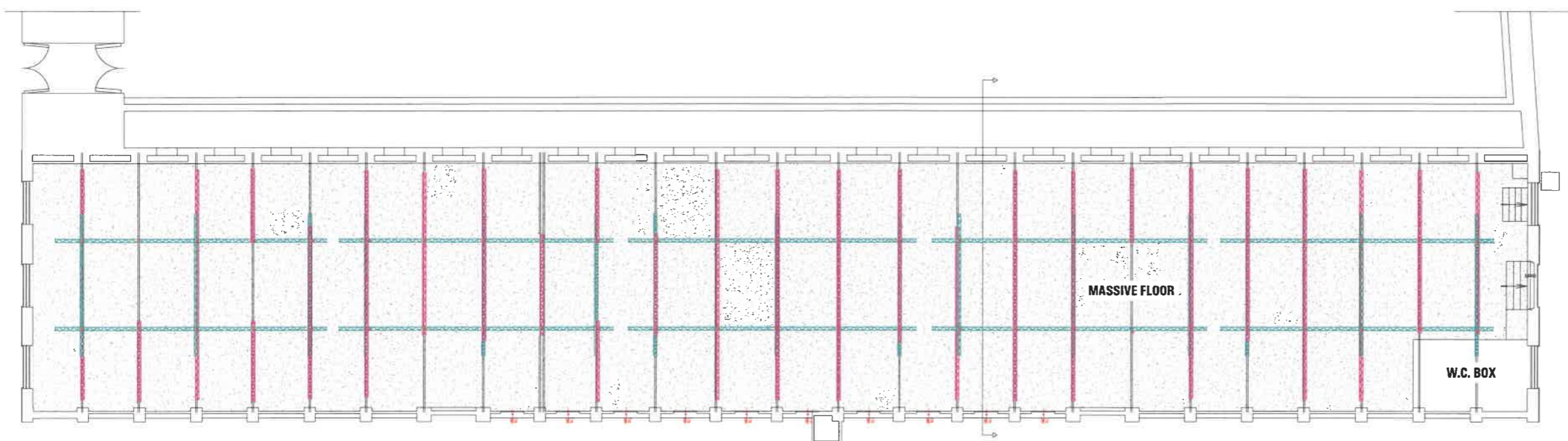
MASSIVE FLOOR

ACCESSIBLE ONLY BY FOOT

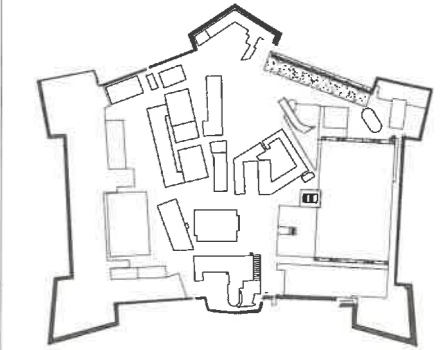
DRIVEWAY



LONGITUDINAL SECTION



GROUND FLOOR

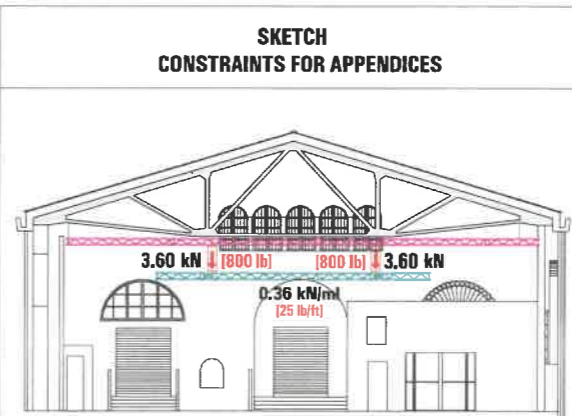


ENGLISH VERSION

APPENDAGES

Constructive system to which loads are required to be anchored	Constraints to be adopted
<input type="checkbox"/> -1 BOTTOM FLOOR <input checked="" type="checkbox"/> PENTHOUSE GROUND FLOOR <input type="checkbox"/> +1 PENTHOUSE FLOOR	<input type="checkbox"/> <input checked="" type="checkbox"/> REINFORCED CONCRETE TRUSSES - SQUARE TRUSS ANCHORAGES <input checked="" type="checkbox"/> TO THE LOAD-BEARING TRUSS <input checked="" type="checkbox"/> TO THE SQUARE TRUSS "EDISON"

SHARED LOAD ON THE SQUARE TRUSS	CONCENTRATED LOAD IN ONE POINT	WARNINGS FOR CORRECT USE DISTRIBUTION OF LOADS
<p>Equipment</p> <p>SQUARE TRUSS</p> <p>qK = lb / ft</p> <p>0.36 kN/ml</p> <p>[25 lb/ft]</p>	<p>Equipment</p> <p>[QK = lb]</p> <p>ONLY n. 2 attacks for each truss</p> <p>3.60 kN</p> <p>[800 lb]</p>	<p>1. All suspended loads must have the main hook or cable, in addition to the <u>security</u> one</p> <p>2. The link of the appraisal it must be made in perfect correspondence of the node of each node of the spatial structure (bracket)</p>



- PERIMETER AREAS OF BUILDINGS
- APPENDAGES:**
- MAXIMUM FLOW RATES ALLOWED
- WALKABLE LIMIT:**
- 3 kN/m² - 6.27 psf [USA]
- 4 kN/m² - 8.35 psf [USA]
- 4.5 kN/m² - 9.40 psf [USA]
- 5 kN/m² - 10.44 psf [USA]
- 15 kN/m² - 31.33 psf [USA]
- 20 kN/m² - 41.77 psf [USA]
- MASSIVE FLOOR
- ACCESSIBLE ONLY BY FOOT
- DRIVEWAY

WALKABLE LIMIT

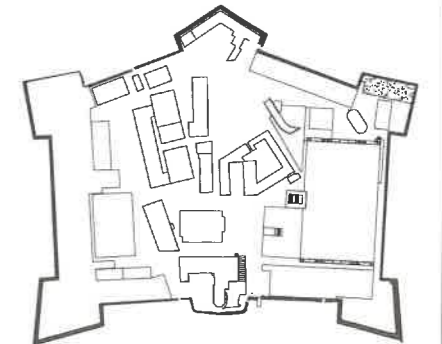
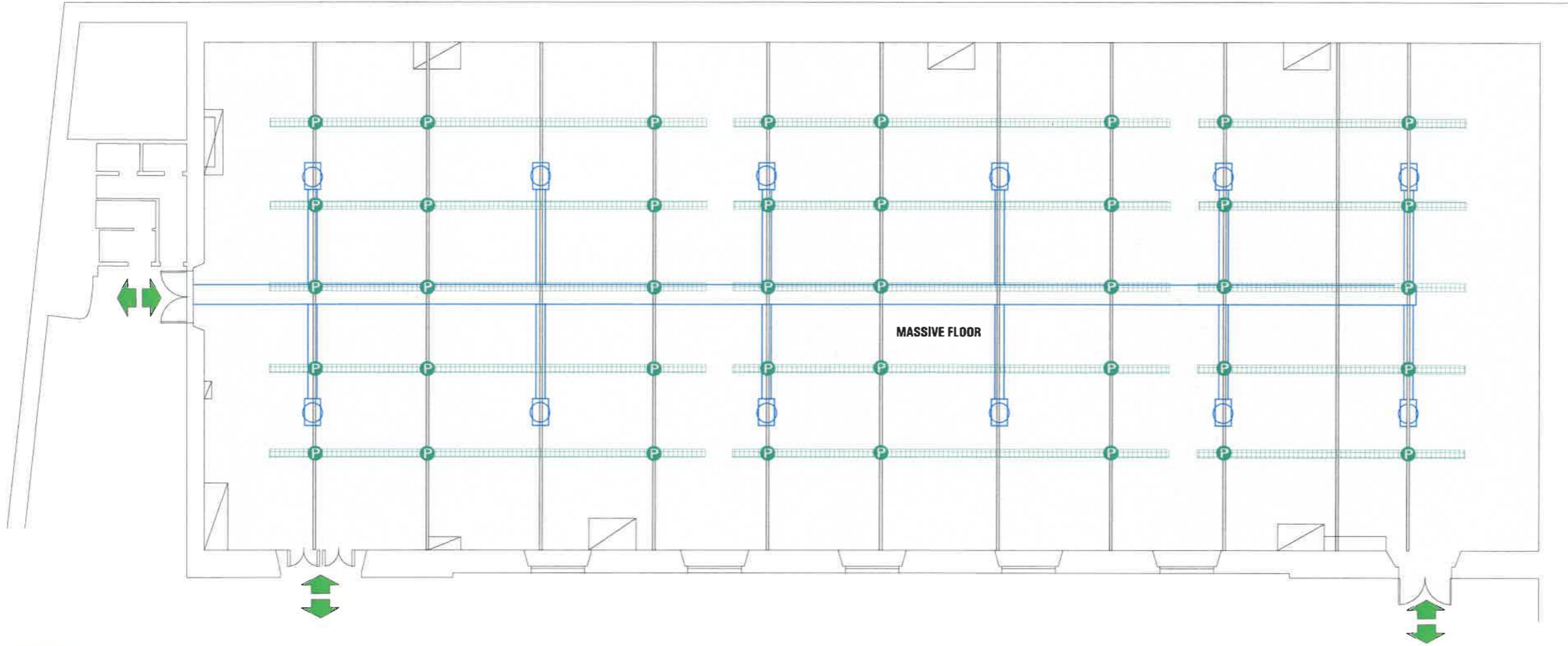
Permissible values referring to the different categories of use: N.T.C. 2018 Tab. 3.1.II

Category	qK = kN/m ² [lb/ft ²]
C 1	
C 2	
C 3	
C	
F	
G	
-	

SOLIDARY BUILDING ON EXISTING BALLAST - MASSIVE FLOOR

UNIFORMLY DISTRIBUTED LOAD	VERTICAL CONCENTRATED LOADS n 2 loading footprints 1.80 m apart	WARNINGS FOR ACCESS OF FORKLIFTS AND VEHICLES
Category	square footprint	QK = kN (m)
C 1		
C 2		
C 3		
C		
F		
G		
-		

FORKLIFTS, TELEHANDLERS AND VEHICLES WITH INTERNAL COMBUSTION ARE NOT ALLOWED



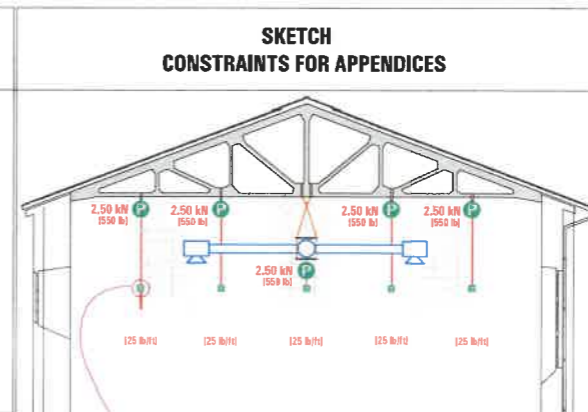
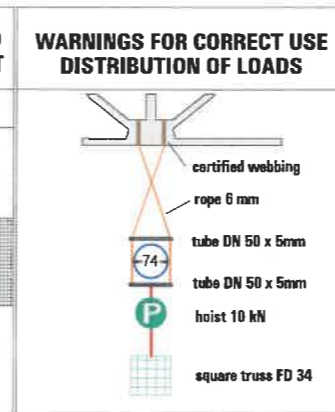
ENGLISH VERSION

APPENDAGES

Constructive system to which loads are required to be anchored Constraints to be adopted

-1 BOTTOM FLOOR		
GROUND FLOOR	REINFORCED CONCRETE TRUSSES - SQUARE TRUSS ANCHORAGES	n. 4 SQUARE TRUSS ONLY
+1 PENTHOUSE FLOOR		

SHARED LOAD ON THE SQUARE TRUSS		CONCENTRATED LOAD-ONE POINT	
Equipment	[qK = lb / ft]	Equipment	QK = kN [lb]
SQUARE TRUSS	0.36 kN/ml [25 lb/ft]	SQUARE TRUSS	2.50 kN [550 lb]
	1.00 m [3.28 ft]		



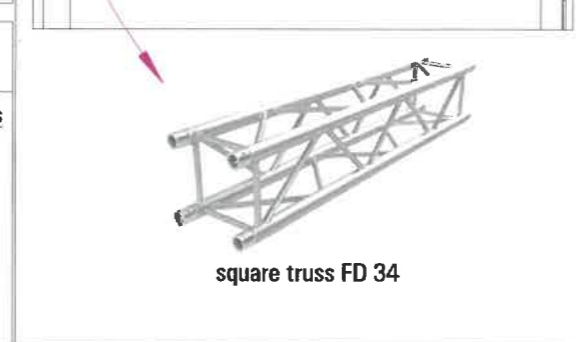
- PERIMETER AREAS OF BUILDINGS
- APPENDAGES:
 - MAXIMUM FLOW RATES ALLOWED
- WALKABLE LIMIT:
 - 3 kN/m² - 6.27 psf [USA]
 - 4 kN/m² - 8.35 psf [USA]
 - 4.5 kN/m² - 9.40 psf [USA]
 - 5 kN/m² - 10.44 psf [USA]
 - 15 kN/m² - 31.33 psf [USA]
 - 20 kN/m² - 41.77 psf [USA]
- MASSIVE FLOOR
- ACCESSIBLE ONLY BY FOOT
- DRIVEWAY

WALKABLE LIMIT

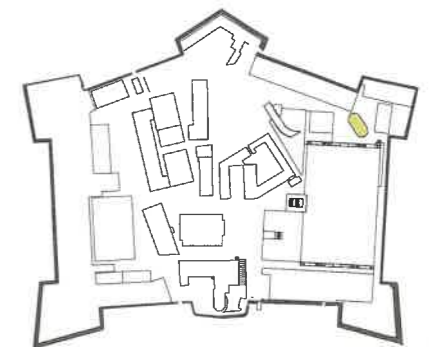
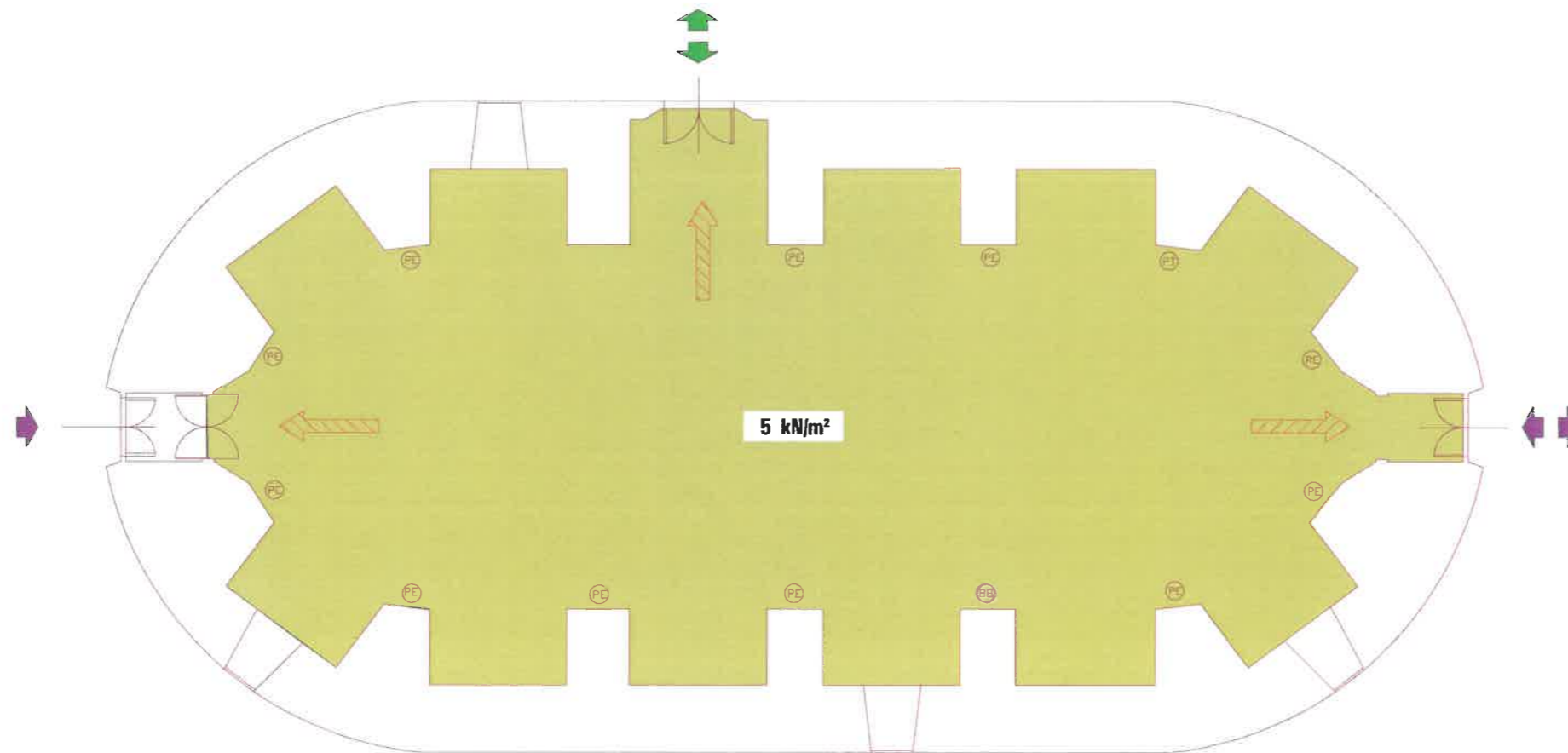
Permissible values referring to the different categories of use: N.T.C. 2018 Tab. 3.1.II

AREAS	
SLAB FLOORS	
TUNNEL	
RAMPS	
SOLIDARY BUILDING ON EXISTING BALLAST - MASSIVE FLOOR	

UNIFORMLY DISTRIBUTED LOAD		VERTICAL CONCENTRATED LOADS n 2 loading footprints 1.80 m apart	
Category	qK=kN/m ² [lb/ft ²]	square footprint	QK = kN
C 1			
C 2			
C 3			
F / G			
E 1			
E 1			
E 2			



PIAZZALE NORD-OVEST



- PERIMETER AREAS OF BUILDINGS
- APPENDAGES:
 - MAXIMUM FLOW RATES ALLOWED
 - WALKABLE LIMIT:
 - 3 kN/m² - 6.27 psf [USA]
 - 4 kN/m² - 8.35 psf [USA]
 - 4.5 kN/m² - 9.40 psf [USA]
 - 5 kN/m² - 10.44 psf [USA]
 - 15 kN/m² - 31.33 psf [USA]
 - 20 kN/m² - 41.77 psf [USA]
 - MASSIVE FLOOR
 - ACCESSIBLE ONLY BY FOOT
 - DRIVEWAY


ENGLISH VERSION

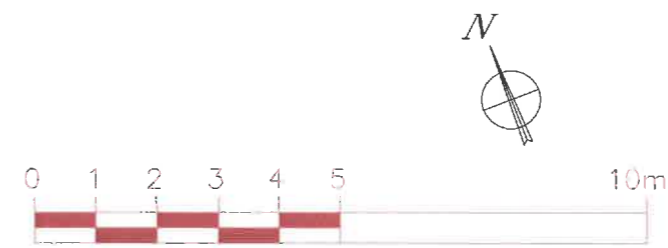
APPENDAGES
NO APPENDAGES IS ALLOWED

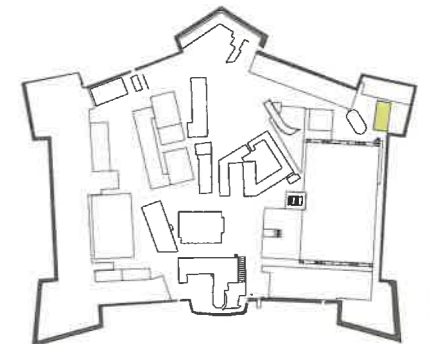
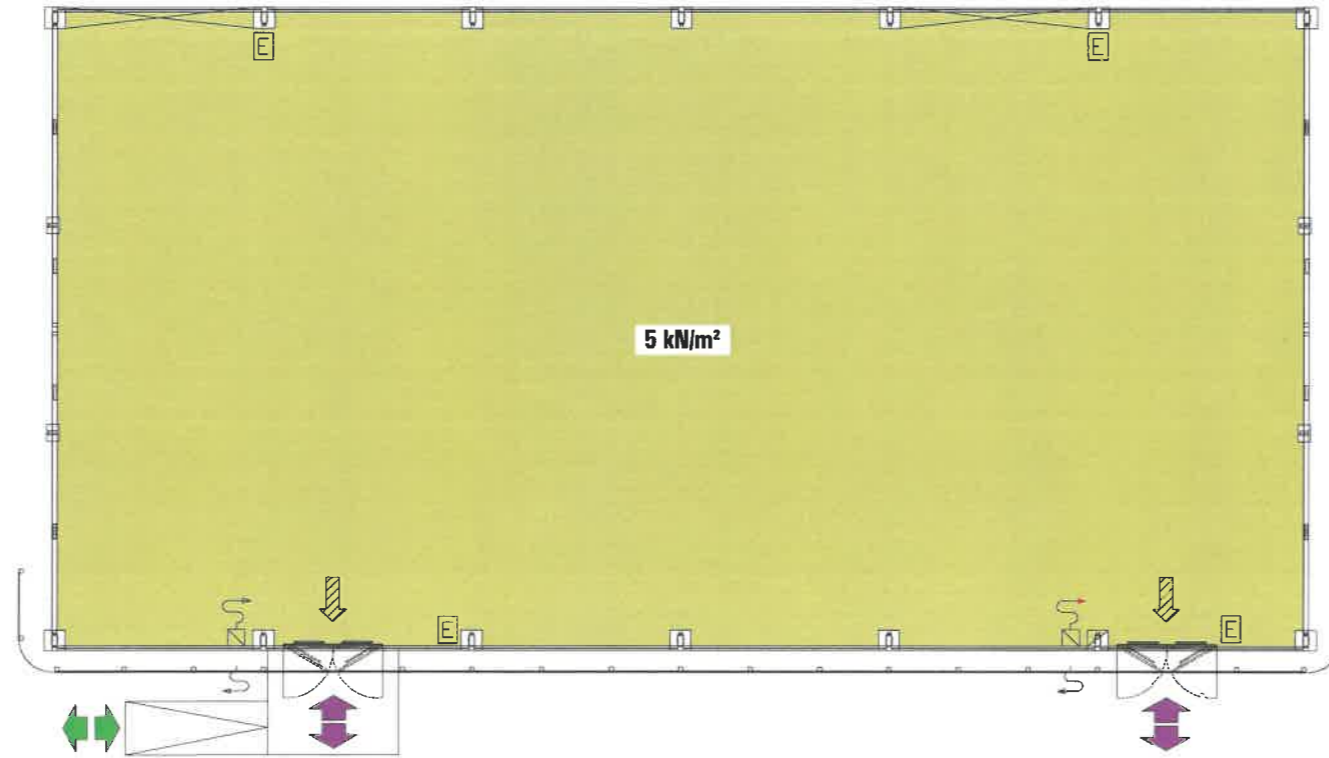
WALKABLE LIMIT

Permissible values referring to the different categories of use: N.T.C. 2018 Tab. 3.1.II

AREAS ZONE	<input type="checkbox"/>
FLOORS	<input checked="" type="checkbox"/>
ENVIRONMENTS AND ROOMS WITHOUT OBSTACLES TO MOVEMENT, SUITED FOR LARGE CROWDS	<input checked="" type="checkbox"/>
RAMPS	<input type="checkbox"/>
SLAB	<input type="checkbox"/>
TUNNEL	<input type="checkbox"/>
SOLIDARY BUILDING ON EXISTING BALLAST - MASSIVE FLOOR	<input checked="" type="checkbox"/>

UNIFORMLY DISTRIBUTED LOAD		VERTICAL CONCENTRATED LOADS n 2 loading footprints 1.80 m apart		WARNINGS FOR ACCESS OF FORKLIFTS AND VEHICLES
Category	qK=kN/m ² [(lb/ft ²)]	square footprint	QK = kN (tn)	FORKLIFTS, TELEHANDLERS AND VEHICLES WITH INTERNAL COMBUSTION ARE NOT ALLOWED
C 1				
C 2				
C 3	5 kN/m ² (10.44 psf)	0.50 x 0.50 m.	5.00 kN (0.50 tn)	
C				
F				
G				
-				





PERIMETER AREAS OF BUILDINGS

APPENDAGES:

MAXIMUM FLOW RATES ALLOWED

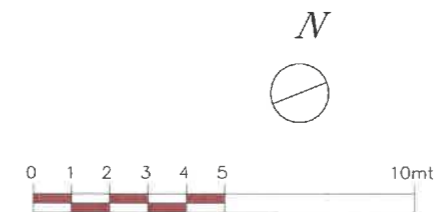
WALKABLE LIMIT:

- 3 kN/m² - 6.27 psf [USA]
- 4 kN/m² - 8.35 psf [USA]
- 4.5 kN/m² - 9.40 psf [USA]
- 5 kN/m² - 10.44 psf [USA]
- 15 kN/m² - 31.33 psf [USA]
- 20 kN/m² - 41.77 psf [USA]

MASSIVE FLOOR

ACCESSIBLE ONLY BY FOOT

DRIVEWAY



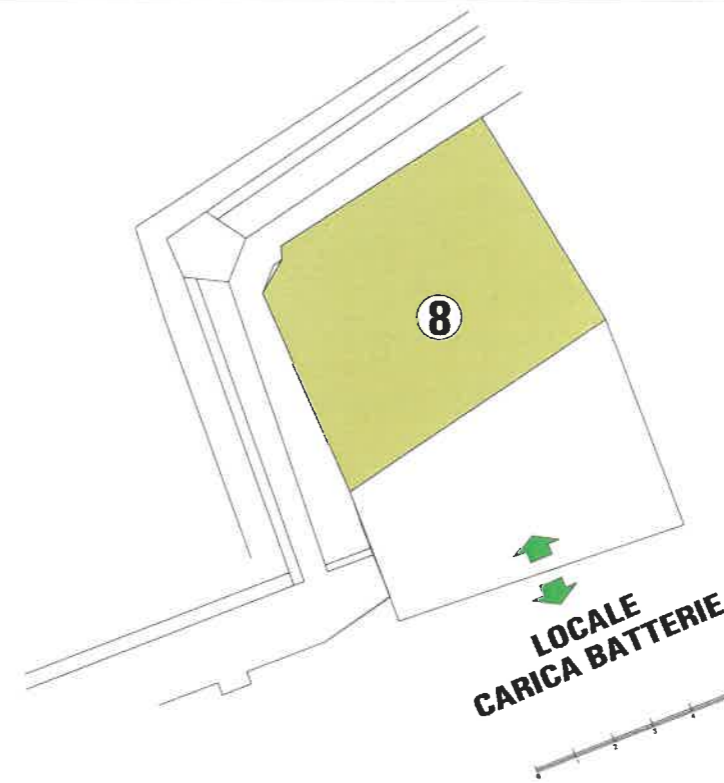
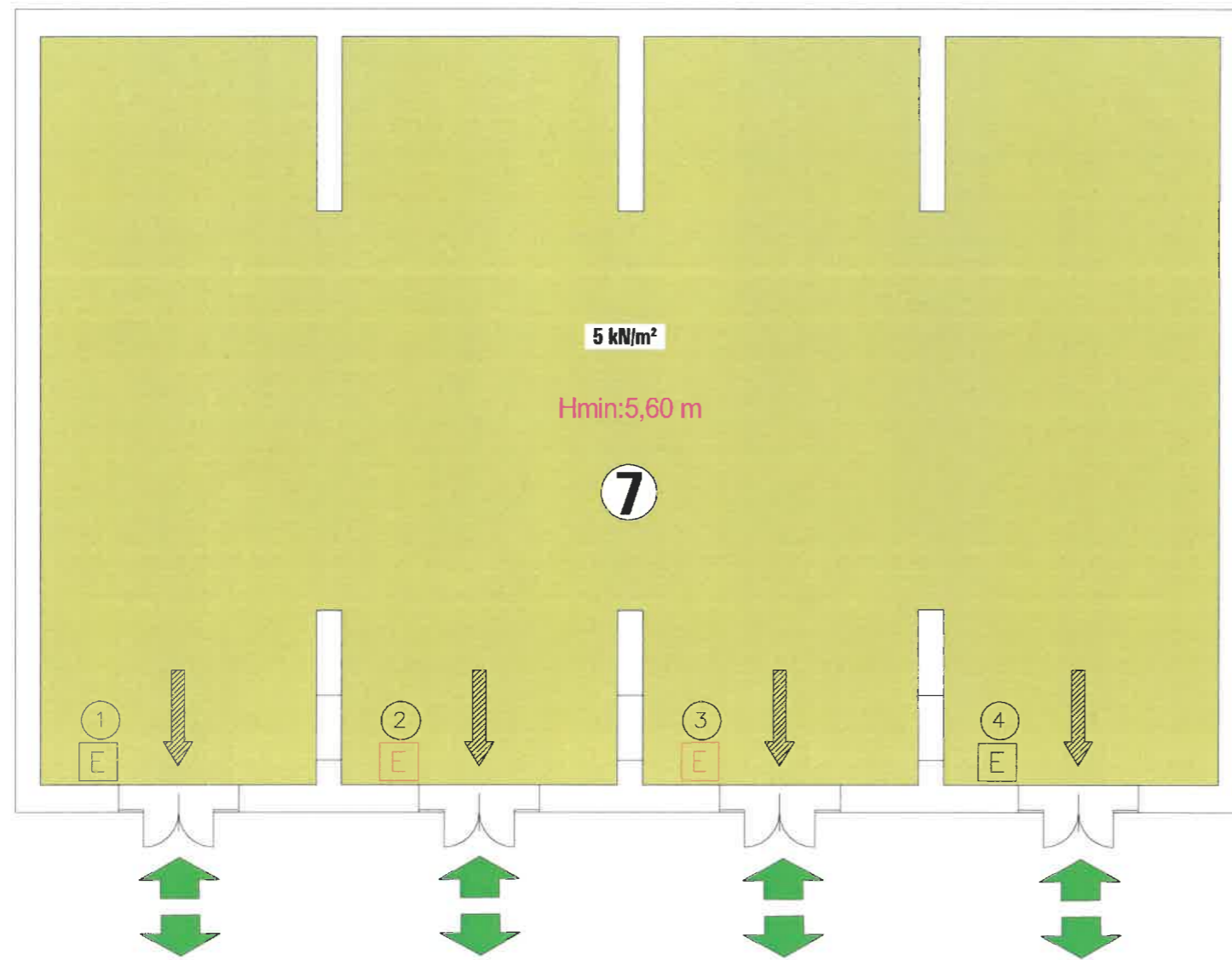
APPENDAGES
CHECK OUT FROM TIME TO TIME

WALKABLE LIMIT

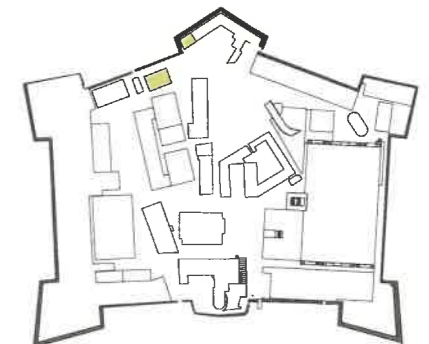
Permissible values referring to the different categories of use: N.T.C. 2018 Tab. 3.1.II

AREAS ZONE	<input type="checkbox"/>
FLOORS	<input checked="" type="checkbox"/>
ENVIRONMENTS AND ROOMS WITHOUT OBSTACLES TO MOVEMENT, SUITED FOR LARGE CROWDS	<input checked="" type="checkbox"/>
RAMPS	<input type="checkbox"/>
SLAB	<input type="checkbox"/>
TUNNEL	<input type="checkbox"/>
SOLIDARY BUILDING ON EXISTING BALLAST - MASSIVE FLOOR	<input checked="" type="checkbox"/>

UNIFORMLY DISTRIBUTED LOAD		VERTICAL CONCENTRATED LOADS n 2 loading footprints 1.80 m apart		WARNINGS FOR ACCESS OF FORKLIFTS AND VEHICLES
Category	qK=kN/m ² (lb/ft ²)	square footprint	QK = kN (tn)	FORKLIFTS, TELEHANDLERS AND VEHICLES WITH INTERNAL COMBUSTION ARE NOT ALLOWED
C 1				
C 2				
C 3	5 kN/m ² (10.44 psf)	0.50 x 0.50 m.	5.00 kN (0.50 tn)	
C				
F				
G				

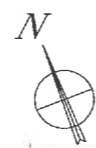


7
MAGAZZINO 02
8
LOCALE CARICA BATTERIE



- PERIMETER AREAS OF BUILDINGS
- APPENDAGES:
- MAXIMUM FLOW RATES ALLOWED
- WALKABLE LIMIT:
- 3 kN/m² - 6.27 psf [USA]
- 4 kN/m² - 8.35 psf [USA]
- 4.5 kN/m² - 9.40 psf [USA]
- 5 kN/m² - 10.44 psf [USA]
- 15 kN/m² - 31.33 psf [USA]
- 20 kN/m² - 41.77 psf [USA]
- MASSIVE FLOOR
- ACCESSIBLE ONLY BY FOOT
- DRIVEWAY

MAGAZZINO 02



ENGLISH VERSION

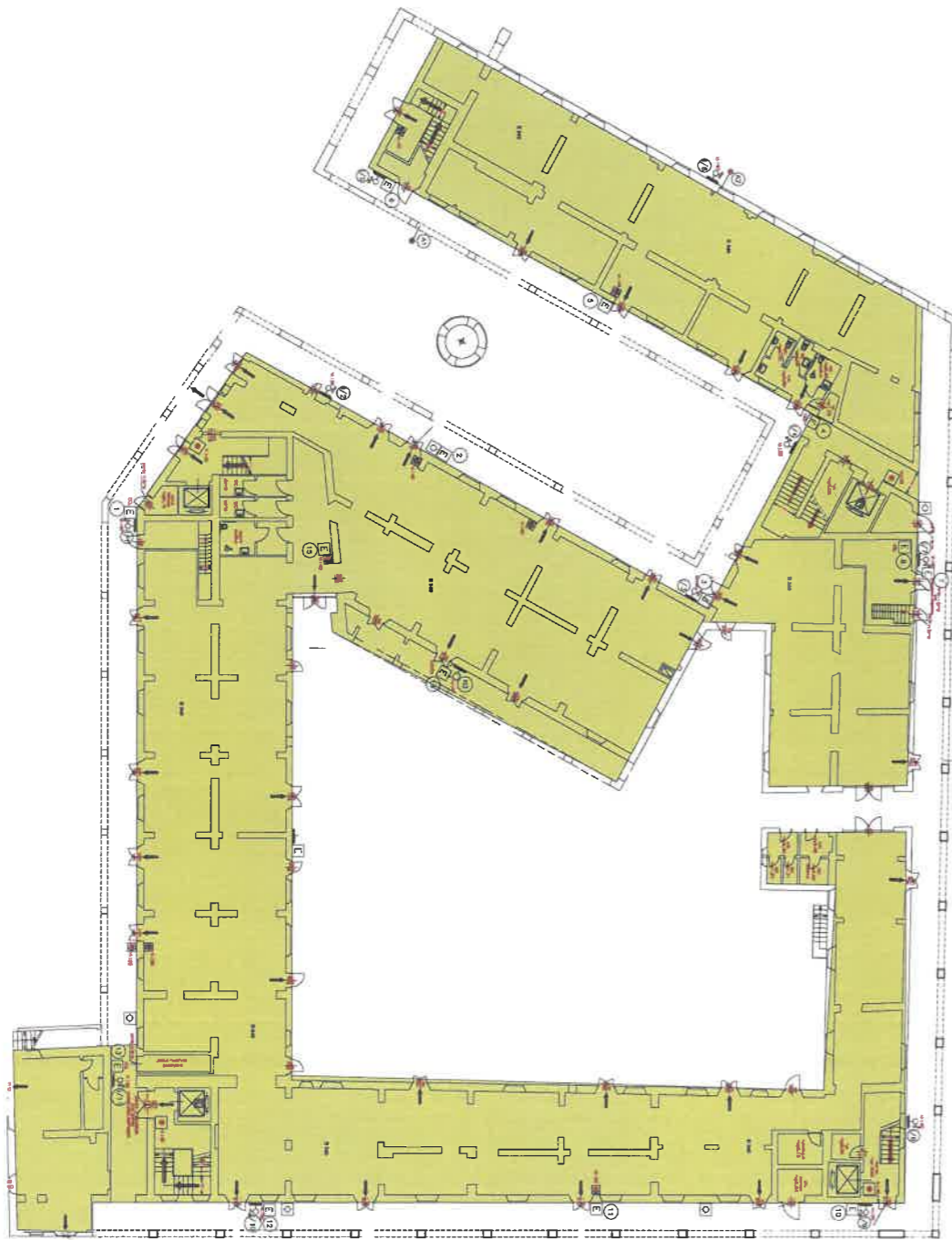
APPENDAGES
NO APPENDAGES IS ALLOWED

WALKABLE LIMIT

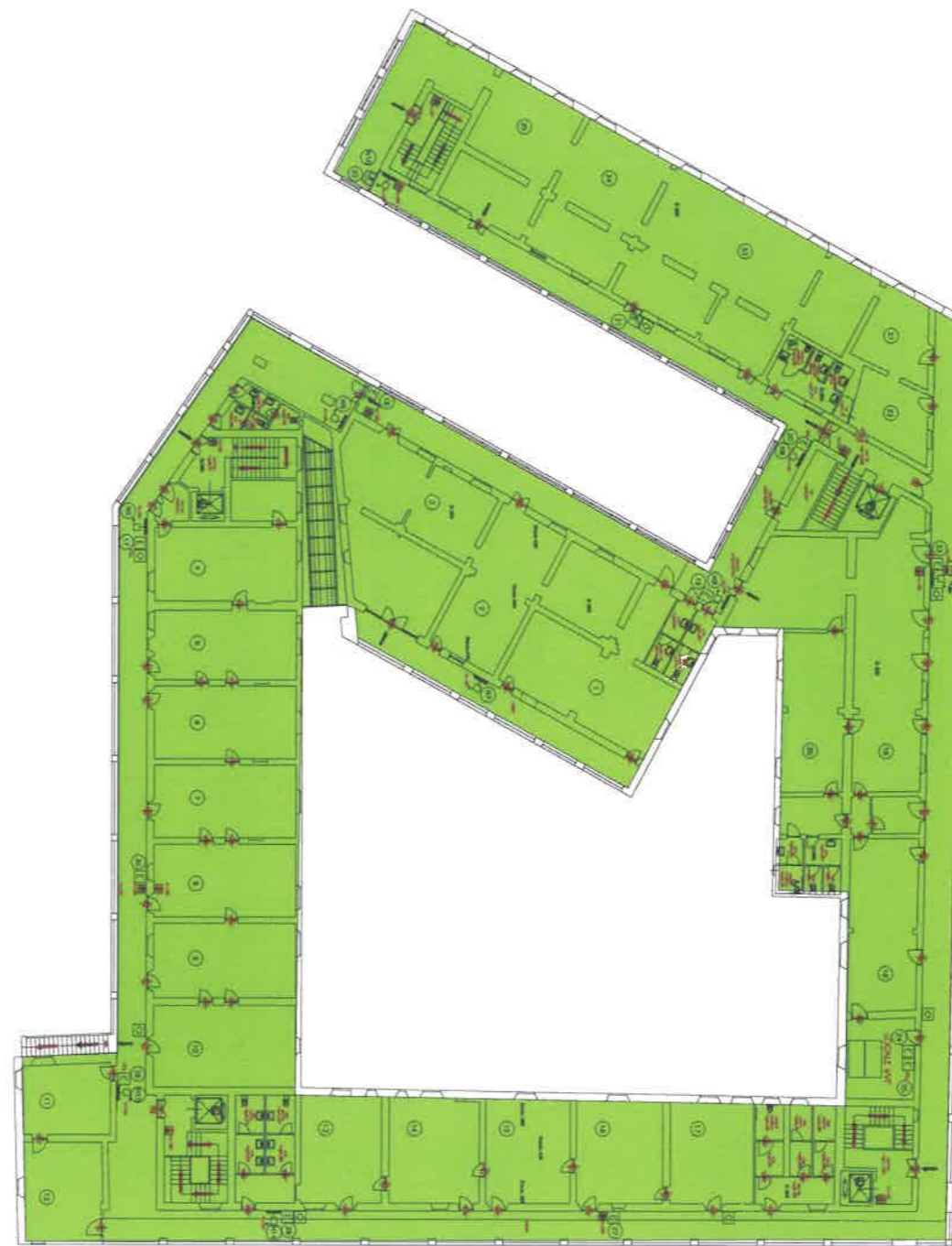
Permissible values referring to the different categories of use: N.T.C. 2018 Tab. 3.1.II

- AREAS ZONE
- FLOORS
- SLAB
- TUNNEL
- ENVIRONMENTS AND ROOMS WITHOUT OBSTACLES TO MOVEMENT, SUITED FOR LARGE CROWDS
- SOLIDARY BUILDING ON EXISTING BALLAST - MASSIVE FLOOR

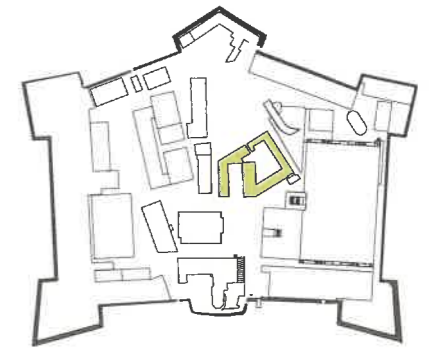
UNIFORMLY DISTRIBUTED LOAD		VERTICAL CONCENTRATED LOADS n 2 loading footprints 1.80 m apart		WARNINGS FOR ACCESS OF FORKLIFTS AND VEHICLES
Category	qK=kN/m ² [(lb/ft ²)]	square footprint	QK = kN (tn)	
C 1				FORKLIFTS, TELEHANDLERS AND VEHICLES WITH INTERNAL COMBUSTION ARE NOT ALLOWED 
C 2				
C 3	5 kN/m ² [10.44 psf]	0.50 x 0.50 m.	5.00 kN [0.50 tn]	
C				
F				
G				



GROUND FLOOR



1st FLOOR



PERIMETER AREAS OF BUILDINGS

APPENDAGES:

MAXIMUM FLOW RATES ALLOWED

WALKABLE LIMIT:

3 kN/m² - 6.27 psf [USA]

4 kN/m² - 8.35 psf [USA]

4.5 kN/m² - 9.40 psf [USA]

5 kN/m² - 10.44 psf [USA]

15 kN/m² - 31.33 psf [USA]

20 kN/m² - 41.77 psf [USA]

MASSIVE FLOOR

ACCESSIBLE ONLY BY FOOT

DRIVEWAY



APPENDAGES
CHECK OUT FROM TIME TO TIME

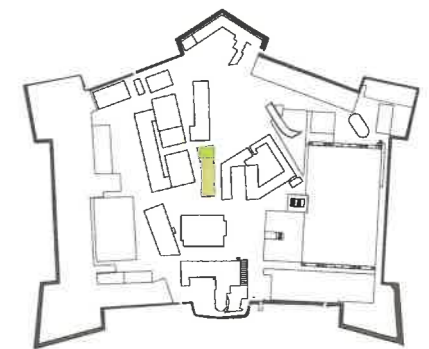
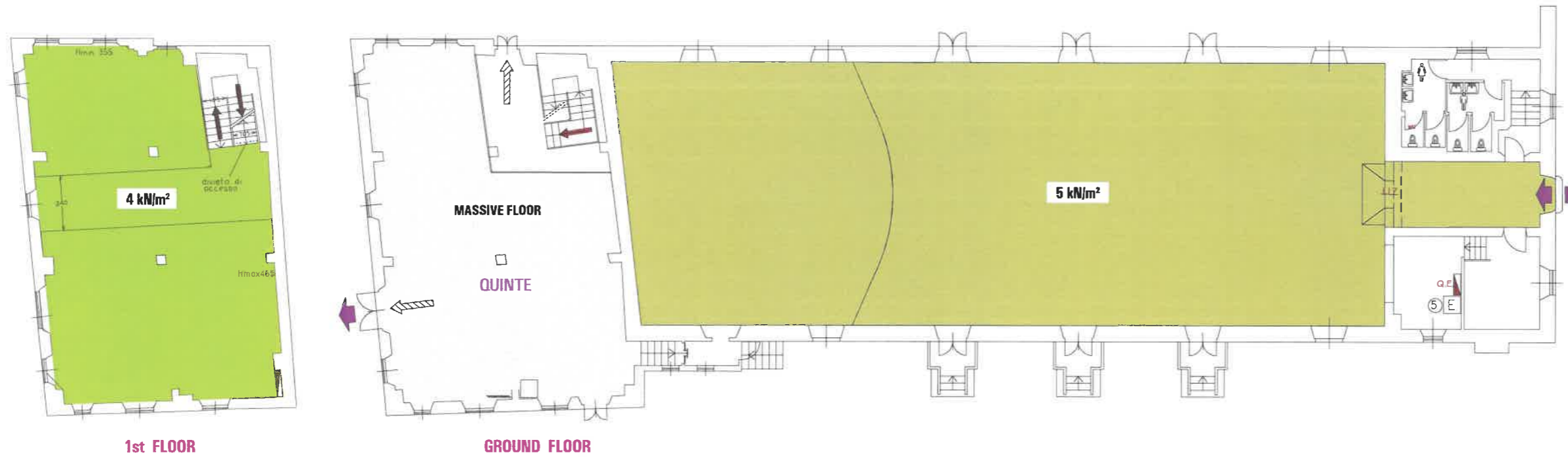
WALKABLE LIMIT

Permissible values referring to the different categories of use: N.T.C. 2018 Tab. 3.1.II

AREAS ZONE	<input type="checkbox"/>	FIXED SEATING AREAS SUCH AS CONFERENCE HALLS FOR PUBLIC USE
FLOORS	<input checked="" type="checkbox"/>	ENVIRONMENTS AND ROOMS WITHOUT OBSTACLES TO MOVEMENT, SUITED FOR LARGE CROWDS
RAMPS	<input type="checkbox"/>	
SLAB	<input type="checkbox"/>	
TUNNEL	<input type="checkbox"/>	

