

# [NOI TECHPARK BRUNECK / BRUNICO] EMERGENCY AND EVACUATION PLAN ENGLISH

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[1.0] Revision history

REVISION	DATE	DESCRIPTION	CHANGES / UPDATES / NOTES
00	27/08/2024	First issue	-

## [2.0] Emergency management within NOI Techpark in Brunico

NOI Techpark in Brunico, similar to NOI Techpark in Bozen / Bolzano, was created by NOI SpA on behalf of the Autonomous Province of Bozen / Bolzano, which financed and now owns it.

NOI SpA manages the complex and is directly responsible for organizing the necessary maintenance and periodic inspections of all facilities and systems common to the entire building (including within individual user areas), such as (this list is non-exhaustive):

- fire detection system;
- firefighting equipment (fire extinguishers, fire hose reels, fire hoses, ...);
- emergency lighting system;
- electrical installation and earthing;
- lightning protection system;
- air conditioning system;
- heating system;
- forced ventilation;
- photovoltaic system using storage with H<sub>2</sub>;
- lifts;
- lifelines;
- ....

Users and managers of the facilities (event centre, bar-restaurant, ...) within NOI Techpark Brunico, on the other hand, are responsible for all equipment under their sole responsibility.

In terms of emergency management, as NOI SpA does not have a permanent presence at NOI Techpark in Brunico, it has been decided to delegate coordination-(in part with the aim of better managing the presence of coordinators and emergency responders during events organized on the premises)-to NOBIS, a facility run by Brunico Aktiv, which will manage the event centre.

Emergency responders will thus be identified, trained and appointed by NOBIS, by the bar-restaurant management and by individual users based on the areas they occupy, the activities they perform and their own organizational structure, in order to ensure that they are adequately represented even in the event of holidays, illness, shift work or business travel.

In order to ensure coordination between NOI SpA, event centre and bar-restaurant managers and users, a coordinator of the users' / managers' health and safety committee coordinators has also been identified, whose task will be to ensure the proper dissemination of emergency procedures and increase the level of interaction between the different entities that share the same building and must therefore cooperate.

The main coordination tools are:

- this emergency and evacuation plan, which can be used as a starting point for the development of internal emergency and evacuation plans for individual users or managers, but whose basic procedures must always be followed;
- evacuation plans to be shared with all users and managers and displayed inside the building;
- evacuation drills, to be held at least once a year;
- on-site training, also provided for users and managers;
- meetings between the H&SC for users / managers, held at least once a year;

- the contact details of the coordinator for the H&SC for users / managers, as provided here, who is always available to receive reports or proposals for improvement and who can act as a “conveyor belt” for information between various users and managers.

Users and managers are required to:

- properly manage the areas, machinery, and facilities under their authority;
- properly manage the risks introduced by them and to share information with other users / managers and the H&SC coordinator in order to minimize interference;
- **comply with the contents of this emergency and evacuation plan;**
- train as planned and appoint an adequate number of first aid, fire safety and evacuation officers, providing a list of them (first name, last name, if possible a photo and phone number) to the H&SC coordinator for users / managers, updating it with each change;
- periodically train officers and coordinators on-site in the contents of this emergency and evacuation plan;
- provide responders/officers and coordinators with the necessary equipment for proper emergency management: high-visibility vests (yellow and orange respectively), internal communication tools, evacuation lists where provided, ...;
- equip themselves with additional first aid equipment (first aid kits or medication packs, defibrillators) and firefighting equipment as deemed necessary by an internal risk assessment, indicating their location if they are in areas that are also accessible to other users;
- participate in the coordination and observation of the proposed procedures (evacuation drill, meetings, training courses);
- supervise external companies as contracted by themselves for maintenance / installation / supply activities within NOI Techpark in Brunico, informing these of the risks present (including formally, with a Consolidated Document on the Assessment of Interfering Risks (*DUVRI*), with a coordination meeting prior to the agreed activity) and indicating how to prevent fires and manage emergencies, including via the provision of a copy of this emergency and evacuation plan;
- look after their guests (partners, visitors, customers, ...), students working in classrooms, visitors and suppliers (see above point) at the event centre;
- report any possible anomaly or malfunction;
- propose improvements that will always be evaluated and implemented if positive.