UNIFORMLY DISTRIBUTED LOAD		VERTICAL CONCENTRATED LOADS n 2 loading footprints 1.80 m apart		WARNINGS FOR ACCESS OF FORKLIFTS AND VEHICLES
Category	qK=kN/m ² (lb/ft ²)	square footprint	QK = kN (tn)	FORKLIFTS, TELEHANDLERS AND VEHICLES WITH INTERNAL COMBUSTION ARE NOT ALLOWED
C 1		0.50 x 0.50 m.		
C 2	4 kN/m ² (8.35 psf)		4.00 kN (0.40 tn)	
C 3	5 kN/m ² (10.44 psf)		5.00 kN (0.50 tn)	
C				
F				
G				





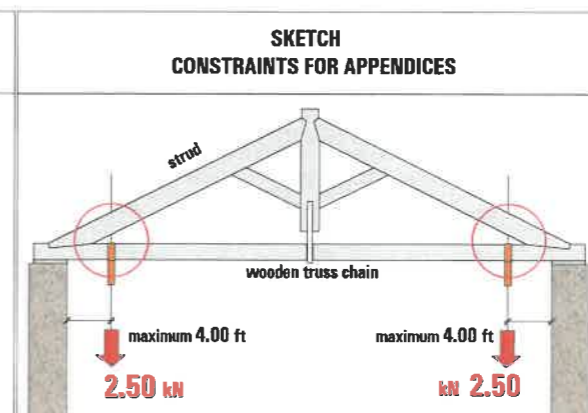
ENGLISH VERSION

APPENDAGES

Constructive system to which loads are required to be anchored Constraints to be adopted

<input type="checkbox"/> BOTTOM FLOOR <input type="checkbox"/> GROUND FLOOR <input checked="" type="checkbox"/> PENTHOUSE FLOOR	<input type="checkbox"/> <input checked="" type="checkbox"/> SUPPORTING STRUCTURE WITH COMPOSITE WOOD TRUSS <input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/> TO SQUARE TRUSS <input type="checkbox"/>
---	--	---

SHARED LOAD ON THE SQUARE TRUSS		CONCENTRATED LOAD IN ONE POINT		WARNINGS FOR CORRECT USE DISTRIBUTION OF LOADS
Equipment	[qK = lb / ft]	Equipment	QK = kN [lb]	
 kN/ml kN/ml (lb) (lb) 1.00 m (3.28 ft) distance between walls	0.25 kN/ml (17 lb/ft)	 kN (lb)	2.50 kN (550 lb)	1. All suspended loads must have the main hook or cable, in addition to the <u>security</u> one 2. The link of the appraisal it must be made in perfect correspondence of the node of each node of the spatial structure (bracket)

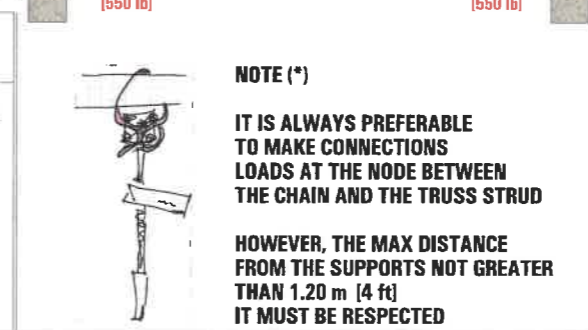


WALKABLE LIMIT

Permissible values referring to the different categories of use: N.T.C. 2018 Tab. 3.1.II

<input type="checkbox"/> AREAS <input type="checkbox"/> SLAB FLOORS <input type="checkbox"/> TUNNEL <input checked="" type="checkbox"/> RAMP <input checked="" type="checkbox"/> SOLIDARY BUILDING ON EXISTING BALLAST - MASSIVE FLOOR	<input checked="" type="checkbox"/> FIXED SEATING AREAS SUCH AS CONFERENCE HALLS FOR PUBLIC USE <input checked="" type="checkbox"/> ENVIRONMENTS AND ROOMS WITHOUT OBSTACLES TO MOVEMENT, SUITED FOR LARGE CROWDS
--	--

UNIFORMLY DISTRIBUTED LOAD		VERTICAL CONCENTRATED LOADS n 2 loading footprints 1.80 m apart		WARNINGS FOR ACCESS OF FORKLIFTS AND VEHICLES
Category	qK=kN/m² [lb/ft²]	square footprint	QK = kN [lb]	
C 1		0.50 x 0.50 m.		FORKLIFTS, TELEHANDLERS AND VEHICLES WITH INTERNAL COMBUSTION ARE NOT ALLOWED
C 2	4 kN/m² (82 psf)		4 kN (0.40 ton)	
C 3	5 kN/m² (102 psf)		5 kN (0.50 ton)	
C				
F				
G				
-				



PERIMETER AREAS OF BUILDINGS

APPENDAGES:

MAXIMUM FLOW RATES ALLOWED

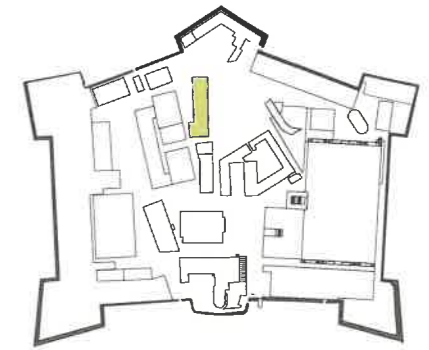
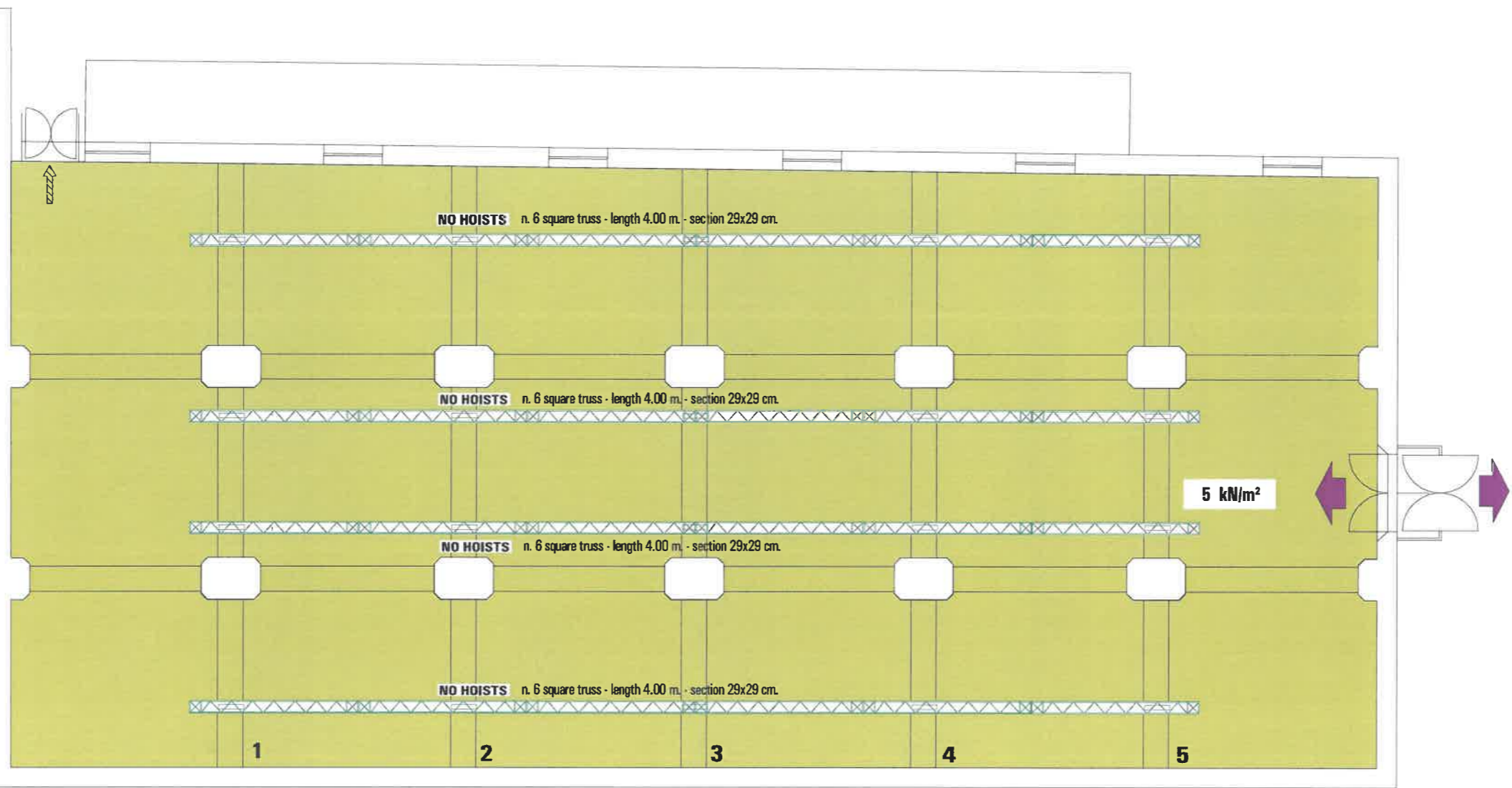
WALKABLE LIMIT:

- 3 kN/m² - 6.27 psf [USA]
- 4 kN/m² - 8.35 psf [USA]
- 4.5 kN/m² - 9.40 psf [USA]
- 5 kN/m² - 10.44 psf [USA]
- 15 kN/m² - 31.33 psf [USA]
- 20 kN/m² - 41.77 psf [USA]

MASSIVE FLOOR

ACCESSIBLE ONLY BY FOOT

DRIVEWAY



ENGLISH VERSION

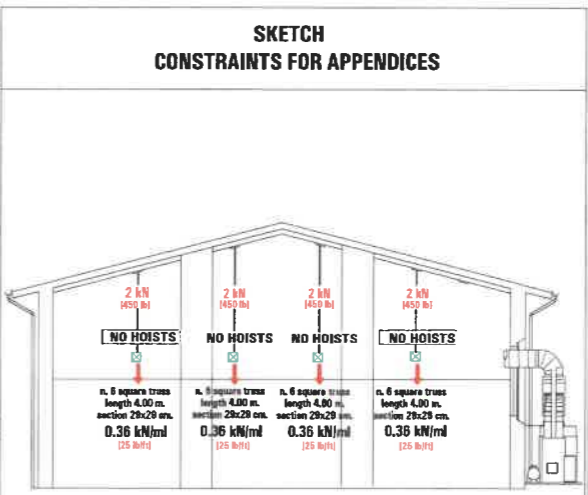
APPENDAGES

Constructive system to which loads are required to be anchored	Constraints to be adopted
-1 BOTTOM FLOOR	
GROUND FLOOR	<input checked="" type="checkbox"/> BRICK TRUSSES REINFORCED WITH STILL PLATES AND EYELETS
+1 PENTHOUSE FLOOR	<input checked="" type="checkbox"/> n. 4 SQUARE TRUSS ONLY

SHARED LOAD ON THE SQUARE TRUSS		CONCENTRATED LOAD-ONE POINT	
Equipment	qK = lb / ft	Equipment	QK = kN (lb)
	0.36 kN/ml (25 lb/ft)		2 kN (450 lb) perfectly correspondence buttonhole welded on the bracket
1.00 m (3.28 ft)			

WARNINGS FOR CORRECT USE DISTRIBUTION OF LOADS

- All suspended loads must have the main hook or cable, in addition to the security one
- The link of the appraisal it must be made in perfect correspondence of the node of each node of the spatial structure (bracket)



WALKABLE LIMIT

Permissible values referring to the different categories of use: N.T.C. 2018 Tab. 3.1.II

AREAS ZONE	
FLOORS	<input checked="" type="checkbox"/> ENVIRONMENTS AND ROOMS WITHOUT OBSTACLES TO MOVEMENT, SUITED FOR LARGE CROWDS
RAMP	
SLAB	
TUNNEL	<input checked="" type="checkbox"/> SOLIDARY BUILDING ON EXISTING BALLAST - MASSIVE FLOOR

UNIFORMLY DISTRIBUTED LOAD		VERTICAL CONCENTRATED LOADS n 2 loading footprints 1.80 m apart	
Category	qK = kN/m² (lb/ft²)	square footprint	QK = kN (lb)
C 1			
C 2			
C 3	5 kN/m² (10.44 psf)	0.50 x 0.50 m.	5 kN (11.02 lb)
F / G			
E 1			
E 1			
E 2			

WARNINGS FOR ACCESS OF FORKLIFTS AND VEHICLES

FORKLIFTS, TELEHANDLERS AND VEHICLES WITH INTERNAL COMBUSTION ARE NOT ALLOWED

NOTE (*)

IN THE CASE OF CONNECTIONS WITH RAILS THE LOAD MUST ALWAYS BE USED INTENDING EQUALLY DISTRIBUTED IN CORRESPONDENCE OF EYELETS

PERMISSE PER IL BASSO FONDO DEI MASSI

APPENDICES:

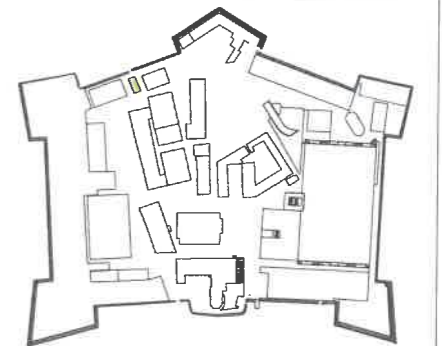
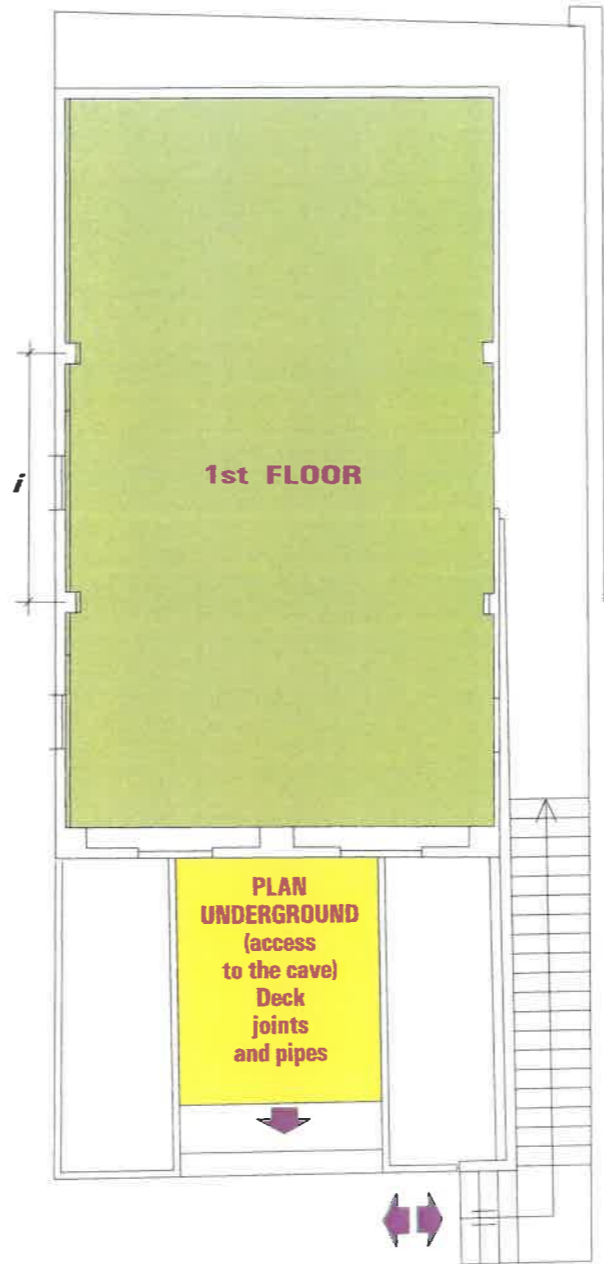
MAXIMUM FOOTPRINTS ALLOWED WALLS BE LIMIT:

- 3 kN/m² -- 6.872 psf (USPS)
- 4 kN/m² -- 8.85 psf (USPS)
- 4.5 kN/m² -- 9.80 psf (USPS)
- 5 kN/m² -- 10.44 psf (USPS)
- 15 kN/m² -- 33.133 psf (USPS)
- 20 kN/m² -- 41.777 psf (USPS)

MASSIVE FLOOR

ACCESSIBLE ONLY BY FOOT

DRIVEWAY

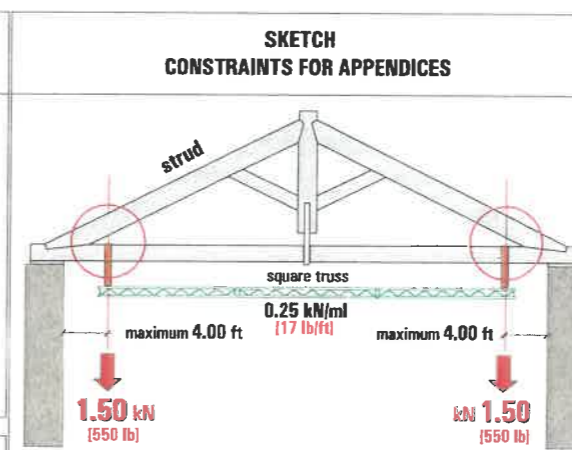


ENGLISH VERSION

APPENDAGES

Constructive system to which loads are required to be anchored	Constraints to be adopted
-1 BOTTOM FLOOR []	[]
GROUND FLOOR [x] LAMINATED WOODEN TRUSS - SQUARE TRUSS ANCHORAGES	[x] CORRESPONDENCE OF THE KNOT
+1 PENTHOUSE FLOOR []	[]

SHARED LOAD ON THE SQUARE TRUSS		CONCENTRATED LOAD IN ONE POINT		WARNINGS FOR CORRECT USE DISTRIBUTION OF LOADS
<p>Equipment</p> <p>SQUARE TRUSS</p> <p>1.00 m [3.28 ft] distance between walls</p>	<p>[qK = lb / ft]</p> <p>0.25 kN/ml [17 lb/ft]</p>	<p>Equipment</p> <p>QK = kN [lb]</p> <p>1.50 kN [337 lb]</p>	<p>1. All suspended loads must have the main hook or cable, in addition to the security one</p> <p>2. The link of the appraisal it must be made in perfect correspondence of the node of each node of the spatial structure (bracket)</p>	



PERIMETER AREAS OF BUILDINGS APPENDAGES:

MAXIMUM FLOW RATES ALLOWED WALKABLE LIMIT:

	3 kN/m ² - 6.27 psf [USA]
	4 kN/m ² - 8.35 psf [USA]
	4.5 kN/m ² - 9.40 psf [USA]
	5 kN/m ² - 10.44 psf [USA]
	15 kN/m ² - 31.33 psf [USA]
	20 kN/m ² - 41.77 psf [USA]

WALKABLE LIMIT

Permissible values referring to the different categories of use: N.T.C. 2018 Tab. 3.1.II

Category	qK = kN/m ² [lb/ft ²]	square footprint	QK = kN [tn]
C 1	3 kN/m ² [6.27 psf]	0.50 x 0.50 m.	3 kN [0.30 tn]
C 2	4 kN/m ² [8.35 psf]		5 kN [0.50 tn]
C 3	5 kN/m ² [10.44 psf]		
C			
F			
G			

ENVIRONMENTS WITH TABLES, COFFEE, RESTAURANTS AND STAND SUBJECT TO CROWDING

ENVIRONMENTS AND ROOMS WITHOUT OBSTACLES TO MOVEMENT, SUITED FOR LARGE CROWDS

UNIFORMLY DISTRIBUTED LOAD

VERTICAL CONCENTRATED LOADS n 2 loading footprints 1.80 m apart

WARNINGS FOR ACCESS OF FORKLIFTS AND VEHICLES

FORKLIFTS, TELEHANDLERS AND VEHICLES WITH INTERNAL COMBUSTION ARE NOT ALLOWED

NOTE (*)

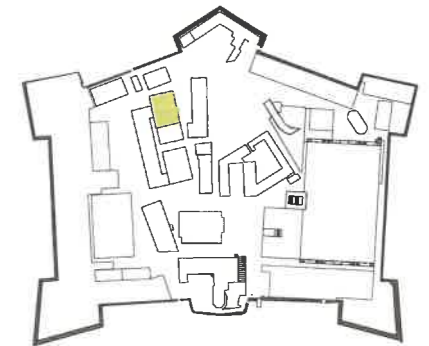
IT IS REQUIRED TO CONNECT THE INPROSSIMITE HANGING OF THE GRAFT BETWEEN THE STRUT AND THE CHAIN OF THE STRUTTURAL WOODEN TRUSS MUST IN ANY CASE RESPECT THE MAX DISTANCE FROM THE PERIMETER WALLS, NOT GREATER THAN 4.00 ft

- MASSIVE FLOOR
- ACCESSIBLE ONLY BY FOOT
- DRIVEWAY



GROUND FLOOR

1st FLOOR



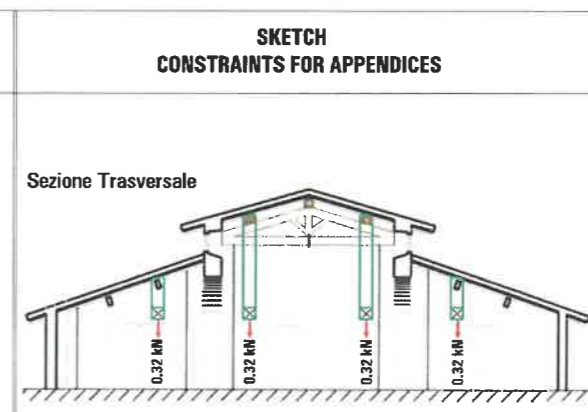
ENGLISH VERSION

APPENDAGES

Constructive system to which loads are required to be anchored Constraints to be adopted

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SHARED LOAD ON THE SQUARE TRUSS		CONCENTRATED LOAD IN THE KNOT		WARNINGS FOR CORRECT USE DISTRIBUTION OF LOADS
Equipment	[qK = lb / ft]	Equipment	[QK = lb]	
	0.32 kN/ml (21.5 lb/ft)		0.32 kN (72 lb)	<p>1. All suspended loads must have the main hook or cable, in addition to the <u>security one</u></p> <p>2. The link of the appraisal it must be made in perfect correspondence of the node of each node of the spatial structure (bracket)</p>



- PERIMETER AREAS OF BUILDINGS
- APPENDAGES:**
- MAXIMUM FLOW RATES ALLOWED
- WALKABLE LIMIT:**
- 3 kN/m² - 6.27 psf [USA]
- 4 kN/m² - 8.35 psf [USA]
- 4.5 kN/m² - 9.40 psf [USA]
- 5 kN/m² - 10.44 psf [USA]
- 15 kN/m² - 31.33 psf [USA]
- 20 kN/m² - 41.77 psf [USA]
- MASSIVE FLOOR
- ACCESSIBLE ONLY BY FOOT
- DRIVEWAY

WALKABLE LIMIT

Permissible values referring to the different categories of use: N.T.C. 2018 Tab. 3.1.II

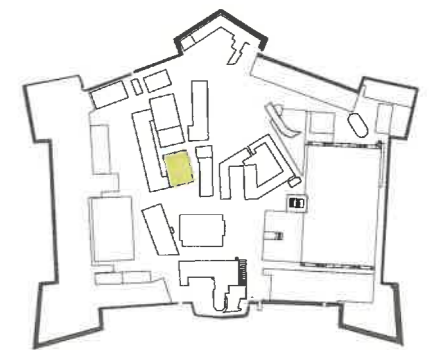
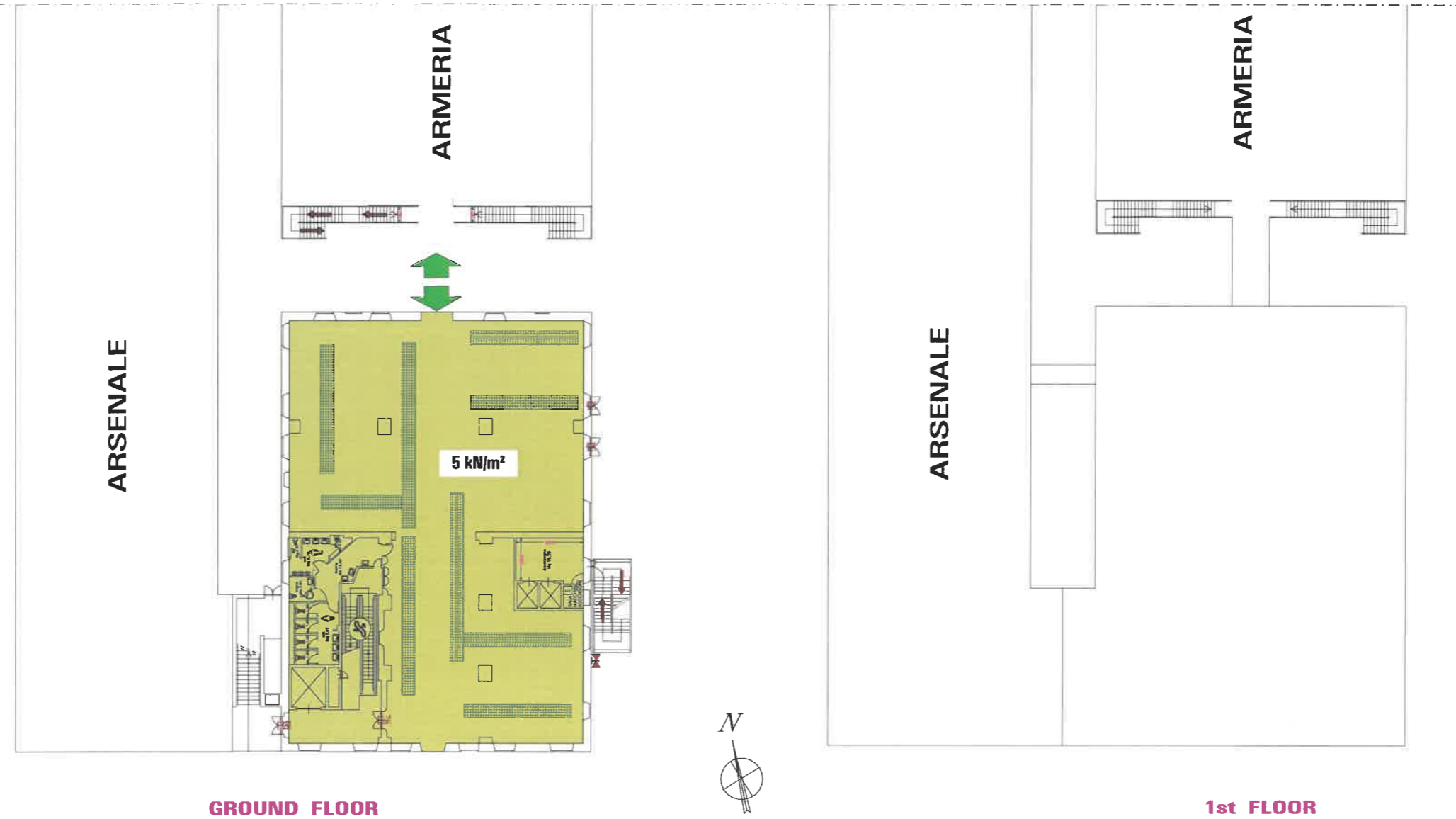
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

UNIFORMLY DISTRIBUTED LOAD		VERTICAL CONCENTRATED LOADS n 2 loading footprints 1.80 m apart		WARNINGS FOR ACCESS OF FORKLIFTS AND VEHICLES
Category	qK = kN/m ² [lb/ft ²]	square footprint	QK = kN [tn]	
C 1				<p>FORKLIFTS, TELEHANDLERS AND VEHICLES WITH INTERNAL COMBUSTION ARE NOT ALLOWED</p>
C 2				
C 3	5 kN/m² [102 psf]	0.50 x 0.50 m.	5 kN [0.50 tn]	
C				
F				
G				

NOTE (*)

IT IS REQUIRED TO CONNECT THE APPENDIMENT IN CORRESPONDENCE OF THE PURLIN THAT INSISTS BETWEEN THE TWO CONTIGUOUS TRUSSES

HOWEVER, THE MAX DISTANCE BETWEEN THE SUPPORTS, NOT GREATER THAN 4 ft

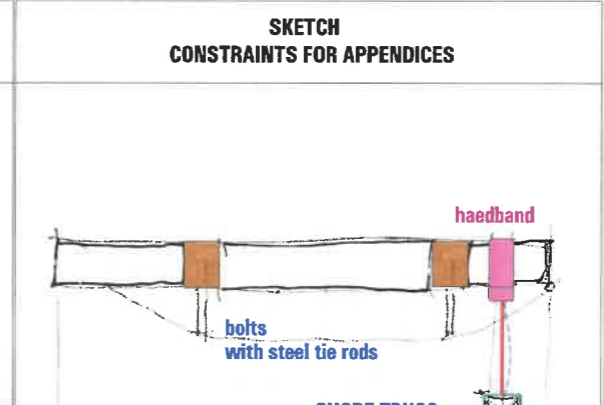


ENGLISH VERSION

APPENDAGES

Constructive system to which loads are required to be anchored	Constraints to be adopted
-1 BOTTOM FLOOR	<input type="checkbox"/>
GROUND FLOOR	<input checked="" type="checkbox"/> LOAD-BEARING MASONRY STRUCTURE WITH DEVELOPEMENT TURN
+1 PENTHOUSE FLOOR	<input checked="" type="checkbox"/> HANGERS ARRANGED

LOAD CONCENTRATED IN A SINGLE POINT - IN CORRISPONDENCE OF THE KNOT	WARNINGS FOR CORRECT USE DISTRIBUTION OF LOADS
<p>Equipment</p> <p>QK = kN [lb]</p> <p>0.32 kN [72 lb]</p>	<p>1. All suspended loads must have the main hook or cable, in addition to the <u>security one</u></p> <p>2. The link of the appraisal it must be made in perfect correspondence of the node of each node of the spatial structure (bracket)</p>



WALKABLE LIMIT

Permissible values referring to the different categories of use: N.T.C. 2018 Tab. 3.1.II

AREAS ZONE	<input type="checkbox"/>
FLOORS	<input checked="" type="checkbox"/> ENVIRONMENTS AND ROOMS WITHOUT OBSTACLES TO MOVEMENT, SUITED FOR LARGE CROWDS
RAMP	<input type="checkbox"/>
SLAB	<input type="checkbox"/>
TUNNEL	<input type="checkbox"/>

UNIFORMLY DISTRIBUTED LOAD		VERTICAL CONCENTRATED LOADS n 2 loading footprints 1.80 m apart		WARNINGS FOR ACCESS OF FORKLIFTS AND VEHICLES
Category	qK=kN/m ² [lb/ft ²]	square footprint	QK = kN [ton]	FORKLIFTS, TELEHANDLERS AND VEHICLES WITH INTERNAL COMBUSTION ARE NOT ALLOWED
C 1				
C 2				
C 3	5 kN/m ² [10.44 psf]	0.50 x 0.50 m.	5 kN [0.50 ton]	
C				
F				
G				

PERIMETER AREAS OF BUILDINGS

APPENDAGES:

MAXIMUM FLOW RATES ALLOWED

WALKABLE LIMIT:

- 3 kN/m² - 6.27 psf [USA]
- 4 kN/m² - 8.35 psf [USA]
- 4.5 kN/m² - 9.40 psf [USA]
- 5 kN/m² - 10.44 psf [USA]
- 15 kN/m² - 31.33 psf [USA]
- 20 kN/m² - 41.77 psf [USA]

MASSIVE FLOOR

ACCESSIBLE ONLY BY FOOT

DRIVEWAY



GROUND FLOOR

1st FLOOR

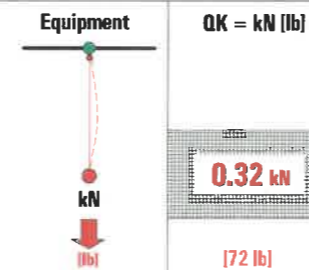
ENGLISH VERSION

APPENDAGES

Constructive system to which loads are required to be anchored Constraints to be adopted

-1 BOTTOM FLOOR	<input type="checkbox"/>	<input type="checkbox"/>
GROUND FLOOR	<input checked="" type="checkbox"/> LOAD-BEARING MASONRY STRUCTURE WITH DEVELOPEMENT TURN	<input checked="" type="checkbox"/> HANGERS ARRANGED
+1 PENTHOUSE FLOOR	<input type="checkbox"/>	<input type="checkbox"/>

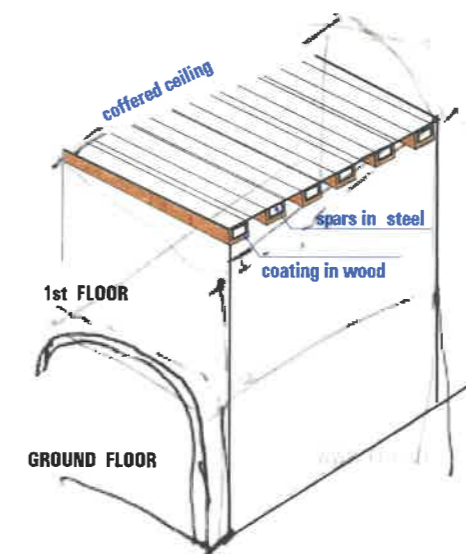
LOAD CONCENTRATED IN A SINGLE POINT - IN CORRISPONDENCE OF THE KNOT



WARNINGS FOR CORRECT USE DISTRIBUTION OF LOADS

- All suspended loads must have the main hook or cable, in addition to the security one
- The link of the appraisal it must be made in perfect correspondence of the node of each node of the spatial structure (bracket)

SKETCH CONSTRAINTS FOR APPENDICES



PERIMETER AREAS OF BUILDINGS

APPENDAGES:
MAXIMUM FLOW RATES ALLOWED
WALKABLE LIMIT:

- 3 kN/m² - 6.27 psf [USA]
- 4 kN/m² - 8.35 psf [USA]
- 4.5 kN/m² - 9.40 psf [USA]
- 5 kN/m² - 10.44 psf [USA]
- 15 kN/m² - 31.33 psf [USA]
- 20 kN/m² - 41.77 psf [USA]

- MASSIVE FLOOR
- ACCESSIBLE ONLY BY FOOT
- DRIVEWAY

WALKABLE LIMIT

Permissible values referring to the different categories of use: N.T.C. 2018 Tab. 3.1.II

AREAS ZONE	<input type="checkbox"/>
FLOORS	<input checked="" type="checkbox"/> ENVIRONMENTS AND ROOMS WITHOUT OBSTACLES TO MOVEMENT, SUITED FOR LARGE CROWDS
RAMPS	<input type="checkbox"/>
SLAB	<input type="checkbox"/>
TUNNEL	<input type="checkbox"/>

UNIFORMLY DISTRIBUTED LOAD		VERTICAL CONCENTRATED LOADS n 2 loading footprints 1.80 m apart		WARNINGS FOR ACCESS OF FORKLIFTS AND VEHICLES FORKLIFTS, TELEHANDLERS AND VEHICLES WITH INTERNAL COMBUSTION ARE NOT ALLOWED
Category	qK=kN/m ² [lb/ft ²]	square footprint	QK = kN [lb]	
C 1				
C 2				
C 3	5 kN/m ² [10.44 psf]	0.50 x 0.50 m.	5.00 kN [1,102 lb]	
C				
F				
G				
.				

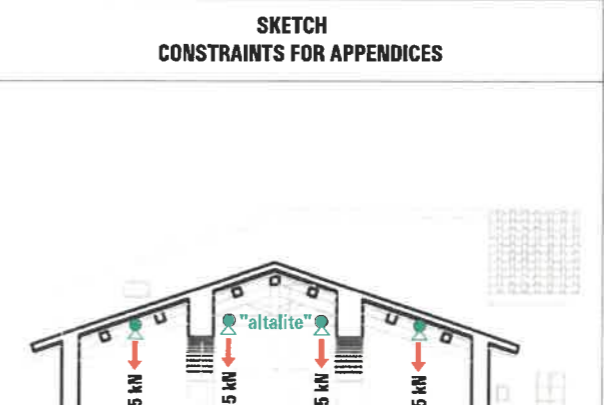


ENGLISH VERSION

APPENDAGES

Constructive system to which loads are required to be anchored	Constraints to be adopted
-1 BOTTOM FLOOR	
+1 PENTHOUSE FLOOR	<input checked="" type="checkbox"/> TO THE "ALTALITE" TRUSS <input checked="" type="checkbox"/> TO THE "ALTALITE" TRUSS

UNIFORM LOAD DISTRIBUTED	CONCENTRATED LOAD IN ONE POINT	WARNINGS FOR CORRECT USE DISTRIBUTION OF LOADS
<p>Equipment</p> <p>$qK = \text{lb / ft}$</p> <p>0.15 kN/ml</p> <p>0.15 kN/ml</p> <p>1.00 m [3.28 ft]</p>	<p>Equipment</p> <p>$QK = \text{kN [lb]}$</p> <p>0.15 kN</p> <p>0.15 kN</p> <p>33 lb</p>	<p>1. All suspended loads must have the main hook or cable, in addition to the security one</p> <p>2. The link of the appraisal it must be made in perfect correspondence of the node of each node of the spatial structure (bracket)</p>

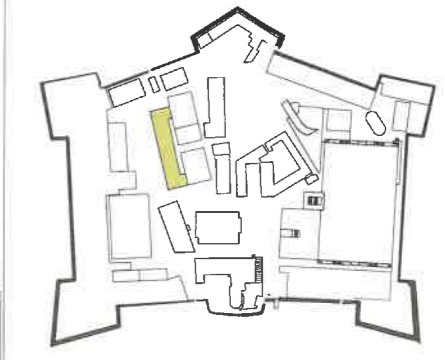


WALKABLE LIMIT

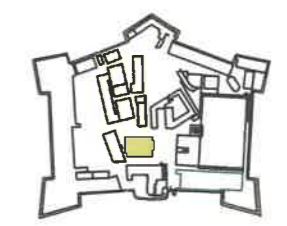
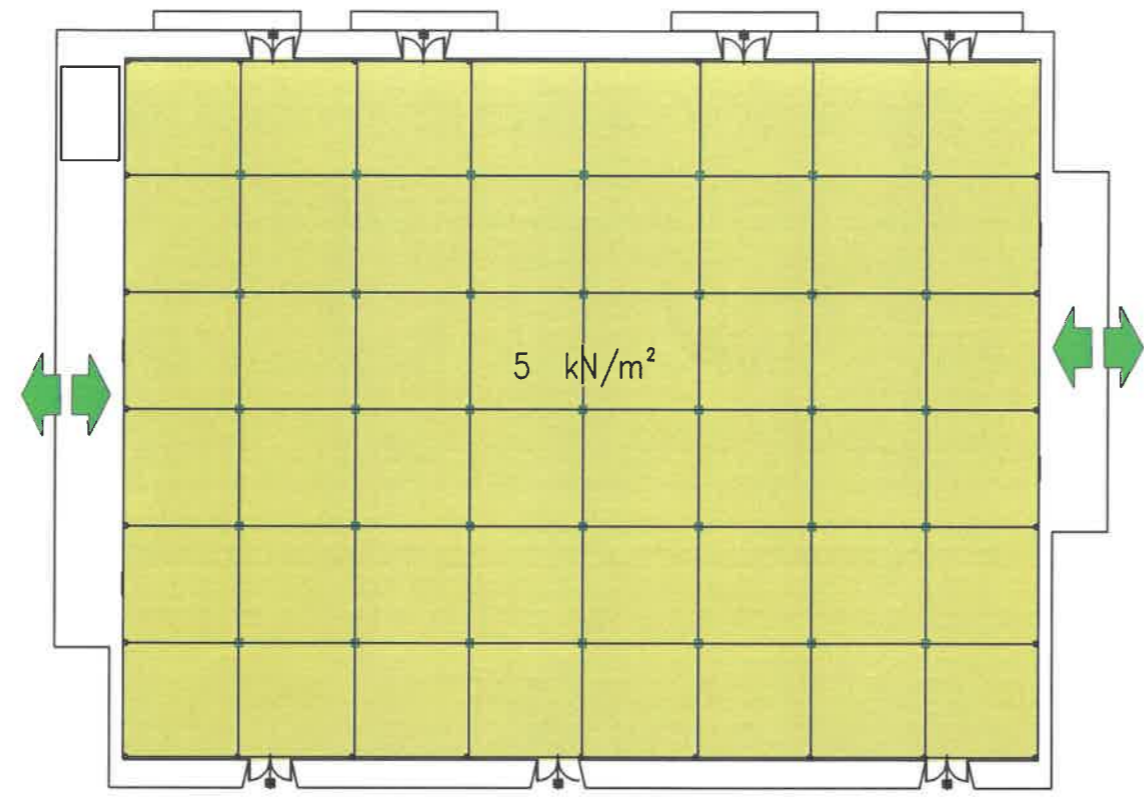
Permissible values referring to the different categories of use: N.T.C. 2018 Tab. 3.1.II

AREAS ZONE	
FLOORS	<input checked="" type="checkbox"/> ENVIRONMENTS AND ROOMS WITHOUT OBSTACLES TO MOVEMENT, SUITED FOR LARGE CROWDS
RAMPS	
SLAB	
TUNNEL	

Category	UNIFORMLY DISTRIBUTED LOAD		VERTICAL CONCENTRATED LOADS n 2 loading footprints 1.80 m apart		WARNINGS FOR ACCESS OF FORKLIFTS AND VEHICLES
	$qK = \text{kN/m}^2$ [lb/ft ²]	square footprint	$QK = \text{kN}$ [lb]	$QK = \text{ft}^2$	
C 1					<p>FORKLIFTS, TELEHANDLERS AND VEHICLES WITH INTERNAL COMBUSTION ARE NOT ALLOWED</p>
C 2					
C 3	5 kN/m^2 [102 psf]	0.50 x 0.50 m.	5 kN [10.50 lb]		
C					
F					



- PERIMETER AREAS OF BUILDINGS
- APPENDAGES:
- MAXIMUM FLOW RATES ALLOWED
- WALKABLE LIMIT:
- 3 kN/m² - 6.27 psf [USA]
- 4 kN/m² - 8.35 psf [USA]
- 4.5 kN/m² - 9.40 psf [USA]
- 5 kN/m² - 10.44 psf [USA]
- 15 kN/m² - 31.33 psf [USA]
- 20 kN/m² - 41.77 psf [USA]
- MASSIVE FLOOR
- ACCESSIBLE ONLY BY FOOT
- DRIVEWAY



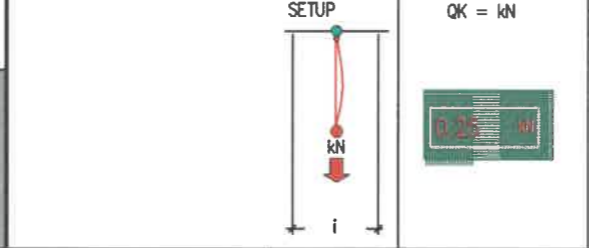
LEARNINGS

Construction system to which loads are required to be anchored Constraints to be adopted

1
Ground Down to
Steel Tubing of the Mobile Self-Assembling Structure

Anchor Shoes

CONCENTRATED LOAD ONLY AT EACH LOGARITHMIC (TUBULAR)

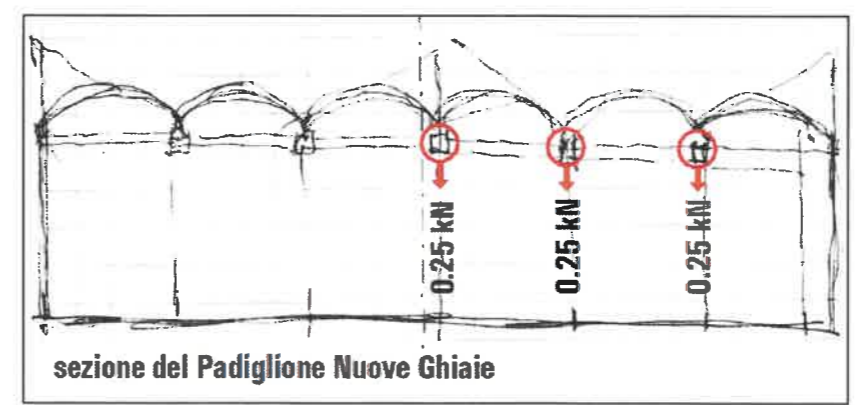


WARNINGS FOR THE CORRECT DISTRIBUTION OF LOADS!

1. ALL SUSPENDED LOADS MUST HAVE THE MAIN HOOK OR CABLE IN ADDITION TO THE SAFETY ONE **SECURITY**.

2. THE CONNECTION OF THE SUSPENSION MUST BE MADE IN PERFECT CORRESPONDENCE WITH THE NODE OF THE SPATIAL ROOFING STRUCTURE

A DRAFT OF CONSTRAINTS FORESEEN FOR HANGINGS!



WALKABILITY

ADMISSIBLE VALUES REFERRING TO THE DIFFERENT CATEGORIES OF USE : N.T.C. 2018 Tabella 3.1.1

EXHIBITION ROOMS WITHOUT OBSTACLES TO THE MOVEMENT OF PEOPLE, EXPOSITION AREAS

UNIFORMLY DISTRIBUTED LOAD

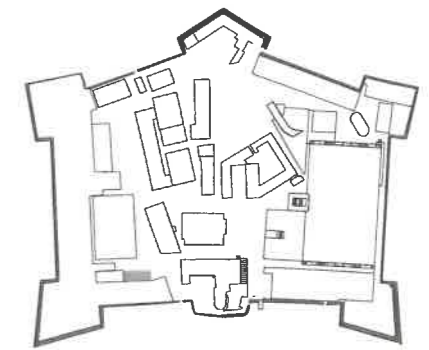
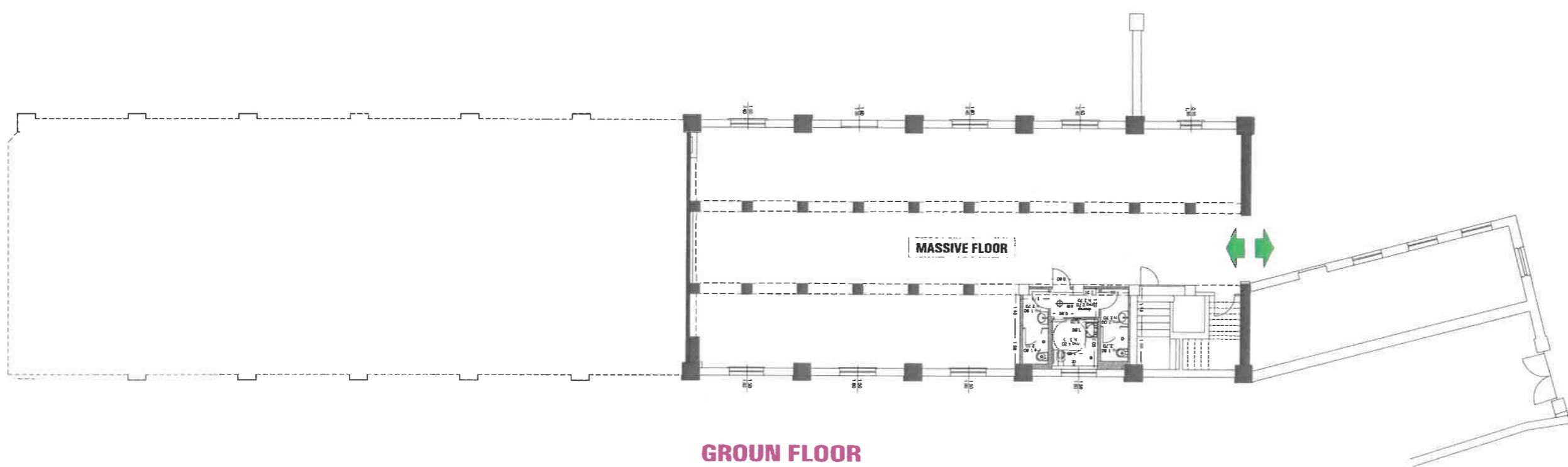
CATEGORY	qK=kN/m²	SQUARE FOOTPRINT	QK = kN
	5 kN/m²	0.50 x 0.50 m.	5.00 kN

WARNINGS FOR FORKLIFT AND VEHICLE ACCESS

FORKLIFTS, TELESCOPIC LIFTS AND INTERNAL COMBUSTION VEHICLES ARE NOT PERMITTED.

- BUILDING AREA PERIMETER!
- APPENDAGES:
- SPECIFIC FLOW RATES ALLOWED
- WALKABILITY:
- 3 kN/m²
- 4 kN/m²
- 4.5 kN/m²
- 5 kN/m²
- 15 kN/m²
- 20 kN/m²
- TERRAPIENO
- PEDESTRIAN ACCESSES
- VEHICULAR ACCESSES

**EX MAGAZZINO
COMUNALE**



- PERIMETER AREAS OF BUILDINGS
- APPENDAGES:
 - MAXIMUM FLOW RATES ALLOWED
- WALKABLE LIMIT:
 - 3 kN/m² - 6.27 psf [USA]
 - 4 kN/m² - 8.35 psf [USA]
 - 4.5 kN/m² - 9.40 psf [USA]
 - 5 kN/m² - 10.44 psf [USA]
 - 15 kN/m² - 31.33 psf [USA]
 - 20 kN/m² - 41.77 psf [USA]
- MASSIVE FLOOR
- ACCESSIBLE ONLY BY FOOT
- DRIVEWAY

ENGLISH VERSION

APPENDAGES
CHECK OUT FROM TIME TO TIME

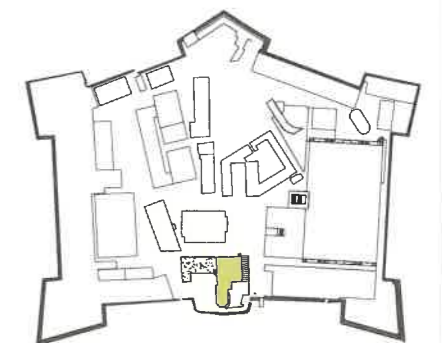
WALKABLE LIMIT

Permissible values referring to the different categories of use: N.T.C. 2018 Tab. 3.1.II

- AREAS USED FOR OFFICES (OPEN AND NOT OPEN TO THE PUBLIC)
- SOLIDARY BUILDING ON EXISTING BALLAST - MASSIVE FLOOR

UNIFORMLY DISTRIBUTED LOAD		VERTICAL CONCENTRATED LOADS n 2 loading footprints 1.80 m apart		WARNINGS FOR ACCESS OF FORKLIFTS AND VEHICLES
Category	qK = kN/m ² (lb/ft ²)	square footprint	QK = kN (lb)	FORKLIFTS, TELEHANDLERS AND VEHICLES WITH INTERNAL COMBUSTION ARE NOT ALLOWED
B				
C 2				
C 3				
C				
F				
G				

a b c 24
VOLTA - ARCO
OTTAGONALE
SALA DELLE COLONNE
MONUMENTALE



GROUND FLOOR
0 1 2 3 4 5 10mt

ENGLISH VERSION

APPENDAGES

Constructive system to which loads are required to be anchored	Constraints to be adopted
<input checked="" type="checkbox"/> SUPPORTING MASONRY STRUCTURE WITH ARCHWAY SURFACE <input type="checkbox"/> BOTTOM FLOOR <input type="checkbox"/> GROUND FLOOR <input type="checkbox"/> PENTHOUSE FLOOR	<input checked="" type="checkbox"/> TO THE EXISTING HOOK <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

CONCENTRATED LOAD ONLY IN CORRESPONDENCE OF THE PREPARED HOOK

Equipment

QK = kN [lb]

2 kN [450 lb]

WARNINGS FOR CORRECT USE DISTRIBUTION OF LOADS

- All suspended loads must have the main hook or cable, in addition to the security one
- The link of the appraisal it must be made in perfect correspondence of the HOOK that is present in the Octagonal room



- PERIMETER AREAS OF BUILDINGS
- APPENDAGES:
 - MAXIMUM FLOW RATES ALLOWED
 - WALKABLE LIMIT:
 - 3 kN/m² - 6.27 psf [USA]
 - 4 kN/m² - 8.35 psf [USA]
 - 4.5 kN/m² - 9.40 psf [USA]
 - 5 kN/m² - 10.44 psf [USA]
 - 15 kN/m² - 31.33 psf [USA]
 - 20 kN/m² - 41.77 psf [USA]
 - MASSIVE FLOOR
 - ACCESSIBLE ONLY BY FOOT
 - DRIVEWAY

WALKABLE LIMIT

Permissible values referring to the different categories of use: N.T.C. 2018 Tab. 3.1.II

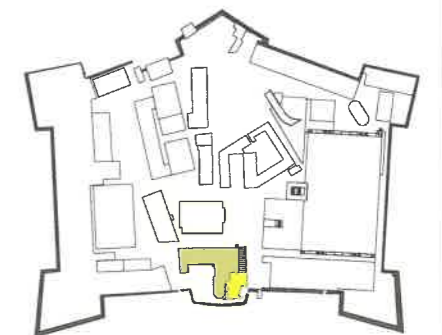
Category	qK = kN/m ² [lb/ft ²]	square footprint	QK = kN [tm]
C 1			
C 2			
C 3	5 kN/m ² [102 psf]	0.50 x 0.50 m.	5 kN [0.58 tm]
C			
F	15 kN/m ² [307 psf]	1.00 x 1.00 m.	20 kN [2.04 tm]
G			
-			

UNIFORMLY DISTRIBUTED LOAD

VERTICAL CONCENTRATED LOADS n 2 loading footprints 1.80 m apart

Category	qK = kN/m ² [lb/ft ²]	square footprint	QK = kN [tm]
C 1			
C 2			
C 3	5 kN/m ² [102 psf]	0.50 x 0.50 m.	5 kN [0.58 tm]
C			
F	15 kN/m ² [307 psf]	1.00 x 1.00 m.	20 kN [2.04 tm]
G			
-			

d **e** **f** **24**
EX UFFICI
SALA DELLA SCHERMA
CANNONIERA
MONUMENTALE



GROUND FLOOR
0 1 2 3 4 5 10m

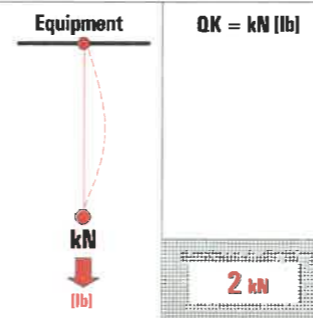
ENGLISH VERSION

APPENDAGES

Constructive system to which loads are required to be anchored Constraints to be adopted

-1 BOTTOM FLOOR		
GROUND FLOOR		
+1 PENTHOUSE FLOOR	<input checked="" type="checkbox"/> SOLID COMPOSITE IN WOOD SQUARE AND BRACKETS	<input checked="" type="checkbox"/> KNOTS CORRESPONDENCE

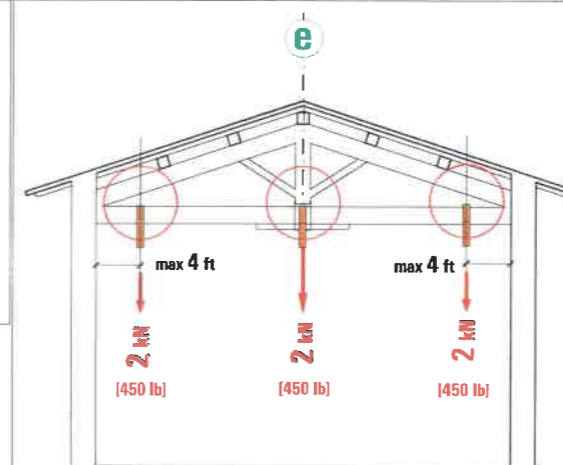
CONCENTRATED LOAD ONLY IN CORRESPONDENCE OF THE NODES



WARNINGS FOR CORRECT USE DISTRIBUTION OF LOADS

- All suspended loads must have the main hook or cable, in addition to the security one
- The link of the appraisal it must be made in perfect correspondence of the node of each node of the spatial structure (bracket)

SKETCH CONSTRAINTS FOR APPENDICES



NOTE (*)
POINT APPENDAGES CAN BE ARRANGED ONLY IF CONCENTRATED AT THE KNOT, RESPECTING THE MAXIMUM DISTANCE FROM THE WALLS NOT GREATER THAN 4 ft

WALKABLE LIMIT

Permissible values referring to the different categories of use: N.T.C. 2018 Tab. 3.1.II

AREAS	<input checked="" type="checkbox"/> ENVIRONMENTS WITH TABLES, COFFEE, RESTAURANTS AND STAND SUBJECT TO CROWDING
FLOORS	<input checked="" type="checkbox"/> ENVIRONMENTS AND ROOMS WITHOUT OBSTACLES TO MOVEMENT, SUITED FOR LARGE CROWDS
RAMPS	
SLAB	
TUNNEL	

UNIFORMLY DISTRIBUTED LOAD		VERTICAL CONCENTRATED LOADS n 2 loading footprints 1.80 m apart	
Category	qK = kN/m² (lb/ft²)	square footprint	QK = kN (ton)
C 1	3 kN/m² (61 psf)	0.50 x 0.50 m.	3 kN (0.30 ton)
C 2	4 kN/m² (81 psf)		4 kN (0.40 ton)
C 3	5 kN/m² (102 psf)		5 kN (0.50 ton)
C			
F			
G			

PERIMETER AREAS OF BUILDINGS

APPENDAGES:

MAXIMUM FLOW RATES ALLOWED

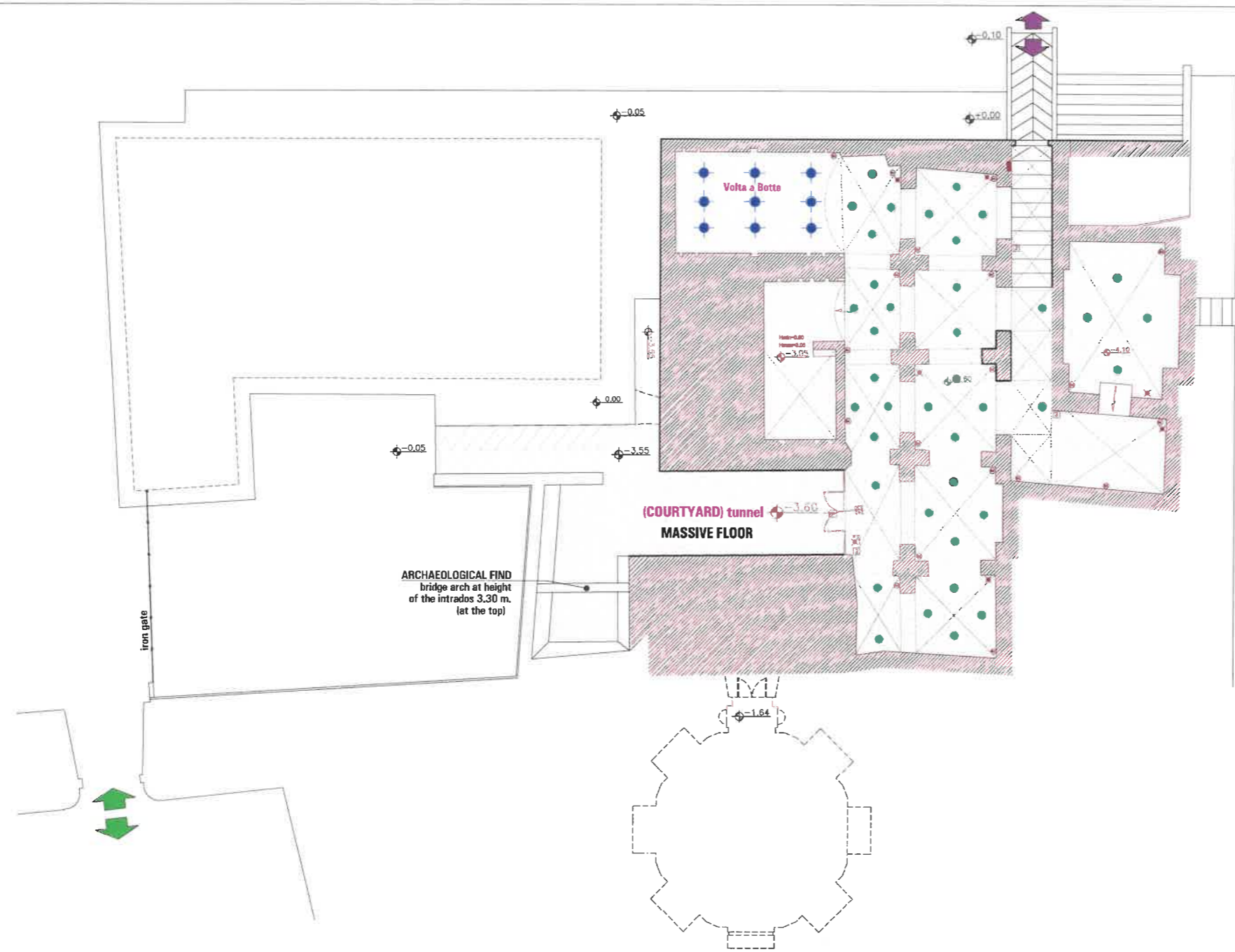
WALKABLE LIMIT:

- 3 kN/m² - 6.27 psf [USA]
- 4 kN/m² - 8.35 psf [USA]
- 4.5 kN/m² - 9.40 psf [USA]
- 5 kN/m² - 10.44 psf [USA]
- 15 kN/m² - 31.33 psf [USA]
- 20 kN/m² - 41.77 psf [USA]

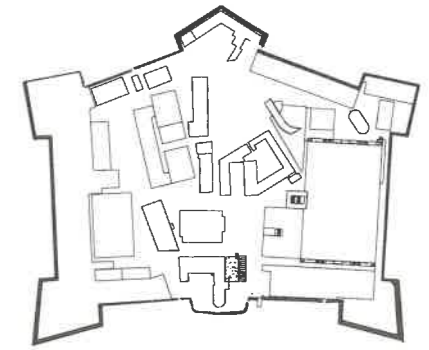
MASSIVE FLOOR

ACCESSIBLE ONLY BY FOOT

DRIVEWAY



BOTTOM FLOOR
0 1 2 3 4 5 10mt



- PERIMETER AREAS OF BUILDINGS
- APPENDAGES:**
- MAXIMUM FLOW RATES ALLOWED
- WALKABLE LIMIT:**
- 3 kN/m² - 6.27 psf [USA]
- 4 kN/m² - 8.35 psf [USA]
- 4.5 kN/m² - 9.40 psf [USA]
- 5 kN/m² - 10.44 psf [USA]
- 15 kN/m² - 31.33 psf [USA]
- 20 kN/m² - 41.77 psf [USA]
- MASSIVE FLOOR
- ACCESSIBLE ONLY BY FOOT
- DRIVEWAY

ENGLISH VERSION

APPENDAGES

Constructive system to which loads are required to be anchored	Constraints to be adopted
<input checked="" type="checkbox"/> MECHANICAL EXPANSION DOWELS FIXED IN THE WALL	<input checked="" type="checkbox"/> CAP, "S" HOOK
<input checked="" type="checkbox"/> PLATE EYELET ON CAST THREADED BAR (RESIN)	<input checked="" type="checkbox"/> CAP, "S" HOOK
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

CONCENTRATED LOAD ONLY IN CORRESPONDENCE WITH THE TYPE OF PLUG			Equipment	QK = kN [lb]	WARNINGS FOR CORRECT USE DISTRIBUTION OF LOADS
type A (mechanical)	type B (cast-in)				
				0.25 kN	1. All suspended loads must have the main hook or cable, in addition to the <u>security</u> one 2. The graphic representation of anchors is purely indicative (check correct arrangement)
				1 kN	

WALKABLE LIMIT

Permissible values referring to the different categories of use: N.T.C. 2018 Tab. 3.1.II

<input type="checkbox"/> AREAS	<input type="checkbox"/>
<input type="checkbox"/> FLOORS	<input type="checkbox"/>
<input type="checkbox"/> SLAB	<input type="checkbox"/>
<input type="checkbox"/> TUNNEL	<input type="checkbox"/>
<input checked="" type="checkbox"/> SOLIDARY BUILDING ON EXISTING BALLAST - MASSIVE FLOOR	

UNIFORMLY DISTRIBUTED LOAD		VERTICAL CONCENTRATED LOADS n 2 loading footprints 1.80 m apart	
Category	qK=kN/m ² [lb/ft ²]	square footprint	QK = kN [lb]
C 1			
C 2			
C 3			
C			
F			
G			
.			

***D.U.V.R.I. Sole Document Evaluating Interference Risks in Contracting Work
pursuant to Art. 26 par. 3 - ter. Lgs.D. 81/08 and integrations***

***Congress and Fair Organization c/o
"Ambiente Fieristico", Florence***

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1. INTRODUCTION

This sole document of interference risks evaluation (D.U.V.R.I.) has been drawn up pursuant to art. 26 par.3-ter. Lgs.D. 81/08 and subsequent integrations in order to indicate the measures to be adopted to eliminate risk factors due to interferences from concomitant activities by the commissioner or sub-contractors in shared work spaces during directly contracted or sub-contracted work or services. This document is supplied by the event organizer and has been drawn up for the purpose of promoting cooperation and coordination to eliminate interferences, injury and accidents. It remains the responsibility of the event organizer to draw up a DUVRI as per art. 26 Lgs.D. 81/08 and subsequent modifications and integrations (s.m.i.).

2. CONTRACTED AND SUB-CONTRACTED WORK/SERVICES

This document regards the following contracted or contractable work:

- a) Installing gazebos
- b) Installing external walkways
- c) Installing stages
- d) Work on the electrical system
- e) Billboards
- f) Cleaning
- g) Plumbing
- h) Work on phone equipment, data lines and wireless
- i) Checking and recharging firefighting equipment (fire extinguishers and firebreak door maintenance)
- j) Porterage service
- k) Garbage transport
- l) Doormen and security guard services
- m) Alarm maintenance
- n) Elevator maintenance
- o) Audiovisual equipment
- p) Supplying food and beverages
- q) Carpet laying
- r) Green maintenance
- s) Upkeeping road markings and signs
- t) Metal working
- u) Construction work
- v) Painting
- w) Clearing and cleaning the sewage system
- x) Plasterboard work
- y) Lighting system maintenance
- z) Fire and burglar alarm system maintenance
- aa) Installing furnishings
- bb) Carpentry
- cc) Glass replacement
- dd) Installing panels
- ee) Installing trusses

3. FAIRGROUNDS ADMINISTRATOR

Firenze Fiera S.p.A.

Congress and Exhibition Center – Piazza Adua, 1 – 50100 Florence

P.IVA 04933280481

Employer: Lorenzo Becattini

Head of Safety and Prevention: Geom. Luca Ghiarini

4. WORKPLACE DETAILS

LOCATION

Municipality of Florence (FI), c/o Fortezza da Basso, Palazzo degli Affari e Palazzo dei Congressi.

TYPE OF WORK

FAIR AND CONGRESS ORGANIZATION

PERIOD OF WORK

Estimated length of work: varies during the year

Working hours: depend on the work to be done

5. DESCRIPTION OF WORK

This document has been drawn up for fair and congress organization for fair activities and for contracting services for ordinary and extraordinary maintenance.

6. DESCRIPTION OF TASKS UNDERTAKEN

Tasks are undertaken using equipment, machinery and electrical tools upon specific request by the Commissioner, sometimes using the electrical system of Firenze Fiera SpA.

7. DESIGN AND ORGANIZATION CHOICES

7.1 Indoor and outdoor spaces made available to the Subcontractor by the Commissioning Body

Businesses may access the Fortezza da Basso through one of the main entrances available at the time, or in any case identified according to the various fair events, and then must transit according to the traffic rules indicated by Firenze Fiera SpA using adequate road and emergency signs (as stated in the Traffic Code and Lgs.D. 81/08 s.m.i.). In any case, the organizers may modify the abovementioned vehicle circulation for fair/congress logistical reasons by communicating the change to Firenze Fair SpA.

7.2 Equipment / Systems made available to the Subcontractor by the Commissioning Body

Businesses carrying out work may use the existing electrical system whose maintenance is the responsibility of Firenze Fiera SpA. No other equipment belonging to Firenze Fiera SpA shall be used unless specific request is made by the subcontractor to the commissioning body.

7.3 Organization of the workplace /Stockage of materials

As specified further on, the various work areas will be signed when active. As regards material deposits, only materials strictly necessary for work shall be deposited next the work area, otherwise they should be left in the company truck. Only in the case of extreme necessity and with explicit authorization from Firenze Fiera SpA will stockage of materials be allowed in specially prepared areas or in fair buildings.

7.4 Traffic circulation in the area

Vehicles transporting materials to the area shall use the ordinary road network until accessing the Fortezza da Basso entrance or the fair area in general.

In the work area, materials may only be moved manually or with the help of a manual pallet truck. Vehicles must observe a maximum speed of 20 km/h within the fair area.

7.5 Toilet facilities–Rest/Change rooms for workers

There are toilet facilities and rest and change rooms in the area made available by Firenze Fiera SpA. These services are adequate for the maximum number of workers present.

7.6 Safety signs

In the common areas, appropriate hazard signs are already in place as per LgsD 81/08 s.m.i. The hazard signs are in good condition and placed so as to be perfectly visible.

At the same time, all emergency signs present in the fair area will remain for the duration of the event underway as they do not represent interference for work being carried out.

The sub-contractor shall evaluate the need to provide safety signs pursuant to LgsD 81/08 s.m.i. for equipment in use while carrying out work.

7.7 Electrical system

While carrying out work, the subcontractor shall use the existing electrical system, which has been regularly checked as provided for under current law.

Electric tools and equipment cords shall be used as indicated in their use and maintenance booklets, in relation to the intended use of the various indoor spaces.

8. SAFETY RISKS

Machinery and equipment used to carry out work (*)

- Portable ladders
- Scaffolding towers
- Work vans, other vehicles
- Hand tools
- Electric tools
- Hoisting mechanisms and devices
- Forklifts

(*) for the specific risks of individual devices/equipment see the risk evaluation drawn up by the company carrying out the work

9. HEALTH RISKS

Manual handling of loads

To reduce the risks associated with the manual handling of loads, the following safety and prevention measures must be respected:

- Comply with weight restrictions for lifting:
 - Kg 25 adult males aged 18 - 45
 - Kg 20 adult females aged 18 – 45
 - Kg 20 males aged under 18 and over 45
 - Kg 15 females aged under 18 and over 45
- Organize the work, work area and the surrounding area;
- Use equipment and mechanical means to lift and carry loads wherever possible;
- Two persons must work together wherever loads are too heavy, bulky or difficult to grasp and supporting devices cannot be used;
- Maintain the correct distance between body and load;
- No handling with a bent back;
- No handling in an unstable position;
- No handling by twisting the body;
- Verify that workers have been correctly informed, instructed and trained;
- Organize work so that workers are rotated between jobs as far as is possible relative to the work to be carried out;
- Check the safety of routes
- Check that route surfaces allow loads to be carried safely
- Minimize the distance that loads will be carried
- Comply with the following indications during manual handling of loads:
 - keep back erect
 - keep loads as close to the body as possible when lifting
 - keep feet firmly positioned
 - securely grasp loads when lifting
 - lift gradually without jerking
 - avoid twisting the back
 - avoid lifting or depositing objects on the ground or above the head
 - do not carry loads over slippery or uneven flooring, or use inadequate footwear, or handle bulky objects which obstruct visibility.
 - avoid transporting material while using portable ladders.

Noise risks (for a detailed evaluation of risks see the subcontractor's specific evaluation)

To reduce risks deriving from noise in the workplace, the following safety and prevention measures must be adopted:

- equipment and tools that emit the least noise under normal working conditions are to be preferred.
- workers are to be instructed and trained in the correct use of work tools in order to minimize exposure to noise;
- personnel must be made aware of and trained in the use of individual protection devices (earplugs and/or headphones) for work with noise emissions over 80dB;
- equipment must be periodically checked, and maintained in good working order;
- work must be organized to limit the duration and intensity of noise exposure, with adequate rest periods and appropriate working hours;
- work and tasks must be organized to avoid overlapping high noise risk activities, such as the use of electric tools and/or stationary machinery;
- workers should be rotated through jobs requiring the use of high noise risk equipment;
- the best individual noise protection devices (headphones and/or earplugs) for the work being carried out must be chosen and worn;
- adequate safety signs must be used to indicate work with noise emissions exceeding 85dB;
- technical measures may be used to contain noise (for example screens, noise absorbing systems, insulation of machinery);
- any restrictions indicated by a company doctor must be complied with
- the hours of silence prescribed by local regulations for the season must be abided by.

Vibration risks (for a detailed evaluation of risks see the subcontractor's specific evaluation)

Vibration risks in the workplace derive from the use of electric/battery-charged tools for hand-arm vibrations (HAV) or the use of means of transport (vans, vehicles) for whole body vibrations (WBV).

Besides the specific measures indicated in the risk evaluations drawn up by the individual businesses carrying out work, the following must be complied with:

- Always choose the most modern equipment that produces the least amount of vibrations;
- Limit exposure to risk by increasing the rotation of personnel using high risk equipment ;
- Periodically check and maintain equipment and vehicles, with particular regard to the efficiency and functionality of seats;
- Choose adequate individual protection devices;

Chemical substances, products and preparations

Substances labelled as hazardous are not normally used.

The safety chart of any products containing at least one hazardous substance (for example wire pulling gel or spray lubricants) will be available to all workers at the worksite.

10. WORKER INSTRUCTION AND TRAINING INDICATIONS

Subcontractors must correctly inform, instruct and train personnel regarding the risks of individual tasks pursuant to Art. 36-37-73 of LgsD 81/08 s.m.i..

MANAGEMENT OF EMERGENCIES (see list of personnel charged with duties in the risk evaluation drawn up by the commissioning body).

11. FIRE PREVENTION MEASURES

The following minimum fire prevention measures shall be taken to ensure people's safety in case of fire.

Before beginning work, a person in charge (of emergencies or specifically charged with the task) must check:

- that no safety signs have been tampered with or are no longer visible.
- that the necessary fire fighting equipment is present and in perfect working order
- that the electrical system and grounding conductor are in good working order and working properly.

During work days, a person in charge (of emergencies or specifically charged with this task) must check:

- that there is no smoking, use of devices with a naked flame, welding or handling of incandescent materials without the adoption of the prescribed safety measures while inflammable substances are being used.
- that work areas are kept as clean as possible and free of combustable materials

At the end of the work day, a person in charge (of emergencies or specifically charged with the task) must check:

- that workers have been using the electrical system and powering their tools and/or machinery correctly
- that combustable waste and scrap have been taken away from the worksite and correctly stored so they cannot give rise to fire.
- that inflammable products have been correctly disposed of.

Alarm alert procedure

Whoever notices an abnormal situation such as:

- Fire
- Smoke
- A gas leak or an abnormal odor of solvents
- An emission of hazardous substances
- Injury or sudden illness

MUST ALERT one of the designated persons in charge (of emergencies or specifically charged with this task) who shall investigate the matter in person to understand first-hand what has happened and, as needs, will:

- initiate the emergency procedure described below
- sound a general alarm by voice

Emergency procedure in the case of fire

In the case of fire, the procedure below must be followed:

Once the alarm has been given, the team head (one of the designated persons in charge) shall have the fire

department alerted and give orders for evacuation.

One of the designated persons in charge of fire fighting shall have all systems, machinery and equipment present either disactivated or removed to a safe place.

The others shall strive to limit propagation of the fire as much as possible, particularly by removing any easily inflammable or combustible material (paper and cardboard, paints, etc.).

If necessary, the closest fire extinguisher shall be used in the appropriate manner.

Evacuation procedure

As soon as they hear the alarm, personnel in the area should move away in an orderly manner without panicking and meet at the pre-arranged gathering area (as indicated on the floorplans) or in a safe place by following the indications or, in any case, the shortest route.

Never do anything which could cause danger to yourself or others.

Once the fire has been extinguished, carefully check to make sure there are no hidden fires and do not leave until it has been established that fire cannot recommence.

Once at the gathering point, the team head or one of the team will ascertain any absences.

Do not return to the workpace until expressly authorized to do so by a person in charge.

Health emergency procedure

Procedure to be followed in the case of injury:

- Every injury, even a small one, must be reported to the person in charge (of emergencies or specifically charged with this task)

12. FIRST AID MEASURES

In case of sudden illness or injury, the designated person in charge must be informed. Depending on the case, this person will give first aid in the cases where this is possible, or alert external emergency services, making sure the injured person is as comfortable as possible in the meantime.

Whoever is not an expert in first aid should not act on the injured person but limit themselves to seeking help.

First aid kit contents

The company shall maintain a first aid kit containing the following items:

- Disposable sterile gloves (5 pairs).
- Protective face mask
- 1 liter container of topical povidone iodine at 10% iodine (1).
- 500ml containers of physiological saline (sodium chloride - 0,9%) (3).
- Individual sterile 10x10 gauze pads (10).
- Individual sterile 18x14 gauze pads (2).
- Disposable sterile sheets (2).
- Disposable sterile medicating tweezers (2).
- 1 medium-sized elastic net bandage (1).
- A bag of cotton wool (1).
- Boxes of ready-to-use sticking plasters in various sizes (2).
- 2.5cm-wide adhesive bandage rolls (2).
- A pair of scissors.
- Tourniquets (3).
- Instant-acting chemical cold packs (two packs).
- Disposable bag for sanitary waste (1).
- Thermometer.
- Blood pressure cuff (sphygmomanometer).

13. EMERGENCY PHONE NUMBERS

POLICE EMERGENCY HELP	113
CARABINIERI EMERGENCY HELP	112
FIRE DEPARTMENT FIRE EMERGENCY	115
HEALTH EMERGENCY - AMBULANCE	118
ROAD ASSISTANCE	116
CAREGGI HOSPITAL (C.T.O. and ANTI-POISON CENTRE)	055.42.77.111

14. SAFETY COSTS

These are indicated in the work contract and are those that refer to setting up the prevention and organization necessary to eliminate or reduce the interferences listed above; they are estimated, as are all other costs relating to the work contract, on the basis of the kind of work, experience and technique.

15. INDIVIDUAL PROTECTION DEVICES (D.P.I.)

The purpose of PPE is to reduce health and safety risks deriving from work being carried out in the area when the risk to the worker cannot be avoided or reduced through other preventive or protective means.

The individual protection devices needed for work in the area are indicated below, subdivided into obligatory PPE, and PPE whose use is sensible or due to special working conditions

Obligatory PPE

These PPE shall be used in the cases provided for by law or in specific procedures relating to individual tasks.

Risk Estimation Criteria

Risk is quantified by comparing the severity of injury and the probability of it occurring as seen in the following table:

Estimation of SEVERITY ESTIMATION OF RISK	slight	1	4	3	2	1
	fairly serious	2	8	6	4	2
	serious	3	12	9	6	3
	very serious	4	16	12	8	4
			4	3	2	1
			highly probable	probable	not very probable	improbable
A	R=12-16	very high risk	PROBABILITY OF OCCURRENCE			
B	R=8-9	high risk				
C	R=3-4-6	medium risk				
D	R=1-2	low risk				

16. SUMMARY OF GENERAL RISKS INTRODUCED BY SUBCONTRACTORS

<i>Type</i>	<i>Job</i>	<i>Type of risk</i>	<i>Hazards</i>
A	INSTALLING GAZEBOS	<p>Vehicles (crashes, collisions, accidents)</p> <p>Load handling using hoisting mechanisms</p> <p>Manual load handling</p> <p>Working at height (falling material, falls from heights)</p> <p>Knocks, cuts abrasions</p>	<p>Related to transportation of materials with a pallet truck, forklift or a simple trolley</p> <p>Related to vehicular traffic in general</p> <p>Material falling off hoisting mechanisms</p> <p>General work requiring the use of ladders</p> <p>The subcontractor must verify any specific exposure related to activity in the vicinity</p>
B	INSTALLING EXTERNAL WALKWAYS	<p>Vehicles (crashes, collisions, accidents)</p> <p>Load handling using hoisting mechanisms</p> <p>Manual load handling</p>	<p>Related to transportation of materials with a pallet truck, forklift or a simple trolley</p> <p>Related to vehicular traffic in general</p> <p>Material falling off hoisting mechanisms</p> <p>The subcontractor must verify any specific exposure related to activity in the vicinity</p>
C	INSTALLING STAGES	<p>Vehicles (crashes, collisions, accidents)</p> <p>Load handling using hoisting mechanisms</p> <p>Manual load handling</p> <p>Working at height (falling material, falls from heights)</p> <p>Knocks, cuts abrasions</p>	<p>Related to transportation of materials with a pallet truck, forklift or a simple trolley</p> <p>Related to vehicular traffic in general</p> <p>Material falling off hoisting mechanisms</p> <p>General work which requires the use of ladders and/or scaffolding towers and/or aerial work platforms.</p> <p>The subcontractor must verify any specific exposure related to activity in the vicinity</p>
D	WORK ON THE ELECTRICAL SYSTEM	<p>Vehicles (crashes, collisions, accidents)</p> <p>Manual load handling</p> <p>Working at height (falling material, falls from heights)</p> <p>Fire risk</p> <p>Explosions</p>	<p>Related to transportation of materials with a pallet truck, forklift or a simple trolley</p> <p>Related to vehicular traffic</p> <p>General work which requires the use of ladders</p> <p>The subcontractor must verify any specific exposure related to activity in the vicinity</p>

E	INSTALLING BILLBOARDS	<p>Vehicles (crashes, collisions, accidents)</p> <p>Manual load handling</p>	<p>Related to transportation of materials with a pallet truck, forklift or a simple trolley</p> <p>Related to vehicular traffic</p> <p>The subcontractor must verify any specific exposure related to activity in the vicinity</p>
F	CLEANING	<p>Vehicles (crashes, collisions, accidents)</p> <p>Manual load handling</p> <p>Work at height such as cleaning glass and windows (falling material, falls from height)</p> <p>Exposure to chemical agents</p> <p>Risk of fire</p>	<p>Related to transporting with a pallet truck, forklift or simple trolley</p> <p>Related to vehicular traffic</p> <p>General work which requires the use of ladders.</p> <p>The subcontractor must verify exposure related to activities in the vicinity</p>

<i>Type</i>	<i>Job</i>	<i>Type of Risk</i>	<i>Hazards</i>
G	PLUMBING	<p>Vehicles (crashes, collisions, accidents)</p> <p>Manual load handling</p> <p>Work at height (falling material, falls from height)</p>	<p>Related to transporting with a pallet truck, forklift or simple trolley</p> <p>Related to vehicular traffic</p> <p>General work which requires the use of ladders</p> <p>The subcontractor must verify exposure related to activities in the vicinity</p>
H	WORK ON PHONE EQUIPMENT AND DATA LINES	<p>Vehicles (crashes, collisions, accidents)</p> <p>Work at height (falling material, falls from height)</p>	<p>Related to transporting with a pallet truck, forklift or simple trolley</p> <p>Related to vehicular traffic</p> <p>General work which requires the use of ladders.</p> <p>The subcontractor must verify exposure related to activities in the vicinity</p>

<i>Type</i>	<i>Job</i>	<i>Type of Risk</i>	<i>Hazards</i>
I	CHECKING AND RECHARGING FIRE EXTINGUISHERS	<p>Vehicles (crashes, collisions, accidents)</p> <p>Manual load handling</p>	<p>Related to transporting with a pallet truck, forklift or simple trolley</p> <p>Related to vehicular traffic</p> <p>The subcontractor must verify exposure related to activities in the vicinity</p>
J	PORTERAGE SERVICE	<p>Vehicles (crashes, collisions, accidents)</p> <p>Load handling using hoisting mechanisms</p> <p>Manual load handling</p>	<p>Related to transporting with a pallet truck, forklift or simple trolley</p> <p>Related to vehicular traffic</p> <p>Material falling off hoisting mechanisms</p> <p>General work which requires the use of ladders</p> <p>The subcontractor must verify exposure related to activities in the vicinity</p>
K	GARBAGE TRANSPORT	<p>Vehicles (crashes, collisions, accidents)</p> <p>Load handling using hoisting mechanisms</p> <p>Manual load handling</p> <p>Risk of fire</p> <p>Machinery (Contact with moving parts, thrown material)</p> <p>Knocks, cuts abrasions</p>	<p>Related to transporting with a pallet truck, forklift or simple trolley</p> <p>Related to vehicular traffic</p> <p>Material falling off hoisting mechanisms</p> <p>The subcontractor must verify exposure related to activities in the vicinity</p>

<i>Type</i>	<i>Job</i>	<i>Type of Risk</i>	<i>Hazards</i>
L	DOORMEN AND SECURITY GUARDS	Vehicles (crashes, collisions, accidents)	<p>Related to transporting with a pallet truck, forklift or simple trolley</p> <p>Related to vehicular traffic</p> <p>The subcontractor must verify exposure related to activities in the vicinity</p>
M	ALARM MAINTENANCE	<p>Vehicles (crashes, collisions, accidents)</p> <p>Manual load handling</p> <p>Work at height (falling material, falls from height)</p> <p>Risk of fire</p>	<p>Related to transporting with a pallet truck, forklift or simple trolley</p> <p>Related to vehicular traffic</p> <p>General work which requires the use of ladders.</p> <p>The subcontractor must verify exposure related to activities in the vicinity</p>

<i>Type</i>	<i>Job</i>	<i>Type of Risk</i>	<i>Hazards</i>
N	ELEVATOR MAINTENANCE	<p>Vehicles (crashes, collisions, accidents)</p> <p>Load handling using hoisting mechanisms</p> <p>Manual load handling</p> <p>Work at height (falling material, falls from height)</p> <p>Machinery (Contact with moving parts, thrown material)</p>	<p>Related to transporting with a pallet truck, forklift or simple trolley</p> <p>Related to vehicular traffic</p> <p>Material falling off hoisting mechanism</p> <p>General work which requires the use of ladders.</p> <p>The subcontractor must verify exposure related to activities in the vicinity</p>
O	AUDIOVISUAL EQUIPMENT	<p>Vehicles (crashes, collisions, accidents)</p> <p>Manual load handling</p> <p>Work at height (falling material, falls from height)</p>	<p>Related to transporting with a pallet truck, forklift or simple trolley</p> <p>Related to vehicular traffic</p> <p>General work which requires the use of ladders.</p> <p>The subcontractor must verify exposure related to activities in the vicinity</p>
p	SUPPLYING FOOD AND BEVERAGES	<p>Vehicles (crashes, collisions, accidents)</p>	<p>Related to transporting with a pallet truck, forklift or simple trolley</p> <p>Related to vehicular traffic</p> <p>Material falling off hoisting mechanism</p> <p>General work which requires the use of ladders.</p> <p>The subcontractor must verify exposure related to activities in the vicinity</p>
Q	CARPET LAYING	<p>Vehicles (crashes, collisions, accidents)</p> <p>Manual load handling</p> <p>Exposure to chemical agents</p> <p>Risk of fire</p>	<p>Related to transporting with a pallet truck, forklift or simple trolley</p> <p>Related to vehicular traffic</p> <p>The subcontractor must verify exposure related to activities in the vicinity</p>

R	GREEN MAINTENANCE	<p>Vehicles (crashes, collisions, accidents)</p> <p>Manual load handling</p> <p>Risk of fire</p> <p>Machinery and equipment (contact with moving parts, thrown material)</p> <p>Knocks, cuts, abrasions</p> <p>Risk of noise</p>	<p>Related to transport of materials using vehicles</p> <p>Related to vehicular traffic</p> <p>The subcontractor must verify exposure related to activities in the vicinity</p>
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<i>Type</i>	<i>Job</i>	<i>Type of Risk</i>	<i>Hazards</i>
S	UPKEEPING ROAD MARKINGS AND SIGNS	<p>Vehicles (crashes, collisions, accidents)</p> <p>Load handling using hoisting mechanisms</p> <p>Manual load handling</p> <p>Work at height (falling material, falls from height)</p> <p>Knocks, cuts, abrasions</p>	<p>Related to transporting with a pallet truck, forklift or simple trolley</p> <p>Related to vehicular traffic</p> <p>Material falling off hoisting mechanisms</p> <p>General work which requires the use of ladders and/or scaffolding towers and/or aerial work platforms.</p> <p>The subcontractor must verify exposure related to activities in the vicinity</p>
T	METAL WORKING	<p>Vehicles (crashes, collisions, accidents)</p> <p>Manual load handling</p> <p>Risk of fire</p> <p>Machinery and equipment (contact with moving parts, thrown material)</p> <p>Knocks, cuts, abrasions</p> <p>Risk of noise</p>	<p>Related to transport of materials using vehicles</p> <p>Related to vehicular traffic</p> <p>The subcontractor must verify exposure related to activities in the vicinity</p>

<i>Type</i>	<i>Job</i>	<i>Type of Risk</i>	<i>Hazards</i>
U	CONSTRUCTION WORK	<p>Vehicles (crashes, collisions, accidents)</p> <p>Load handling using hoisting mechanisms</p> <p>Manual load handling</p> <p>Work at height (falling material, falls from height)</p> <p>Knocks, cuts, abrasions</p> <p>Chemical agents</p> <p>Physical agents: noise</p> <p>Risk of fire</p> <p>Machinery (Contact with moving parts, thrown material)</p> <p>Electrical risk</p>	<p>Related to transporting with a pallet truck, forklift or simple trolley</p> <p>Related to vehicular traffic</p> <p>Material falling off hoisting mechanisms</p> <p>General work which requires the use of ladders and/or scaffolding towers</p> <p>The subcontractor must verify exposure related to activities in the vicinity</p>
V	PAINTING	<p>Vehicles (crashes, collisions, accidents)</p> <p>Manual load handling</p> <p>Work at height</p> <p>Exposure to chemical agents</p> <p>Risk of fire</p>	<p>Related to vehicular traffic</p> <p>General work which requires the use of ladders and/or scaffolding towers</p> <p>The subcontractor must verify exposure related to activities in the vicinity</p>

<i>Type</i>	<i>Job</i>	<i>Type of Risk</i>	<i>Hazards</i>
W	CLEARING AND CLEANING THE SEWAGE SYSTEM	<p>Vehicles (crashes, collisions, accidents)</p> <p>Load handling using hoisting mechanisms</p> <p>Manual load handling</p> <p>Knocks, cuts, abrasions</p> <p>Chemical agents</p> <p>Physical agents: noise</p> <p>Machinery (Contact with moving parts, thrown material)</p> <p>Electrical risk</p>	<p>Related to transporting with a pallet truck, forklift or simple trolley</p> <p>Related to vehicular traffic</p> <p>Material falling off hoisting mechanisms</p> <p>General work which requires the use of ladders and/or scaffolding towers</p> <p>The subcontractor must verify exposure related to activities in the vicinity</p>
X	PLASTERBOARD WORK	<p>Vehicles (crashes, collisions, accidents)</p> <p>Manual load handling</p> <p>Work at height</p> <p>Exposure to chemical agents</p> <p>Risk of fire</p>	<p>Related to vehicular traffic</p> <p>General work which requires the use of ladders and/or scaffolding towers</p> <p>The subcontractor must verify exposure related to activities in the vicinity</p>

<i>Type</i>	<i>Job</i>	<i>Type of Risk</i>	<i>Hazards</i>
Y	LIGHTING SYSTEM MAINTENANCE	<p>Vehicles (crashes, collisions, accidents)</p> <p>Manual load handling</p> <p>Work at height (falling material, falls from height)</p> <p>Risk of fire</p> <p>Explosions</p>	<p>Related to transporting with a pallet truck, forklift or simple trolley</p> <p>Related to vehicular traffic</p> <p>General work which requires the use of ladders and/or scaffolding towers and/or aerial work platforms</p> <p>The subcontractor must verify exposure related to activities in the vicinity</p>
Z	FIRE AND BURGLAR ALARM SYSTEM MAINTENANCE	<p>Vehicles (crashes, collisions, accidents)</p> <p>Manual load handling</p> <p>Work at height (falling material, falls from height)</p> <p>Risk of fire</p> <p>Explosions</p>	<p>Related to transporting with a pallet truck, forklift or simple trolley</p> <p>Related to vehicular traffic</p> <p>General work which requires the use of ladders and/or scaffolding towers and/or aerial work platforms</p> <p>The subcontractor must verify exposure related to activities in the vicinity</p>

<i>Type</i>	<i>Job</i>	<i>Type of Risk</i>	<i>Hazards</i>
AA	INSTALLING FURNISHINGS	<p>Vehicles (crashes, collisions, accidents)</p> <p>Load handling using hoisting mechanisms</p> <p>Manual load handling</p> <p>Work at height (falling material, falls from height)</p> <p>Knocks, cuts, abrasions</p>	<p>Related to transporting with a pallet truck, forklift or simple trolley</p> <p>Related to vehicular traffic</p> <p>Material falling off hoisting mechanisms</p> <p>General work which requires the use of ladders</p> <p>The subcontractor must verify exposure related to activities in the vicinity</p>
BB	CARPENTRY	<p>Vehicles (crashes, collisions, accidents)</p> <p>Manual load handling</p> <p>Risk of fire</p> <p>Machinery and equipment (contact with moving parts, thrown material)</p> <p>Knocks, cuts, abrasions</p> <p>Risk of noise</p>	<p>Related to transport of materials using vehicles</p> <p>Related to vehicular traffic</p> <p>The subcontractor must verify exposure related to activities in the vicinity</p>
CC	GLASS REPLACEMENT	<p>Vehicles (crashes, collisions, accidents)</p> <p>Manual load handling</p> <p>Risk of fire</p> <p>Machinery and equipment (contact with moving parts, thrown material)</p> <p>Knocks, cuts, abrasions</p> <p>Risk of noise</p>	<p>Related to transport of materials using vehicles</p> <p>Related to vehicular traffic</p> <p>The subcontractor must verify exposure related to activities in the vicinity</p>
DD	INSTALLING PANELS	<p>Vehicles (crashes, collisions, accidents)</p> <p>Manual load handling</p> <p>Risk of fire</p> <p>Machinery and equipment (contact with moving parts, thrown material)</p> <p>Knocks, cuts, abrasions</p> <p>Risk of noise</p>	<p>Related to transporting with a pallet truck, forklift or simple trolley</p> <p>Material falling off hoisting mechanisms</p> <p>General work which requires the use of ladders and/or scaffolding towers and/or aerial work platforms</p> <p>The subcontractor must verify exposure related to activities in the vicinity</p>

EE	INSTALLING TRUSSES	<p>Vehicles (crashes, collisions, accidents)</p> <p>Manual load handling</p> <p>Work at height (falling material, falls from height)</p> <p>Knocks, cuts, abrasions</p> <p>Risk of noise</p>	<p>Related to transporting with a pallet truck, forklift or simple trolley</p> <p>Material falling off hoisting mechanisms</p> <p>General work which requires the use of ladders and/or scaffolding towers and/or aerial work platforms</p> <p>The subcontractor must verify exposure related to activities in the vicinity</p>
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17. WORK INTERFERENCES

the exhibition environment, any possible interference is limited.