### [3.0] Safety organization

#### [3.1] Emergency numbers

DESCRIPTION	PHONE NUMBER
Internal emergency number NOI Techpark Brunico	+39 377 372 7288
Single emergency number	112
NOBIS (manager of event centre at NOI Techpark Brunico)	+39 0474 646 560
Internal emergency number for NOI Techpark Bolzano	+39 0471 066 640

#### [3.2] Emergency coordinators (NOBIS)

Coordination is delegated to NOBIS, a facility run by Brunico Aktiv (manager of the event centre at NOI Techpark Brunico), which possesses the necessary access and knowledge for emergency management.

**The emergency coordinators will respond to the 24/7 internal emergency number.**

In the event of evacuation, coordinators can be recognized by their ORANGE high-visibility vests.

FIRST NAME, LAST NAME + ROLE	PHONE NUMBER
Giuseppe CARRINO Coordinator	+39 349 726 4488 (landline: +39 0474 646 562)
Sandra WIESFLECKER Coordinator	+39 349 008 8788 (landline: +39 0474 646 563)
Stefanie PEINTNER Coordinator	+39 324 560 6054 (landline: +39 0474 646 564)

#### Recommended training:

- course: “Fire safety officers for activities with medium fire risk (BS2)” (8 hours / 5 years)
- course: “First aid officers for group B/C companies” (12 units of 45 mins. / 10 years)
- possible course: “BLS-D” (5 hours / 2 years) for use of semiautomatic defibrillator
- on-site training at least once a year (procedures / escape routes / ...)

After training is completed, it is recommended that the Employer officially appoint the coordinators.

**FOLLOWING EACH UPDATE, PLEASE EMAIL THE FULL LIST OF EMERGENCY COORDINATORS TO [hse@eurac.edu](mailto:hse@eurac.edu)**

### [3.3] First aid officers

First-aid officers are identified by:

- NOBIS, from staff attending events (ideally all staff should be trained and appointed as officers), with the goal of ensuring that an adequate number of first-aid officers is always present even in the event of absences due to holidays, illness, business travel, or smart working;
- the manager of the in-house bar-restaurant, from the serving staff and the kitchen staff, with the aim of ensuring that an adequate number of first-aid officers is always present even in the event of absences due to holidays, illness, or shift working;
- the users of NOI Techpark in Brunico from its own staff, with the aim of ensuring an adequate number of first-aid officers is always present even in the event of absences due to holidays, illness, business travel, or smart working.

It is recommended that first-aid officers are selected from members of staff who:

- have a stable working relationship with their home organizations (in order to minimize turnover and optimize education and training);
- are most often present on site (in order to ensure maximum attendance), preferably with full-time working hours;
- are declared fit by the Medical Officer (and are not overly sensitive, are psychologically stable, have no respiratory problems, ...), as required;
- are experienced or active in voluntary organizations dedicated to emergency management (Red Cross, White Cross, volunteer fire service, ...)
- have volunteered for the role, without compulsion (where possible), out of a sense of responsibility towards their colleagues and colleagues;
- are active in areas of the building that are considered to be at higher risk (technical areas, conference rooms, classrooms, laboratories) owing to the use of tools, equipment, machinery, hazardous chemicals, or owing to the presence of large numbers of people at the same time: low-risk areas such as offices should however not be excluded;
- have been designated as supervisors or otherwise have a thorough knowledge of the work areas occupied and the activities performed;

further taking into account the location of the individual workstations in order to ensure the fullest possible uniform spatial distribution of first-aid officers and the coverage of all areas under their responsibility, including in the event of evacuation.

#### **Recommended training:**

- course: “First -aid officers for Group B/C Companies” (12 units of 45 mins. / 10 years)
- possible course: “BLS-D” (5 hours / 2 years) for use of semiautomatic defibrillator

After training is completed, it is recommended that the Employer officially appoint the officers.

**FOLLOWING EACH UPDATE, PLEASE EMAIL THE FULL LIST OF FIRST AID OFFICERS TO [hse@eurac.edu](mailto:hse@eurac.edu)**



### [3.4] Fire safety officers

Fire safety officers are identified by:

- NOBIS, from staff attending events (ideally all staff should be trained and appointed as officers), with the goal of ensuring that an adequate number of fire safety officers is always present even in the event of absences due to holidays, illness, business travel, or smart working;
- the manager of the in-house bar-restaurant, from the serving staff and the kitchen staff, with the aim of ensuring that an adequate number of fire safety officers is always present even in the event of absences due to holidays, illness, or shift working;
- the users of NOI Techpark in Brunico from its own staff, with the aim of ensuring an adequate number of fire safety officers is always present even in the event of absences due to holidays, illness, business travel, or smart working.

It is recommended that fire safety officers are selected from members of staff who:

- have a stable working relationship with their home organizations (in order to minimize turnover and optimize education and training);
- are most often present on site (in order to ensure maximum attendance), preferably with full-time working hours;
- are declared fit by the Medical Officer (and are not overly sensitive, are psychologically stable, have no respiratory problems, ...), as required;
- are experienced or active in voluntary organizations dedicated to emergency management (Red Cross, White Cross, volunteer fire service, ...)
- have volunteered for the role, without compulsion (where possible), out of a sense of responsibility towards their colleagues and colleagues;
- are active in areas of the building that are considered to be at higher risk (technical areas, conference rooms, classrooms, laboratories) owing to the use of tools, equipment, machinery, hazardous chemicals, or owing to the presence of large numbers of people at the same time: low-risk areas such as offices should however not be excluded;
- have been designated as supervisors or otherwise have a thorough knowledge of the work areas occupied and the activities performed;

further taking into account the location of the individual workstations in order to ensure the fullest possible uniform spatial distribution of fire safety officers and the coverage of all areas under their responsibility, including in the event of evacuation.

#### **Recommended training:**

- course: “Fire safety officers for activities with medium fire risk (BS2)” (8 hours / 5 years)

**FOLLOWING EACH UPDATE, PLEASE EMAIL THE FULL LIST OF FIRE SAFETY OFFICERS TO [hse@eurac.edu](mailto:hse@eurac.edu)**

### [3.5] Evacuation officers

All first aid and fire safety officers are simultaneously responsible for evacuation procedures.

#### **Recommended training:**

- by first aid officers or by fire safety officers

- on-site training at least once a year (procedures / escape routes / ...)

After training is completed, it is recommended that the Employer officially appoint them to the position at the same time as they are appointed as first aid officers or fire safety officers.

In the event of evacuation, officers can be recognized by their YELLOW high-visibility vests.

### [3.6] Training

In addition to the mandatory training for emergency coordinators, first aid officers and fire safety officers to be provided by the individual users or managers of services present within NOI Techpark in Brunico, NOI SpA offers specific periodic on-site training for homogeneous groups according to the individual roles (coordinators, officers, ...), which will be provided by the coordinator of the H&SC for users / managers.

The main objectives of such training are:

- familiarization with the latest version of the emergency plan;
- illustration of the procedures defined according to the different roles held;
- answers to all questions or doubts regarding the procedures to be implemented;
- gathering of feedback and suggestions from those working daily at the location covered by the emergency plan;
- familiarization with escape routes and emergency exits and related signage;
- familiarization with the locations of fire and medical equipment and related signage;
- familiarization with communication methods between officers, coordinators and rescue workers;
- illustrations of good practice and general preventive measures, to which each individual can contribute by identifying and reporting misconduct and risky behaviour.