Starting from July 2023, temporary and mobile working sites can be found inside the Fortezza da Basso - area of the pavilions Rastriglia and EX Magazzini Tribunale for the first stage, and subsequently for the building named Liceo - managed under Title IV of Italian Leg. Decree 81/08 and subsequent amendments and located in properly indicated areas. These working sites could lead to changes to the viability inside the site.

Measures to be implemented must be necessarily coordinated on-site, based on the information received by Firenze Fiera SpA, and on the legislation in force in terms of safety and hygiene in the workplace, in coordination with the site workers, paying particular attention in order to:

- alternate the interfering activities temporally or spatially; Given the type of services provided, and the time and spatial displacement of the same within the premises of
- not to obstruct the transit routes;
- should an intervention with ladders in common pathways be required, the affected area shall be well marked and indicated at a safe distance, in order to allow the identification of the area, as well as the adoption of the appropriate preventive and protective measures.

17.1 MEASURES ADOPTED TO ELIMINATE IDENTIFIED WORK INTERFERENCES

Job Type (see section 17)	Interference Risks	Safety and Coordination Measures	Company charged with applying the safety and coordination measures	Areas Involved	Risk (severity x probability)
A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z, AA, BB, CC, DD, EE	1. Collisions between forklifts and other vehicles in movement present in the fair area.	<ul style="list-style-type: none"> • Inform, instruct, and train in vehicle usage • A flagman must be present for movement in restricted spaces and/or with low visibility and/or in the presence of work at heights • Respect speed limit of 10km/h • Forklifts must be provided with flashing lights and/or audible warning sounds to alert to moving vehicle • Preventively arrange the entering/exiting of vehicles with subcontractor's person in charge 	Subcontractor	Squares, parking lots	2 x 2 = 4
A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z, AA, BB, CC, DD, EE	2. Tripping and falling over obstacles on the ground	<ul style="list-style-type: none"> • Inform, instruct, and train personnel • The depositing of material on emergency exit routes is forbidden • Prevention measures with the subcontractor's person in charge • Use appropriate PPE 	Subcontractor	Work areas	2 x 1 = 2
			Subcontractor	Squares, parking lots	2 x 1 = 2
D, G, H, K, M, N, O, R, T, U, W, BB, CC, DD, EE	3. Noise/vibrations	<ul style="list-style-type: none"> • Put in place the measures indicated in the evaluations drawn up by the subcontractors • PPE against noise is mandatory for noise above 85 Db • PPE is mandatory in the case where work is being carried out near other subcontractors producing noise above 85dB 	Subcontractor	Work areas	1 x 2 = 2

Job Type (see section 17)	Interference Risks	Safety and Coordination Measures	Company charged with applying the safety and coordination measures	Areas Involved	Risk (severity x probability)
A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z, AA, BB, CC, DD, EE	4. Forklifts or other vehicles striking workers	<ul style="list-style-type: none"> Drivers (of vehicles, trucks, forklifts) must be specifically informed, instructed and trained. Respect speed limit of 10km/h Fence off work at height using barriers and signal tape. A flagman must be present for movement in restricted spaces and/or with low visibility and/or in the presence of work at heights High visibility garments are mandatory in areas of vehicle transit 	Subcontractor	<p>Squares, parking lots</p> <hr/> <p>Squares, parking lots</p>	3 x 1 = 3
A, B, C, D, E, F, G, H, I, J, K, M, N, O, Q, R, S, T, U, V, W, X, Y, Z, AA, BB, CC	5. Cuts due to material and waste on the ground.	<ul style="list-style-type: none"> Use appropriate PPE (safety boots, gloves) Remove scrap from worksite and transit areas Adequately dispose of waste 	Subcontractor	Squares, parking lots, work areas	3 x 1 = 3
A, D, E, F, G, H, I, J, K, M, N, O, R, S, T, U, V, X, Y, Z, AA, BB, CC, DD, EE	6. Workers falling from tower scaffolding or ladders hit by pallet trucks, forklifts and/or vehicles	<ul style="list-style-type: none"> Fence off work at height using barriers and signal tape Inform, instruct and train workers Respect speed limits 	Subcontractor	Work areas	3 x 2 = 6

Job Type (see section 17)	Interference Risks	Safety and Coordination Measures	Company charged with applying the safety and coordination measures	Areas Involved	Risk (severity x probability)
A, C, D, F, G, H, M, N, O, P, Q, T, U, V, W, X, Y, Z, AA, BB, CC	7. Electrocutation	<ul style="list-style-type: none"> • Inform and train personnel in the correct use of plugs, extensions, equipment and machinery • Electrical cables along transit routes of forklifts and vehicles must be protected • Electrical cables and extensions must be in good working order with no cuts or abrasions • Electrical connections must be work grade 	<p>Subcontractor</p> <p>Each subcontractor for his/her own work area</p>	Squares, parking lots, Work areas	3 x 2 = 6
A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z, AA, BB, CC, DD, EE	8. Occupying of transit/exit routes	<ul style="list-style-type: none"> • In case transit or exit ways are obstructed, Firenze Fiera SpA must become involved and signs may be required to indicate alternate foot and vehicular traffic routes. • Inform, instruct, and train workers in the correct use of transit and emergency routes • Do not obstruct emergency lanes, emergency exits or passageways with stopped vehicles and/or materials. 	<p>Subcontractor</p> <p>Each subcontractor for his/her own work area</p>	Squares, parking lots, Work areas	2 x 2 = 4

Job Type (see section 17)	Interference Risks	Safety and Coordination Measures	Company charged with applying the safety and coordination measures	Areas Involved	Risk (severity x probability)
D, F, G, H, K, M, N, Q, R, T, U, V, W, X, BB, CC	9. Use of hazardous substances	<ul style="list-style-type: none"> • Inform, instruct, and train workers in the correct use of products. • Safety charts must be present at the place where the work is being carried out. • It is absolutely forbidden to create stockage • Inform third parties if any of associated risks 	Subcontractor	Work areas	2 x 2 = 4

18. GENERAL RULES OF CONDUCT

- 1.** Do not work on (repair or substitute) electrical parts without first turning off the electricity. Use only double-insulated portable electrical tools in perfect working order.
- 2.** Electrical cables and extensions must not be left on the ground, in transit areas/passageways or anywhere where there is a risk of crushing them. Ensure that electrical cables are adequately protected from mechanical damage. At the beginning and end of the workday, visually inspect the electrical system to ensure its efficiency by checking that cables and connections have not been damaged in any way.
- 3.** Ensure that passageways are not obstructed by deposits and waste.
- 4.** Respect the safety instructions indicated on the specific safety charts of handled products.
- 5.** Use PPE whenever there are specific risks from equipment-products-activities.
- 6.** Access the workplace only by the provided passageways, and especially not by unsafe routes.
- 7.** Maintain order in the workplace (eg. eliminate from passageways obstacles that risk causing falls, injury, etc.).
- 8.** Avoid hazards to oneself and others such as hazardous balancing, wearing clothing that can become caught in moving parts, transporting bulky loads in ways that can cause danger to third parties, using machinery for improper uses, etc.
- 9.** Forbid access to non-workers.
- 10.** Do not make use of alcoholic beverages or psychotropic drugs.
- 11.** Display your ID badge.

In general, suppliers and subcontractors must also:

- i.** fulfill all insurance and social services requirements.
- ii.** have the necessary technical-professional qualifications for the contracted work.
- iii.** have submitted a risk evaluation document (or autocertification) as per Lgs.D. 81/2008 s.m.i
- iv.** observe the general safety measures pursuant to Art.15 of Lgs.D. 81/2008 s.m.i. while carrying out the work described above.
- v.** have an adequate number of designated workers charged with putting fire prevention and fighting measures in place during working hours.
- vi.** have informed and trained employees regarding workers' health and safety risks, the use of PPE, and the specific risks of this contract through the drawing up of an evaluation of the specific risks and/or work procedures for the contracted work.
- vii.** keep documentation available for inspection at the workplace or deposit a copy as per the previous paragraphs.
- viii.** put employees under health surveillance in the cases provided for by law.

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PALAZZO DEGLI AFFARI

Operating Instructions Emergency and evacuation plan

Summary

1. EMERGENCY PLAN

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ATTACHMENT: EMERGENCY AND EVACUATION PLAN

**A COPY OF THESE PLANS IS PROVIDED TO ALL
EMERGENCY OPERATORS**

IN CASE ONE OR MORE COPIES ARE LOST, OBTAIN A REPLACEMENT FROM THE
EMERGENCY MANAGER

1. EMERGENCY PLAN

1.1 PURPOSE OF THE EMERGENCY PLAN

The purpose of the Emergency Plan is to identify **behaviours and procedures** to be implemented and followed by all employees, users, visitors and so on located within the Palazzo degli Affari, so that in case an emergency situation occurs the safety of people in the building can be safeguarded, removing them from any hazards and/or rapidly and safely evacuating everyone to the exit or to a safe place.

An emergency can be defined as "any **critical** condition that occurs as a result of the occurrence of an event, fact or circumstance and that causes a situation which is **potentially dangerous** for the safety of people and/or property and that requires **exceptional and urgent** measures to be managed and to return everything to normal conditions".

It is necessary that all visitors/users, employees and managers in Palazzo degli Affari are aware of the rules to be followed in the event of an emergency.

1.2 SCOPE OF THE EMERGENCY PLAN

This document defines the organisational structure, responsibilities, communication systems and procedures necessary to deal with possible accidental events.

In particular, it contains the operational measures to be applied in the main building in order to:

- reduce the possibility of a dangerous event occurring;
- contain and control the accident, especially fire outbreaks;
- safeguarding the safety of people inside and outside the premises;
- proceed, where appropriate, with evacuation of employees, visitors, any disabled persons and any third parties;
- assist the staff involved;
- collect all the information necessary for a subsequent analysis of the incident.

1.3 FEATURES OF THE BUILDING AND OF THE PEOPLE IN IT

Location	The building is located in the centre of the city of Florence, near the railway station of S.M. Novella, in Piazza Adua n.1.
The building	The Palazzo degli Affari is housed in a modern building, designed by Architect Pierluigi Spadolini and inaugurated in 1974. The Palazzo's total area is about 5,500 sqm.
Number of floors:	The building has 8 main floors (B2, B1, ME, GF, F1, F2, F3, F4).
Specific risk areas.	<p>Technological systems (located on B2 floor):</p> <ul style="list-style-type: none">- Air conditioning systems room- Refrigeration power plant- Pumping power station and control unit- Autoclave- Fire protection systems control room- Fire protection systems and equipment room- ENEL (power company) power substation- Power substation- Switchboards room- Data transmission central- Lift motor room- UPS room; <p>Technological systems (located on B1 floor):</p> <ul style="list-style-type: none">- Heating control room: located at the driveway ramp at Via B. Cennini.- Air conditioning technical room <p>Kitchen premises are located on the first floor: these premises feature electrically powered equipment used for making foods and drinks for refreshment during events.</p> <p>Storage rooms are found on several floors of the building and they may store also flammable materials (such as furniture, paper, etc).</p>
Escape routes	See EMERGENCY PLAN

Breakdown of building areas

The Palazzo degli Affari consists of:

- Second basement floor: ENEL (power company) power substation, power substation, service rooms, switchboards room, fire protection systems and equipment room, fire protection systems control room, lift motor room, refrigeration power plant, air conditioning and control room, telephone switchboard room, changing rooms.
- First basement floor: hall, wardrobe, control room, storage rooms, heating control room.
- Ground Floor: reception area, hall.
- First floor: halls, smaller halls, storage rooms, kitchen, bar.
- Second floor: halls, smaller halls, meeting hall, storage rooms.
- Third floor: halls, smaller halls, meeting hall, storage rooms.
- Fourth floor: rooms, freight lift motor and control room, terraces.

Access to the area

Access to the area is via 2 main driveway entrances:

- the entrance from Piazza Adua, 1
- the entrance from via Valfonda

There is an additional driveway and a pedestrian access from via B. Cennini. It is also possible to enter the building from the driveway entrance on Viale F. Strozzi, usually used to enter the Palazzo dei Congressi.

Emergency power switch off

The main electrical power disconnection switches are located at the entrance to the B2 Floor in front of the ENEL substation and on the Ground Floor near the external ENEL substation entrance. The lifts power disconnect switch is located at the ground floor too. The general methane supply disconnection switch is located at the driveway ramp at Via B. Cennini, in front of the heating control room. The water supply general disconnection switch is located at the fence wall along Via Valfonda, near the entrance to Piazza Adua.

Meeting places

Some specific areas in the outside are marked with a MEETING PLACE sign so as to be easily recognised.

Fire-fighting equipment

Portable and wheeled CO2 and dry powder fire extinguishers
UNI 45 compliant hydrants (on all floors)
UNI 20 compliant hose reels (at B1, GF and F1)
1 motor pump connection 2 x UNI70 (at the entrance gate in Piazza Adua).

Safety systems

- Emergency lighting
- Smoke detectors
- Manually operated alarm buttons
- EVAC Voice Alarm System
- Fire alert signboard sounders
- Closed-circuit television cameras.

The detection and alarm systems control unit is located in the control room on B1 floor.

Permanent watch post	The security company provides a permanent building watch service at the reception area in Piazza Adua.
Maximum amount of people in the building	The maximum number of people present in the building is 1510 at congresses and events. The maximum amount of people in two adjacent floors with the exception of the ground floor and the first basement floor must not exceed 450 people.
Presence of people with disabilities	The premises can accommodate disabled people.
Workers exposed to specific hazards	External staff: see next point.
Contractors staff	External staff from: cleaning companies, maintenance technicians (for heating and other fixtures), equipment available in the premises and management of the refreshment point, surveillance staff, suppliers, staff from other companies or self-employed workers called to work on the premises with specific tasks.
Building opening hours	The opening hours may vary depending on the events planned.
Information for emergency services teams	At the entrance of the building there is a general plan for the emergency services teams, showing the location of: <ul style="list-style-type: none"> - exit routes (corridors, stairs, exits); - fire extinguishing equipment and systems; - ventilation systems stopping devices; - power stopping devices for electrical installations and the fuel gases distribution system; - the various relevant environments with an indication of their intended uses.

1.4 DETECTION AND ALARM SYSTEMS

The Palazzo degli Affari is equipped with a detection and alarm system that consists of:

FIRE ALARM CONTROL UNIT

The detection and alarm control unit is located in the control room on the first basement floor, and it handles alarm signals that can come from:

- fire and smoke detectors in the premises,
- manually operated alarm buttons in the various areas of the premises.

In addition to that, a system of closed-circuit cameras operates on all the premises levels and floors, allowing also control over all the shared escape routes.

EMERGENCY WARNING:

The emergency status alert is sent by means of a special alarm status indicator. The notice of emergency is given by the Emergency Manager. If necessary, should there be no time to inform the Manager, the warning will be given by anyone who thinks the emergency situation is in place.

ALARM

The alarm is sent across all floors through optical and acoustic based signals.

If an alarm is issued the external staff of the guard post is automatically alerted; this staff has the duty to activate the emergency procedures (contact the manager and the emergency staff, contact external emergency teams and so on).

If the alarm turns out to be a false alarm, the relevant staff will silence it via the control units.

Emergency Voice Alarm Communications (EVAC) system

The voice alarm system known as EVAC, uses sound messaging for emergency purposes, broadcasting messages via loudspeaker in case of emergency. The acoustic system consists of speakers suitable to warn people of any dangerous conditions in the event of fire and to provide information in the event of evacuation.

The message transmitted by the system, and addressed to the public, must be easy to hear and understand.

EMERGENCY TELEPHONES

The telephone network is the key tool for the necessary communications to the outside of the facility. The telephones are located at the reception desk on the ground floor. In addition, fire fighting staff is equipped with portable telephones that can also be used for communications outside the structure.

EMERGENCY CALL (EMERGENCY NUMBERS)

A list of emergency service telephone numbers and other useful telephone numbers is located at the guard post and at the reception on the ground floor.

The number to be called depends on that may occur, as per the following table.

Event	Who to call	Telephone no.
All	UNIFIED EMERGENCY TELEPHONE NUMBER	112
Power outage	ENEL (power company)	800 900 800
Water supply failures	PUBLIACQUA	800 314 314
Gas supply failures	GAS METANO FIRENZE	800 862 048

Other USEFUL NUMBERS:		Telephone no.
Only during the events		
	Permanent Fire Brigade station (at the Fortress)	055 4972256
Fire Brigade Team (at the PalaCongressi and Palaffari)		0554972082
Internal Fire fighting team		055 4972235
(at the Fortress)		055 4972219
Internal fire fighting team (at the Palazzo dei Congressi and the Palaffari)		055 4973005
MUNICIPAL TECHNICAL PROPERTY MANAGEMENT SERVICE		055 49721

REQUESTING INTERVENTION BY PUBLIC EMERGENCY SERVICES

Requesting intervention by the Public Emergency Service (Fire Brigade, Civil Protection Service, etc.) is a decision that must be carefully weighed and must be taken when one is unable to assess the extent of the emergency or one realizes that it is impossible to stop the emergency with the procedures provided or that the emergency event's size can go beyond the boundaries of the property.

Therefore, whenever a hazardous event is such that it cannot be assessed or limited and in any case cannot be immediately controlled and contained with the means available within the premises, the external resources offered by the public emergency services must be

Should a distress call be made, the following brief information about the event must be provided to the emergency team:

I am:	(name and position)
I am calling from:	Palazzo degli Affari
Address:	Piazza Adua n.1, Firenze (Florence)
The following event happened in the building:	fire, explosion, gas leakage, personal injury, etc.
Extent of the accident:	a whole hall, a technical room and so on Floor Materials involved in the event
When did it happen?	Make a note of the time
Possible presence of injured and their condition	
State of the access routes and exact place where rescue can come from	
An estimate of the event's possible effects on the area outside the premises	

In the emergency call, the person in charge of the emergency call must:

- **stay calm**
- **answer with confidence the questions that the emergency staff asks by telephone and follow the instructions received.**
- **keep always free the telephone number you give to the Emergency Service for calling you.**

It is also necessary that the Emergency Manager appoints someone with the task of meeting the emergency team and correctly direct them to the area where help is needed.

END OF EMERGENCY

The emergency ends when all occupants are in a state of complete safety and the internal emergency team, or the Public Emergency Service, if any was involved, has ascertained that the emergency has ended and officially declared it to be over

ATTENTION:

NO ONE MUST ENTER THE BUILDING BEFORE THE EMERGENCY MANAGER DECLARES THE END OF THE EMERGENCY.

1.5 EMERGENCY POWER SWITCH OFF AND OTHER MEASURES

In the event of an emergency, it may be necessary to switch off power and disconnect some other utilities like fuel fluids and the water network, to contain or restrict the risk related to malfunctions that may occur in the related systems.

- The main electrical power disconnection switches are located at the entrance to the B2 Floor in front of the ENEL substation.
- The general methane supply disconnection switch is located at the driveway ramp at Via B. Cennini, in front of the heating control room.
- The water supply general disconnection switch is located at the fence wall along Via Valfonda, near the entrance to Piazza Adua.

The location of the switches and disconnection systems and the emergency manoeuvres to be carried out on the systems are known by the fire fighting staff on the premises and by the maintenance company of the involved systems which are on duty at Palazzo Affari during working hours.

In the event of a blockage of the lifts, the maintenance company will be called.

1.6 MAINTENANCE, CHECKS AND MANAGEMENT MEASURES REQUIRED TO MAINTAIN SAFETY CONDITIONS

The person in charge of the event, or the person delegated by them, shall ensure that during the event the safety conditions are not prejudiced in any way, and in particular:

- a) escape route systems must be kept permanently clear of any material that may obstruct the escape of persons and constitute a danger in case a fire spreads;
- b) before the start of any event, make sure the exits are in working order and check that all the door and safety system work as intended; **the doors must be open or openable, according to their design, and the escape routes must not be encumbered.**
- c) In addition, before each event, check that the **maximum allowed number of people** requisites are met, making sure that the managers of each event are familiar with this requirement: The maximum number of people allowed inside the building as a whole is 1510 people and the sum of the people occupying the two adjacent most crowded floors cannot exceed 450 units with the exception of the ground floor and the first basement floor.
- d) fire-fighting equipment must be kept efficient, carrying out periodic tests at least once every 6 months;

- e) the electrical systems must be kept constantly efficient, in accordance with the provisions of the laws and regulations in force;
- f) the safety devices of the ventilation, air conditioning and heating systems must be kept constantly in working order;
- g) **appropriate safety measures must be taken in particular situations, such as during maintenance, reordering and resetting ;**
- h) smoking on the premises is always prohibited and this rule must be enforced in environments where its application is due to safety reasons;
- i) all the materials in warehouses and laboratories must be arranged in such a way as to allow easy inspection, and kept **clean and in order** so as to reduce the sources of ignition and propagation.

The person in charge of the activity shall file a register of periodic checks, which contains: checks, verifications and any work carried out on safety systems and equipment.

1.7 AUTONOMY and TIMING OF EMERGENCY SERVICES INTERVENTION (estimated)

The safety lighting, alarms and fire detection systems are equipped with a power supply safety system to keep them working during an emergency.

The minimum autonomy of the safety circuits is:

- 30 minutes for detection and alarm devices
- 1 hour for safety lighting
- 1 hour for fire extinguishing water based systems

EMERGENCY SERVICES ARRIVAL TIME (after emergency call end)	Fire Brigade	NO MORE than 5 minutes
	EMERGENCY MEDICAL SERVICE	NO MORE than 5 minutes
	ELECTRICAL SYSTEMS TECHNICIAN	Operated by internal maintenance service
	HEATING SYSTEMS TECHNICIAN	Operated by internal maintenance service

1.8 EMERGENCY KEYS

The fire fighting team has a set of all keys necessary for immediate access to all premises in case of emergency.

PLEASE NOTE: THESE KEYS CAN ONLY BE USED IN THE EVENT OF AN EMERGENCY

1.9 LEVEL OF TRAINING AND INFORMATION PROVIDED TO WORKERS AND USERS

- the essential actions to be carried out in event of fire by workers, users and visitors (WHAT TO DO IN CASE OF FIRE AND EMERGENCY) are described on signs posted and distributed on the various floors.

- a sheet with all useful addresses and numbers in case of emergency is on display at the reception on the ground floor.

- A specific EMERGENCY PLAN is hung on the walls on various floors.

- specific training:

- For the fire fighting team
- For the of emergency medical service staff

- meeting with the Emergency Service staff for a briefing about the Emergency Plan, of which each of them shall have a copy.

1.10 LEVEL OF TRAINING AND INFORMATION PROVIDED TO CONTRACTORS' STAFF

The contractors, whose staff must access the facilities of Palazzo degli Affari for reasons related to their contracted work, shall be familiar with the features of the plant and site for emergency management related purposes, and shall also be familiar with the specific procedures activated in accordance with the obligations set forth in art. 26 of Legislative Decree no.81/08

1.11 ORGANISATION OF THE EMERGENCY SERVICE

The Emergency Service consists of:

- Emergency Service Staff (ESS)
- Directed by an Emergency Service Manager (ESM).

During events and congresses (classified as high risk) the manager of the structure shall appoint a service company as the emergency team (trained pursuant to Ministerial Decree of 10/03/98 or Ministerial Decree 02/09/2021 as applicable) and, if deemed appropriate according to the extent of the event, shall appoint one or more teams of the Fire Brigade.

During working hours (classified as medium risk) a fire fighting team composed of the company that manages the maintenance of technological systems, trained pursuant to Ministerial Decree of 10/03/98 or Ministerial Decree 02/09/2021 as applicable.

All other staff, including Emergency Medical Staff, supports the Emergency Service with the tasks indicated below (ESS Support Staff).

The employees of the surveillance company are adequately trained to provide emergency medical treatment (first aid).

In case of events and congresses, at the request of the organizer, the manager of the structure will appoint any of the many volunteer associations (Red Cross, Misericordia, Pubblica Assistenza or others) to provide first aid and emergency medical treatment.

Should the Emergency Service Manager be absent, **the ESS operator designated by the contractor responsible for fire fighting measures shall act as Emergency Service Manager at all levels of emergency including evacuation.**

1.12 STAFF DUTIES AND TASKS IN EMERGENCY MANAGEMENT

EMERGENCY MANAGER

- The Emergency Manager acts as liaison and contact person with the Public Emergency Service operating in a specific emergency;
- the Emergency Manager receives the report from those who witnessed the event(s) that caused the emergency condition;
- go directly where the event has taken place, if that is not personally dangerous in order to better assess the conditions and better coordinate subsequent interventions;
- coordinate the measures to be implemented in the event of an emergency and the internal emergency teams (e.g. use of fire-fighting equipment);
- coordinate disconnections and switch-offs of fixtures and systems if that is required by the type of event (fire, gas leaks, explosions, etc.);
- identify the person in charge of calling the Public Emergency Service or the Emergency Medical Service, if applicable;
- instruct the relevant staff on how to properly meet and receive the staff of the external emergency services or companies contacted;
- order evacuation from the building, should the event escalate and become uncontrollable;
- order the removal of cars and other vehicles that may hinder access to the building by the emergency service vehicles;
- proceed, together with the evacuation personnel, to verify that everyone has left the building.

FIRE FIGHTING TEAM

- This team handles the specific emergency also operating autonomously if the EMERGENCY MANAGER has not been contacted.
- The Fire Fighting team supports the Emergency Manager in the activities described above;
- They also deal with fire outbreaks, handle fire-fighting devices (fire extinguishers, hydrants, hose reels) and disconnections.
- The fire-fighting staff that does not use fire extinguishing devices shall provide instructions to colleagues on behaviours and actions to be taken, which may be:
 - Request to move material, fuel or flammable objects away from the fire outbreak.
 - Request to interrupt the power supply to the fixtures near the event.
- If evacuation is carried out, facilitate it and help the people to properly evacuate the building.
 - If necessary, stop people from evacuating through a path temporarily obstructed or affected by the negative event.
 - Accompany all the people involved and show them the path to follow and the meeting area in which to meet.
 - If instructed or in case of need, help and accompany people with impaired mobility or other needs outside the premises.

EMERGENCY MEDICAL SERVICE STAFF

- They operate in the event of an accident within the limits of the training received using the medical devices contained in the FIRST AID BOXES available at the reception.
- If deemed necessary, they shall, without delay, call the EXTERNAL MEDICAL ASSISTANCE.

ALL OTHER EMPLOYEES

- The employees shall follow the indications provided by the ESM and the ESS.
- They shall all go to the meeting areas following the shortest escape routes indicated in the area plans.
- They shall also report to the Emergency Service and cooperate in the evacuation (if needed).

1.13 EMERGENCY TYPES AND SEVERITY

The possible emergencies in the Palazzo degli Affari are the following:

- POWER OUTAGE (for internal/external causes)
- FLOODING
- GAS LEAK
- ATTACK/SABOTAGE
- BOMB ALERT OR NOTIFICATION OF A SUSPICIOUS ITEM BEING LEFT ALONE
- EARTHQUAKE
- FIRE
- PERSONAL INJURY

CLASSIFICATION OF FIRES

MINOR FIRE (small size fire),	When the size of the fire is such that it can be dealt with and extinguished with the company's fire-fighting equipment and in a reasonably short time (10 minutes).
MAJOR FIRE (or medium/large fire)	All other types of fire.

ATTENTION:
during the night (from 10.00 p.m. to 07.00 a.m.) all fires shall be treated as major.

CLASSIFICATION OF PERSONAL INJURIES

MINOR INJURY	Slight puncture and cutting wounds to any part of the body excluding the head, that have no effect on the internal organs. Limited severity burns, that do not cover a large area of the body. Limited eye intrusions with a positive certain outcome.
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MAJOR INJURY

| All other types of injury.

2. EMERGENCY MANAGEMENT ACCORDING TO TYPE

2.1 POWER OUTAGE (for internal/external causes)

Verification criteria

It is very unlikely that there will be a widespread POWER OUTAGE due to internal causes in the Palazzo degli Affari, considering the characteristics of the electrical systems.

A short duration power outage is likely due to the electrical energy company (ENEL). ENEL usually announces power outages if they last for a significant period of time.

Possible characteristics of the emergency

All the rooms of the structure are equipped with emergency lighting that is activated automatically in the event of a power outage, ensuring sufficient brightness to allow people to temporarily stay in the rooms safely.

However, the emergency lighting only lasts no more than 60 minutes.

On the other hand, depending on the size of the outage other electrically powered services or machinery can stop working, in particular: lifts and technological services.

Measures to be taken

FIRE FIGHTING TEAM(Coordinated by the Manager)

- Check, in any case, that no person is inside the lifts; if it is so, contact the lift maintenance company.
- Check the cause of the POWER OUTAGE:
- If it is caused by ENEL:
 - contact the company to know the expected duration of the outage by calling the telephone number available at the guard post or at the reception from a landline or mobile phone.
 - assesses whether the OUTAGE is occurring or may occur at night time and, if so, alert all Emergency Service personnel to reassure visitors when the emergency lighting switches off after about 60 minutes
 - in case one thinks that the OUTAGE, occurring at night, lasts longer than the emergency lighting maximum duration, call for help and support
 - disconnects the general electrical switches of the lifts (on the ground floor, near the lifts).
- If it is caused by an internal problem:
 - try to verify the causes and also attempt to reset the circuit breakers and, failing in that, call the maintenance technicians as soon as possible
 - follow the same instructions as above to manage the OUTAGE.
- When the power is restored or after the fault has been repaired:
 - turn back on all the switches previously operated to disconnect the systems and verify that the systems work as intended, in particular the lifts.

In the event of A POWER OUTAGE announced by ENEL, disconnect of the general switches of the lifts and put the STOP sign to the floor lift doors indicating also the amount of time the lifts will be out of order.

EMERGENCY SERVICE SUPPORT STAFF and VISITORS

The support staff must calmly wait for the FIRE FIGHTING TEAM's investigations and the related instructions that will be given to them.

2.2 - Flood Emergency

Verification criteria

Flooding phenomena are unlikely but not impossible considering also that the building has two basement floors; flooding may occur due to a failure or leak in the water system, including sewage collection pipes, or due to particular weather phenomena (e.g. river overflow).

Possible characteristics of the emergency

In any case, these phenomena will neither be sudden nor massive.

Measures to be taken

FIRE FIGHTING TEAM(Coordinated by the Manager)

The fire fighting team immediately switches off the power using the disconnection switches located at the entrance to the B2 Floor in front of the ENEL substation.

They then disconnect the water supply upstream, using the main faucet located at the fence wall along Via Valfonda, near the entrance to Piazza Adua.

Should any lift be damaged by the flood, the lifts power supply (controls are on the ground floor) shall also be deactivated after making sure there is nobody in the lift cabins.

Be extremely careful in presence of electrical appliances or sockets damaged by the water;

People must stay in dry areas;

Prevent access to all areas affected by the flooding;

Immediately call the water supply maintenance company for support.

If one is unsure whether the flood has damaged the electrical system, request an emergency intervention of the electrical maintenance company to verify that the electrical system is safe before restarting the main electrical switch of the area concerned.

In the meantime immediately put the DO NOT USE - REPAIR IN PROGRESS sign near the main electrical switches and lock said switches with a key to prevent their use.

If necessary, evacuate the building unless the flooding of the premises is caused by a weather phenomenon (e.g. river overflow); in this case, people who are on the ground floor must go to the upper floors and wait for help to arrive;

It is strictly forbidden to:

- use appliances or other electrically powered objects;
- drink from faucets;

EMERGENCY SERVICE SUPPORT STAFF and VISITORS

Anyone noticing a major water leak and in particular the flooding of a room or similar event, must immediately notify the available FIRE FIGHTING STAFF without remaining in or going to the flooded area.

2.3 - Gas leak

Verification criteria

Gas leaks are unlikely but may occur at the heating control room due to failures or breakages of various types.

The kitchen on the first floor is equipped with electrically powered equipment used for making foods and drinks for refreshment during events.

Possible characteristics of the emergency

Gas leaks due to a failure or breakage in the Heating Control Room.

A gas leak may cause a fire and/or explosion.

Measures to be taken

FIRE FIGHTING TEAM(Coordinated by the Manager)

In the event of a gas leak, the fire fighting team shall immediately:

- disconnect the gas supply by means of the device located in the driveway ramp near the heating control room;
- turn off the power using the disconnection switches located at the entrance to the B2 Floor in front of the ENEL substation.

In the meantime immediately put the DO NOT USE - REPAIR IN PROGRESS sign near the main gas supply disconnection switches and lock the switches shut with a key to prevent others from using them.

If necessary, request the intervention of the fire brigade and evacuate the premises.

EMERGENCY SERVICE SUPPORT STAFF

Anyone who detects a gas leak near the HEATING CONTROL ROOM shall promptly:

- urge the people standing nearby to go away,
- notify the FIRE FIGHTING TEAM.

VISITORS

Anyone noticing a gas leak must immediately notify the available FIRE FIGHTING STAFF without remaining in or going to the area of the leak.

- All must:
 - avoid turning on or off electrically powered devices (electrical appliances, PCs, or others) in the place where the gas has leaked and preferably switch off power on the whole floor and/or in the building as a whole by using the relevant power switch.
 - avoid generating sparks or using open flames of any type;
 - ventilate the room by opening the windows.
 - breathe calmly and, if necessary, place a preferably damp handkerchief between your airways (mouth and nose) and the outside environment;
 - keep as far away from the gas leak source as possible.

2.4 - ATTACK – SABOTAGE

Verification criteria

Very unlikely, if not almost impossible to occur, considering recent history, the lack of warning clues and the overall peaceful state of society.

Possible characteristics of the emergency

It is hard to evaluate the features of such an emergency but they likely consist of: arson, introduction of bombs or explosive material, sabotage of systems and devices.

Measures to be taken

FIRE FIGHTING TEAM(Coordinated by the Manager)

In case warning signs are detected and identified directly and/or indirectly, the fire fighting team must inform the surveillance staff and the Municipal technical property management service and, if necessary, directly call the Law Enforcement (Carabinieri, State Police).

In the event of an explosion, once the situation has been assessed (presence of injured people, damaged systems, dangerous structures), follow the same indications provided for the other emergencies and for the EVACUATION procedure.

Also in this case, the team shall call the Law Enforcement (Carabinieri, State Police).

EMERGENCY SERVICE SUPPORT STAFF

They must immediately notify FIRE FIGHTERS if they find or notice:

- unusual and suspicious materials inside the Palazzo degli Affari,
- suspicious behaviour of people inside or outside the premises and near the Palazzo degli Affari,
- possible tampering or damage to the fixtures or parts of them (gas, electrical).

In the event of an explosion, they must collaborate with THE FIREFIGHTERS to identify the circumstances of the event.

VISITORS

They must immediately notify FIRE FIGHTERS if they find or notice:

- unusual and suspicious materials inside the Palazzo degli Affari,
- suspicious behaviour of people inside or outside the premises and near the Palazzo degli Affari,
- possible tampering or damage to the fixtures or parts of them (gas, electrical).

2.4.1 - BOMB ALERT OR NOTIFICATION OF A SUSPICIOUS ITEM LEFT UNATTENDED

Verification criteria

Probable, therefore not negligible, considering recent history and events.

Possible characteristics of the emergency

It is hard to evaluate the features of such an emergency, which is however triggered by anonymous phone calls warning of bombs having been planted or found.

Measures to be taken

FIRE FIGHTING TEAM(Coordinated by the Manager)

In case there have been warning signs of this event, detected and identified directly and/or indirectly, the fire fighting team must inform the Municipal technical property management service and, if necessary, trigger the state of alarm, acting as following:

- warn the Law Enforcement by calling the Police and Carabinieri;
- avoid searching for the device by themselves;
- implement the evacuation procedures of the Palazzo degli Affari in accordance with the Emergency Plan;
- check every floor to make sure nobody has remained there, in particular that nobody has remained in the toilets or service rooms or offices;
- guard the entrance by preventing access to anyone who is not in charge of emergency operations;
- coordinate all the operations related to the state of emergency until the latter has ended.

EMERGENCY SERVICE SUPPORT STAFF and VISITORS

Anyone who finds of a suspicious object or container or receives bomb alert phone calls should:

- avoid approaching the object, avoid searching for the bomb or trying to remove it or make sure it is a bomb;
- inform the Emergency Service Manager, the Fire Fighting team and the Municipal technical property management service.

2.5 – EARTHQUAKE

Verification criteria

An earthquake may in fact occur, but it is totally unpredictable.

Possible characteristics of the emergency

The emergency is of a critical type and therefore it may be appropriate to carry out the EVACUATION.

It is not possible to carry out prevention measures for this emergency, except for what concerns designing and construction works.

Measures to be taken

FIRE FIGHTING TEAM(Coordinated by the Manager)

Choose whether to issue an alert depending on the intensity of the earthquake itself.

Cooperate with and supervise the evacuation according to the instructions given below in the EVACUATION Procedure.

If at all possible, disconnect the fuels supply and the power supply.

EMERGENCY SERVICE SUPPORT STAFF

When the earthquake starts, if the shaking is not particularly severe, remain calm and reassure the staff, visitors and guests while waiting for instructions and for the START EVACUATION alarm.

Take shelter under a table, under the lintel of a door or near load-bearing walls;

Move away from windows, cabinets, glass doors.

As soon as the earthquake is over, check the safety conditions of the escape routes (in particular make sure there are no dangerous objects along the paths, check the stairs for damage, at least visible damage and so on).proceed with the evacuation if the EVACUATION START message has been issued.

Reach the meeting point, and in doing so make sure to stay away from the walls.

and VISITORS

Calmly wait and follow the instructions given by the Emergency Service staff.

DO NOT ENTER THE BUILDING FOR ANY REASON BEFORE RECEIVING SPECIFIC INSTRUCTIONS. The EMERGENCY MANAGER SHALL CONTACT THE PUBLIC EMERGENCY SERVICES , WHICH MUST ACCURATELY VERIFY THE SAFETY AND ACCESSIBILITY OF THE PREMISES.

2.6 – FIRE

Verification criteria

The most exposed and at risk environments are the following:

- technical rooms (in particular the heating control room)
- kitchen
- areas where combustible material (paper archives, furniture warehouses, etc) is stored.

Modest fire outbreaks may occur in normally manned areas (halls, meeting rooms, offices, etc.) due to either overheating phenomena, lit cigarette stubs being improperly disposed of and so on

Possible characteristics of the emergency

Any fire breaking in the protected areas should always be expected to be modest and therefore easy to cope with.

Fires that may occur in unmanned areas may be less likely but at the same time more dangerous as they may remain unnoticed and have time to spread.

Measures to be taken

EMERGENCY SERVICE SUPPORT STAFF

In the event of a modest outbreak, if there is no FIRE FIGHTER available, the support staff shall act within the limits of its knowledge and training, removing flammable materials, extinguishing the fire using fire-fighting devices, taking the Firenze Fiera staff and any visitors in the premises away from the dangerous area and reassuring them.

In case taking direct action is impossible:

- immediately notify the FIRE FIGHTING staff and offer them their help if requested;
- operate the nearest fire emergency button;
- remove as far as possible the flammable and combustible material close to the outbreak.
- disconnect the power and gas supply and leave the area
- check that the fire doors do not remain open;

VISITORS

in the case of a small outbreak, if there is no FIRE-FIGHTER nearby:

- immediately warn the FIRE FIGHTING STAFF
- operate the nearest fire emergency button.

Measures to be taken

FIRE FIGHTING TEAM(Coordinated by the Manager)

If an alarm signal is issued, immediately go to the area from which the alarm started to carry out a check and:

1) if the situation is normal (FALSE ALARM):

- shut down the alarm from the control panel (on the B1 floor or at the guard post)
- note the event on the log

2) if there actually is a fire:

- in case of MINOR FIRE
 - Act promptly, on smaller fire outbreaks, using the fire-fighting equipment (fire extinguishers, fire hydrants and hose reels) available nearby, removing flammable materials;
 - switch off electrical power and disconnect any gas supply to the area if at all possible;
 - ensure and arrange, as far as possible, the removal of flammable and easily combustible materials close to the fire.
- In case of MAJOR FIRE:

in case one is not sure of being able to control the outbreak, and in any case if one estimates that the fire may last more than 10 minutes then, in absence of the ESS, take the responsibilities and duties of the ESS indicated in the points below.

- Notify the surveillance staff at the guard post, who will contact the Fire Brigade.
- Act promptly using the fire-fighting equipment (fire extinguishers, fire hydrants and hose reels) available nearby;
- remove or have other people remove as far as possible the flammable and combustible material close to the fire;
- once the circumstances and nature of the fire have been assessed, switch off power from and disconnect any technological equipment or system that may be reached by the fire (especially for what concerns power and fluid fuels); these actions may be carried out either directly by the team or by people appointed by them;
- make sure that there are no people in the lift cabins;
- verify that the fire doors and the fire compartmentation system in general is working as intended; in the event of failure of the automatic locking systems (self-closing devices) act by closing the doors manually as quick as possible, also getting help from nearby personnel;
- cooperate with and provide the Fire Brigade teams arrived on site with relevant information (location of fire-fighting equipment, procedures for releasing emergency buttons, presence of any combustible materials storage, fuel cut-off devices and so on).
- if the fire has damaged essential systems (electrical system, heating system and so on) which had already been disconnected and switched off, call the systems' service/maintenance companies.

2.7 – PERSONAL INJURY

Verification criteria

Personal injuries of any type always have a chance to occur.

Possible characteristics of the emergency

This is not a real emergency involving a group or all the people in the premises.
These traumatic and unpleasant events usually involve only one person.

Measures to be taken

EMERGENCY SUPPORT STAFF and VISITORS

When an injury occurs, find the nearest internal EMERGENCY MEDICAL SERVICE team member.
In the meantime do not attempt to treat the injured but keep them calm until the emergency medical service staff arrives.

Make sure that the people do not crowd around the injured person and wait for the arrival of the medical services to direct them, quickly, towards the injured.

Should the emergency medical service staff call the PUBLIC EMERGENCY MEDICAL SERVICE they must provide them with EMERGENCY DEPARTMENT, they must give as complete a communication as possible about the accident: place, type of trauma, any harmful product ingested, etc.

After the injured has received emergency treatment remain nearby and ready to help the staff.

EMERGENCY MEDICAL SERVICE STAFF

Use your knowledge and training to assess the effects of the injurious trauma and whether it is a MINOR INJURY or MAJOR INJURY (see point 1.12).

If it is a MINOR INJURY administer the necessary treatment with the medical devices in the FIRST AID KIT.
Provide the necessary care to the injured person if you are capable to do so basing on your knowledge and the training acquired;

If it is a MAJOR INJURY, evaluate the situation and decide:

- whether to call FOR the PUBLIC EMERGENCY MEDICAL SERVICE and, in the meantime, administer emergency medical treatment to the injured person, or
- directly move the injured person to the Hospital.

Ask the staff in charge of this task to go outside the building to receive and accompany the emergency services to the emergency site;

Assist the injured person for as long as necessary, reassuring and soothing them;

Ask the people standing by the injured out of curiosity to move away;

Wait for the arrival of the emergency services called, providing them with the information that the staff of the same will request;

Learn where the injured person will be taken and inform the Emergency Manager about it.

In case of trauma due to ingestion or contact with a harmful product, prepare the relevant SAFETY DATA SHEET or, at least, the original packaging of the product as it may be needed by health professionals.

3. EVACUATION PROCEDURE

3.1 - EVACUATION PROCEDURE BASICS

Evacuation will start spontaneously with the activation of the visual and audio alarm devices located in the various areas of the building and the issuing of the evacuation message through the EVAC system. When the alarm is activated, the entire building will be evacuated.

The evacuation process must be coordinated and handled taking into account the progress of the emergency (fire or otherwise) that has triggered the evacuation, making sure to move visitors and people in general away from the dangerous area and towards the exits and the evacuation paths.

The FLOOR PLANS are designed to clearly show the most suitable escape routes to be used from the various areas.

3.2 - PURPOSE OF EVACUATION

Gradually direct all employees and visitors in the dangerous area towards the ground floor first and then towards the MEETING POINTS outside.

3.3. EVACUATION MODALITIES

VISITORS and EMPLOYEES

Visitors and employees shall head without delay to the ground floor, to reach the meeting points outside.

EMERGENCY SUPPORT STAFF

- emergency support staff shall head without delay to the ground floor, to reach the meeting points outside
- they shall also report to the Emergency Service to help evacuate visitors
- help with the counting and checking operations to ensure that no one is left behind in the dangerous area.

FIRE FIGHTING TEAM(Coordinated by the Manager)

All Emergency Service Staff, making use of all other employees when necessary, shall:

- carefully assess whether the fire/event in progress remains contained in the evacuation area
- verify that the power supply and any gas network pertaining to the evacuation area have been disconnected
- repeatedly check that there are no people trapped in the lift cabins
- check that the fire doors are properly closed
- inspect the most at risk premises to schedule the priority of evacuations
- proceed to evacuate the visitors and employees of Firenze Fiera with the following priorities:
 1. **disabled visitors** closest to the area of the fire/event or in areas about to be reached by dangerous fumes
 2. **non-disabled visitors and Firenze Fiera employees** closest to the area of the fire/event or in areas about to be reached by dangerous fumes
 3. **visitors** who are in less dangerous areas
- at the end of the operations, count all the staff on duty and the visitors to verify that no one is still inside the evacuated area .

In the meantime, the staff of the surveillance company at the guardhouse will call:

- The Fire Brigade if they have not already been called and the public emergency service **(112)**
- the company staff on call **(the relevant telephone numbers are displayed at the reception)**

IN THE EVENT OF A FIRE, IF THE FIRE IS DEALT WITH IN A SHORT TIME,
THE ALARM SIGNAL MAY BE SILENCED AND THE EVACUATION PROCESS MAY BE INTERRUPTED TO
REASSURE AND CALM DOWN THE VISITORS.

The manager of the Palazzo degli Affari shall, in most cases, be aware of the presence of disabled people during events, congresses, etc.

If necessary, security staff and maintenance staff shall be informed of the presence of disabled visitors.

Firenze fieras

Congress and Exhibition Center

PALAZZO DEI CONGRESSI



EMERGENCY PLAN

Drawn up in accordance with D.M. 10/3/98

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1. EMERGENCY PLAN

1.1 PURPOSE OF EMERGENCY PLAN

The purpose of the Emergency Plan is to present behaviour and procedures which should be followed by all those: employees, patrons, visitors, etc., who are present in the Palazzo dei Congressi, so that in the event of an emergency, the persons present shall be kept safe by removal from danger and/or by rapid and safe evacuation to an exit or to a safe area.

It is therefore necessary that all visitors/patrons, employees, and organizations present within the Palazzo dei Congressi be aware of the procedures to be followed in the case of an emergency.

1.2 OBJECTIVES OF THE EMERGENCY PLAN

The contents of this document define the organizational structures, responsibilities, communication systems and necessary procedures to be followed in the event of an incident.

In particular, they contain the practical measures necessary to:

- contain and control an emergency event especially in regards to a fire area;
- eliminate any danger and prevent it from spreading;
- protect the persons inside and outside the premises;
- proceed , if necessary, with the evacuation of employees, visitors, any handicapped people or any others present;
- provide emergency help to the personnel involved;
- gather all information necessary to subsequently analyze the incident

1.3 CHARACTERISTICS OF THE BUILDING AND THE PERSONS PRESENT

Location	The building is located in the center of the city of Florence
Building	The Palazzo dei Congressi comprises Villa Vittoria, built in the 1800s, and its Limonaia (hothouse for lemons) An auditorium and open air amphitheater have been built next the building.
Number of floors	The building is on 5 levels (P-1; PT, P1, P2 and P3, il Belvedere). The auditorium is in the basement.
Specific risk areas	Furnace room (outside on via Faenza side), Kitchen in basement.
Emergency exits	See EMERGENCY DIAGRAM

Subdivision of the building in zones	<p>Palazzo dei Congressi comprises:</p> <ul style="list-style-type: none"> • Villa Vittoria: five floor building <ul style="list-style-type: none"> Basement: Kitchen, archives, storage, Furnace room, Club hall connected to a bar. Ground floor: Onice hall, Halls 4/5/6 and 9 First floor: halls 101,103 , 104 , 105 and Offices. Second floor: halls Verde and Offices. Belvedere (private use only) Auditorium: 1000 persons, also comprises the adjacent space called Passi Perduti which is used as an exhibition area or for catering. Amphitheater: open air.
Access to the area	There is 1 accesses to the area: Piazza Adua side entrance. The auditorium can be accessed directly or from the villa.
	<p>The main disconnection switch for combustibile fluids is at the Furnace Room (outside on the via Faenza side)</p> <p>The main electricity disconnection switch is at the electrical cabinet (outside on the via Faenza side)</p> <p>The main water disconnection switch is at the meters room (outside on via Faenza side)</p>
Gathering zones	2 specific outside Areas: one in the front square, the other situated in the rear square of the building, indicated by PUNTO DI RACCOLTA signs (see EMERGENCY DIAGRAM).
Fire-extinguishing equipment	Fire extinguishers, UNI 45 hydrants on every floor, 2 double UNI 170 and one single UNI70 coupling for motorized pumps
Max no. of persons present (<i>internal personnel, visitors and external contractors</i>)	Around 1350
Presence of the disabled	Activities can be attended by disabled persons.
Workers exposed to special risks	External Personnel: see following paragraph. Handicapped personnel
Contracting Company Personnel	External personnel of companies employed for cleaning, for maintenance of the furnaces, equipment or fixtures, to run catering services on the premises, surveillance personnel, suppliers, personnel of other businesses, or self-employed workers charged with a specific task.
Opening hours of building	<p>The structure is open from 8am to 8pm.</p> <p>Opening hours may vary depending on the event</p>

1.4 DETECTION AND ALARM SYSTEMS

Palazzo dei Congressi is equipped with a detection and alarm system comprising:

FIRE ALARM CONTROL UNITS

There are 7 alarm control units, called TOA

N°	location	
1	Lower First Floor Auditorium	At the security exits on the via Valfonda side.
1	Ground Floor Villa Vittoria	At the reception
1	First Floor Villa Vittoria	Central corridor
1	Second Floor Villa Vittoria	Central corridor
1	Villino Fratello Orsini via Valfonda	Panel near the control unit
1	Firenze Fiera Offices Fortezza da Basso	Panel at the technical offices

The central smoke detector is located in the technical room of the Lower First Floor entrance on Via Faenza side.

The Microwave transmission is also located in the above-mentioned room to send fire alarms to the Security Guards 24h/7.

The fire alarm (snooze) panel that comes directly from the above-mentioned central is located inside the temporary reception in the garden.

The alarm control unit receives alarm signals that may be relayed from:

- fire detectors located in the rooms,
- gas leak detectors (furnace room, and kitchen),
- manually actuated alarm buttons located in the various zones.

PREALARM

Every control unit, having received an alarm signal, activates an acoustic signal (boozer) to alert emergency service staff.

The BOOZER can be silenced in the case of a false alarm only from the MASTER control unit. The room is kept locked. The key is kept at Villino Pratello Orsini.

ALARM

The firefighters, in the case it is not a false alarm, alert the surveillance personnel who sound the general alarm by announcing an evacuation over the loud speakers.

EMERGENCY TELEPHONES

These are the means of essential communication beyond the structure. Located at RECEPTION on the ground floor of Villa Vittoria and at Villino Pratello Orsini, useful telephone numbers for external emergency help summons are displayed near them .

Moreover, the firefighting squad staff have mobile telephones which can also be used to communicate beyond the structure.

EMERGENCY CALLS (EMERGENCY NUMBERS)

At Villino Fratello Orsini useful telephone numbers are displayed for external emergency help summons.

Here below, organized according to the type of emergency event, is the emergency help which may be summoned:

Event	Who to call	Telephone no.
<i>Fire, building collapse, gas leak, etc.</i>	FIRE DEPARTMENT	112
<i>Breach of peace</i>	POLICE	112
	CARABINIERI	112
<i>Accident</i>	AMBULANCE	112
<i>Black out</i>	ENEL	800 900 800
<i>Water Problem</i>	PUBBLIACQUA	800 314 314
<i>Gas Problem</i>	GAS METANO FIRENZE	800 862 048

Other USEFUL NUMBERS		Phone no.
Only during events		
	Fire Dept. station (at the Fortezza)	055 4972256
INTERNAL FIREFIGHTING SQUAD (at the Fortezza)		055 4972235 055 4972219
Internal firefighting squad (at Palazzo dei Congressi)		055 4973005
TECHNICAL BUILDING SERVICES OFFICES		055 49721

In the case of an emergency summons, the following succinct information regarding the event must be furnished:

description of incident: fire, explosion, etc.

size of incident: a hall, auditorium etc. is involved

place of incident: Palazzo dei Congressi. Via Valfonda , Firenze

any injured persons



I am: *(name and position)*

telephoning from: *Palazzo dei Congressi*

located at: *(address)*

what has happened is: *(description of situation)*

involving: *(any persons involved)*

1.5 EMERGENCY DISCONNECTION

In the case of an emergency, it may be necessary to disconnect utility systems such as electrical current, combustible fluids, or water to limit or contain situations of increased risk deriving from the possible malfunctioning of these systems.

These disconnections are indicated on the pertinent EMERGENCY DIAGRAM.

1.6 MAINTENANCE AND INSPECTION

All firefighting equipment and systems, electrical safety systems, alarm systems etc. undergo periodic inspection and maintenance by specialized firms in accordance with the current legislation.

1.7 AUTONOMY AND EXTERNAL EMERGENCY HELP TIMES (estimated)

AUTONOMY	WATER SYSTEM	60 minute autonomy
	EMERGENCY LIGHTING	60 minute autonomy
Arrival times (from summons)	FIRE DEPT.	MAX 5 minutes
	EMERGENCY PUBLIC HEALTH SERVICE	MAX 5 minutes
	ELECTRICAL SYSTEM	Internal maintenance
	HEATING SYSTEM	Internal maintenance

1.8 EMERGENCY KEYS

At Villino Pratello Orsini there is a display case containing the EMERGENCY KEYS/BADGES with the pertinent indications for immediate access to all the rooms in the case of an emergency.

NB : THESE KEYS ARE FOR EMERGENCY USE ONLY

1.9 LEVEL OF TRAINING AND INFORMATION PROVIDED TO WORKERS AND LEARNERS

The essential actions which must be undertaken on the part of workers and visitors in the case of fire (EMERGENCY AND FIRE FIGHTING BEHAVIOUR) are contained in the signs posted on the various floors. A sheet with useful addresses is displayed at the RECEPTION (ground fl.) and at Villino Fratello Orsini. A specific EMERGENCY DIAGRAM is posted on every floor.

Specific training for the components of:

- the fire fighting squad
- the First Aid staff

a meeting with the Emergency Service to illustrate the Emergency Plan, a copy of which is given to them

periodic illustration of the emergency plan by instructors to learners with lessons on the theory and practice of the problems deriving from an emergency situation.

1.10 LEVEL OF TRAINING AND INFORMATION PROVIDED TO CONTRACTING COMPANIES

Contracting companies whose personnel must access PALAZZO DEI CONGRESSI under contract are informed of the characteristics of the equipment and areas dedicated to emergencies by specific procedures which meet the conditions outlined in art. 26 of D.Lgs. 81/08

1.11 EMERGENCY SERVICE ORGANIZATION

COMPOSITION OF THE EMERGENCY SERVICE

The Emergency Service is comprised of:

- Emergency Service staff (ASE);
- directed by a Person in Charge of Emergency Service (RSE);

For events, the manager of the structure will engage a service company for the emergency squad (whose members have been trained according to DM 10.03.98 high risk) or engage a Fire Dept. Squad.

In the absence of events, an fire emergency squad is present composed of the company which manages the maintenance of the utility systems.

All the rest of the personnel, including the First Aid staff, are auxiliary to the Emergency Service with tasks indicated as follows (Collaborators of the ASE).

The First Aid squad is composed of employees of the surveillance company.

For events, the manager of the structure will engage a Volunteer Association (Misericordia, Red Cross, Pubblica Assistenza etc) to manage first aid.

In the temporary absence of the RSE, emergency operations will be directed as follows.

ATTENTION: DELEGATION OF THE FUNCTIONS OF THE PERSON IN CHARGE OF THE EMERGENCY SERVICE (RSE)

**In the case of an emergency, it is essential that in every case it is clear who it is who will direct the operations described in the following plan, which are normally the competence of the Person in Charge of the Emergency Service (RSE).
For this reason, if the RSE is absent in the case of an emergency, and for any level of it up to evacuation, the ASE worker who has the highest contract level or, in the case of an equal level, the longest period of employment will take over his/her functions.**

DUTIES OF PERSONNEL IN THE MANAGEMENT OF AN EMERGENCY

<i>Who</i>	<i>Duties</i>
PERSON IN CHARGE OF THE EMERGENCY SERVICE	Manages the emergency, directing the FIREFIGHTING AND FIRST AID STAFF and the rest of the personnel Intervenes by going personally to the alert zone to evaluate it Combats fire, with firefighting equipment (extinguishers, hydrants) + disconnecting switches Decides when to summon external emergency help Decides when to 'EVACUATE' the premises Collaborates with external emergency help
FIREFIGHTING STAFF	Aid management of emergency even without orders if PERSON IN CHARGE OF EMERGENCY SERVICE is not immediately available combat fire, with firefighting equipment (extinguishers, hydrants) + disconnecting switches
FIRST AID STAFF	Act in the case of emergency within the limits of their training, also using material contained in the FIRST AID BOXES available at the RECEPTION and at VILLINO FRATELLO ORSINI. If necessary, immediately summon EXTERNAL EMERGENCY HEALTHCARE HELP
ALL OTHER WORKERS (in aid)	Go to the gathering areas by the shortest emergency exit route as indicated in the emergency diagrams of the zone; make themselves available to the Emergency Service and collaborate in the case of an evacuation of the persons present

1.12 EMERGENCY CLASSIFICATION

The emergencies possible on the CAMPUS, and described later, are:

- ELECTRICAL BLACK-OUT (internal/external causes)
- FLOODING
- GAS LEAK
- TERRORIST ATTACK/SABOTAGE
- BOMB OR SUSPICIOUS CONTAINER REPORT
- EARTHQUAKE
- FIRE
- FURNACE ROOM FIRE

INJURY

FIRE CLASSIFICATION DETAILS

MINOR FIRE

(or of a small size):

When the size of the fire is such that it can be spent using the available fire fighting equipment in a reasonably short time (10 minutes).

MAJOR FIRE

(or of a medium/large size):

All other cases

ATTENTION: at night (from 10pm to 7am) fire is always considered to be major.

ACCIDENT CLASSIFICATION DETAILS

MINOR ACCIDENT:

Minor superficial cuts and wounds to the body excluding the head with no internal injuries.

Slight burns that do not involve large areas of the body

Minor foreign debris in the eyes with healing certain

MAJOR ACCIDENT:

All other cases

2. EMERGENCY MANAGEMENT BY TYPE

2.1 - ELECTRICAL BLACK-OUT

ELECTRICAL BLACK-OUT (internal/external causes)	
<p><i>Probability of happening</i></p> <p>Very improbable: a general BLACK-OUT due to internal causes at PALAZZO DEI CONGRESSI considering the characteristics of the electrical system.</p> <p>Probable: a brief BLACK-OUT due to an external problem of ENEL.</p> <p>ENEL usually announces beforehand if the electricity will be cut off for any length of time.</p>	<p><i>Possible characteristics of the emergency</i></p> <p>All the rooms of the building are equipped with emergency lighting which comes on automatically in the case of a black-out, thereby guaranteeing sufficient light to safely remain in the rooms for a temporary period.</p> <p>However, the various electrical utilities may cease to work depending on the size of the black-out and in particular: the elevators and technical equipment.</p>
Keep in mind that the expected duration of the emergency lighting is 60 minutes !!!	
<i>What to do</i>	
<i>WHO</i>	<i>ACTIONS/DUTIES</i>
<p>STAFF</p> <p>(Emergency Service staff)</p> <p>VISITORS</p>	<p>Must wait quietly while the FIREFIGHTERS investigate the situation and then tell them what to do.</p>

FIREFIGHTERS

(Coordinated by
their own Person in
Charge)

Must always check to see that no one is trapped in the elevators; if someone is, they must attempt to bring it to floor level by using the **EMERGENCY MANOEUVRE**.

Discover the cause of the ELECTRICAL BLACK-OUT:

If it is due to an external ENEL malfunction :

- obtain information regarding the expected duration of the malfunction using the phone number available at the RECEPTION or at VILLINO FRATELLO ORSINI or using a mobile phone.
- evaluate whether the BLACK-OUT involves or will involve nighttime and alert all the Emergency Service staff so that they will be ready to reassure visitors when the emergency lighting comes to an end.
- if there is any doubt that a BLACK-OUT during nighttime might continue beyond the duration of the emergency lighting, they must summon external emergency help.
- switches off the MAIN ELECTRICAL SWITCHES that control the elevators (at the Electrical Cabinet), the furnace room, and the kitchens.

If it is due to an internal malfunction

- try to find the cause also by trying to reset the circuit breakers and in the case of failure, summon as soon as possible the electrical maintenance personnel.
- follow the same instructions indicated in the preceding case for the management of the BLACK-OUT

When the electricity comes back on or when the failure is repaired:

- reactivate the previously disconnected switches and check to see that everything works properly again, particularly the elevators.

In the case of a previously announced ELECTRICAL BLACK-OUT due to ENEL, the main electrical switches for the elevators must be turned off and a notice placed on the elevator doors indicating that they are SHUT DOWN and for what length of time.

2.2 - FLOODING

FLOODING	
<p>Probability of happening</p> <p>Flooding is improbable but possible considering that the building has a basement floor; flooding may result from piping breakage, including sewage pipes, or under unusual weather conditions.</p>	<p>Possible emergency characteristics</p> <p>These events will not be in any case massive nor sudden.</p>
What to do	
<i>WHO</i>	<i>ACTIONS/DUTIES</i>
<p>COLLABORATORS (of the Emergency Service staff)</p> <p>VISITORS</p>	<p>Whoever discovers a relatively large water leak and especially if there is flooding, must immediately advise the available FIREFIGHTERS without delay and without entering the pertinent zone.</p>
<p>FIREFIGHTERS (Coordinated by their own Person in Charge)</p>	<p>Immediately disconnect the electric current by using the the relative zonal emergency switches. (at the ELECTRICAL CABINET).</p> <p>Disconnect the water system upstream by turning the tap on the water pump (at the meter on the Via Faenza side).</p> <p>Disconnect the electricity should any elevators be involved (Villa Vittoria Elevator: the electrical panels found on the ground floor near the elevator) after having checked to see that no one is inside.</p> <p>Request urgent repairs from the plumbing maintenance company.</p> <p>If there is any doubt that the flooding has involved the electrical system, before turning the main switch of the zone involved back on again, make an urgent request to the electrical maintenance company to come and check that the electrical system has not been damaged.</p> <p>In the meantime, a sign must be immediately posted near the main disconnection switch for the zone which says DO NOT SWITCH ON WORK IN PROGRESS and the switch must be locked shut.</p>

2.3 - GAS LEAK

GAS LEAK	
<p>Probability of happening Improbable: gas leaks at a furnace room due to breakage or failure. Modest, but more probable, gas leaks in the kitchen.</p>	<p>Possible emergency characteristics Gas from any leaks in the furnace room may spread quite far, with risk of fire and explosion as it is a place not normally manned. Probable gas leaks may occur in the kitchen on the Basement Floor</p>
What to do	
<i>WHO</i>	<i>ACTIONS/DUTIES</i>
VISITORS	Whoever discovers a gas leak in a furnace room or the kitchen must immediately advise the available FIREFIGHTERS without delay and without entering the zone involved.
COLLABORATORS (of the Emergency Service staff)	Whoever discovers a gas leak in the furnace room or the kitchen must immediately advise the available FIREFIGHTERS without delay and without entering the zone involved; if they are aware of what they are doing, they should close the valve of the gas feeder pipe without waiting for instructions. Whoever discovers a gas leak in the KITCHEN should quickly: <div style="margin-left: 40px;">open the windows and send all persons present away,</div> <div style="margin-left: 40px;">alert the FIREFIGHTERS</div>
FIREFIGHTERS (Coordinated by their own Person in Charge)	Should there be a gas leak in a Furnace room immediately: <div style="margin-left: 40px;">shut off the gas using the shut-off valves outside the room and at the gas meter;</div> <div style="margin-left: 40px;">disconnect the electricity using the main electrical switch (see GENERAL DIAGRAM).</div> In the case of a gas leak in the kitchen, immediately: <div style="margin-left: 40px;">shut off the gas using the shut-off valve near the kitchen;</div> <div style="margin-left: 40px;">disconnect the electricity using the main electrical switch (see GENERAL DIAGRAM).</div> In the meantime, a sign must be immediately posted near the disconnection valve for the gas and the switch for the electricity which says DO NOT TURN ON WORK IN PROGRESS and they must be locked shut.

2.4 - TERRORIST ATTACK- SABOTAGE

TERRORIST ATTACK - SABOTAGE									
<p>Probability of happening</p> <p>Very improbable, almost negligible, relative to an historical analysis of the past, the absence of premonitory indications, and the reassuring sociopolitical context.</p>	<p>Possible emergency characteristics</p> <p>Difficult to predict but defined by: incendiary acts, introduction of bombs or explosive material, equipment sabotage.</p>								
<p>What to do</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%; text-align: center;"><i>WHO</i></th> <th style="text-align: center;"><i>ACTIONS/DUTIES</i></th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;"> <p>VISITORS</p> </td> <td> <p>must immediately advise the FIREFIGHTERS if they see:</p> <p style="padding-left: 40px;">unusual and suspicious material inside the Palazzo dei Congressi,</p> <p style="padding-left: 40px;">suspicious behaviour of person inside/outside the Palazzo dei Congressi</p> <p style="padding-left: 40px;">suspicious damage to or tampering with equipment (gas, electrical).</p> </td> </tr> <tr> <td style="vertical-align: top;"> <p>COLLABORATORS (of the Emergency Service staff)</p> </td> <td> <p>must immediately advise the FIREFIGHTERS if they see:</p> <p style="padding-left: 40px;">unusual and suspicious material inside the Palazzo dei Congressi,</p> <p style="padding-left: 40px;">suspicious behaviour of person inside/outside the Palazzo dei Congressi suspicious</p> <p style="padding-left: 40px;">damage to or tampering with equipment (gas, electrical).</p> <p>Should there be an explosion, they must collaborate with the FIREFIGHTERS to discover the circumstances of the event</p> </td> </tr> <tr> <td style="vertical-align: top;"> <p>FIREFIGHTERS (Coordinated by their Person in Charge)</p> </td> <td> <p>In the above cases, discovered directly or indirectly, the surveillance personnel and the Firenze Fiera Technical Building Services Office must be discretely advised and in the case that it is considered necessary, the Police or Carabinieri summoned directly.</p> <p>In the case of an explosion, having evaluated the situation (injured persons, damage to equipment, stability of the structure), with the same indications given for the other Emergencies and for the procedure of EVACUATION.</p> <p>The Police and the Carabinieri must also be summoned in this case.</p> </td> </tr> </tbody> </table>		<i>WHO</i>	<i>ACTIONS/DUTIES</i>	<p>VISITORS</p>	<p>must immediately advise the FIREFIGHTERS if they see:</p> <p style="padding-left: 40px;">unusual and suspicious material inside the Palazzo dei Congressi,</p> <p style="padding-left: 40px;">suspicious behaviour of person inside/outside the Palazzo dei Congressi</p> <p style="padding-left: 40px;">suspicious damage to or tampering with equipment (gas, electrical).</p>	<p>COLLABORATORS (of the Emergency Service staff)</p>	<p>must immediately advise the FIREFIGHTERS if they see:</p> <p style="padding-left: 40px;">unusual and suspicious material inside the Palazzo dei Congressi,</p> <p style="padding-left: 40px;">suspicious behaviour of person inside/outside the Palazzo dei Congressi suspicious</p> <p style="padding-left: 40px;">damage to or tampering with equipment (gas, electrical).</p> <p>Should there be an explosion, they must collaborate with the FIREFIGHTERS to discover the circumstances of the event</p>	<p>FIREFIGHTERS (Coordinated by their Person in Charge)</p>	<p>In the above cases, discovered directly or indirectly, the surveillance personnel and the Firenze Fiera Technical Building Services Office must be discretely advised and in the case that it is considered necessary, the Police or Carabinieri summoned directly.</p> <p>In the case of an explosion, having evaluated the situation (injured persons, damage to equipment, stability of the structure), with the same indications given for the other Emergencies and for the procedure of EVACUATION.</p> <p>The Police and the Carabinieri must also be summoned in this case.</p>
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2.4.1 - BOMB OR SUSPICIOUS CONTAINER REPORT

BOMB OR SUSPICIOUS CONTAINER REPORT	
<p>Probability of happening</p> <p>Probable, therefore not negligible, in relation to the historical analysis of the recent past.</p>	<p>Possible emergency characteristics</p> <p>Difficult to predict but defined by anonymous telephone reports, and the presence (not confirmed) of bombs and explosive material.</p>
<p>What to do</p>	
<i>WHO</i>	<i>ACTIONS/DUTIES</i>
<p>COLLABORATORS (of the Emergency Service staff)</p> <p>VISITORS</p>	<p>Whoever notices the presence of a suspicious object or container, or receives a telephone report:</p> <ul style="list-style-type: none"> must not go near the object, nor attempt to find, identify or remove it; must alert the Person in Charge of the Emergency Service (Firefighters) and the Firenze Fiera Technical Building Services Office.
<p>PERSON IN CHARGE OF THE EMERGENCY SERVICE (AND FIREFIGHTERS coordinated by their own Person in Charge)</p>	<p>In the above cases of forewarning, discovered directly or indirectly, s/he must discretely advise the Firenze Fiera Technical Building Services Offices, and if s/he considers it advisable, declare a state of alarm and:</p> <ul style="list-style-type: none"> advise the authorities, by phoning the Police and Carabinieri; absolutely not search for the bomb; start the PALAZZO DEI CONGRESSI evacuation procedure as described in the "Emergency Plan"; check all floors, in particular in the toilets and adjacent areas, and in the elevators, to make sure that no one has been trapped there; manage the entrances and blocking access to anyone who is not emergency staff; coordinate the above emergency operations until the alarm has ceased.

2.5 – EARTHQUAKE

EARTHQUAKE	
<p><i>Probability of happening</i> Possible, but extremely difficult to predict.</p>	<p><i>Possible emergency characteristics</i> A critical emergency which should give rise to an EVACUATION. It is not possible to adopt preventive measures during activities (but only for the structure itself in the planning phase).</p>
<i>What to do</i>	
<i>WHO</i>	<i>ACTIONS/DUTIES</i>
VISITORS	Should wait calmly and follow the indications given by the Emergency Service personnel.
COLLABORATORS (of the Emergency Service staff)	At the first signs of tremors, if small, remain calm and reassure visitors and guests while waiting for instructions and any message to INITIATE EVACUATION. If the tremors are strong, proceed in any case with evacuation using the precautions outlined in the pamphlet RULES FOR EMERGENCIES.
FIREFIGHTERS (Coordinated by their own Person in Charge)	Depending on the magnitude of the tremors, evaluate whether to give the alarm or not. Collaborate with and supervise evacuation according to the indications given further on under Procedure for EVACUATION.

2.6 – FIRE

FIRE	
<p>Probability of happening</p> <p>The areas at highest risk are:</p> <p style="padding-left: 40px;">kitchen and furnace room</p> <p style="padding-left: 40px;">areas where combustible materials are stored (paper archives, linen storerooms).</p> <p>Small fires may develop in zones that are normally populated (halls, rooms in the various buildings, etc.) due to overheating, tossed cigarette butts etc.</p>	<p>Possible emergency characteristics</p> <p>Fires in populated areas are always expected to be small and therefore easily combatted.</p> <p>Fires which start in unpopulated zones should be considered more worrisome, even though less probable, as they will not be immediately noted and combatted.</p>
What to do	
<i>WHO</i>	<i>ACTIONS/DUTIES</i>
VISITORS	<p>In the case of a small fire, if there is no FIREFIGHTER nearby:</p> <p style="padding-left: 40px;">alert the FIREFIGHTERS immediately</p> <p style="padding-left: 40px;">sound the nearest fire alarm.</p>
COLLABORATORS (of the Emergency Service staff)	<p>In the case of a small fire with no FIREFIGHTER nearby, act within the limits of one's own knowledge and training, moving inflammable materials away and extinguishing the fire, using fire-extinguishing equipment if necessary, and moving away and reassuring any students present.</p> <p>In the case it is impossible to act directly:</p> <p style="padding-left: 40px;">immediately advise FIREFIGHTERS and be ready to help if requested;</p> <p style="padding-left: 40px;">sound the nearest fire alarm;</p> <p style="padding-left: 40px;">move as much inflammable and combustible material away from the fire as possible.</p>

FIRE ALARM SIGNAL

FIREFIGHTERS

(Coordinated by
their own Person in
Charge)

In the case of a fire alarm, go immediately to the zone from which the signal was sent to inspect and:

if the situation is normal (FALSE ALARM), return to the fire alarm control unit MASTER (Utility room in the basement of Villa Vittoria entrance on via Faenza side) and:

- silence the alarm from the control unit
- note the event on the provided register

if there is a real fire:

in the case of a MINOR FIRE

- act immediately on small fires, using nearby fire-extinguishing equipment (extinguishers, hydrants) and moving inflammable material away;
- disconnect, also as a precaution, the electricity and any natural gas provided to the area involved;
- move and have moved away from the fire zone as much inflammable and easily combustible material as possible.

In the case of a MAJOR FIRE:

In the absence of the RSE and if in doubt about controlling the fire or, in any case, if the estimated extinction time exceeds 10 minutes, assume command and initiate action in the stead of the RSE as indicated in the following paragraph.

- alert the surveillance personnel who will notify the Fire Department squad;
- act immediately using nearby fire extinguishing equipment (extinguishers, hydrants, fire hose reels);
- move and have moved as much inflammable and combustible material as possible away from the fire zone;
- having evaluated the circumstances and the nature of the fire, disconnect, also as a precaution, the utilities involved (interruption of fuels lines and electrical current indicated in the GENERAL PLANS consultable at Reception) either in person or by delegating someone nearby;
- check that no one is trapped in the elevators.
- check to see that containment is functioning (that the fire containment REI doors have closed off the fire zone); in the case that the doors have not closed automatically, try to close them manually if possible with the help of nearby personnel if necessary;
- if necessary, nearby personnel can be used to help.
- collaborate with and inform the Fire Department squads who arrive (*location of fire-extinguishing equipment, emergency disconnection procedures, combustible material deposits, fuel disconnection, etc.*).
- request the presence of the appropriate repair company in the case that the fire has damaged the working of essential utilities (*electrical system, heating system, etc., that have been disconnected as a precaution*).

OTHER FIRE ALERTS

In the presence of fire, however noticed or notified, proceed as in the preceding paragraph.

Once the fire has been extinguished, eyewitnesses must be interrogated to discover the cause.

2.6.1 – FIRE in a FURNACE ROOM

FIRE in a FURNACE ROOM	
<p><i>Probability of happening</i></p> <p>Not very probable if it is considered that the furnaces are regularly inspected and maintained by specialized companies.</p>	<p><i>Possible emergency characteristics</i></p> <p>Fire with possible explosion due to a gas leak.</p> <p>The location of the Furnace Room and the configuration of the relative rooms suggest that it is probable that in any case, the other rooms in each building with people in them would be directly and immediately involved.</p>
<p><i>What to do</i></p>	
<i>WHO</i>	<i>ACTIONS/DUTIES</i>
<p>COLLABORATORS VISITORS</p>	<p>Must immediately alert FIREFIGHTERS</p> <p>Sound the closest fire alarm</p>
<p>FIREFIGHTERS (Coordinated by their own Person in Charge)</p>	<p>FIREFIGHTERS must:</p> <ul style="list-style-type: none"> - follow the general rules defined above for the management of a FIRE emergency; - immediately shut off the gas and electricity using the release mechanisms situated immediately adjacent to the furnace room (see GENERAL PLANS); - keep the rest of the personnel and visitors calm; - use the fire extinguishing equipment available nearby (the fire extinguishers installed at the furnace room); - in the case of a major fire, order the surveillance personnel to summon the Fire Dept. ; - initiate EVACUATION PROCEDURES if the fire threatens to spread beyond the utility room <p>In the case that using the disconnection valves or switches at the furnace room (for combustible fluids and electricity) presents risks, the main disconnection valves and switches must be used.</p>

2.6.2 – FIRE in the KITCHEN

FIRE IN THE KITCHEN	
<i>Probability of happening</i>	<i>Possible emergency characteristics</i>
Low probability considering that the equipment and systems inside the kitchen are constantly maintained	<p>Fire with possible explosion due to a gas leak.</p> <p>The location of the Kitchen and the configuration of the relative rooms suggest that it is probable that in any case, the other rooms in each building with people in them would be directly and immediately involved.</p>
<i>What to do</i>	
<i>WHO</i>	<i>ACTIONS/DUTIES</i>
Whoever is near the KITCHEN	<p>Must immediately alert FIREFIGHTERS</p> <p>Sound the closest fire alarm</p>
COLLABORATORS (of the Emergency Service staff) Personnel present in the kitchen	<p>In the case of fire in the kitchen or in the case the fire alarm sounds, the following initiatives must be undertaken:</p> <ul style="list-style-type: none"> - the personnel inside the room must disconnect the electrical current and the fuel line, and leave the area; - ensure that the fire doors do not remain open; - the Emergency Service Person in Charge, aided by the firefighters, must visit the site and check to see that the fire is extinguished. If not, the procedures indicated in the GENERAL RULES must be initiated.

2.8 – INJURY

INJURY	
<p>Probability of happening</p> <p>There is a possibility that injuries of various types may occur.</p>	<p>Possible emergency characteristics</p> <p>It is not a true emergency involving a group or all the persons present.</p> <p>Instead, it is an event involving injury, usually to only one person.</p>
What to do	
<i>WHO</i>	<i>ACTIONS/DUTIES</i>
COLLABORATORS VISITORS	<p>When an accident occurs, notify the nearest internal FIRST AID WORKER</p> <p>Until help arrives, do not do anything except calm the injured person.</p> <p>Disperse any crowds which may form around the victim and wait for help to arrive to quickly send them to the victim</p> <p>When the first aid staff summon external EMERGENCY PUBLIC HEALTH CARE ASSISTENCE they must communicate as many details as possible: location, type of injury, the poison swallowed, etc.</p>
FIRST-AID STAFF	<p>On the basis of the training received and the indications given in paragraph 1.10, evaluate the injury and decide whether it is a MAJOR INJURY or a MINOR INJURY.</p> <p>If it is a MINOR INJURY, perform first-aid using the articles in the FIRST-AID KIT.</p> <p>If it is a MAJOR INJURY evaluate whether to:</p> <ul style="list-style-type: none"> - summon external EMERGENCY PUBLIC HEALTHCARE SERVICE and in the meantime give first-aid, - or transport immediately to the Hospital. <p>In the case of poisoning or contact with harmful substances, prepare the SECURITY FORM or at least, the original container of the product for examination by health workers.</p>

3. EVACUATION PROCEDURES

3.1 – ORGANIZATION OF THE EVACUATION

Evacuation will begin spontaneously with the sounding of the visual-acoustic alarms distributed in the various zones.

When the alarm sounds the building will be evacuated.

This process must be coordinated according to the development of the fire, having visitors and the other persons present exit by pathways that are the farthest from the critical area.

The posted EXIT DIAGRAMS of each floor facilitate comprehension of the best emergency exits to use in the various zones.

3.2 – EVACUATION OBJECTIVES

To have all workers and visitors gradually and safely leave the risk zone going towards the ground floor to reach the external GATHERING AREAS.

3.4 – EVACUATION PROCEDURES

<i>WHO</i>	<i>ACTIONS/DUTIES</i>
VISITORS	Promptly go to the ground floor and exit to the external gathering areas.
WORKERS/ COLLABORATORS	Workers who are not part of the emergency service: <ul style="list-style-type: none"> - promptly go to the ground floor and exit to the external gathering areas - make themselves available to the Emergency Service to help with evacuating visitors - collaborate with the operations of counting and verification to make sure no one remains in the risk zone.
FIREFIGHTERS (Coordinated by their own Person in Charge)	All Emergency Service staff, with the help of all other staff when necessary: <ul style="list-style-type: none"> - carefully evaluate if the fire/event underway remains confined to the evacuated area - verify that the electrical current and fuel lines have been disconnected in the evacuated zone - repeatedly verify that no one is trapped in the elevators - verify the closure of the fire containment doors - inspect the areas at highest risk to program evacuation priorities - proceed with the evacuation of visitors according to the following priorities: <ol style="list-style-type: none"> 1. handicapped visitors closest to the fire/event zone about to be filled with smoke 2. independent visitors closest to the fire/event zone about to be filled with smoke 3. visitors in less dangerous positions - at the end of operations, proceed to count all personnel on shift and visitors to verify that no one is still in the evacuated area. <p>At the same time the guard station summons:</p> <p style="padding-left: 40px;">the Fire Department if not already summoned (112)</p> <p style="padding-left: 40px;">external emergency health care services (112)</p> <p style="padding-left: 40px;">company personnel on call (telephone n° displayed at the GUARD STATION)</p> <p style="text-align: center;">IN THE CASE THE FIRE IS COMPLETELY UNDER CONTROL WITHIN A BRIEF SPACE OF TIME, THE ALARM CAN BE SILENCED AND EVACUATION SUSPENDED, REASSURING ALL VISITORS PRESENT</p>

HANDICAPPED VISITORS:

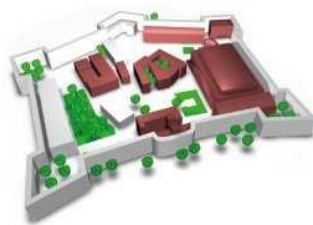
*The management of Palazzo dei Congressi is nearly always aware of the presence of of handicapped persons during events and conferences.
If necessary, the surveillance personnel and the internal maintenance personnel are advised of the presence of handicapped persons.*



FORTEZZA DA BASSO

EMERGENCY PLAN

Drawn up in accordance with D.M. 10/03/98



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**A COPY OF THE PRESENT PLAN IS FURNISHED
TO ALL EMERGENCY STAFF**

IF LOST, A COPY MAY BE
REQUESTED FROM THE PERSON
IN CHARGE OF THE EMERGENCY
SERVICE

1. EMERGENCY PLAN

1.1 PURPOSE OF EMERGENCY PLAN

The purpose of the Emergency Plan is to evidence behaviour and procedures which should be followed by all those: employees, patrons, visitors, etc., who are present in the Fortezza da Basso, so that in the event of an emergency, the persons present shall be kept safe by removal from danger and/or by rapid and safe evacuation to an exit or to a safe area.

It is necessary, therefore, that all visitors/patrons, employees, and organizations present within the Fortezza da Basso be aware of the procedures to be followed in case of emergency.

1.2 OBJECTIVES OF THE EMERGENCY PLAN

The contents of this document define the organizational structures, responsibilities, communication systems and necessary procedures to be followed in the event of an accident.

In particular, they contain the practical measures necessary to:

- contain and control an emergency event especially in regards to a fire area;
- eliminate any danger and prevent it from spreading;
- protect the persons inside and outside the premises;
- proceed , if necessary, with the evacuation of employees, visitors, any handicapped people or any others present;
- provide emergency help to the personnel involved;
- gather all information necessary to subsequently analyze the incident



1.3 CHARACTERISTICS OF THE PREMISES AND THE PERSONS PRESENT

Location	The premises are located in the center of the city of Florence, with the main entrance on Viale F. Strozzi.
Premises	The Fortezza da Basso was designed by Antonio da Sangallo the Younger in the first half of the 16 th century for Alessandro de' Medici, and today, besides being an important monument of the city of Florence, it is used for conferences and fairs. The total surface area is nearly 100,000 m, of which 55,000 m are indoor.
Subdivision of the premises	<p>The following buildings are inside the walls of the Fortezza (see charts chap.4):</p> <ul style="list-style-type: none"> - Padiglione Centrale Spadolini - Padiglione Cavaniglia - Arsenale - Palazzina Lorenese - Teatrino Lorenese - Sala delle Nazioni - Sala della Ronda - Rondino - Polveriera - Padiglione Le Ghiaie - Quartieri Monumentali - Padiglione 02 - Padiglione 07 - Storeroom - Firenze Fiera Technical Offices <p>During fairs, temporary structures may be erected in the outdoor areas.</p>

<p>Specific Risk Areas</p>	<p>Utility systems:</p> <ul style="list-style-type: none"> - Main Furnace Room (near the vehicle ramp to the basement of Padiglione Spadolini, near the external wall where it meets Padiglione Cavaniglia, on the second floor of Arsenale building, and near the entrance on the west side of the Quartieri Monumentali). - Main and Auxiliary Refrigerating Units (near the vehicle ramp to the basement of Padiglione Spadolini, and near Padiglione Cavaniglia, Padiglione Arsenale, Palazzina Lorenese, Rondino, Padiglione Le Ghiaie, and Quartieri Monumentali) - Main Water and Fire-extinguishing System Control Units (near the vehicle ramp to the basement of Padiglione Spadolini) - ENEL Cabinet (near the vehicle ramp to the basement of Padiglione Spadolini, near Palazzina Lorenese on the Piazzale "Arena Strozzi" side) - Main Electrical Cabinet (near the vehicle ramp to the basement of Padiglione Spadolini) - MV/LV Electrical Cabinets (located in Padiglioni Spadolini, Cavaniglia, Arsenale, Le Ghiaie, and Quartieri Monumentali) - Electrical panels (located in the various pavilions) - Other utility rooms and equipment (UPS, rooms for elevator equipment, ventilation, etc., located in the various pavilions) <p>Underground and aboveground diesel fuel storage tanks (in the area between the entrance ramp to the basement of Padiglione Spadolini and Sala delle Nazioni, near the furnace rooms of Padiglione Cavaniglia, in the external courtyard of Quartieri Monumentali, and outside Padiglione 07)</p> <p>Kitchens at Arsenale</p> <p>Forklift recharging area at the storeroom</p> <p>Areas where major crowding is expected during events</p>
<p>Access to the area and internal roadways</p>	<p>Access to the area is by the main vehicle entrance:</p> <ul style="list-style-type: none"> - Viale F. Strozzi entrance (Porta S.M. Novella). <p>There are also two other vehicle entrances and two pedestrian entrances:</p> <ul style="list-style-type: none"> - vehicle entrance (Porta Faenza) - vehicle entrance (Porta Mugnone) - pedestrian entrance (Porta alla Carra) - pedestrian entrance (Porta Soccorso alla Campagna) <p>The internal roadways are governed by specific signs.</p>



Emergency Exits	see EMERGENCY DIAGRAM
Disconnection in the event of an emergency	<p>The switch to disconnect the electricity is in the main electrical cabinet near the vehicle access ramp to the basement of Padiglione Spadolini,.</p> <p>The mains valve to disconnect the water is on the main water system control unit near the vehicle access ramp to the basement of Padiglione Spadolini.</p> <p>The gas disconnection valve is at Arsenale.</p> <p>There are also zonal electricity disconnection buttons in the various pavilions mainly in the electrical panels and the MV and LV cabinets.</p> <p>At the furnace rooms, there are electricity disconnection buttons and valves to stop the flow of fuel.</p> <p>In the UPS room, there are the emergency back-up release buttons.</p>
Gathering Zones	In all the areas outside the Fortezza, there are gathering zones indicated by PUNTO DI RACCOLTA signs
Fire-extinguishing Equipment	<p>In the various buildings and in the outdoor areas, there are:</p> <ul style="list-style-type: none"> Hand-held or Wheeled Fire-Extinguishers UNI 45 hydrants UNI 25 fire hose reels Aboveground hydrants with UNI 100 , UNI 70 or UNI 45 couplings. UNI 70 motorized pump couplings <p>There are sprinkler systems in the following areas:</p> <ul style="list-style-type: none"> - Padiglione Spadolini - Padiglione Cavaniglia - Arsenale <p>Self-powered emergency lights are available inside all the buildings.</p> <p>Emergency buttons have been installed to manually activate fire alarms inside the premises of Spadolini and Cavaniglia Pavilions, Arsenale, Palazzina Lorenese, Rondino, Le Ghiaie Pavilion, Monumental Area, Nazioni Pavilion and inside the offices of Firenze Fiera.</p> <p>Automatic fire detectors have been installed inside all the buildings, except for Sala della Ronda, della Polveriera, Pavilion 02, Pavilion 07 and Magazzino.</p> <p>Visual emergency panels are available inside Palazzina Lorenese, Nazioni Pavilion, Rondino, Le Ghiaie Pavilion, Monumental Area and inside the offices of Firenze Fiera.</p> <p>Padiglione Spadolini there are water and fire-extinguishing system control units, in Arsenale, a water system control unit and sprinkler system and in Quartieri Monumentali, an alarm.</p> <p>In Padiglioni Spadolini and Cavaniglia a smoke and heat evacuation system has been installed.</p> <p>In some buildings, REI 120 fire containment doors have been installed to isolate</p>

	<p>equipment, stairs, kitchens, etc.</p> <p>On the first floor of Palazzina Lorenese, there is a Fire Department station for use during events and fairs.</p>
Permanent surveillance	<p>The surveillance company ensures that there is a permanent guard 24hours a day in the guard hut next the Viale F. Strozzi access.</p> <p>The office of the person in charge of surveillance is on the ground floor of Padiglione Spadolini.</p>
Max N° of persons present (internal personnel, visitors and external contractors)	<p>The following is the maximum crowding allowed in the Fortezza da Basso buildings according to use:</p> <ul style="list-style-type: none"> - For conferences: around 14,700 persons - For fairs: around 20,000 persons <p>For details of crowding allowed per building, see the tables in chapter 4.</p>
Presence of handicapped persons	<p>Activities can be attended by handicapped persons.</p>
Workers exposed to special risks	<p>External personnel: see following paragraph.</p>
Contracting company personnel	<p>External personnel of companies employed for cleaning, for maintenance of the furnaces, equipment or fixtures, to run catering services on the premises, surveillance personnel, suppliers, personnel of other businesses, or self-employed workers charged with a specific task.</p>
Opening hours of the premises	<p>Opening hours may vary depending on the scheduled event</p>



1.4 DETECTION AND ALARM SYSTEMS

The Fortezza da Basso is provided with a detection and alarm system that comprises the following:

FIRE ALARM CONTROL UNIT

The main fire alarm control units are located in the offices of the Technical Building Services of Firenze Fiera and at the guard hut. There are also control units in the utility rooms of Padiglione Spadolini, Padiglione Cavaniglia, Arsenale and Quartieri Monumentali.

The control units receive alarm signals which can be relayed from:

automatic fire detectors distributed in the rooms in the various buildings (present in all buildings except Sala delle Nazioni, Sala della Ronda, Polveriera, Padiglione 02, Padiglione 07, the storeroom and the Firenze Fiera offices),

manually actuated alarm buttons distributed in the rooms of Padiglioni Spadolini and Cavaniglia, Arsenale, Palazzina Lorenese, Rondino, Padiglione Le Ghiaie and Quartieri Monumentali.

Moreover, there is a closed circuit video system in the various buildings which permits the surveillance of all the public emergency exits.

PRE-ALARM

In the case a pre-alarm signal is actuated in a control unit, the alerted personnel (employees of the surveillance company at the guard hut and employees of Firenze Fiera in their offices) communicate with the the Person in Charge of the emergency squad, informing him/her of the zone from which the signal has arrived.

The Person in Charge, assisted by other members of the squad, must go to the indicated place to assess the severity of the potential emergency.

In the case of a false alarm, the alarm will be deactivated at the control unit.

In the case of a real emergency, the Person in Charge will cause the alarm to be sounded in the pertinent area.

ALARM

An alarm activates for each individual building by emitting an acoustic signal.

In Palazzina Lorenese, Rondino, Padiglione Le Ghiaie, and Quartieri Monumentali, there are also visual alarms installed.

In the case of an alarm, the surveillance personnel in the hut and the Firenze Fiera personnel present in their offices are automatically alerted and must initiate emergency procedures (by contacting the person in charge and the staff of the emergency services if not already alerted by the pre-alarm, calling for external emergency help, etc.)

In the case of a false alarm, the appropriate personnel will silence the alarm from the control unit.

EMERGENCY TELEPHONES

They are the means by which essential information is relayed outside the structure.

They are located in the guard hut where the surveillance personnel is present, and in the Firenze Fiera Technical Building Services Offices.

The firefighting squad have mobile phones which can also be used to communicate beyond the premises.

EMERGENCY CALLS (EMERGENCY NUMBERS)

At the guard hut, useful telephone numbers and the procedure for calling external emergency help are displayed. Listed here below, according to the type of event which could occur, are the kinds emergency help that can be summoned.

Other USEFUL NUMERS		Telephone N°
Only during events	Fire Department station (at the Fortezza)	055 4972256
	Firefighting Squad (at PalaCongressi and Palaffari)	055 4972082
	Internal Firefighting Squad (at the Fortezza)	055 4972235 055 4972219
Internal Firefighting Squad (at Palazzo dei Congressi and Palaffari)		055 4973005
TECHNICAL BUILDING SERVICES OFFICE		055 49721

Event	Who to call	Telephone N°
Any	EMERGENCY NUMBER	112
Water problem	PUBBLIACQUA	800 314 314
Natural gas problem	GAS METANO FIRENZE	800 862 048

In the case of an emergency call, the following concise information regarding the emergency event must be given:



emergency event description: fire, explosion, etc.

extent of event: a hall is involved, a utility room, etc.

location of event: Fortezza da Basso, viale F. Strozzi, 1 Firenze

presence of any injured persons



I am: (name and position)

phoning from: Fortezza da Basso

located in: Viale Strozzi, 1 Firenze

This has happened: (description of the situation)

involving: (any persons involved)



1.5 EMERGENCY DISCONNECTION AND MANOEUVRES

In the case of an emergency, it may be necessary to quickly disconnect some sources of energy such as electrical current and combustible liquids, or the water system, in order to limit or contain high risk situations deriving from malfunctions which may have occurred in the relative system.

These disconnections are:

- The main electricity disconnection switch in the main electrical cabinet located near the vehicle entrance ramp to the basement of Padiglione Spadolini.
- The natural gas disconnection valve at Arsenale
- The water mains disconnection valve, located near the water pumps at the vehicle entrance ramp to the basement of Padiglione Spadolini
- Emergency release buttons located in the UPS rooms
- Electricity disconnection buttons, and disconnection valves to interrupt the flow of fuel at the furnace rooms

There are also zonal electricity disconnection buttons located in the various pavilions, mainly in the electrical panels and MV and LV cabinets.

The location of the disconnect buttons is known to the firefighting personnel present on the premises, the maintenance company present at the Fortezza during working hours, and the personnel of the Firenze Fiera Technical Building Services Offices.

In the case that the elevator is blocked, the elevator maintenance company will be summoned.

1.6 MAINTENANCE AND INSPECTION

All fire-extinguishing equipment, electrical safety equipment, alarm systems, etc., are periodically inspected and undergo maintenance by specialized companies according to current regulations; the relative record books are kept in the Firenze Fiera Technical Building Services offices.

Before the start of every event, the exits and the doors to the emergency exits are checked by emergency squad personnel.

Any obstructions, damage, etc., regarding the emergency exits, emergency doors, fire-extinguishing equipment, signs, etc., may be reported to emergency squad personnel or to Firenze Fiera personnel by surveillance personnel.

1.7 AUTONOMY AND EXTERNAL EMERGENCY HELP ARRIVAL TIMES (estimated)

The safety, alarm, fire-detection and fire-extinction emergency lighting system has safety back-up system installed to enable it to continue to function in the event of an emergency.

AUTONOMY	WATER RESERVE	Around 120 cubic m
	EMERGENCY LIGHTING	60 minute autonomy
ARRIVAL TIME (from summons)	FIRE DEPT.	MAX 10 minutes
	EMERGENCY HEALTH CARE	MAX 10 minutes
	ELECTRICAL SYSTEM	Internal maintenance
	HEATING SYSTEM	Internal maintenance

1.8 EMERGENCY KEYS

In the guard hut and in the storeroom, the keys necessary to immediately access any room in the event of an emergency are kept clearly labeled on a board.

NB: THESE KEYS MAY ONLY BE USED IN THE CASE OF AN EMERGENCY

1.9 LEVEL OF TRAINING AND INFORMATION GIVEN TO STAFF AND USERS

- the correct behaviour in the event of fire or other emergencies on the part of workers, users, and visitors (FIRE AND EMERGENCY BEHAVIOUR) is contained in the signs on display in the various buildings near the toilet facilities.
- during conferences and fairs, a sheet illustrating the main indications for evacuation procedures and containing useful emergency phone numbers (in Italian and English) is available at the entrances.
- a sheet containing addresses and useful emergency phone numbers is on display at the guard hut and near the toilet facilities in the various buildings.
- a specific EMERGENCY DIAGRAM is displayed in the various buildings and in the outdoor areas.
- specific training:
 - for members of the Firefighting Squad
 - for First Aid staff
- meetings with Emergency Services staff to illustrate the Emergency Plan of which they are then given a copy.
- periodic illustrations of the emergency plan with theory lessons on the problems deriving from an emergency situation.
- employees of the surveillance company are trained according to the indications in DM 10.03.98 – medium risk, and to provide First Aid and assist handicapped persons.



1.10 LEVEL OF TRAINING AND INFORMATION GIVEN TO CONTRACTING COMPANIES

Contracting companies whose personnel must access the Fortezza da Basso structure according to contract are informed of the characteristics of the emergency equipment and of the areas pertinent to emergencies through a specific procedure which responds to the requisites of art. 26 of D.Lgs. 81/08 and subsequent integrations.

1.11 ORGANISATION OF EMERGENCY SERVICES

ORGANIZATION OF THE EMERGENCY SERVICE

The Emergency Service comprises:

- employees of the Emergency Service (ASE);
- supervised by a Person in Charge of the Emergency Service (RSE).

At the Fortezza, an Emergency Squad is present comprised of the personnel of the company which runs/maintains the utility systems (whose employees are trained according to DM 10.03.98 – high risk).

During events and fairs, this Emergency Squad is complemented by one or more squads from the same external company; moreover, if it is considered necessary according to the size of the event, one or more Fire Department squads may also be present, to whom a room with a phone is assigned in the Fortezza da Basso at Palazzina Lorenese, or Magazzino 07.

All the other personnel, including the First Aid staff, are considered to be auxiliaries to the Emergency Service (ASE Collaborators), with duties as follows.

During events, a medical doctor is present in the infirmary to aid workers and visitors.

Upon request by the organizers of events and fairs, the management of the structure will engage a Volunteer Association (Misericordia, Red Cross, Pubblica Assistenza, etc.) to be present to provide First Aid.

It must be remembered that the surveillance company employees are trained according to the indications in DM 10.03.98 – medium risk, as well as in First Aid and assistance to handicapped persons.



In the temporary absence of the Person in Charge, emergency operations will be undertaken as follows.

ATTENTION: DELEGATION OF THE FUNCTIONS OF THE PERSON IN CHARGE OF EMERGENCY SERVICES (RSE)

In an emergency, it is essential that it always be clear who is in charge of the operations described in the following plan which are normally under the jurisdiction of the Person in Charge of the Emergency Service (RSE).

For this reason, in the absence of the RSE, the ASE worker on duty with the highest level contract, or with the longest record of service in the case that there is more than one at the same level, will act in his/her stead in the case of an emergency of any level up to evacuation

DUTIES OF PERSONNEL IN THE MANAGEMENT OF AN EMERGENCY

Components	Duties
PERSONNEL PRESENT AT THE GUARD HUT	<ul style="list-style-type: none"> - Alert the Person in Charge and the Emergency Staff - Upon orders from the Person in Charge, summon external emergency aid
FIRENZE FIERA PERSONNEL PRESENT IN THEIR OFFICES	<ul style="list-style-type: none"> - Alert the Person in Charge and the Emergency Staff
PERSON IN CHARGE OF EMERGENCY SERVICE	<ul style="list-style-type: none"> - Manages the emergency, giving orders to the FIREFIGHTERS AND FIRST AID STAFF and to the rest of the personnel - Goes personally to the alert zone to evaluate it - Combats (with the ASE) fires, using fire-extinguishing equipment (fire-extinguishers, hydrants, fire hose reels) and disconnection apparatus. - Decides when to summon external emergency help - Decides when to EVACUATE the premises, either partially or totally - Collaborates with external emergency help
FIREFIGHTERS	<ul style="list-style-type: none"> - Aid in the management of the emergency, even without orders if the PERSON IN CHARGE OF THE EMERGENCY SERVICE has not been quickly found - combat fire, using fire-extinguishing equipment (fire-extinguishers, hydrants, fire hose reels) and disconnection buttons
FIRST AID STAFF	<ul style="list-style-type: none"> - Act in the case of an accident within the limits of their training using material contained in one of the FIRST AID KITS available at the infirmary, the guard hut or in the Firenze Fiera offices - summon if necessary and without delay, EXTERNAL EMERGENCY HEALTH CARE STAFF
ALL OTHER STAFF (in aid)	<ul style="list-style-type: none"> - Go to the gathering areas following the shortest emergency route indicated in the diagram of the zone - make themselves available to the Emergency Service and collaborate in the event of an evacuation of the persons present



1.12 CLASSIFICATION OF EMERGENCIES

The possible emergencies at the Fortezza da Basso, and which are considered further on, are the following:

ELECTRICAL BLACK-OUT (internal/external causes))	EARTHQUAKE
FLOODING	FIRE
GAS LEAK	FURNACE FIRE
TERRORIST ATTACK/SABOTAGE	ACCIDENT
BOMB OR SUSPICIOUS CONTAINER REPORT	

FIRE CLASSIFICATION DETAILS

MINOR FIRE
(or small size);
reasonably short time (10 minutes)

When the size of the fire is such that it can be spent using available firefighting equipment in a

MAJOR FIRE
(or medium/large size):

In all other cases

ATTENTION: at night (from 10pm to 7am) fire is always considered to be major.

ACCIDENT CLASSIFICATION DETAILS

<u>MINOR ACCIDENT:</u>	Minor superficial cuts and wounds to the body excluding the head with no internal injuries Slight burns that do not involve large areas of the body Minor foreign debris in the eyes with healing certain
<u>MAJOR ACCIDENT:</u>	All other cases

2. EMERGENCY MANAGEMENT BY TYPE

2.1 - ELECTRICALBLACK-OUTS

ELECTRICAL BLACK-OUTS (internal/external causes)	
<p>Probability of happening</p> <p>Very improbable: a general BLACK-OUT due to internal causes of the FORTEZZA DA BASSO, having considered the characteristics of the electrical systems.</p> <p>Probable: a brief BLACK-OUT due to external malfunctioning of ENEL.</p> <p>ENEL usually announces beforehand if the electricity will be cut off for any length of time.</p>	<p>Possible emergency characteristics</p> <p>All the buildings are equipped with emergency lighting that comes on automatically in the case of a black-out and which guarantees sufficient light to safely remain in the building.</p> <p>Various electrical utilities may however cease to work depending on the size of the black-out, especially elevators and utility services.</p>
Consider that the expected emergency lighting autonomy is 60 minutes	
WHAT TO DO	ACTIONS/DUTIES
WHO	
<p>COLLABORATORS (of the Emergency Service)</p> <p>VISITORS</p>	<p>wait quietly while firefighters investigate the situation and then tell them what to do</p>
<p>FIREFIGHTERS (Coordinated by their own Person in Charge)</p>	<p>Must always check to see that no one is trapped in the elevators; if someone is, they must contact the maintenance company.</p> <p>must find the cause of an ELECTRICAL BLACK-OUT:</p> <p>If it is due to an external ENEL malfunction :</p> <ul style="list-style-type: none"> - they must obtain information regarding the expected duration of the malfunction using the phone number displayed at the guard hut using a land line or a mobile phone. - they must consider whether the BLACK-OUT involves or will involve nighttime and if necessary, they must alert the Emergency Service squad so that visitors can be reassured when the autonomy of the emergency lighting comes to an end - when it is uncertain whether the BLACK-OUT will last beyond the autonomy of the emergency lighting at nighttime, they must summon external emergency help <p>If it is due to an internal malfunction:</p> <ul style="list-style-type: none"> - they must try to find the cause including trying to reset the circuit breakers and if this doesn't work, they must summon the personnel charged with electrical maintenance as soon as possible - they must follow the same instructions as in the preceding case of a BLACK-OUT. <p>When the electricity returns or the failure is repaired:</p> <ul style="list-style-type: none"> - they must reactivate the disconnection buttons and check to see that everything works properly again, particularly the elevators <p><u>In the case of a pre-announced ELECTRICALBLACK-OUT due to ENEL, they must phone the elevator maintenance company so that it can shut down the elevators before the event and put notices on the elevator doors specifying the period for which they will be OUT OF ORDER.</u></p>

2.2 - FLOODING

FLOODING	
<p>Probability of happening</p> <p>Flooding is unlikely but not impossible; flooding may result from piping breakages, including sewage pipes, or under unusual weather conditions.</p>	<p>Possible emergency characteristics</p> <p>It will not in any case be massive and sudden.</p>
What to do	
WHO	ACTIONS/DUTIES
<p>COLLABORATORS (of the Emergency Service staff)</p> <p>VISITORS</p>	<p>Whoever discovers a relatively large water leak and especially if there is flooding, must immediately advise the available FIREFIGHTERS without delay and without entering the pertinent zone.</p>
<p>FIREFIGHTERS (Coordinated by their own Person in Charge)</p>	<p>must immediately disconnect the electric current by using the relative zonal emergency buttons to disconnect the energy.</p> <p>must disconnect the water system upstream from the leak using the water valve at the vehicle ramp to the basement of Padiglione Spadolini.</p> <p>Should there be elevators involved in the flooding, they must contact the elevator maintenance company to disconnect the electricity after having checked to see if anyone is still inside the elevator.</p> <p>They must request an urgent repair from the plumbing maintenance company.</p> <p>If there is any doubt that that the flooding has involved the electrical system, before turning the main switch for the zone back on again, they must make an urgent request to the electrical maintenance company to come and ensure that the electrical system has not been damaged.</p> <p>In the meantime, a sign must be immediately posted near the main disconnection switch of the zone saying DO NOT SWITCH ON WORK IN PROGRESS and the switch must be locked shut.</p>

2.3 – GAS LEAK

In the case of an emergency at a furnace room, see the specific EMERGENCY PLAN.

GAS LEAK	
<p>Probability of happening Improbable: gas leaks at a furnace room due to breakage or failure. Modest, but more probable, gas leaks in the kitchens (Arsenale).</p>	<p>Possible emergency characteristics Gas leaks due to breakage or failure in a furnace room. Gas leaks may occur in the kitchens (Arsenale). Gas leaks may result in fire and/or explosions.</p>
What to do	
WHO	ACTIONS/DUTIES
VISITORS	Whoever discovers a gas leak in a furnace room or the kitchens must immediately advise the available FIREFIGHTERS without delay and without entering the pertinent zone..
COLLABORATORS (of the Emergency Service staff)	Whoever discovers a gas leak in a FURNACE ROOM or in the KITCHENS must immediately: <ul style="list-style-type: none"> - send all persons present away from the area, - advise the FIREFIGHTERS.
FIREFIGHTERS (Coordinated by their Person in Charge)	Should there be a gas leak in a furnace rooms or in the kitchens, they must immediately: <ul style="list-style-type: none"> - close the nearby fuel valve leading to a furnace room or the kitchens; - disconnect the electricity for the furnace room using the switch nearby; - switch off the electricity in the zone using the zonal disconnection switch if there is one. In the meantime, a sign must be immediately posted near the disconnection valve for the combustible fuels and the electricity switch saying DO NOT SWITCH ON WORK IN PROGRESS and the panels must be locked shut.

2.4 – TERRORIST ATTACK- SABOTAGE

TERRORIST ATTACK - SABOTAGE	
<p>Probability of happening</p> <p>Very improbable, almost negligible, relative to an historical analysis of the past, the absence of premonitory indications, and the reassuring sociopolitical context.</p>	<p>Possible emergency characteristics</p> <p>Difficult to predict but defined by: incendiary acts, introduction of bombs or explosive material, equipment sabotage.</p>
What to do	
WHO	ACTIONS/DUTIES
VISITORS	<p>must immediately advise the FIREFIGHTERS if they see:</p> <ul style="list-style-type: none"> - unusual and suspicious material inside or near the Fortezza da Basso and the internal buildings, - suspicious behaviour of workers/visitors, in the offices, or buildings, inside the walls and near the Fortezza, - suspicious damage to or tampering with equipment (gas, electrical).
COLLABORATORS (of the Emergency Service staff)	<p>must immediately advise the FIREFIGHTERS if they see:</p> <ul style="list-style-type: none"> - unusual and suspicious material inside or near the Fortezza da Basso and the internal buildings , - suspicious behaviour of workers/visitors, in the offices, or buildings,inside the walls and near the Fortezza, - suspicious damage to or tampering with equipment (gas, electrical). <p>Should there be an explosion, they must collaborate with the FIREFIGHTERS to discover the circumstances of the event.</p>
FIREFIGHTERS (Coordinated by their Person in Charge)	<p>In the above cases, discovered directly or indirectly, the surveillance personnel and the Firenze Fiera Technical Building Services Office must be discretely advised and in the case that it is considered necessary, the Police and the Carabinieri may be summoned directly.</p> <p>In the case of an explosion, having evaluated the situation (injured persons, damage to equipment, stability of the structure), with the same indications given for the other emergencies and for the procedure of EVACUATION.</p> <p>The Police and the Carabinieri must also be summoned in this case.</p>

2.4.1 – BOMB OR SUSPICIOUS CONTAINER REPORT

BOMB OR SUSPICIOUS CONTAINER REPORT							
<p>Probability of happening</p> <p>Probable, therefore not negligible, in relation to the historical analysis of the recent past.</p>	<p>Possible emergency characteristics</p> <p>Difficult to predict but defined by anonymous telephone reports, and the presence of bombs and explosive material.</p>						
<p>What to do</p> <table border="1"> <thead> <tr> <th>WHO</th> <th>ACTIONS/DUTIES</th> </tr> </thead> <tbody> <tr> <td> <p>COLLABORATORS (of the Emergency Service staff)</p> <p>VISITORS</p> </td> <td> <p>Whoever notices the presence of a suspicious object or container, or receives a telephone report:</p> <ul style="list-style-type: none"> - must not go near the object, nor attempt to find, identify or remove it; - must alert the the Person in Charge of the Emergency Service (Firefighters) and the Firenze Fiera Technical Building Services Office. </td> </tr> <tr> <td> <p>PERSON IN CHARGE OF THE EMERGENCY SERVICE (AND FIREFIGHTERS)</p> </td> <td> <p>In the above cases of forewarning, discovered directly or indirectly, s/he must discretely advise the Firenze Fiera Technical Building Services Offices, and if s/he considers it advisable, declare a state of alarm by:</p> <ul style="list-style-type: none"> - advising the authorities, phoning the Police and Carabinieri; - absolutely not searching for the bomb; - starting the FORTEZZA DA BASSO evacuation procedure as described in the Emergency Plan; - checking all buildings, in particular in the toilets and adjacent areas, and in the elevators, to make sure that no one has been trapped there; - manning the entrances and blocking access to anyone who is not an emergency worker; - coordinating the above emergency operations until the alarm has ceased. </td> </tr> </tbody> </table>		WHO	ACTIONS/DUTIES	<p>COLLABORATORS (of the Emergency Service staff)</p> <p>VISITORS</p>	<p>Whoever notices the presence of a suspicious object or container, or receives a telephone report:</p> <ul style="list-style-type: none"> - must not go near the object, nor attempt to find, identify or remove it; - must alert the the Person in Charge of the Emergency Service (Firefighters) and the Firenze Fiera Technical Building Services Office. 	<p>PERSON IN CHARGE OF THE EMERGENCY SERVICE (AND FIREFIGHTERS)</p>	<p>In the above cases of forewarning, discovered directly or indirectly, s/he must discretely advise the Firenze Fiera Technical Building Services Offices, and if s/he considers it advisable, declare a state of alarm by:</p> <ul style="list-style-type: none"> - advising the authorities, phoning the Police and Carabinieri; - absolutely not searching for the bomb; - starting the FORTEZZA DA BASSO evacuation procedure as described in the Emergency Plan; - checking all buildings, in particular in the toilets and adjacent areas, and in the elevators, to make sure that no one has been trapped there; - manning the entrances and blocking access to anyone who is not an emergency worker; - coordinating the above emergency operations until the alarm has ceased.
WHO	ACTIONS/DUTIES						
<p>COLLABORATORS (of the Emergency Service staff)</p> <p>VISITORS</p>	<p>Whoever notices the presence of a suspicious object or container, or receives a telephone report:</p> <ul style="list-style-type: none"> - must not go near the object, nor attempt to find, identify or remove it; - must alert the the Person in Charge of the Emergency Service (Firefighters) and the Firenze Fiera Technical Building Services Office. 						
<p>PERSON IN CHARGE OF THE EMERGENCY SERVICE (AND FIREFIGHTERS)</p>	<p>In the above cases of forewarning, discovered directly or indirectly, s/he must discretely advise the Firenze Fiera Technical Building Services Offices, and if s/he considers it advisable, declare a state of alarm by:</p> <ul style="list-style-type: none"> - advising the authorities, phoning the Police and Carabinieri; - absolutely not searching for the bomb; - starting the FORTEZZA DA BASSO evacuation procedure as described in the Emergency Plan; - checking all buildings, in particular in the toilets and adjacent areas, and in the elevators, to make sure that no one has been trapped there; - manning the entrances and blocking access to anyone who is not an emergency worker; - coordinating the above emergency operations until the alarm has ceased. 						

2.5 – EARTHQUAKE

EARTHQUAKE	
<p>Probability of happening Possible, but extremely difficult to predict.</p>	<p>Possible emergency characteristics A critical emergency which should give rise to an EVACUATION. It is not possible to adopt preventive measures during activities (but only for the structure itself in the planning phase).</p>
What to do	
WHO	ACTIONS/DUTIES
VISITORS	should wait calmly and follow the indications given by the Emergency Service personnel.
COLLABORATORS (of the Emergency Service staff)	At the first signs of tremors, if small, they should remain calm and reassure visitors and guests while waiting for instructions and any message to INITIATE EVACUATION. If the tremors are strong, they should proceed in any case with evacuation according to the indications given further on under Procedure for EVACUATION.
FIREFIGHTERS (Coordinated by their own Person in Charge)	Depending on the magnitude of the tremors, they evaluate whether to give the alarm or not. They collaborate with and supervise evacuation according to the indications given further on under Procedure for EVACUATION.

2.6 – FIRE

FIRE	
<p>Probability of happening</p> <p>The areas at highest risk are:</p> <ul style="list-style-type: none"> utility rooms (in particular, furnace rooms and electrical cabinets/panels) diesel fuel deposits, underground and aboveground in the storeroom (recharging area for forklifts) areas where major crowding is expected during events <p>Small fires may develop in zones that are normally populated (halls, rooms in the various buildings, etc.) due to overheating, tossed cigarette butts etc.</p>	<p>Possible emergency characteristics</p> <p>Fires in populated areas are always expected to be small and therefore easily combatted.</p> <p>They are to be considered more worrisome, even though less probable, fires which start in unpopulated zones as they will not be immediately noted and combatted.</p>
What to do	
WHO	ACTIONS/DUTIES
VISITORS	<p>In the case of a small fire, if there is no FIREFIGHTER nearby:</p> <ul style="list-style-type: none"> - sound the nearest fire alarm.
COLLABORATORS (of the Emergency Service staff)	<p>In the case of a small fire with no FIREFIGHTER nearby, act within the limits of one's own knowledge and training, moving inflammable materials away and extinguishing the fire, using fire-extinguishing equipment if necessary, and moving away and reassuring any visitors present.</p> <p>In the case it is impossible to act directly:</p> <ul style="list-style-type: none"> - sound the nearest fire alarm; - immediately advise FIREFIGHTERS and be ready to help if requested; - move as much inflammable and combustible material away from the fire as possible.

<p>FIREFIGHTERS (Coordinated by their own Person in Charge)</p>	<p><u>FIRE ALARM SIGNAL</u></p> <p>In the case of a fire alarm, go immediately to the zone from which the signal was sent to check and:</p> <p>1) if the situation is normal (FALSE ALARM), return to the fire alarm control unit (for the location of the unit see paragraph 1.4) and:</p> <ul style="list-style-type: none"> - silence the alarm from the control unit - note the event on the provided register <p>2) if there is a real fire:</p> <p style="padding-left: 20px;">in the case of a MINOR FIRE</p> <ul style="list-style-type: none"> - act immediately on small fires, using nearby fire-extinguishing equipment (extinguishers, fire hose reels, hydrants) and moving inflammable material away; - disconnect, also as a precaution, the electricity and any natural gas provided to the area involved; - move and have moved away from the fire zone as much inflammable and combustible material as possible. <p style="padding-left: 20px;">In the case of a MAJOR FIRE:</p> <p>In the absence of the RSE and if in doubt about controlling the fire or, in any case, if the estimated extinction time exceeds 10 minutes, assume command and initiate action in the stead of the RSE as indicated in the following paragraph.</p> <ul style="list-style-type: none"> - alert the surveillance personnel who will notify the Fire Department squad; - act immediately using nearby fire extinguishing equipment (extinguishers, hydrants, fire hose reels); - move and have moved as much inflammable and combustible material as possible away from the fire zone; - having evaluated the circumstances and the nature of the fire, disconnect, also as a precaution, the utilities involved (interrupt the flow of fuels and electrical current) either in person or by delegating someone nearby; - check that no one is trapped in the elevator - check to see that containment is functioning (that the fire containment doors have closed off the fire zone); in the case that the doors have not closed automatically, try to close them manually if possible with the help of nearby personnel if necessary; - if necessary, nearby personnel can be used to help - collaborate with and inform the Fire Department squads who arrive (location of fire-extinguishing equipment, emergency disconnection procedures, combustible material deposits, fuel disconnection, etc.) . - request the presence of the appropriate repair company in the case that the fire has damaged the working of essential utilities (electrical system, heating system, etc.), that shall have been disconnected as a precaution.
	<p><u>OTHER FIRE ALERTS</u></p> <p>In the presence of fire, however noticed or notified, proceed as in the preceding paragraph.</p> <p>Once the fire has been extinguished, eyewitnesses must be interrogated to discover the cause.</p>

2.6.1 – **FIRE in a FURNACE ROOM**

In the case of an emergency in a Furnace Room, reference must be made to the specific EMERGENCY PLAN FOR THE FURNACE ROOM.

FIRE IN A FURNACE ROOM	
Probability of happening	Possible emergency characteristics
Not very probable if it is considered that the furnaces are regularly maintained.	Fire with possible explosion due to a gas leak.
What to do	
WHO	ACTIONS/DUTIES
Whoever is near the FURNACE ROOM	Sound the closest fire alarm Immediately alert FIREFIGHTERS
FIREFIGHTERS (Coordinated by their own Person in Charge) COLLABORATORS (of the Emergency Service staff)	In the case of fire at a Furnace Room or in the case the fire alarm sounds, the following initiatives must be undertaken: <ul style="list-style-type: none"> - the personnel nearest the furnace room must disconnect the electrical current and the fuel line, and leave the area; - ensure that the fire doors do not remain open; - the Emergency Service Person in Charge, aided by the firefighters, must visit the site and check to see that the fire is extinguished. If not, s/he must begin the procedures of the specific <u>Emergency Plan for the Furnace Room</u>.

2.7 – ACCIDENTS

ACCIDENTS							
<p>Probability of happening There is a possibility that accidents of various types may happen</p>	<p>Possible emergency characteristics It is not a true emergency which involves a group or all the persons present. Instead, it is an event involving injury, usually to only one person.</p>						
<p>What to do</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%; text-align: center;">WHO</th> <th style="text-align: center;">ACTIONS/DUTIES</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;"> <p>COLLABORATORS VISITORS</p> </td> <td> <p>When an accident happens, notify the nearest internal FIRST AID WORKER or, if present, the medical doctor at the infirmary</p> <p>While waiting for help to arrive, do not do anything except calm the injured person. Disperse any crowds which may form around the victim and wait for help to arrive to show them where the victim is.</p> <p>Gather information: the first-aid worker will need to communicate as much information as possible if s/he summons EMERGENCY PUBLIC HEALTH CARE ASSISTENCE : location, type of injury, the poison swallowed, etc.</p> </td> </tr> <tr> <td style="vertical-align: top;"> <p>FIRST-AID STAFF (MEDICAL DOCTOR PRESENT IN THE FORTEZZA DURING EVENTS)</p> </td> <td> <p>In the case a medical doctor is present at the infirmary of the Fortezza da Basso, the First-Aid worker will make him/herself available to the doctor to aid in the care of the injured person.</p> <p>In the case there is no doctor present at the Fortezza da Basso, the worker will proceed as follows:</p> <p>On the basis of his/her training, evaluate the situation to decide whether it is a MAJOR or MINOR ACCIDENT (see par. 1.12).</p> <p>If it is a MINOR INJURY, perform first-aid using the articles in the FIRST-AID KIT.</p> <p>If it is a MAJOR ACCIDENT evaluate whether to:</p> <ul style="list-style-type: none"> - summon external EMERGENCY PUBLIC HEALTHCARE SERVICE and in the meantime give first-aid, or - transport immediately to the Hospital. <p>In the case of poisoning or contact with harmful substances, prepare the SECURITY FORM or at least, the original container of the product for examination by health workers.</p> </td> </tr> </tbody> </table>		WHO	ACTIONS/DUTIES	<p>COLLABORATORS VISITORS</p>	<p>When an accident happens, notify the nearest internal FIRST AID WORKER or, if present, the medical doctor at the infirmary</p> <p>While waiting for help to arrive, do not do anything except calm the injured person. Disperse any crowds which may form around the victim and wait for help to arrive to show them where the victim is.</p> <p>Gather information: the first-aid worker will need to communicate as much information as possible if s/he summons EMERGENCY PUBLIC HEALTH CARE ASSISTENCE : location, type of injury, the poison swallowed, etc.</p>	<p>FIRST-AID STAFF (MEDICAL DOCTOR PRESENT IN THE FORTEZZA DURING EVENTS)</p>	<p>In the case a medical doctor is present at the infirmary of the Fortezza da Basso, the First-Aid worker will make him/herself available to the doctor to aid in the care of the injured person.</p> <p>In the case there is no doctor present at the Fortezza da Basso, the worker will proceed as follows:</p> <p>On the basis of his/her training, evaluate the situation to decide whether it is a MAJOR or MINOR ACCIDENT (see par. 1.12).</p> <p>If it is a MINOR INJURY, perform first-aid using the articles in the FIRST-AID KIT.</p> <p>If it is a MAJOR ACCIDENT evaluate whether to:</p> <ul style="list-style-type: none"> - summon external EMERGENCY PUBLIC HEALTHCARE SERVICE and in the meantime give first-aid, or - transport immediately to the Hospital. <p>In the case of poisoning or contact with harmful substances, prepare the SECURITY FORM or at least, the original container of the product for examination by health workers.</p>
WHO	ACTIONS/DUTIES						
<p>COLLABORATORS VISITORS</p>	<p>When an accident happens, notify the nearest internal FIRST AID WORKER or, if present, the medical doctor at the infirmary</p> <p>While waiting for help to arrive, do not do anything except calm the injured person. Disperse any crowds which may form around the victim and wait for help to arrive to show them where the victim is.</p> <p>Gather information: the first-aid worker will need to communicate as much information as possible if s/he summons EMERGENCY PUBLIC HEALTH CARE ASSISTENCE : location, type of injury, the poison swallowed, etc.</p>						
<p>FIRST-AID STAFF (MEDICAL DOCTOR PRESENT IN THE FORTEZZA DURING EVENTS)</p>	<p>In the case a medical doctor is present at the infirmary of the Fortezza da Basso, the First-Aid worker will make him/herself available to the doctor to aid in the care of the injured person.</p> <p>In the case there is no doctor present at the Fortezza da Basso, the worker will proceed as follows:</p> <p>On the basis of his/her training, evaluate the situation to decide whether it is a MAJOR or MINOR ACCIDENT (see par. 1.12).</p> <p>If it is a MINOR INJURY, perform first-aid using the articles in the FIRST-AID KIT.</p> <p>If it is a MAJOR ACCIDENT evaluate whether to:</p> <ul style="list-style-type: none"> - summon external EMERGENCY PUBLIC HEALTHCARE SERVICE and in the meantime give first-aid, or - transport immediately to the Hospital. <p>In the case of poisoning or contact with harmful substances, prepare the SECURITY FORM or at least, the original container of the product for examination by health workers.</p>						

3. EVACUATION PROCEDURES

3.1 – ORGANIZATION OF THE EVACUAZIONE

Evacuation will begin spontaneously with the sounding of the acoustic alarms or the lighting up of the visual alarms distributed in the various zones.

When an alarm is actuated, the building involved will be evacuated. If the emergency (especially for fire) is expected to involve adjacent areas as well, those areas or the entire complex of the Fortezza da Basso will be evacuated.

This process will be coordinated according to the development of the fire or other event, and will entail having visitors and the other persons present exit using the pathways that are the farthest from the critical zone.

The posted EXIT DIAGRAMS facilitate comprehension of the best emergency exits to use in the various zones.

3.2 – EVACUATION OBJECTIVE

To have all workers and visitors leave the risk zone gradually and safely to go toward the external GATHERING AREAS.
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3.3 – EVACUATION PROCEDURES

WHO	ACTIONS/DUTIES
VISITORS	Promptly exit by the nearest emergency exit and go to the external gathering areas.
STAFF COLLABORATORS	Staff who are not part of the emergency service: <ul style="list-style-type: none"> - promptly exit by the nearest emergency exit and go to the external gathering areas - make themselves available to the Emergency Service to help with evacuating visitors - collaborate with the operations of counting and verification to make sure no one remains in the risk zone.

<p>FIREFIGHTERS (Coordinated by their own Person in Charge)</p>	<p>All Emergency Service staff, with the help of all other staff when necessary:</p> <ul style="list-style-type: none"> - carefully evaluate if the fire/event underway remains confined to the evacuated area - verify that the electrical current and fuel lines have been disconnected in the evacuated zone - repeatedly verify that no one is trapped in the elevators - verify the closure of the fire containment doors - inspect the areas at highest risk to program evacuation priorities - proceed with the evacuation of visitors according to the following priorities: <ol style="list-style-type: none"> 1. Handicapped VISITORS closest to the fire/event zone about to be filled with smoke 2. Independent VISITORS closest to the fire/event zone about to be filled with smoke 3. VISITORS in less dangerous positions - at the end of operations, proceed to count all personnel on shift and visitors to verify that no one is still in the evacuated area. <p>At the same time, upon orders of the Person in Charge, the surveillance personnel at the guard hut or Firenze Fiera personnel in their offices will summon:</p> <ul style="list-style-type: none"> - the Fire Department if not already summoned (112) - external emergency health care services (112) - company personnel on call (telephone n° displayed at the guard hut) <p>In the case of fire, if it is completely extinguished within a brief space of time, the alarm can be turned off and evacuation suspended, reassuring all those present. If on the contrary, the fire is expected to spread into adjacent areas, these areas or the entire Fortezza da Basso complex must be evacuated.</p>
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HANDICAPPED VISITORS :
In most cases, the external surveillance company personnel know that handicapped persons are present during events, fairs, etc. and are trained to assist them. In the case of an emergency, the emergency staff is advised of the presence of handicapped persons.

4. BUILDING CHARTS

4.1 - Padiglione Spadolini

Location	Padiglione Spadolini is situated in the eastern area of the Fortezza complex.
Building	The building, designed by Arch. Pierluigi Spadolini and constructed in 1970, was built with a steel frame and prefabricated precompressed reinforced cement floors. The total surface area is equal to approx. 26,000 sq.m.
Number of Floors	The building has 3 floors, one of which is the basement. The structure has 2 symmetrical external stairways which connect the open area on the ground to the covered terrace that surrounds the top floor. In the center of the building there is an open square stairway that connects the floors and surrounds an ample internal court. Sono inoltre presenti scale interne, normali e mobili, e ascensori.
Specific Risk Areas	<ul style="list-style-type: none"> - The main Furnace Room near the vehicle ramp to the basement - An underground diesel fuel deposit in the area between the basement access ramp of Padiglione Spadolini and Sala delle Nazioni - Main electricity cabinet near the vehicle access ramp to the basement - ENEL cabinet near the vehicle access ramp to the basement - Electrical cabinet and MV and LV Electrical Panels Rooms - Zonal electrical panels - Other utility equipment and rooms (air conditioning, ventilation, UPS, water and fire-extinguishing system control units, smoke-detector commands, elevator machinery) - Rooms in which major crowding is expected during events
Access to the Area	Padiglione Spadolini is easily reached using the roadways inside the Fortezza and from the vehicle entrance at Porta Faenza. The pedestrian entrance at Porta alle Carra enters directly into the basement of the pavilion.
Emergency Exits	There are numerous emergency exits that lead to external areas. These exits and the other exits are adequately marked.
Emergency Disconnection	<ul style="list-style-type: none"> - Fuel disconnection valve (at the furnace room) - Electricity disconnection button for the furnace room (at furnace room) - Electricity disconnection button (at the main electricity cabinet) - Electricity disconnection button (at the MV and LV Electrical Panel Rooms) - Emergency back-up button (at the UPS utility rooms) <p>At the guard position on the ground floor of the pavilion, there is a panel with electricity disconnection buttons and emergency back-up switches for the entire pavilion. In particular, the UPS system switches can only be actuated by the Fire Dept.</p>
Gathering Area	Outside the building near the main entrance and the exits to Padiglione Cavaniglia and Polveriera.

<p>Fire-extinguishing Equipment</p>	<p>Handheld and wheeled fire extinguishers located in various areas of the building. UNI 45 hydrants located inside the pavilion.</p> <p>UNI 25 fire hose reels positioned inside the building.</p> <p>A UNI 70 Fire Dept. motorized pump coupling near the water and fire-extinguishing control units .</p>
	<p>There is a sprinkler system in the rooms of Padiglione Spadolini.</p> <p>Automatic fire detectors, manually actuated emergency alarm buttons and emergency back-up lighting have been installed.</p> <p>The main control unit for the fire-extinguishing system is located near the vehicle access ramp to the basement.</p> <p>In Padiglione Spadolini, a smoke and heat extraction system has been installed which can be actuated from the guard position on the ground floor of the pavilion.</p> <p>The smoke detection control unit is found in one of the rooms accessible from the toilet facilities in the central area of the ground floor.</p> <p>The utility rooms, and the rooms from which escalators and elevators are accessed, are compartmentalized by the installment of REI 20 doors.</p>
<p>Max N° of persons present (internal staff, visitors and external contractors)</p>	<p>The maximum crowding allowed on the various floors during fairs and conferences is:</p> <ul style="list-style-type: none"> - Basement Floor – 2250 persons - Ground Floor – 3500 persons - Top Floor – 2240 persons

4.2 – Padiglione Cavaniglia

Location	The pavilion is located near the Porta Faenza entrance, in the south-east area of the Fortezza.
Building	Three sides of the structure are made of prefabricated elements; the south side is the wall of the Fortezza. The indoor surface area is around 2900 sqm
Number of Floors	The pavilion comprises mainly one floor (ground floor). There is an internal stairway leading to the first floor where there are only utility rooms. In the basement reached by an elevator from the ground floor, is a corridor that connects Padiglione Spadolini to the Porta Alle Carra pedestrian access, toilet facilities and the elevator machinery room.
Specific Risk Areas	<ul style="list-style-type: none"> - outside the furnace room near the outside wall at Bastione Cavaniglia - Storage tanks of the diesel fuel used for the furnace room and found near it - Electricity cabinet on the ground floor - Zonal electrical panels - Other utility rooms and equipment (refrigerating units, ventilation equipment, UPS, elevator machinery room, pump room) - Rooms in which major crowding is expected during events
Access to the area	Padiglione Cavaniglia is easily reached using the roadways inside the Fortezza and from the Porta Faenza vehicle entrance.
Emergency Exits	<p>There are numerous emergency exits that lead to external areas.</p> <p>These exits and the other exits are adequately marked.</p>
Emergency Disconnection	<ul style="list-style-type: none"> - Fuel line disconnection valve (at the furnace room) - Furnace room electricity disconnection button (at the furnace room) - Electricity disconnection button (in the electricity cabinet on the ground floor) - UPS release button (in the UPS utility rooms)
Gathering Zones	Outside the building near Porta Faenza and the exits to Padiglione Spadolini.

<p>Fire-Extinguishing Equipment</p>	<p>Handheld and wheeled fire extinguishers located in various areas of the building and in the furnace room. Sand pail near the furnace room.</p> <p>UNI 45 hydrants located near the exits on the Padiglione Spadolini side and in the basement.</p> <p>UNI 25 fire hose reels positioned inside the building.</p> <p>UNI 45 double-coupling aboveground hydrants located at the entrance near Porta Faenza and the entrance towards the furnace room.</p> <p>Aboveground hydrants with 1 UNI 100 coupling and 2 UNI 70 couplings positioned on the side of building facing Padiglione Spadolini.</p> <p>There is a sprinkler system in the rooms of Cavaniglia.</p> <p>Automatic fire detectors, manually actuated emergency alarm buttons and emergency back-up lighting have also been installed.</p> <p>The smoke-detector command controls are located near the main exit of the ground floor in the direction of Padiglione Spadolini.</p> <p>There is a smoke and heat extraction system installed in the pavilion.</p> <p>The utility rooms, the workrooms, the access rooms to the stairs which lead to the first floor and the ventilation room in the basement are compartmentalized by the installation of REI 120 doors.</p>
<p>Max N° of Persons Present (staff, visitors and external contractors)</p>	<p>The maximum crowding allowed at Padiglione Cavaniglia during fairs and conferences is 2220 persons.</p>

4.3 – Arsenale

Location	Arsenale is located in the central area of the Fortezza da Basso, not far from the Porta Soccorso alla Campagna pedestrian entrance.
Building	<p>The structure, in masonry, is divided into various rooms used for exhibitions and fairs.</p> <p>On the ground floor:</p> <ul style="list-style-type: none"> - Arsenale Ground Floor – 1095 sqm - Fureria – 590 sqm - Armeria/Basilica – 1035 sqm <p>On the first floor:</p> <ul style="list-style-type: none"> - Arsenale First Floor – 1070 sqm - Armeria First Floor – 315 sqm <p>On the Second Floor:</p> <ul style="list-style-type: none"> - utility and work rooms
Number of Floors	The building comprises three levels connected by internal and external stairways, escalators and elevators.
Specific Risk Areas	<ul style="list-style-type: none"> - Furnace room (total power: 1428.8 kW) on the second floor - MV/LV transformer cabinet on the ground floor and second floor - Electrical panel on the second floor - Zonal electrical panels - Kitchen on the second floor - Other utility equipment and rooms (refrigerating units, ventilation machinery room, UPS, alarm control units, water pumps and sprinkler system, elevator machinery room) - Areas where major crowding is expected during events
Access to the Area	The building is easily accessed from the roadways inside the Fortezza and from the Porta Soccorso alla Campagna pedestrian entrance.
Emergency Exits	<p>There are numerous emergency exits that lead to external areas.</p> <p>These exits and the other exits are adequately marked.</p>
Emergency Disconnection	<ul style="list-style-type: none"> - 2 fuel line disconnection valves (at the furnace room on the second floor) - Furnace room electricity disconnection button (on the second floor in furnace room) - MV electricity disconnection button (outside the MV/LV transformer cabinet on the second floor and near the elevator on the south side on the ground floor) - Natural gas disconnection valve (on the ground floor near the external stairway on the side facing Teatrino Lorenese and near the water system control unit and sprinkler system in the central corridor, in the first floor restaurant area, and near the second floor kitchen) - electricity disconnection switch (in the restaurant area on the first floor, and near the kitchen on the second floor) - UPS release button (in the utility rooms) - Ground floor disconnection button for south side elevator, located near the elevator - ground floor disconnect button for the southside elevator, located near the elevator

Gathering Areas	In the open central corridor and in the outside areas near Porta Soccorso alla Campagna and the south exit from the building.
Fire-Extinguishing Equipment	<p>Handheld and wheeled fire extinguishers located in the various rooms of the building. UNI 45 hydrants located inside and outside Arsenale. UNI 25 fire hose reels positioned inside the building. UNI 70 Fire Dept. Motorized pump couplings, on the south side and at the entrance to Fureria from the inside corridor.</p> <p>There is a sprinkler system in the rooms in Arsenale.</p> <p>Automatic fire detectors, manually actuated emergency alarm buttons and emergency back-up lighting have also been installed.</p> <p>The water pump and sprinkler are on the ground floor while the smoke detection control unit is on the second floor.</p> <p>The utility rooms, some stairways and the kitchen are compartmentalized by the installation of doors</p>
Max N° of Persons Present (internal personnel, visitors and external contractors)	<p>The maximum crowding allowed in the various rooms is as follows:</p> <ul style="list-style-type: none"> - Arsenale Ground Floor – 480 person - Fureria – 300 persons - Armeria/Basilica – 400 persons - Arsenale First Floor – 375 persons - Armeria First Floor – 112 persons - work and utility rooms – no provision for activities

4.4 – Palazzina Lorenese

Location	The building is located in the central area of the Fortezza da Basso.
Building	The structure, in masonry, is divided into several rooms used for exhibitions and fairs and comprises around 1530 sqm on the ground floor and 1550 on the first floor.
Number of Floors	The building is on two levels connected by internal and external stairways and elevators.
Specific Risk Areas	<ul style="list-style-type: none"> - ENEL cabinet accessed from the door on Piazzale "Arena Strozzi" - Zonal electrical panels - Other utility equipment and rooms (refrigerating units, elevator machinery rooms, utility rooms, UPS) - Areas where major crowding is expected during events
Access to the Area	The building is easily reached from the roadways inside the Fortezza da Basso.
Emergency Exits	<p>There are numerous emergency exits that lead to external areas.</p> <p>These exits and the other exits are adequately marked.</p>
Emergency Disconnection	<ul style="list-style-type: none"> - electricity disconnection (at the ENEL cabinet) - UPS release button(in the utility rooms)
Gathering Areas	Outside the building in the piazzale "Arena Strozzi", at the main entrance to Padiglione Spadolini and in the area between Padiglione Le Ghiaie and Teatrino Lorenese.
Fire-Extinguishing Equipment	<p>Handheld fire-extinguishers in various rooms in the building.</p> <p>UNI 45 hydrants, located in areas outside the building.</p> <p>UNI 25 fire hose reels, located in areas inside and outside the building.</p> <p>UNI 70 Fire Dept. motorized pump couplings are located in the open air court on the facades facing Teatrino Lorenese and Piazzale "Arena Strozzi".</p> <p>Automatic fire detectors, manually actuated emergency alarm buttons, visual alarms and emergency back-up lighting have also been installed in the rooms.</p> <p>The utility rooms and some stairways are compartmentalized by the installation of REI 120 doors.</p> <p>On first floor is the room used by the Fire Dept. during events and fairs.</p>
Max N° of Persons Present (internal personnel, visitors and external contractors)	<p>The maximum crowding allowed on the various floors is the following:</p> <ul style="list-style-type: none"> - Ground Floor – 1421 persons - First Floor – 488 persons

4.5 – Teatrino Lorenese

Location	The building is located in the central area of the Fortezza da Basso.
Building	The structure, in masonry, covers an area of around 520 sqm.
Number of Floors	The building is mainly on two floors (theater on ground floor and backstage on first floor). On the ground floor is also present a small space to access the stairs going to the upper floor On the second floor, not accessible to the public, is a utility room.
Specific Risk Areas	<ul style="list-style-type: none"> - Electrical panels on the ground floor and first floor - Other utility equipment and rooms (ventilation, utility room on second floor) - Areas where major crowding is expected during events
Access to the Area	The building is easily reached from the roadways inside the Fortezza da Basso.
Emergency Exits	There are numerous emergency exits that lead to external areas. These exits and the other exits are adequately marked.
Emergency Disconnection	- electricity disconnection switch (at electrical panels)
Gathering Zones	Outside the building near the south exit and at "Arena Strozzi" Piazzale.
Fire-Extinguishing Equipment	Handheld extinguishers in various areas of the building. UNI 45 hydrants located in the external and internal areas of the building. UNI 25 fire hose reels positioned inside the building. Automatic fire detectors and emergency back-up lighting installed in the rooms. The utility room on the second floor is compartmentalized by the installation of REI 120 doors.
Max N° of Persons Present (internal personnel, visitors and external contractors)	The following is the maximum crowding allowed in Teatrino Lorenese : 350 persons

4.6 – Sala delle Nazioni

Location	The building is situated near the north wall of the Fortezza da Basso, near the vehicle access of Porta Mugnone.
Building	The structure, in masonry, covers an area of around 2000 sqm.
Number of Floors	The building is on a single floor.
Specific Risk Areas	<ul style="list-style-type: none"> - Electrical panel - Other utility equipment (ventilation) - Areas where major crowding is expected during events
Access to the Area	The building is easily reached from the roadways inside the Fortezza da Basso and from the vehicle access of Porta Mugnone.
Emergency Exits	<p>There are numerous emergency exits that lead to external areas.</p> <p>These exits are adequately marked.</p>
Emergency Disconnection	- electricity disconnection switch (at the electrical panel)
Gathering Zones	Outside the building in the yard in front.
Fire-Extinguishing Equipment	<p>Handheld and wheeled fire extinguishers in various areas of the building.</p> <p>UNI 45 hydrants located in the external and internal areas of the building.</p> <p>UNI 25 fire hose reels positioned inside the building.</p> <p>UNI 70 Fire Dept. motorized pump couplings are located at the front.</p> <p>Emergency back-up lighting has been installed in the rooms.</p> <p>Sanitary facilities feature a pusher to mute the disabled alarm, to be used exclusively by the emergency management personnel, along with a visual-audible alarm, specially supervised during the events of public entertainment by the emergency team personnel, with frequent verification steps. This alarm was also reported on the smoke detector system connected with the Reception, the Property/Technical Office, and with the fire brigade premises.</p>
Max N° of Persons Present (internal personnel, visitors and external contractors)	<p>For fairs, the maximum crowding allowed is 925 persons.</p> <p>No provision has been made for the use of the building for conferences.</p>

4.7– Sala della Ronda

Location	The building is situated in the north-east area of the Fortezza da Basso, near Bastione Strozzi.
Building	The structure, in masonry, occupies an area of around 950 sqm.
Number of Floors	The building is on a single floor.
Specific Risk Areas	<ul style="list-style-type: none"> - electrical panel - Other utility equipment (ventilation) - Areas where major crowding is expected during events
Access to the Area	The building is easily reached from the roadways inside the Fortezza da Basso.
Emergency Exits	<p>There are three emergency exits that lead to external areas.</p> <p>These exits are adequately marked.</p>
Emergency Disconnection	- electricity disconnection switch (in the electrical panel)
Gathering Zones	Outside the building, in the space in front.
Fire-Extinguishing Equipment	<p>Handheld fire extinguishers in various areas of the building.</p> <p>UNI 45 hydrants located in the external and internal areas of the building.</p> <p>UNI 70 Fire Dept. motorized pump couplings are located at the entrance near the Sala delle Nazioni.</p> <p>Emergency back-up lighting installed in the rooms.</p>
Max N° of Persons Present (internal personnel, visitors and external contractors)	<p>For fairs, the maximum crowding allowed is 500 persons.</p> <p>No provision has been made for the use of the building for conferences.</p>

4.8 – Rondino

Location	The building is situated in the north-east area of the Fortezza da Basso, near Bastione Strozzi.
Building	The structure, made of prefabricated elements, occupies an area of around 450 sqm.
Number of Floors	The building is on a single floor.
Specific Risk Areas	<ul style="list-style-type: none"> - Utility equipment (ventilation) - Areas where major crowding is expected during events - The refrigerating units for the top floor of Padiglione Spadolini installed behind the building.
Access to the Area	The building is easily reached from the roadways inside the Fortezza da Basso.
Emergency Exits	<p>The emergency exits vary according to how the pavilion is being used, but they are always sufficiently wide and numerous for the crowding expected at the event.</p> <p>At the moment there are 5 emergency exits that lead to external areas.</p> <p>These exits are always adequately marked.</p>
Emergency Disconnection	Not present
Gathering Zones	Outside the building, in the area in front.
Fire-Extinguishing Equipment	<p>Handheld fire extinguishers in various areas of the building.</p> <p>UNI 45 hydrants located in the external and internal areas of the building.</p> <p>UNI 70 Fire Dept. motorized pump couplings are located outside the building.</p> <p>Automatic fire detectors, manually actuated emergency alarm buttons, visual alarms and emergency back-up lighting have been installed in the rooms.</p>
Max N° of Persons Present (internal personnel, visitors and external contractors)	<p>For fairs, the maximum crowding allowed is 230 persons.</p> <p>No provision has been made for the use of the building for conferences.</p>

4.9 – Polveriera

Location	The building is situated in the north-east area of Fortezza da Basso, near Bastione Strozzi.
Building	The structure, in stone and masonry, occupies an area of around 190 sqm.
Number of Floors	The building is on a single floor.
Specific Risk Areas	<ul style="list-style-type: none"> - electrical panel - Other utility equipment (ventilation) - Areas where major crowding is expected during events
Access to the Area	The building is easily reached from the roadways inside the Fortezza da Basso.
Emergency Exits	There are three adequately marked emergency exits that lead to external areas.
Emergency Disconnection	- electricity disconnection switch (outside near the exit towards Sala delle Nazioni)
Gathering Zones	Outside the building, near the exit and in the yard in front of Sala delle Nazioni.
Fire-Extinguishing Equipment	<p>Handheld extinguishers in various areas of the building.</p> <p>Emergency back-up lighting installed in the rooms.</p>
Max N° of Persons Present (internal personnel, visitors and external contractors)	For fairs and conferences, the maximum crowding allowed is 99 persons.

4.10 – Padiglione Le Ghiaie

Location	The building is situated in the central area of the Fortezza da Basso.
Building	The structure, in prefabricated elements, occupies an area of around 1290 sqm.
Number of Floors	The building is on a single floor.
Specific Risk Areas	<ul style="list-style-type: none"> - Electric cabin located in the façade, Liceo side - Other utility equipment (refrigerating units) - Areas where major crowding is expected during events
Access to the Area	The building is easily reached from the roadways inside the Fortezza da Basso and from the Porta Santa Maria Novella and Porta Faenza entrances.
Emergency Exits	<p>There are numerous emergency exits that lead to external areas.</p> <p>These exits are adequately marked.</p>
Emergency Disconnection	Not present.
Gathering Zones	Outside the building, near the areas towards Teatrino Lorenese and Quartieri Monumentali.
Fire-Extinguishing Equipment	<p>Handheld and wheeled fire extinguishers in the various areas of the building.</p> <p>UNI 45 hydrants located outside on the north and south sides of the building.</p> <p>UNI 25 fire hose reels positioned inside the building.</p> <p>UNI 70 Fire Dept. motorized pump couplings are located outside on the north and south sides of the building.</p> <p>Automatic fire detectors, manually actuated emergency alarm buttons, visual alarms and emergency back-up lighting have been installed in the rooms.</p> <p>Automatic fire detectors, manually actuated emergency alarm buttons, visual alarms and emergency back-up lighting installed in the rooms.</p>
Max N° of Persons Present (internal personnel, visitors and external contractors)	<p>For fairs, the maximum crowding allowed is 732 persons.</p> <p>No provision has been made for the use of the building for conferences.</p>

4.11 – Quartieri Monumentali

Location	Quartieri Monumentali is located the southern area of the Fortezza da Basso, between Porta Santa Maria Novella and Porta Faenza.
Building	<p>The structure, in stone and masonry, is subdivided into various rooms that are used for fairs and exhibitions.</p> <p>In the basement:</p> <ul style="list-style-type: none"> - Sala delle Grotte – 580 sqm <p>On the ground floor:</p> <ul style="list-style-type: none"> - Sala dell'Arco – 210 sqm - Sala della Volta – 240 sqm - Sala delle Colonne – 320 sqm <p>On the first/raised floor:</p> <ul style="list-style-type: none"> - Sala Ottagonale – 305 sqm - Sala della Scherma – 370 sqm - Sala Monumentale 1° piano – 545 sqm <p>Cannoniera – 150 sqm</p>
Number of Floors	The building has three main floors (not considering the Cannoniera), connected to each other by ramps and internal and external stairways..
Specific Risk Areas	<ul style="list-style-type: none"> - Furnace room (power: 300,000 Kcal) near the entrance on the west side of the building - 10,000 l capacity underground diesel fuel storage tank, near the outside court on the west side - Electricity cabinet, under the outside stairs on the east side - Zonal electrical panels - Other utility equipment and rooms (refrigerating units, ventilation, UPS, central alarm unit) - Areas where major crowding is expected during events
Access to the Area	The building is easily reached from the roadways inside the Fortezza da Basso and from the Porta Santa Maria Novella and Porta Faenza entrances.
Emergency Exits	<p>There are numerous emergency exits that lead to external areas.</p> <p>These exits and the other exits are adequately marked.</p>

Emergency Disconnection	<ul style="list-style-type: none"> - Fuel line disconnection valve (at the furnace room) - Electricity disconnection button furnace room (in the furnace room) - Electricity disconnection button (in the electricity cabinet) - Rescuer group release button (in the UPS technical rooms)
Gathering Zones	Outside the building, near Porta Santa Maria Novella and Porta Faenza.
Fire-Extinguishing Equipment	<p>Handheld fire extinguishers in the various areas of the building</p> <p>UNI 45 hydrants located on the outside wall of the building.</p>

	<p>2xUNI 70 and 1xUNI 100 aboveground hydrants, near the external stairway to the upper floors.</p> <p>UNI 70 Fire Dept. motorized pump couplings located near the external stairway to upper floors.</p> <p>Automatic fire detectors, manually actuated emergency alarm buttons, visual alarms and emergency back-up lighting have also been installed in the rooms.</p> <p>The alarm control unit is located on the ground floor.</p>
Max N° of Persons Present (internal personnel, visitors and external contractors)	<p>The following is the maximum crowding allowed in the various rooms:</p> <ul style="list-style-type: none"> - Sala delle Grotte – 262 persons - Sala dell'Arco – 63 persons - Sala della Volta – 150 persons - Sala delle Colonne – 200 persons - Sala Ottagonale – 140 persons - Sala della Scherma – 150 persons - Sala Monumentale 1° floor – 150 persons <p>Cannoniera – 33 persons</p>

4.12 – Padiglione 02

Location	The building is located next the outside wall of the Fortezza da Basso, near Porta Soccorso alla Campagna (pedestrian entrance).
Building	The structure, in masonry, covers an area of around 350 sqm.
Number of Floors	The building is on a single floor.
Specific Risk Areas	Utility equipment (ventilation)
Access to the Area	The building is easily reached from the roadways inside the Fortezza da Basso and from the Porta Soccorso alla Campagna pedestrian entrance.
Emergency Exits	There are 4 emergency exits, each 1.4m wide, located at the front of the building and adequately marked.
Emergency Disconnection	Not present
Gathering Zones	Outside the building, in front of Porta Soccorso alla Campagna.
Fire-Extinguishing Equipment	Handheld fire extinguishers near the emergency exits UNI 45 hydrants located on the outside wall of the building Emergency back-up lighting has been installed in the rooms.
Max N° of Persons Present (internal personnel, visitors and external contractors)	The maximum crowding allowed for fairs is 245 persons. No provision has been made for the use of the building for conferences.

4.13 – Padiglione 07

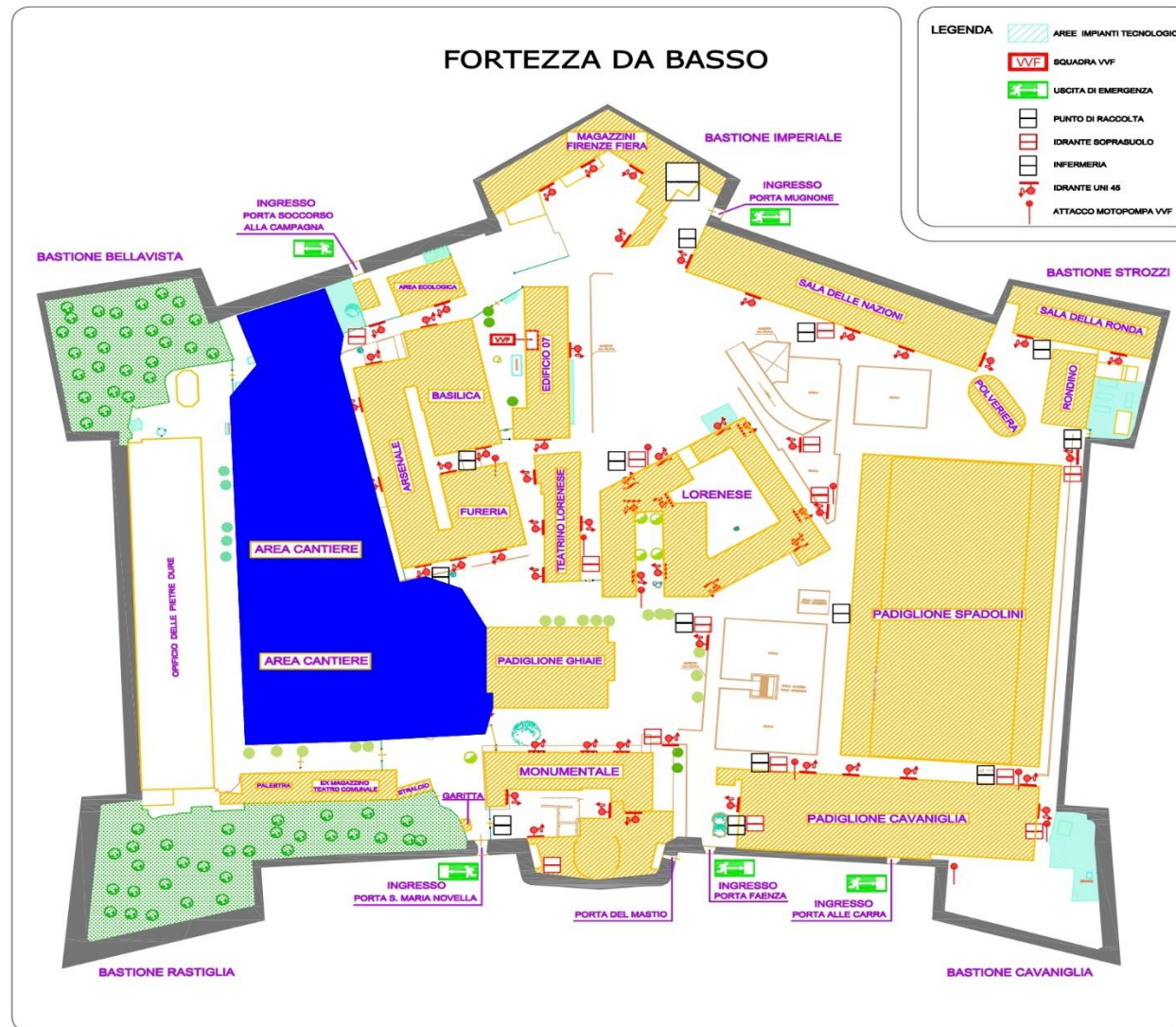
Location	The building, and in particular the part used by Firenze Fiera, is located near "Arena Strozzi", in the northern area of the Fortezza.
Building	A structure in masonry which covers an area of around 450 sqm.
Number of Floors	The building is on a single floor.
Specific Risk Areas	<ul style="list-style-type: none"> - 3 gasoil tanks (200 lt each) located outside, in correspondence with the façade "Nord Ovest" side - three 200 l storage tanks for diesel fuel, located outside on the "Arena Strozzi" side - Zonal electrical panel installed inside the building near the exit on the "Arena Strozzi" side - Utility equipment (ventilation)
Access to the Area	The building is easily reached from the roadways inside the Fortezza da Basso and from the vehicle entrance at Porta Mugnone.
Emergency Exits	<p>There are 2 emergency exits:</p> <ul style="list-style-type: none"> - on the "Teatrino Lorenese" side, 1.85 m wide - on the "Arena Strozzi" side, 1.30 m wide <p>These exits are adequately marked.</p>
Emergency Disconnection	- electricity disconnection switch (in electrical panel)
Gathering Zones	Outside the building near Palazzina Lorenese and Teatrino Lorenese.
Fire-Extinguishing Equipment	<p>Handheld and wheeled fire extinguishers near the emergency exits.</p> <p>UNI 45 hydrant located on the side of the building near the exit on the "Teatrino Lorenese" side.</p> <p>Emergency back-up lighting has been installed in the rooms.</p> <p>Fire containment doors are installed near the heating/ventilation machinery for the rooms.</p>
Max N° of Persons Present (internal personnel, visitors and external contractors)	<p>The maximum crowding allowed for fairs is 150 persons.</p> <p>No provision has been made for the use of the building for conferences.</p>

4.14 – Storeroom

Location	The building is situated in the northern area of the Fortezza da Basso, near Bastione Imperiale.
Building	The structure is in masonry.
Number of Floors	The building is on a single floor.
Specific Risk Areas	<ul style="list-style-type: none"> - Forklift recharging area (external) - Electrical panel
Access to the Area	The building is easily reached from the roadways inside the Fortezza da Basso and by the vehicle entrance at Porta Mugnone.
Emergency Exits	<p>There are 6 emergency exits that lead to external areas.</p> <p>These exits are adequately marked.</p>
Emergency Disconnection	- electricity disconnection switch (in the electrical panel)
Gathering Zones	Outside the building near Sala delle Nazioni.
Fire-Extinguishing Equipment	<p>Handheld extinguishers in the various areas of the building.</p> <p>UNI 45 hydrants located outside the building.</p>
Max N° of Persons Present (internal personnel, visitors and external contractors)	<p>Personnel who work continuously inside the storeroom comprise 1 person.</p> <p>Considering the presence of any external workers (suppliers, maintenance, etc.) it is possible to consider a maximum of 5-6 persons.</p>

4.15 – Firenze Fiera Offices

Location	The building which contains the Firenze Fiera offices is situated in the south-west area of the Fortezza da Basso near the vehicle entrance at Porta Santa Maria Novella.
Building	The Firenze Fiera Technical Building Services and Production Area offices are on the first floor. The ground floor can be used as exhibition space.
Number of Floors	The building is on two levels connected by internal stairways.
Specific Risk Areas	<ul style="list-style-type: none"> - Zonal electrical panels - Other utility rooms and equipment (ventilation)
Access to the Area	The building is easily reached from the roadways inside the Fortezza da Basso and from the vehicle entrance of Porta Santa Maria Novella.
Emergency Exits	There are two emergency exits, adequately marked, that lead to external areas.
Emergency Disconnection	- electricity disconnection switch (in electrical panels)
Gathering Zones	Outside the building near the exit.
Fire-Extinguishing Equipment	Handheld extinguishers in various areas of the building. Emergency back-up lighting installed in the rooms.
Max N° of Persons Present (internal personnel, visitors and external contractors)	On the first floor (offices), the estimated maximum crowding is around 20 persons.



EVENT/SHOW NOTIFICATION

Resolution of the Region of Tuscany no. 149 dated 23rd February 2015

TO BE CONSIDERED AS A TRANSLATION OF THE FORM TO BE COMPLETED IN ITALIAN

Messrs

Direzione Struttura Org. Complessa 118 FIRENZE

Azienda USL Toscana Centro

To be sent by e-mail to: eventi118.firenze@uslcentro.toscana.it

or by Certified Electronic Mail (PEC) to:

118firenzesorso@pec.asf.toscana.it

I, the
undersigned

born
in

on
(date)

in the
capacity of

of the Entity/Association/Company/Organisation named:

- in the light of what provided for in the Resolution of the Region of Tuscany no. 149 dated 23.02.2015 implementing the Agreement concluded by the Unified Conference on 5th August 2014 (Rep. Acts no. 91) between the Government, the Regions and the Autonomous Provinces of Trento and Bolzano and Local Self-Governments on the document bearing the statement “*Guidelines on the organization of medical assistance during events and programmed shows*”;
- being aware of penal sanctions referred to in art. 76 of Italian D.P.R. (Presidential Decree) 445 dated 28th December 2000 in case of untrue statements,

For the scheduled event/show indicated below:

Name of the event/show:	
<input type="text"/>	
Municipality of the event:	<input type="text"/>
Place of the event:	<input type="text"/>
Event address:	<input type="text"/>

Duration of the event/show:

<i>Starting Date</i>	<i>Starting Time</i>	<i>Closing Date</i>	<i>Closing Time</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Short description of the event/show:

(Please, describe the type of event, the activities organised, and highlight any possible specific risks)

--

HEREBY DECLARES

➤ Variables related to the event (A):

EVENT FREQUENCY	Annual	1	
	Monthly	2	
	Daily	3	
	Occasional or sudden	4	
TYPE OF EVENT	Religious	1	
	Sports	1	
	Entertainment	2	
	Political – Social	3	
	Pop – Rock concert	4	
OTHER VARIABLES (PLEASE, SELECT ALL THAT APPLY)	Possible alcohol sale- consumption	1	
	Possible drug consumption	1	
	Presence of vulnerable categories (children, elderly and disabled persons)	1	
	Event widely publicised by the media	1	
	Presence of political/religious personalities	1	
	Possible difficulties	1	
	Presence of socio-political tensions	1	
DURATION	Less than 12 hours	1	
	From 12 hours to 3 days	2	
	Over 3 days	3	
LOCATION (PLEASE, SELECT ALL THAT APPLY)	In the city	0	
	In the suburbs or in small towns	1	
	In an aquatic environment (lake, river, sea, swimming pool)	1	
	Other (mountain, impervious, rural)	1	
LOCATION CHARACTERISTICS (PLEASE, SELECT ALL THAT APPLY)	Indoor	1	
	Outdoor	2	
	Localized and well-defined	1	
	Bigger than a football pitch	2	
	Without demarcation fencing	1	
	With demarcation fencing	2	
	Presence of stairs at the entry and exit points	2	
	Temporary fences	3	
	Temporary scaffolding, stage, roofing	3	
LOGISTICS OF THE AREA (PLEASE, SELECT ALL THAT APPLY)	Sanitary facilities available	-1	
	Water available	-1	
	Refreshment point	-1	

➤ Variables related to visitors (B):

PARTICIPANTS ESTIMATE	5,000 – 25,000	1	
	25,000 – 100,000	2	
	100,000 – 500,000	3	
	Over 500,000	4	
PREVAILING AGE OF PARTICIPANTS	From 25 to 65	1	
	Under 25 and over 65	2	
PARTICIPANTS DENSITY PER SQM	Low ~ 1-2 Persons/sqm	1	
	Average ~ 3-4 Persons/sqm	2	
	High ~ 5-8 Persons/sqm	3	
	Very high ~ Over 8 Persons/sqm	4	

PARTICIPANTS CONDITION	Relaxed	1	
	Excited	2	
	Aggressive	3	
PARTICIPANTS POSITION	Seated	1	
	Partly seated	2	
	Standing	3	

- That the score resulting from the sum of the values related to the previous A and B tables is: and that therefore the event presents the following risk level:

SCORE	RISK LEVEL	Terms and modalities
< 18	VERY LOW-LOW risk	The notification of the event and any possible health plan shall be communicated at least 15 days prior to its beginning* . Any emergency health plan set up by the organizer shall be reviewed by the local Emergency Service (emergency number 118) which can give specific recommendations if necessary.
18-36	MODERATE-HIGH risk	The notification of the event shall be communicated at least 30 days prior to its beginning* . The Organiser shall set up a medical assistance plan with resources devoted to the event and forward it to the local Emergency Service (emergency number 118) which can give specific recommendations if necessary.
37-55	VERY HIGH risk	The notification of the event shall be communicated at least 45 days prior to its beginning* . The Organiser shall set up a medical assistance plan with resources devoted to the event in order for the local Emergency Service (emergency number 118) to validate it. If necessary, the 118 Emergency Service can ask for specific requirements.

**The Florence 118 emergency service does not guarantee the processing of notifications which do not meet the deadline. A late submission implies failure to comply with what provided for in current legislation.*

- That, for the purposes of applying **Maurer's algorithm** (see enclosed instructions), to be evaluated and planned by the local 118 Emergency Service, the event/show has the following characteristics:

- Maximum permitted number of visitors (*capacity of the event venue*):

- Actual number of expected visitors:

- Type of event:

- | | | | |
|-------------------------------|-----------------------|------------------------|-----------------------|
| Generic sports event | <input type="radio"/> | Music event | <input type="radio"/> |
| Exhibition | <input type="radio"/> | Opera | <input type="radio"/> |
| Bazaar | <input type="radio"/> | Cycle race | <input type="radio"/> |
| Demonstration or parade | <input type="radio"/> | Equestrian event | <input type="radio"/> |
| Fireworks | <input type="radio"/> | Rock concert | <input type="radio"/> |
| Flea or Christmas market | <input type="radio"/> | Theatrical performance | <input type="radio"/> |
| Airshow | <input type="radio"/> | Show - Parade | <input type="radio"/> |
| Carnival | <input type="radio"/> | Block/Street party | <input type="radio"/> |
| Mixed (Sports + Music + Show) | <input type="radio"/> | Dance show | <input type="radio"/> |
| Concert | <input type="radio"/> | Festival of folklore | <input type="radio"/> |
| Rally | <input type="radio"/> | Fair | <input type="radio"/> |
| Car/Motorcycle race | <input type="radio"/> | Long-distance race | <input type="radio"/> |

- Number of personalities involved:

- Possible public policy issues (*risk of violent acts or riots*)?

NO YES

- The event/show will take place: OUTDOOR INDOOR

➤ **That the Person in charge/Contact person of the event/show organisation is:**

Name:	<input type="text"/>	
Telephone:	<input type="text"/>	E-mail: <input type="text"/>
PEC (Certified electronic mail), if any:	<input type="text"/>	

- That means, equipment and staff potentially arranged for dedicated medical assistance activities comply with requirements provided for in the regional regulations concerning the medical assistance organization of scheduled events (Resolution of the Region of Tuscany no. 149 dated 23rd February 2015) and related to emergency/urgency medical transport (Regional Law no.25, dated 22nd May 2001).

INFORMS

that, in relation to the risk estimated for the above-mentioned event:

- No dedicated type of medical assistance service was arranged.*
- A dedicated medical assistance service was arranged, for which a summary table (Annex 1) and/or a specific health plan are attached.*

Any further communication:

The declarant is also committed to promptly communicating any possible change related to what is mentioned in this statement.

Place and date:

Signature: _____

ATTACHMENTS:

- A COPY OF AN IDENTITY DOCUMENT OF THE DECLARANT (*mandatory*)
- Att. A – A SUMMARY TABLE OF HEALTH RESOURCES (*in case a dedicated emergency service has been arranged*)
- Att. B – A HEALTH PLAN OF THE EVENT (*mandatory if case the risk score equals or exceeds 18*)
- Any further attachment – (*floor plan, event programme, access routes, etc.*)

Attachment A – Summary Table of the Health Plan for the Event/Scheduled Show

DEDICATED MEDICAL ASSISTANCE COORDINATION ON SITE

(where required – recommended if the event sees the simultaneous presence of several dedicated rescue services):

Name:	
Telephone number(s): <small><i>(to be used as a reference by the 118 Operation Centre during the event)</i></small>	

DEDICATED MEDICAL RESOURCES

1	Type of resource:	Medical ambulance	First aid ambulance	Walking rescuers team
		Ambulance with nursing staff	Medical vehicle	Temporary rescue station
Parking spot:				
Activity start date and time:			Activity closing date and time:	
Association:			Telephone number:	

2	Type of resource:	Medical ambulance	First aid ambulance	Walking rescuers team
		Ambulance with nursing staff	Medical vehicle	Temporary rescue station
Parking spot:				
Activity start date and time:			Activity closing date and time:	
Association:			Telephone number:	

3	Type of resource:	Medical ambulance	First aid ambulance	Walking rescuers team
		Ambulance with nursing staff	Medical vehicle	Temporary rescue station
Parking spot:				
Activity start date and time:			Activity closing date and time:	
Association:			Telephone number:	

4	Type of resource:	Medical ambulance	First aid ambulance	Walking rescuers team
		Ambulance with nursing staff	Medical vehicle	Temporary rescue station
Parking spot:				
Activity start date and time:			Activity closing date and time:	
Association:			Telephone number:	

5	Type of resource:	Medical ambulance	First aid ambulance	Walking rescuers team
		Ambulance with nursing staff	Medical vehicle	Temporary rescue station
Parking spot:				
Activity start date and time:			Activity closing date and time:	
Association:			Telephone number:	

6	Type of resource:	Medical ambulance	First aid ambulance	Walking rescuers team
		Ambulance with nursing staff	Medical vehicle	Temporary rescue station
Parking spot:				
Activity start date and time:			Activity closing date and time:	
Association:			Telephone number:	

Place and date:

Signature: _____

INSTRUCTIONS TO FILL IN THE FORM “EVENT/SHOW NOTIFICATION”

The form “Event/Show Notification” allows to notify the risk level of events and scheduled shows to the Florence 118 Emergency Service, taking place on the area of responsibility, and of any possible dedicated medical assistance service, if requested and/or planned.

The form, in a *fillable .pdf* format, shall be entirely completed and signed (with handwritten signature or digitally signed) by the organiser of the event/show. A copy of an identity document of the organizer shall be attached and forwarded, along with any further attachment, to the Florence 118 Emergency Service of Azienda USL Toscana Centro by e-mail at: eventi118.firenze@uslcentro.toscana.it or by PEC (Certified Electronic Mail) to: 118firenzessorso@pec.asf.toscana.it, under the terms listed below:

Risk score	Risk level	Submission deadline
<18	Very low/low risk	At least 15 days prior to the beginning of the event
18-36	Moderate/high risk	At least 30 days prior to the beginning of the event
37-55	Very high risk	At least 45 days prior to the beginning of the event

The Florence 118 emergency service does not guarantee the processing of notifications which do not meet these deadlines. A late submission implies failure to comply with what provided for in current legislation.

Without prejudice to the provisions of the document bearing the statement “Guidelines on the organisation of medical assistance during programmed events and exhibitions” (Agreement of the Unified State-Regions Conference no. 91 dated 5th August 2014

– implemented by DGR (Resolution of the Regional Council) of the Region Tuscany no. 149 dated 23.02.2015) and concerning the circumstances in which a specific dedicated medical assistance shall be provided and the characteristics of said assistance, please note that the collection and evaluation of the planning usually takes place through the indications of the following **MAURER’S ALGORITHM**:

Tab. 1 – MAXIMUM PERMITTED NUMBER OF VISITORS (capacity of the event location)	
500 visitors	1 point
1000 visitors	2 points
1500 visitors	3 points
3000 visitors	4 points
6000 visitors	5 points
10000 visitors	6 points
20000 visitors	7 points
1 point for any further 10000 Should the event be indoor the score shall be doubled	

Tab. 2 – ACTUAL NUMBER OF EXPECTED VISITORS
According to the number of tickets sold, to the previous experience of similar events, or according to the surface still available (reference value - 2 visitors/sqm), you can trace back the actual number of expected visitors

Tab. 3 – TYPE OF EVENT Each event has its own inherent risk linked with the activities planned:	
TYPE OF EVENT	MULTIPLICATION FACTOR
Generic sports event	0.3
Exhibition	0.3
Bazaar	0.3
Demonstration or parade	0.8
Fireworks	0.4
Flea or Christmas market	0.3
Airshow	0.9
Carnival	0.7
Mixed (Sports+Music+Show)	0.35
Concert	0.2
Rally	0.5
Car/Motorcycle race	0.8
Music event	0.5
Opera	0.2
Cycle race	0.3
Equestrian event	0.1
Rock concert	1.0
Theatrical performance	0.2
Show – Parade	0.2
Block/Street party	0.4
Dance show	0.3
Festival of folklore	0.4
Fair	0.3
Long-distance race	0.3

Tab. 4 – PERSONALITIES INVOLVED
In case the event sees the participation of personalities, 10 points will be given for every 5 personalities participating, or expected to participate.

Tab. 5 – POTENTIAL PUBLIC POLICY ISSUES
10 points should be added if a risk linked with violent acts or riots is to be expected according to law enforcement information.

SCORE CALCULATION
A. Sum up the points concerning the maximum permitted number of visitors (tab. 1) and those for the actual number of expected visitors (tab. 2).
B. Multiply this value by the multiplication factor (tab. 3).
C. Add the score related to the presence of personalities (tab. 4) and the one concerning public policy issues (tab. 5).

Definition of the necessary medical resources according to the score obtained							
AID AMBULANCES		TRANSPORT AMBULANCES		TEAMS OF WALKING RESCUERS		MEDICAL MEANS OR UNITS	
0.1 – 6.0	0	0.1 – 4.0	0	0.1 – 2.0	0	0.1 – 13.0	0
6.1 – 25.5	1	4.1 – 13.0	1	2.1 – 4.0	3	13.1 – 30.0	1
25.6 – 45.5	2	13.1 – 25.0	2	4.1 – 13.5	5	30.1 – 60.0	2
45.6 – 60.5	3	25.1 – 40.0	3	13.6 – 22.0	10	60.1 – 90.0	3
60.6 – 75.5	4	40.1 – 60.0	4	22.1 – 40.0	20	> 90.1	4
75.6 – 100.0	5	60.1 – 80.0	5	40.1 – 60.0	30		
> 100.1	6	80.1 – 100.0	6	60.1 – 80.0	40		
		100.1 – 120.0	8	80.1 – 100.0	80		
				100.1 – 120.0	120		

Messrs

THE ORGANISER

SUBJECT: Communication on health safety requirements during the events organised within the premises owned by the undersigned company.

We hereby remind you of safety requirements during the events established by Italian Legislative Decree on 28th August 1997, and implemented by the “guidelines on the organization of medical assistance during programmed events and exhibitions” laid down on 5th August 2014 by the Conference of State-Regions-Autonomous Provinces Trento and Bolzano, subsequently adopted by the Region of Tuscany by resolution no. 149 of 23/02/2015. These guidelines include the operational indications to follow in case of events organisation.

Below is a report of the requirements included in the abovementioned acts.

Whether they are organized outdoor or indoor, scheduled for sports, recreative, or social purposes, or promoted by individuals, non-profit entities, or by any economic society or organisation, and wherever they take place, events and shows shall be classified according to their risk level, which means the potential need of medical assistance according to the following variables:

- type of event;
- location characteristics;
- number of visitors.

CALCULATING THE RISK LEVEL

For scheduled events and shows, the organiser shall identify a preventive risk level by applying a score system provided for in the Maurer’s algorithm. According to the score obtained, the organiser shall be able to verify the appropriate number of aid and transport ambulances, teams of walking rescuers, medical units and doctors who should be present at the event or show. Should a rescue plan be prepared, it shall be articulated through:

- Risk analysis of factors related to the event;
- Analysis of variables linked with the event (e.g. number of participants);
- Quantifying the necessary resources to mitigate the risk;

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- Identifying logistic/organising problems.

In case of “moderate/high” risk events, the organiser shall also present a rescue plan to the Italian Emergency Medical Service (whose emergency number is 118), including a detailed description of resources carried out (means, rescue services, and other). Should risk be “very high”, the organiser shall receive the 118 Emergency Service validation, which means the plan shall be approved.

For low or very low risk events, organisers shall inform the local Emergency Service (118) about the event 15 days prior to the beginning of the same, or at least 30 days before in case of moderate or high-risk level.

All the burdens and economic costs concerning the aforementioned requirements shall be borne by the organisers.

WHAT TO DO

The organiser should complete the document named “Assistenza Sanitaria ad Eventi e Manifestazioni Programmate” attached to this e-mail (please find an English translation of this document here-enclosed) and send it to: eventi118.firenze@uslcentro.toscana.it, or by PEC (Posta Elettronica Certificata - Certified Electronic Mail) to: 118firenzesorcorso@pec.asf.toscana.it including the following details:

- personal data, company name, tax code, telephone number and e-mail of the organiser;
- mobile telephone number of the organiser (in order to reach the organiser easily during the event);
- map or cartography of the event/show venue;
- type of emergency vehicles present on site;
- conditions to conform with requirements of Italian Law 25/2001 (ambulance with driver, one advanced level rescuer and one basic level rescuer).

The 118 Operation Centre will assess the Plan and will confirm its validation to the organisers, or it will ask them to change it.

Best Regards,

Firenze Fiera spa

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SECURITY TECHNICAL REGULATIONS

INTRODUCTION

FIRENZE FIERA is committed to implementing the necessary precautions and complying with the relevant requirements set forth in current Italian legislation in order to ensure the safety of both people and property.

For this reason, it is vital that, in addition to maximum care and attention in avoiding situations that may cause fire and, more generally, danger of any kind, the End-user and/or Organizer should scrupulously observe the rules and prohibitions set out herein.

Therefore, End-users and/or Organizers, excepting those who are not setting up their exhibition space or who are using a previously set up space, are requested to carefully complete all the attached forms and declarations.

During the inspection phases, FIRENZE FIERA will be assisted by qualified technicians who will carry out all the operations necessary in order to verify that the electrical systems and furnishing materials used fully comply with the Technical Safety Regulations.

FIRENZE FIERA shall reserve the right to remove any materials which are inflammable or in any case considered to be dangerous, to disconnect any electrical systems considered unsuitable.

Before the event begins, the End-user and/or Organizer should check that the appropriate inspection certificate has been issued for the stand and/or congress-exhibition area. Moreover, for the duration of the event, the End-user and/or Organizer should undertake to maintain the furnishings of the congress/exhibition area in the same condition as they were at the time of the preliminary inspection.

End-users, Organizers, Businesses, Service Cooperative Societies and self-employed workers should use all the Personal Protective Equipment (PPE) required by the relevant regulations in full compliance with the provisions of Heading III of Italian Legislative Decree 9th April 2008 n. 81 and successive modifications and supplements.

The End-user and/or Organizer should request any technical or procedural clarifications concerning these regulations directly from:

**FIRENZE FIERA – S.p.a.
Piazza Adua, 1**

50123 Firenze Tel. (055)49721 - Fax (055)490573

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SECTION I GENERAL REGULATIONS

ART. 1 SCOPE OF APPLICATION AND RESPONSIBILITIES

- 1) These regulations set down the rules restricting the use of Firenze Fiera's congress and exhibition areas for safety purposes.
- 2) In accordance with and as a consequence of art. 19 of the "General Conditions", both the Organizer and End-user shall be responsible for complying with the contents of these regulations.
The Organizer shall mean whosoever has been granted the temporary use of the congress and exhibition areas by virtue of a specific contract stipulated with Firenze Fiera.
The End-user shall mean whosoever has been granted the temporary use of the congress and/or exhibition areas by virtue of a specific contract stipulated with the Organizer.
- 3) Any person carrying out work in any capacity inside Firenze Fiera's congress and exhibition areas should undertake to use all the Personal Protective Equipment (PPE) required by the relevant regulations and in compliance with Heading III of Italian Legislative Decree 9th April 2008 n. 81 and successive modifications and supplements .
- 4) The individual Organizers and End-users, excepting those who are not setting up their exhibition space or who are using a previously set up space, shall provide the following to Firenze Fiera:
 - a) certificate of compliance with regulations;
 - b) wiring diagram;
 - c) statement regarding the setup materials used;
 - d) certificate regarding the fireproofing of inflammable materials (where applicable);
 - e) statement regarding the correct use of the above materials (where applicable).
- 5) Please, note that any activities by the functional and technical bodies of Firenze Fiera to support the Organiser shall be implemented merely to execute the requests of the Organiser of the event/exhibition, who, according to the current law provisions, bears full, exclusive, relative substantive and decisional responsibility concerning said requests.

SECTION II ELECTRICAL SYSTEMS AND POWER SUPPLY

ART. 2 ELECTRICAL SYSTEMS

Any electrical systems in addition to those provided and installed by Firenze Fiera should be realized by the End-user in compliance with current regulations (CEI 64/8-7-V2) as well as the specific provisions of these Regulations.

ART. 3 ELECTRICAL POWER SUPPLY

- a) The electrical supply to stands shall be distributed for lighting purposes and for supplying, as necessary, small domestic appliances or office machinery.
- b) The use of refrigerators, electric calculators, computers, small fans and suchlike is permitted.
- c) The use of motors, stoves and electric convector heaters and, in general, appliances other than the office machinery and small domestic appliances mentioned above, is strictly prohibited.**
- d) The display of working electrical appliances of a different type than normally allowed may be permitted in special cases. In this case, the End-user shall submit a written request for specific authorization to Firenze Fiera. The granting of such authorization shall be dependent upon compliance with all the other rules laid down in these regulations, as well as any special instructions. The Organizer shall be held jointly responsible in the event that the End-user should act without prior authorization from Firenze Fiera.
- e) Electricity shall be provided within the limits permitted by Firenze Fiera's installations through single-phase electrical boxes offering a maximum electrical supply of 3 kW at 230V-50Hz. The electrical boxes are fitted with a 16A double-pole magneto-thermal switch equipped with high sensitivity (30mA) differential relay and an IEC 309 2 x 16A+T outlet at 230V 50 Hz. In the event that the End-user requires a power supply greater than 3 kW, Firenze Fiera can supply two or more boxes of the type described above, or 9 kW three-phase + neutral supply boxes, equipped with a 16A four-pole magneto-thermal switch and an IEC 309 3 x 16A+N+T outlet at 400V 50 Hz. The exhibitor is nonetheless obliged to personally verify, through its booth builder, the tension of the power supply network while connecting its electric system. The End-user should make a specific request for an increased power supply at least 30 (thirty) days before the event begins. Requests shall be granted according to the technical availability of the Distributor.

ART. 4 CUTOFF SWITCH

- a) The differential magneto-thermal switch installed in the supply box (single phase or three phase), constitutes the main cutout switch for the electrical system supplied by the same. Therefore, no further control and protection devices are required if the stand and/or congress-exhibition area system has only a single circuit.
- b) In the event that the system consists of several circuits, or small domestic appliances are used, the End-user should undertake to install an electrical board containing a cutout switch or general disconnecting switch for the system, as well as several automatic circuit breakers or fuses deriving from the same, in order to protect each of the circuits powered by the system.
- c) For three phase systems with a power supply greater than 9 kW, the End-user should undertake to install a high sensitivity (30mA) magneto-thermal cutout switch with differential relay. The container for the electrical panel mentioned in point b) should comply with CEI regulations and have minimum IP44 protection. Furthermore, the cutout switch and the electrical board should be placed in a position which is accessible to the End-user and Firenze Fiera's personnel.

ART. 5 ELECTRICAL LEADS

- a) Unipolar or multipolar cables produced according to CEI 20-22 II or CEI 20-22 III regulations with 450V/750V insulation should be used for wiring the stands and/or congress-exhibition areas, even for reduced voltage circuits. All the cables should bear the relevant symbols on the sheath.
- b) In special cases, such as, for example, shunting a connection to lighting appliances of a length no greater than 1 m, the cables supplied with the lamp can be used. The minimum sections permitted for leads are as follows:
- 2.5 sq. mm for distribution dorsal boards common to 2 or more lighting appliances;
 - 1.5 sq. mm. for shunts to individual appliances.
- Cable installation may only be carried out in one of the following ways:
- free-hanging: only for multicore cables in inaccessible positions;
 - installed inside protective tubes, channels or coiled sheaths (for external use), which comply with the 850°C incandescent wire test, with IP4X degree protection: below the walking surface and in all other cases.
- c) Cables should not be subjected to mechanical stress i.e. used to support hanging light fittings or placed under furnishing elements and, where necessary, they should be secured with appropriate collars and U bolts.
- d) The characteristics of any cables of foreign manufacture should be comparable with the above provisions and it shall be the duty of the End-user to provide the relevant technical documentation regarding the same, as listed in art. 1 and, in any case, in compliance with current EC directives.
- e) No cable extension reels nor catenary lighting of any kind are permitted.
- f) Rigid LED strips are allowed provided they conform to European standard EN 60598-1

ART. 6 CONNECTIONS AND SHUNTS

- 1) Connections between leads should be carried out exclusively in the following ways:
- by means of terminals with self-extinguishing insulating lining inside connector blocks;
 - IEC 309 multi-outlet shunts;
 - by head/head connections suitable for CEI 20-22 Wieland 1.5/2.5mm cables
 - protected bus ducts with minimum IP4X protection and fitted with special plugs;
 - electrified track at a height of no less than 2.5m from floor level fitted with special plugs.
 - connector blocks containing multiple outlet units or connectors suitable for cables.
- 2) The connector blocks should be made of metal or thermoplastic material, in compliance with current CEI regulations (850 °C incandescent wire test). Moreover, they should be supplied with a screw-on cover and have minimum IP4X or IPXXD protection. The inlets for the cables, tubes and sheaths in the connector blocks should be equipped with a suitable cable press connector or core hitch.

ART. 7 OUTLETS AND PLUGS

1) The fixed plug outlets for end user connection should have IP4X or IPXXD degree protection, a horizontal connection axis and be mounted on socket boxes.

IEC 309 type movable plug outlets should be used. Movable outlets with multiple receptivity (multiple socket outlets) may only be used inside a connector block fitted with a cover.

2) Plug outlets with a capacity of more than 16A should be equipped with an electrical and mechanical interlocking system. Connection cables for movable equipment with the installation characteristics mentioned above should be as short as possible. For this purpose the outlets should be installed as close as possible to the user. Adapters which comply with current regulations and bear the Italian Mark of Quality or a European equivalent, may be used to power a single appliance with a rating of no more than 150W.

ART. 8 LIGHT FITTINGS

1) Light fittings shall be installed at a height of over 2.50 m from floor level or, in any case, in places not accessible to the public.

2) Only lighting appliances with housing that has minimum IPXXD degree protection or unbreakable shields, mesh or other suitable mechanical lamp protection devices may be installed.

3) The housing of any lighting appliances located within reach of the public should not reach temperatures higher than those set down in the CEI regulations i.e. 80°C in normal operating conditions.

4) False ceilings and existing installations, particularly the water pipes of the automatic sprinkler fire extinguishing system on the ceiling of the exhibition pavilions, must not be used as supports for hanging luminaires.

5) Halogen lamps should always be equipped with special tempered-glass shields or protective metal grills. Lamps should not exceed 300W. Light fittings should also be located at a suitable distance from objects being illuminated and in particular, with regard to spotlights and small projectors, the following distances should be observed:

- up to 100W: at least 0.5m
- from 100 to 300W: at least 0.8m

6) Cold cathode discharge tubes or lamps (neon tubes) with high-tension feeders should be housed in metal cases and assembled as indicated in CEI regulations EN 50107-1 (conformable to CT 54 CEI).

7) The installation of luminaires on surfaces or supports in combustible material is forbidden unless the same have been built for mounting on furnishing elements and bear the "F" mark. Wood materials which are fire resistant at origin or which have been subjected to ex post fire retardant treatment are considered to be **combustible materials**.

8) The lighting, for demonstrative purposes, of table lamps or lights on display may be permitted, in compliance with CEI regulations, as long as the following conditions are met:

- the location of the appliances is stable and removed from public passageways;
- the appliances being used are kept under constant surveillance by stand and/or congress-exhibition area personnel;
- all the rules set down in these Regulations regarding the power supply system of the appliances in question have been observed;
- the appliances are powered using cables supplied by the manufacturer which are no more than 1 m long.

9) Power supply systems involving naked or catenary conductors of any kind are not permitted, neither at low voltages (12, 24, 48V) nor at 230V.

ART. 9 PROTECTION OF LEADS FROM OVERCURRENTS

1) The protection of leads from overcurrents should be carried out in accordance with the criteria established by CEI Regulations. For this purpose, magneto-thermal switches or fuses may be used inside the stand's electrical board, down-line from the main cutout switch. The protection devices indicated above should be coordinated with the lead sections, based on the criteria set down in the regulations mentioned and CEI tables.

2) Particular care should be taken to protect any low-tension circuits from overcurrents remembering that, for the same amount of power transmitted, the currents are much stronger than normal mains voltage circuits.

ART. 10 TRANSFORMERS AND VOLTAGE REGULATORS

1) The use of transformers and voltage regulators for powering low or high voltage lighting systems is permitted as long as they are installed inside adequately ventilated metal or PVC boxes with IPXXB protection equipped with cable presses or in the container supplied by the manufacturer if suitable for installation.

2) Transformers and regulators should have maximum current protection on the single outlet circuit with manual reset (magneto-thermal switch or fuse). Moreover, they should be located in a well-ventilated position, out of reach of the public.

ART. 11 GROUNDING

1) Light fittings and any other metallic masses included in the stand and/or congress-exhibition area furnishings should be connected to the grounding system of the exhibition pavilions by means of N07V-K type protection leads with the section size required by CEI regulations and yellow-green colored insulation.

2) The connection of metallic masses should be carried out using feedthrough screws with nuts, washers and cable terminals of the proper size, or pipe clamping collars supplied with terminals, or other methods which ensure the effectiveness and permanence of the connections.

3) For metallic masses consisting of several separate parts, the unipotentiality should be ensured by means of suitable continuity connections realized in the ways described above.

ART. 12 QUALITY OF MATERIALS AND ELECTRICAL APPLIANCES

1) The End-user must use high quality materials and electrical appliances with suitable characteristics, which comply with existing CEI Regulations.

In particular, materials and appliances bearing the Italian Mark of Quality or equivalent European Marks should be used.

2) Firenze Fiera shall reserve the right to prohibit the use of materials and appliances which do not comply with current regulations. In the case of appliances and cables used for previous layouts, it shall be the End-user's duty to verify the integrity of the same.

ART. 13 INSPECTIONS

The electrical system of the stand and/or congress-exhibition area shall be inspected (even immediately before the event begins) in compliance with article 711.6 of CEI regulations 64-8/7-711.

ART. 14 STANDARDS AND REGULATIONS

For anything not explicitly mentioned in these regulations, compliance with current CEI regulations shall be required.

Failure to comply with the regulations and other rules contained in these Regulations with regard to the electrical systems may result in the disconnection of any electrical systems which do not comply with the obligatory safety requisites at FIRENZE FIERA's unquestionable discretion.

ART. 15 WIRING DIAGRAM

Electrical systems for the stands and/or congress-exhibition areas may only be connected to Firenze Fiera's power grid by presenting the duly completed "Statement of workmanlike compliance of the system" (Italian Ministerial Decree 22.01.08 n. 37), along with all the compulsory enclosures.

**SECTION III
FIRE PREVENTION**

ART. 16 SAFETY AND FIRE PREVENTION OBLIGATIONS OF THE END-USER

1) In order to demonstrate compliance with the Technical Regulations, the End-User should present the following to the Technical Bodies appointed by Firenze Fiera during the setting-up phase of the stands and/or congress-exhibition areas:

- a statement listing the materials used for furnishing the exhibition space, with an indication of the quantities (surface areas) used;
- documents certifying the compliance of the materials used with the fire reaction requisites set down in article 17 below. A sworn translation into Italian of any certification drawn up by foreign Institutions or laboratories should be provided.

ART. 17 FURNISHING MATERIALS

1) All materials used for furnishing the exhibition space should comply, as a whole, with the fire reaction properties as specified below:

• **Flooring use**

	Italian class	European class
I	Class 1	(A2FL-s1), (A2FL-s2), (BFL-s1), (BFL-s2),(Cfl-s1);

• **Wall use**

	Italian class	European class
I	Class 1	(A2-s1,d0), (A2-s2,d0), (A2-s3,d0), (A2-s1,d1), (A2-s2,d1), (A2-s3,d1), (B-s1,d0), (B-s2,d0), (B-s1,d1), (B-s2,d1);

• **Ceiling use**

	Italian class	European class
I	Class 1	(A2-s1,d0), (A2-s2,d0), (A2-s3,d0), (A2-s1,d1), (A2-s2,d1), (A2-s3,d1), (B-s1,d0), (B-s2,d0), (B-s3,d0);

The documents listed in the following articles 18 to 20 inclusive should be provided for each of the materials used in order to verify compliance with the classification requisites requested.

ART. 18 MATERIALS FIREPROOFED AT ORIGIN

These are materials whose fire resistant properties have been determined during manufacture.

The following documents should be presented in order to verify the above characteristics:

- a) Copy of the material's **Certificate of Approval** issued by the Ministry of the Interior to the manufacturer of the material;
- b) **Declaration of compliance** of the material with the approved prototype signed by the vendor of the material;
- c) **Declaration by the End-user** that the material in question has been used for furnishing the stand and/or congress-exhibition area (**Form C**).

ART. 19 MATERIALS WITH AD HOC CERTIFICATION

The Fire Reaction Certificate may take the form of an "ad hoc" certificate issued to the user by a laboratory authorized by the Ministry of the Interior.

"Ad hoc" certificate shall mean a test certificate which has not been issued for the purpose of placing a product on the market, pursuant to art. 10 of the Italian Ministerial Decree dated 26.06.84.

The End-user should present the following documentation to Firenze Fiera:

- a) A copy of the **"ad hoc" Certificate** for the material issued by the authorized laboratory;
- b) **Declaration of compliance** of the material used with the prototype, signed by the End-user;
- c) **Declaration by the End-user** that the material in question has been used for furnishing the stand and/or congress-exhibition area (**Form C**).

ART. 20 MATERIALS SUBJECTED TO EX POST FIRE-RETARDANT TREATMENT

- 1) These are materials whose fire resistant properties are altered through the application of fire-retardant painting products. In this case the following documents should be presented to Firenze Fiera:
- a) Declaration by the person who carried out the fire-retardant treatment, giving the date on which the said treatment was carried out, stating that the conditions of application imposed by the manufacturer of the fire-retardant product and set down in the technical specifications for the paint have been observed. Form D should be used for this purpose. It should, however, be specified that the fire-retardant treatment shall be only considered valid for a maximum of 6 (six) months;
 - b) Copy of the Declaration of the Manufacturer of the fire-retardant product (Pilot Certificate), giving the conditions of use and application;
 - c) Copy of the Transport Document or Invoice documenting the purchase of the fire-retardant product by the person carrying out the treatment;
 - d) Declaration by the End-user that the fire-retardant treated material has been used for furnishing the stand and/or congress-exhibition area (Form C).

Treatments using the products listed in the Italian Ministerial Decree dated 06.03.92 which have been carried out in a workmanlike manner shall be considered valid for **5 (five) years** from the date on which the treatment is carried out. These paints may only be used on compact wood materials; therefore the following materials are excluded:

- veneered materials with wood slices or strips using thermo-plastic type resin based glues;
 - cellular or strip structured assemblies with air cavities or cavities filled with miscellaneous materials.
- 2) Fire-retardant treatment certificates produced in a way other than those described above shall not be considered valid.

ART. 21 OBSERVANCE OF STANDARDS AND REGULATIONS

1) Apart from the provisions set down in these Regulations, End-users must also comply, without fail, with all current fire prevention standards and legislation.

2) Firenze Fiera reserves the right to take samples of furnishing materials considered to be "unsuitable" and to send them to an authorized laboratory in order to verify their compliance with fire prevention regulations.

3) In the event of partial non-observance of the requisites set down in the regulations concerning the reaction to fire of the materials used, Firenze Fiera shall reserve the right to assess the possibility of authorizing the End-user to operate within his/her stand and/or congress-exhibition space in derogation of the above. This possibility shall, however, be dependent upon the adoption of alternative and equivalent safety and fire prevention measures, to be agreed upon with the persons appointed by Firenze Fiera and the Fire Department. Any additional expenses which may arise from the adoption of such measures shall be charged to the End-user or, in the event of the default of the same, to the Organizer.

4) We remind the Organizer that it's his duty and responsibility during the Event to verify and respect the maximum capacities of the meeting rooms as indicated in the section **www.firenzefiera.it/le-nostre-strutture/**.

SECTION IV

ACCIDENT PREVENTION AND SAFETY PRECAUTIONS, REQUIREMENTS AND INTERDICTIONS IN COMPLIANCE WITH THE FOLLOWING ITALIAN REGULATIONS: LEGISLATIVE DECREE 9th APRIL 2008 n. 81 AND SUCCESSIVE MODIFICATIONS AND SUPPLEMENTS, MINISTERIAL DECREE 10th MARCH 1998

ART. 22 INTERDICTIONS

It is forbidden to:

- smoke inside the pavilions;
- recharge forklifts, pallet transporters and other battery operated machinery inside the pavilions (and, in any case, within enclosed spaces)
- use electrical tools and machinery during set up to make furnishings at the stand (planers, circular saws, cutters, welding equipment etc.);
- use inflammable glue, varnish and /or paint;
- use mobile forklifts with an internal combustion engine inside the exhibition pavilions;
- introduce inflammable objects of any description which are not treatable with fireproof varnishes (paper, cardboard, rubber tires, textiles and plastic coverings, tulle etc.);
- introduce motorized vehicles into the pavilions for exhibition purposes without the express permission of Firenze Fiera;
- use incandescent electrical equipment;
- introduce refrigerators and cooling devices without prior consent from the Ente Fiera;
- use naked flames (candles, stoves, heaters etc.) inside the pavilions ;
- use radiating heaters inside the pavilions; outside use must be agreed upon with Ente Fiera and each element must be provided with a certificate of conformity for the working mechanism;
- use glass surfaces unless they are safety glass (for example Visarm and wired glass);
- use combustible compressed or liquid gas tanks inside the pavilions. Outside use may be authorized by prior agreement with Firenze Fiera, with a limit of 75kg and compliance certificate of the system, written by a qualified technician with Certificate of Subscription to the Chamber of Commerce attached.
- Install heating system with heating power higher than 35kw;
- use inert gas canisters of any size and/or capacity. In special cases, they may be authorized by Firenze Fiera but only if all the regulations regarding the subject have been abided by;
- use temporary ceilings to partially cover exhibition and congress spaces. They may be allowed with prior authorization by Ente Fiera for a maximum of 1/3 of the stand area for continuous coverings or for strips spaced at least 1m apart with the following characteristics:
 - a) grated ceilings or similar coverings if of solid, non-combustible or fireproof material, adequately fixed to the ceiling, with openings of not less than 10cm x 10cm and with rafters not thicker than 5 cm (aluminum, steel, metal wire, fireproof or fireproofed wood etc.);
 - b) netted ceilings made of fabric or synthetics having a fire reaction class not exceeding 1 (one) and mesh openings not smaller than 5mm x 5mm.

- introduce inflatable structures or balloons which use inflammable gas; only those using inert gas are allowed if adequately fixed and of a reasonably small dimension.
- access the exhibition and congress areas with motorized vehicles in general;
- use electrical or manual loading platforms except in the phases of set up and dismantling of the exhibition and congress spaces;
- cover in any way, even partially, the mobile or fixed fire fighting devices of the exhibition and congress structures and the signs indicating emergency exits, forbidden activities and limitations;
- lean anything extraneous on the sprinkler system, the ceiling, the pylons, the rafters, or any other part of the exhibition and congress structure;
- have set-up and dismantling personnel for the exhibition and congress spaces present after hours without explicit written permission by Firenze Fiera;
- cover in any way, even partially, the air ventilation intake openings at the base of the pylons in the exhibition and congress pavilions,
- apply fireproofing to materials inside the exhibition or congress pavilions;
- keep carton boxes or other packing material at the stand or use them as a support;
- leave the electricity on at the stand and/or in the exhibition-congress space without the presence of personnel and, in any case, outside of the opening hours of the event except in the case of a prior agreement with Ente Fiera;
- use loudspeakers or any other source of sound which could create disturbance, without express permission from Firenze Fiera;
- introduce materials and/or products to the exhibition-congress spaces which are dangerous, bad smelling, or which could cause damage or annoyance to the persons present;
- introduce unbound fibers of any description that are not bagged into the exhibition-congress spaces;
- obstruct internal and/or external corridors and emergency exits with decorating materials, products, packing materials and similar items during set-up and dismantling and during the entire period of the event .
- use equipment or fixtures inside the Firenze Fiera pavilions which do not comply with current safety regulations and legislation;
- tamper with or damage in any way the furnishings or premises of the exhibition -congress spaces;
- introduce heavy concentrated weights without prior authorization from Firenze Fiera.

ART. 22 BIS – FURTHER BANS (IN ADDITION TO ALL THOSE PROVIDED FOR IN ART. 22) AND REQUIREMENTS FOR PALAZZO DEGLI AFFARI.

Due to the dimensional and structural characteristics of Palazzo degli Affari, as well as to the short amount of time available for the performance of work inside the exhibiting space, and also to the need not to occupy the lanes in any way, it is required that the various parts of the set-up arrive at the allocated space as pre-arranged and finished elements, in order to imply a simple installation and final operations on the spot.

Any painting work and/or pictorial finishes, cutting, sawing, and welding operations are therefore prohibited inside the premises of Palazzo Degli Affari.

During the construction and set-up of booths inside the premises of Palazzo degli Affari it is also forbidden to:

- Pierce, hammer nails and/or drive screws into walls, ceilings, floors, columns, and on any other internal and external surface of the Premises;
- Apply loads to the structures of the Premises, to walls, piling for lighting, busbars, even if they are lightweight posters, cables, panels, and banners;
- Use high-density adhesive tape under double-sided tape – strictly removable - to lay carpet on the floor;
- Use non-removable double-sided tape.
- Use tapes to lay carpets that can leave residues after their removal.
- Paint, both by hand or with spray, the structures of the booth inside the Premises, whether it is with paints and/or enamels, or washable water-based paints, as well as apply a fire-resistance treatment to the same material inside the Premises;
- Spill the following substances on the floor: naphtha, petrol, chemical products, solvents that can cause the decay and the alteration of the same floor;
- Dirty the floors, walls or the equipment belonging to Firenze Fiera with paints, glue, or other substances, as well as fix adhesive on them;
- Drag heavy loads, hit the floor with blunt instruments, circulate with vehicles not equipped with rubber wheels, or that can damage the floor anyway;
- Dispose of corrosive waters for metals and concrete, of solidifiers, malodorous waters, colours, and/or residues of painting, and wash the work tools;

The Exhibitor/Outfitter undertakes not to deteriorate plaster, any wall or glass surface, as well as internal and external floors; to use stands, or frames to hang or fix objects; to use pallet trucks or any kind of trolleys always equipped with rubber wheels, and wooden platforms in cargo handling zones; to protect the internal and external flooring during the set-up and dismantling stages.

ART. 23 REQUIREMENTS

1) Any floor coverings must be positioned in such a way as not to constitute an obstacle (for example, the presence of stairs, bumpy floor surfaces, etc.) in full compliance with Italian Legislative Decree 9th April 2008 n. 81 and successive modifications and supplements . Packaging and materials of a particularly cumbersome nature should be immediately removed from the congress-exhibition areas at the expense of and by the End-user.

The occupying of communal areas and corridors should be limited to loading/unloading and transport. Particular care should be taken to never block safety exits nor to hamper the transit of other vehicles .

2) During set-up and dismantling, entry to the congress and/or exhibition areas shall only be permitted to commercial vehicles displaying the appropriate permit previously distributed to End-users, and only during the hours indicated. Parking inside the congress and/or

exhibition areas should be limited to the time strictly necessary for unloading and loading operations, after which vehicles should be immediately removed from the manoeuvring areas.

3) LED strips shall be positioned within a supporting metal rail. Supply shall bear the security Italian CEI marking (Italian Electrotechnical Committee, or equivalent approvals) and be adequately positioned in a perforated protective housing to allow heat dissipation. In case connecting cables are not single or multicore ones, constructed in accordance with the Italian standard CEI 20-22 II or CEI 20-22 III and with 450V/750V insulation, they shall be sheathed. This also applies to reduced voltage circuits; all cables shall feature the related mark listed on the sheath.

4) Before starting the outfitting, organisers shall ask the Technical Services & Building Policy Management of Firenze Fiera to provide technical data relating to the hallways and hangings capacities, in order to define and compile an appropriate installation plan and minimize any possible risks of structure collapsing

ART. 24 SAFETY AND REGULATION COMPLIANCE FORMS

- **Form A:** Certificate of compliance with regulations
- **Form B:** Wiring diagram
- **Form C:** Furnishing materials
- **Form D:** Declaration of ex post fire-retardant treatment
- **Form E:** Declaration that ex post fire-retardant treated material has been used

End-users or Organizers who set up exhibition and/or congress spaces must complete **Forms A, B and C**, whereas **Forms D and E** are only necessary if ex post fire retardant treated materials are used during setup. The completed forms must be sent at least 15 days before the opening date of the event.

Please note that all those who do not set up their space or who use a previously set up space are exempted from completing and sending these forms.

Send to:

FIRENZE FIERA S.p.A.

Piazza Adua, 1 – 50123 Firenze

FAX: 055 4972255

Mail: verifiche.lombardini@virgilio.it

The completed forms should be sent to FIRENZE FIERA within the time limit stated above. The event to which the forms refer should be stated.

CERTIFICATE OF COMPLIANCE WITH REGULATIONS.

The Legal Representative _____

of the Company _____
(full corporate name)

with registered offices in _____ Postcode _____ Prov. _____

Street _____

Tel. _____ Fax. _____ email _____

PRESENT AT _____

STAND POSITION _____ PAVILION _____

STAND _____ BRAND _____

DECLARATION

- I have been given a copy of the Technical Safety Regulations and have read all the articles and declare that I will be personally responsible for ensuring that the exhibition space that I will set up will conform to the technical regulations issued by FIRENZE FIERA S.p.A. for the exhibition spaces;
- I hereby hold harmless from any and all liability the organising body and third parties in any way involved in the event and renounce all claims and/or recourses against the organising body and aforementioned third parties for any harm to persons or damage to the property of others in the event of failure to implement the provisions of the Regulations;
- I will indemnify any damage suffered directly by the organising body or third parties.

Date

Stamp and signature

WIRING DIAGRAM

The Legal Representative _____

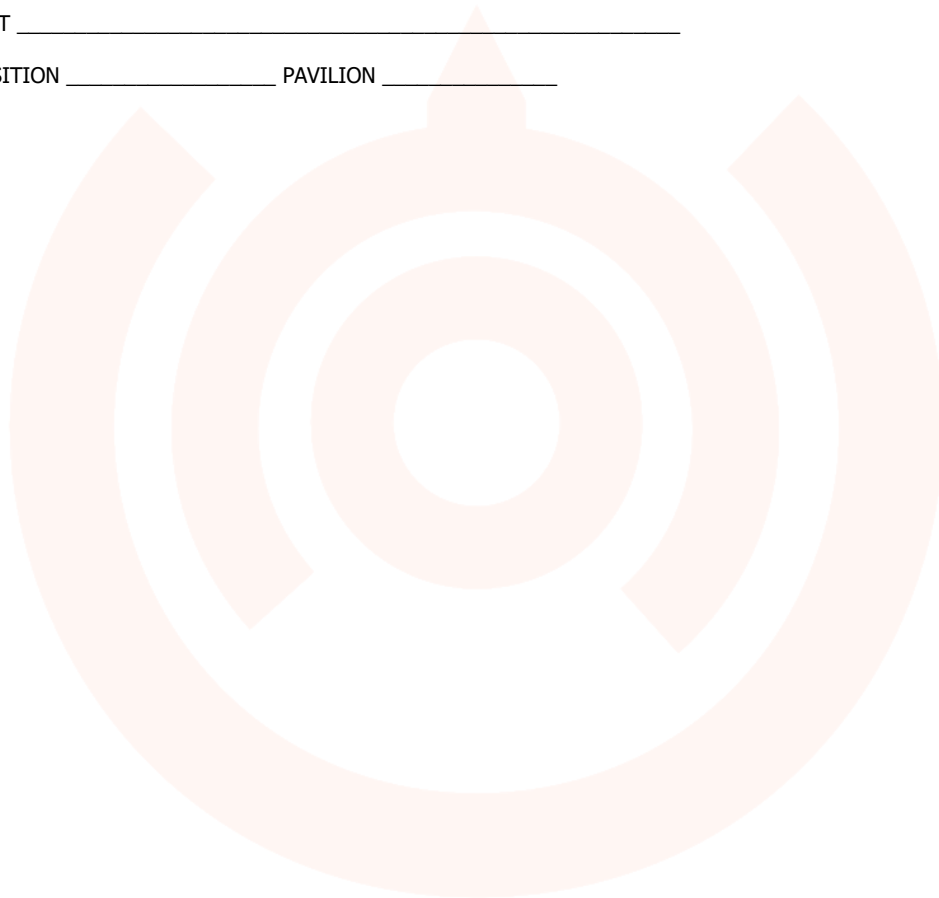
of the Company _____
(full corporate name)

Street _____

Town _____ Prov. _____

PRESENT AT _____

STAND POSITION _____ PAVILION _____



ELECTRICAL INSTALLATION DATA OF THE STAND

The installation will be implemented by: the following Company _____
 the Exhibitor (after verification by a licensed company as per Italian Ministerial Decree 22.01.08 n.37)

1. ELECTRICAL BOARD

- Does the installation have its own Electrical board? **SI** **NO**

IF YES:

- is the circuit breaker differential magneto thermal (30mA), with ___ poles of ___, Amperes

- is the circuit breaker magneto thermal, but the users are protected by secondary differentiated switches
 - the circuit breaker is _____

_____ type
 - type switches derived from the circuit breaker are provided _____

- the electrical board container is:
 IP44 metal
 IP44 non-flammable plastic
 - the cables leading out of the board have cable clips

2. CONDUCTORS

The installation employs the following cables

- CEI 20-22 multipolar cables
 - silicon type cables _____

3. JUNCTIONS AND DISTRIBUTION

The cable junction are executed:

- by terminals in metal function boxes
 - by terminals in non-flammable plastic junction boxes
 - by IEC 309 multipin connectors
 - by IEC 309 plugs and sockets
 - by protected busbars

4. LIGHT FITTINGS

The following are utilised in the installation:

- in housings with IP44 minimum protection

- above 2.50 m or inaccessible, in housings with IP20 minimum protection

IF (IP20) LIGHT FITTINGS ARE USED: with lamps at an height of less than 2.50 metres above public passages, they are segregated:

- by heat resistant glass

- non-flammable polycarbonate screens

- fine mesh metal grilles

5. FEEDERS AND TRANSFORMERS (if any)

Feeders and/or transformers housed in:

- ventilated metal containers

- non-flammable plastic containers (electronic transformers only)

Protection by means of fuses on the primary and secondary circuits of the transformer

6. OTHER LIGHTING USERS (if any)

There will be the following:

Connected by CEE protected plugs and sockets

7. ANY OTHER INFORMATION ON THE

WAS THE ELECTRICAL INSTALLATION OF THE STAND ALREADY MOUNTED IN THE PREVIOUS EDITION OF THE EVENT?

YES NO

Date _____

Stamp and signature _____

FURNISHING MATERIALS

The Company _____

(full corporate name)

with registered offices in _____ Postcode _____ Prov. _____

Street _____

PRESENT AT _____

STAND POSITION _____

PAVILION _____ BRAND _____

DECLARATION

- The installation will be implemented by: the following Company _____
 the Exhibitor

- Only the materials indicated below, in the quantities stated and with the following certificates attached will be used.

1. WALLS COVERING: (Type and sup. sq. m.)	CERTIFICATE
_____	_____
_____	_____
_____	_____
2. FLOORS COVERING: (Type and sup. sq. m.)	
_____	_____
_____	_____
_____	_____
3. CURTAINS: (Type and sup. sq. m.)	
_____	_____
_____	_____
_____	_____
4. CHAIRS: (Type and sup. sq. m.)	
_____	_____
_____	_____
_____	_____
5. TABLES: (Type and sup. sq. m.)	
_____	_____
_____	_____
_____	_____
6. UPHOLSTERIES	
_____	_____
_____	_____
_____	_____
7. PREVIOUSLY FIREPROOFED MATERIALS: (type)	
_____	_____
_____	_____
_____	_____
8. OTHERS: (type)	
_____	_____
_____	_____
_____	_____

Date _____

Stamp and signature _____

DECLARATION OF EX POST FIRE-RETARDANT TREATMENT

Certificate to be filled in by the company that performed the fireproofing (*)

The Company (**) _____

With registered offices in Street _____

Town _____ Prov. _____

has duly fireproofed the following materials:

- 1) description of the material treated _____
- 2) dimensions (sq. m.) _____
- 3) trade name of the product utilised for the fireproofing _____
- 4) quantity of the product used _____ (Kg.)
- 5) date of the operation _____
- 6) type of use of the fireproofed material _____

we attach for said material a copy of the pilot Certificate No. _____

of _____ issued by _____ (***)

stating the fire reaction class of the material which the manufacturer of the fireproofing product refers to in relation to the conditions of use and installation.

We attach a copy of delivery note No. _____ of _____ relating to the purchase of the fireproofing product. The Company that carried out the fireproofing accepts full civil and criminal liability for the performance of the fireproofing treatment and expressly declares that:

- the manufacturer's conditions for the application of the fireproofing product have been strictly complied with;
- after fireproofing, the material has not been washed, ironed, vacuum-cleaned etc.;
- the material has been stored in a totally dry place after the treatment.

Date _____

Stamp and signature of the legal representative _____

- * Progressive number of the form (a form D type form complete with certificates must be filled in for each material that is fireproofed).
- ** Indicate the name of the company that carried out the fireproofing.
- *** Give the name of the authorised laboratory that carried out the fire reaction test.

DECLARATION THAT EX POST FIRE-RETARDANT TREATED MATERIAL HAS BEEN USED

Fireproofing certificate to be filled in by the Exhibitor.

The Company _____

with registered offices in Street _____ Town _____ Prov. _____

present at _____

Stand position _____ Pavilion _____

DECLARES

- that the previously fireproofed material referred to in Form D will be used to set up said stand;
- the fireproofed material has not been washed, ironed, vacuum-cleaned etc.;
- after fireproofing, the material has been stored in a totally dry place.

Date _____

Stamp and signature _____

TECHNICAL REGULATIONS FOR ENVIRONMENTAL PROTECTION 2022

INTRODUCTION

The Organisers of the exhibition event shall be responsible for implementing all the necessary measures in order for Users (workers setting up and dismantling booths, installers – others, and exhibitors) to operate in full compliance with the environment protection, in particular ensuring a correct management of processing waste and residues produced during the set-up and dismantling stages of the events, in compliance with the existing regulations on safety and hygiene in workplaces (Italian Leg. Decree no.81 dated 9 April 2008 and subsequent amends) and on environment protection (Italian Leg. Decree no. 152 dated 3 April 2006 and subsequent amends).

Firenze Fiera is the concessionaire of the exhibition centre and shall carry out any possible action in order for the exhibition centre to be used in compliance with the existing regulations, requiring the adoption of the appropriate rules and behaviours to respect the facility given and the staff operation. In order to respect what is written, Firenze Fiera has also adopted these technical regulations to protect the environment.

It is therefore imperative that the Organisers fully respect the rules and bans set out in these regulations, in addition to taking care and paying attention to avoid any actions leading to a violation of environmental protection, a fire, and more generally to risks for the people and for the environment and performing actions to ensure that their own Users also respect these regulations.

During the inspections, Organisers shall be responsible for carrying out all the necessary operations to verify the compliance of activities/actions with these technical regulations to protect the environment.

Organisers are entitled to remove any unattended material, or any material that might be regarded as potentially dangerous for the environment, or that can affect the original condition of the environment on which it impacts, reserving the right to charge any management cost to the User.

Furthermore, companies supplying technical and building installation and maintenance services operate for Firenze Fiera. These undertakings produce the waste generated during their own services within the perimeter of the Fortezza da Basso, Villa Vittoria, Palazzo Affari and the Perfetti Ricasoli Warehouse.

End-users, companies, service cooperatives and self-employed workers shall scrupulously follow the current standards on the environment, as well as all the directions provided in writing and orally by the Organisers by means of these regulations, of any other document used for this purpose, or verbally through their own representatives.

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Contact Persons & Numbers

For any clarification regarding these regulations, please contact:

Firenze Fiera - Antonio Sangineto +39 055 49 72 271

Coop L’Orologio –Fortezza da Basso Field Office – +39 055 49 72 763

For any requests for intervention concerning the waste management service or environmental emergencies, in addition to the above-mentioned landline numbers, you may also call:

Lorenzo Francalanci +39 335 13 68 792

Katia Beltrani +39 338 53 69 534

ART.1 – SUBJECT OF THE REGULATIONS

1. This document sets out the standards binding the use of congress and exhibiting spaces at the disposal of the Organisers to protect the environment and the installation and maintenance work carried out within the perimeter of the Fortezza da Basso, Villa Vittoria, Palazzo Affari, and the Perfetti Ricasoli Warehouse.
2. Within the meaning and for the purposes of art.19 of the “General Conditions”, both the Organisers and the End-users are responsible for ensuring compliance with what is set out in these regulations, along with companies directly or indirectly supplying installation and maintenance work of building parts and/or equipment for Firenze Fiera.

ART. 2 – DEFINITIONS

The following definitions shall be used for the purposes of these regulations:

3. Organisers: the term refers to those who temporarily benefit from the use of congress and exhibiting areas through a specific contract concluded with Firenze Fiera. As such, Organisers shall be responsible for any lack of environmental protection happening during the time of the event – from the early set-up stage up to the final dismantling stage.
4. Users: the term refers to those who temporarily benefit from the use of congress and/or exhibiting areas through a specific contract concluded with the Organisers (Exhibitors, workers setting up and dismantling booths, installers - etc.)
5. SdC Control Service: the term refers to the staff responsible for monitoring and controlling to protect the environment
6. **SGRR (Servizio Gestione Residui e Rifiuti - Waste & Residue Management Service)**: this term refers to the staff managing waste and residues ordinarily, deposited by the Users/Organisers as required under the regulations. Production and deposit of residues in a manner that does not comply with the regulations will be subject to specific emergency interventions.
7. Suppliers: companies supplying building installation and maintenance work and services and equipment through a specific service or procurement contract, and their own subcontractors.

ART. 3 - RESPONSIBILITIES

1. Anyone carrying out occupational activities within the above-mentioned congress and exhibiting areas, shall do so in full respect of what is set out by Italian Leg. Decree no. 152 dated 3 April 2006 as amended, and by these regulations.
2. End-users produce their own waste during the set-up and dismantling operations and shall follow the directions given to this extent, both written and oral, and be answerable to Organisers and Firenze Fiera for:
 - a. The management of processing residues and solid, liquid, and gaseous materials, produced by them inside the congress and exhibition centre;
 - b. The allocation of solid and liquid waste in containers or in the areas designed for this purpose and specific for each type of waste.
3. Should Users be unable to manage processing residues and remove them from the congress and exhibition centre by their own means, Organisers shall take care of it, or carry out any possible practical measures to manage waste respecting the rules to protect the environment.
4. Suppliers of technical and building installation and maintenance services and equipment produce the waste generated by their services and performances within the perimeter of the Fortezza da Basso, Villa Vittoria and Palazzo Affari and the Perfetti Ricasoli Warehouse. Suppliers shall remove waste produced by the above-mentioned sites, taking it to recovery and disposal facilities, or to the company's warehouse, as allowed by art. 230 of Italian Leg. Decree 152/2006. This shall be done at the end of work, or periodically, depending on circumstances.

ART. 4 GENERAL ACTIVITIES

Through its own **SdC Control** Service, Firenze Fiera shall implement the monitoring and control of waste and residue management actions through its own staff, or through other representatives, pursuing the interest of the Organisers, in order for all activities to be carried out while fully respecting the environment.

The same service shall be implemented for Suppliers.

Among all actions to protect the environment, waste and residue management is predominant. Should Organisers fail to prove - at least 6 months in advance - their ability to adequately comply with practical control actions concerning the management of waste matter resulting from set-up and dismantling activities, Firenze Fiera shall act according to law through its own staff, consultants and contractors, acting as holder by effectively carrying out the activities to manage waste and residues, and identifying, whenever possible, the actual waste producers.

In this case, Firenze Fiera shall set up an organised service structure configured to handle the management of residues produced by Users during the Organisers' event. Such service shall not be active for Suppliers.

ART. 5 – WASTE COLLECTION

Waste management within the congress and exhibition centre is essential to keep its indoor and outdoor areas clean and comfortable, and to protect the environment also through a correct management of the same waste and of set-up processing residues.

Should Organisers fail to set up a residue and waste service autonomously, Firenze Fiera shall intervene directly to manage processing waste matter and urban and special waste produced during each specific event - in the set-up and dismantling phase, and while the event is being held - organising the staff, means, and equipment, available and well visible in the area through special signals: for any clarification, each User shall refer to the Waste & Residue Management Service (**SGRR**), instituted by Firenze Fiera, through the Organisers.

SGRR shall manage waste and residues ordinarily, deposited by Users/Organisers/Suppliers, as required by the regulations. Production and deposit of residues not complying with the regulations will be subject to specific emergency events.

Based on the above, to regularise the correct functioning of the cleaning tasks, please find below obligations and prohibitions to be respected by the exhibiting/set-up companies during their permanence inside the exhibition centre during set-up/dismantling operations.

1. Waste produced during set-up/dismantling operations of the booth shall be disposed of in accordance with the legislation relating to waste recovery and ecological waste disposal (Italian Leg. Decree no. 152 dated 3 April 2006 – Standards related to environment and subsequent amendments and supplements) and shall be the responsibility of the producer/User. Furthermore, the producers/Users shall take care of the collection and disposal of all the waste generated in a completely independent manner, in full compliance with applicable regulations and providing evidence upon a simple verbal request from a representative of the SdC or from Organisers.
2. In the absence of appropriate behaviour as explained in the previous paragraph, Users shall still follow the modalities indicated by the SGRR concerning the materials that they wish to discard. In doing so, said materials shall be recovered or disposed of according to the current rules and regulations concerning the environmental protection, with the modalities indicated in these regulations, and in the specific instructions that might be distributed during the event.

3. Organisers reserve the right to identify any violation of the standard relating to the environment, to apply the prohibitions and sanctions listed in art. 5, and to claim any damage. In the latter case, the company shall request its compensation as provided for in the current legislation.

ART.6 – SEPARATE COLLECTION

Organisers are committed to carefully following the current Community, national and local provisions relating to waste management, as redefined by Italian Leg. Decree 116/2020 Implementation of Directive (EU) 2018/851, amending Directive 2008/98/EC concerning waste, and Implementation of Directive (EU) 2018/852, amending directive 1994/62/EC concerning packaging and packaging waste, by carrying out a separate waste collection concerning the fractions which are considered acceptable for the service offered by the single managing body named "Alia", and for special waste in accordance with the applicable regulations.

URBAN WASTE

Concerning the activity carried out inside the exhibition centre, as an example, the following types of waste shall be considered urban in accordance with the national current regulations, set out in Italian Leg. Decree 152/2006 and subsequent amends, with reference to annexes L-quater and L-quinquies:

1. Cardboard deriving from packaging of materials used; paper and cardboard used for food packaging; paper and cardboard used as packaging and filling – **paper and cardboard packaging**
2. Coupled or non-coupled plastic, iron, glass containers, used for food and substances packaging – **mixed packaging – various materials**
3. Plastic containers, plastic film and plastic materials used to absorb shocks, plastic packaging used for food and materials packaging – **plastic packaging**
4. Glass bottles and containers – **glass packaging**
5. Cases, boxes, pallets, no longer usable – **wood packaging**
6. Food residues such as vegetables, fruits, residues of food preparations with no packaging – **bio-waste**
7. Any waste resulting from consumption, or which cannot be identified as special or separate waste, and which does not include any dangerous object, material, or substance – **unsorted waste**

DANGEROUS AND NON-DANGEROUS SPECIAL WASTE

By way of exclusion, special waste shall be considered anything that cannot be urban waste.

Please, find below an *indicative and non-exhaustive list of types of waste classified as special*:

1. Lead batteries for forklifts, lead batteries for the power supply of lighting systems or equipment - **batteries**.
2. Plastic containers, metal cans, or other containers with residues of painting and varnish waste, containing organic solvents or other dangerous substances, painting brushes/rollers – **dangerous packaging**
3. Lighting systems to be identified - **lamps**
4. Felt, cloth, used for corridors or set-up operations – **felt**
5. Carpet used for corridors and set-up operations - **carpet**
6. Neon, fluorescent tubes, and other waste containing mercury - **neon**
7. Plasterboard panels, plasterboard residues - **plasterboard**
8. Personal computers, monitors, TV sets, accessory tools, - **Electric/electronic appliances**
9. Pruning residues and garden maintenance – **vegetation/greenery**
10. Furniture and wood equipment waste, such as panels, beams, other (excluding pallets and waste not related to pruning) - **wood**
11. Parts of metal structures, junctions, equipment – **metals**
12. Mixed waste deriving from construction and demolition – **mixed waste**

ART.7 – CONTAINERS

In the absence of what set out by article 2, point 1, each User shall set up instructions for their representatives, and assess that their work is in line with applicable environment standards. Users shall also ensure that waste materials and substances are deposited according to the indications of Firenze Fiera, directly, through their own employees, or through their own SGRR.

Should indications not be clear, Users shall refer to the SGRR or SdC to enquire about and understand how to manage waste and residues.

Waste dumping on the ground with no specific indications shall be subject to what provided for in article 7.

ART. 8 – REFLUENT, LIQUID WASTE

Users carrying out activities implying the production of refluents, or liquid waste shall ensure that the latter are managed and treated in accordance with the existing norms.

Particularly, cleaning and washing tools and equipment covered in potentially dangerous substances shall be prohibited inside the bathrooms of the exhibition centre or using the rainwater harvesting available in the exhibition centre premises.

Users requiring carrying out this kind of treatments shall use the appropriate services recommended by Firenze Fiera during the event, or, alternatively, adopt the suitable perfect seal containers, in order to protect the people and the environment while carrying out such activities.

Should the correct modality not be immediately identifiable, Users shall contact the operators of **SGRR** or the **SdC** to enquire and understand how to manage this aspect.

Liquid waste dumping or their contamination into soil, into surface water, or into the water collection system available inside the congress and exhibition centre shall be subject to what established by article 7.

ART. 9 – EMISSIONS TO AIR

Users carrying out activities implying the production of emissions to air - settled in accordance with Italian Leg. Decree 152/2006 as amended - shall ensure that they are managed in accordance with the existing norms.

Users requiring carrying out this kind of activities shall inform Firenze Fiera during the event and prove their conformity with the existing norms upon request.

ART. 10 – PROHIBITIONS AND SANCTIONS

Users are required to read and understand the preamble of these regulations, motivating the indications and the provisions to be followed and read, to understand and carefully follow the indications provided in the previous articles concerning environment protection and correct waste management. Operators refusing to follow such indications shall cause damages to the environment, as well as a financial damage to Firenze Fiera, which shall retaliate against the operators to the extent permitted by law.

Please, find below a short summary of the main prohibitions.

- a) It is absolutely forbidden to introduce materials not strictly related to booth set-up/dismantling operations inside the fair and congress area for the scheduled event, and to dump materials of any kind on the ground of the congress and exhibition centre after the end of each event.
- b) It is absolutely forbidden to dump solid/liquid waste and to discharge any substance or waste into the sewers.

In each of these cases, to cover the expenses generated by the removal of materials dumped on the ground of the congress and exhibition centre, a compensation of expenses consisting of the following costs will be charged against the users responsible, starting from a minimum of 500 euros:

- Collection and packing of the identified waste by our operators, or, if necessary, by third-party operators
- Restoration activities of the affected area
- Classification and characterisation of each identified waste, with product and/or chemical-physical /biological analysis and homologation expenses
- Internal management at the temporary deposit
- Assistance in loading operations
- Transport and disposal operations

Obviously, this is without prejudice to any options of protective actions in civil and/or criminal matters, with a claim for compensation of any material and immaterial damage.

- c) Failure to observe what is provided for in these regulations, or to behave properly towards the people who will invite the staff of the Users to respect these regulations, may result in carefully considering and adopting independent or accessory measures, such as bans on working inside the exhibition centre of Firenze Fiera during one or more subsequent events.