**The education and training received will then be periodically verified with a surprise evacuation drill to be held at least once a year (see relevant section).**

### [3.7] Health and safety committee, coordination between users / managers and contacts

ROLE	FORENAME, SURNAME	PHONE NUMBER
Employer (NOI SpA)	Ulrich STOFNER	+39 0471 066 600
Health and safety committee coordinator (NOI SpA)	Maurizio GRETTTER	+39 339 8313171
<b>Coordinator of H&amp;SC for users / managers</b>	<b>Maurizio GRETTTER</b>	<b>+39 339 8313171</b>
Facility Management (NOI SpA)	Gianluca BELLISARIO	+39 0471 066 639

[3.8] First aid kits and defibrillators

NOI SpA has equipped NOI Techpark in Brunico with the following **first-aid kits** (whose contents comply with the provisions of Presidential Decree 25/2005), which are to be periodically checked by the person responsible:

#	LOCATION + ANY NOTES	PERSON RESPONSIBLE
01	Basement / outside of cloakroom	Sandra Wiesflecker

The first-aid kits held inside NOI Techpark Brunico appear as follows:



**IF THE BOX IS OPENED, THIS MUST BE REPORTED TO THE PERSON RESPONSIBLE FOR THE BOX.**

Users and managers are recommended to obtain additional first-aid kits or medication packs if this is deemed necessary on the basis of an internal risk assessment and to communicate their location to NOI SpA if in areas that are also accessible to other users or managers.

### [3.9] Emergency equipment for the building

As required by regulations, a specific fire prevention project was prepared for the building, then implemented and subjected to testing.

The building is equipped with both passive and active fire protection systems.

#### **Passive protection:**

- compartmentalization of areas with non-low fire risk according to their structural characteristics and the activities carried out in them;
- adequate escape routes, emergency exits in all areas, panic bars, emergency stairways, emergency signage, quiet spaces for people with disabilities who are unable to evacuate independently;
- additional signage (first aid kits, defibrillators, specific hazards, obligations, prohibitions);
- smoke detection systems in all rooms;
- emergency lighting system;
- public address system with alternating alarm and bilingual pre-recorded evacuation message, with the ability to make specific announcements;
- fire control panel with emergency power supply equipped with automatic telephone dialling for calling the mobile phone numbers of emergency coordinators;
- UPS to maintain basic building services (lighting, access control, ...) even during short power outages.

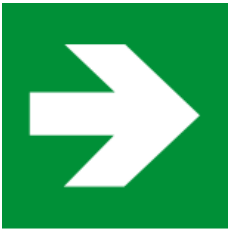
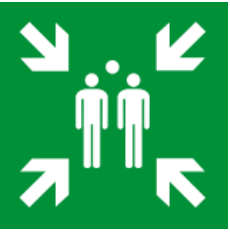


#### **Active protection:**

- firefighting equipment: portable and wheeled ABC powder and carbon dioxide fire extinguishers depending on the materials nearby, fire hose reels, fire hoses, above-ground hydrants in outdoor areas;
- alarm buttons in all areas;
- release buttons for electricity supply.

[3.10] Emergency signage

In order to properly implement the emergency management procedures, familiarity is necessary with the basic symbols shown here:

SYMBOL	MEANING
	EXTINGUISHER
	FIRE HOSE REEL
	FIRE HOSE
	FIRST AID KIT
	DEFIBRILLATOR
	EMERGENCY EXIT

	ESCAPE ROUTE DIRECTION
	ASSEMBLY POINT
	QUIET SPACE
	COMMUNICATION SYSTEM FOR QUIET SPACE

### [3.11] Assistance for people with disabilities or with reduced mobility

It is always possible that people with disabilities or with reduced mobility may be present in the building covered by this emergency and evacuation plan:

- as guests (e.g. of the event centre or as working partners or as customers of the bar-restaurant), whose presence and the area occupied may not be foreseeable;
- as employees of the users or managers of the services within NOI Techpark Brunico, for whom workstations and, therefore, specific work areas are always provided and whose presence is therefore foreseeable.

The site has been designed in accordance with specific regulations and the needs of people with reduced mobility, with properly marked quiet spaces provided and equipped with two-way communication systems to enable such persons to await rescue in a protected place and to alert them to their presence.

It may however not be possible to reach a designated quiet space, in particular in the event of fire, while lifts should in any case never be used.

For all roles covered by this emergency plan, all evacuation procedures must include the following:

**“Assist handicapped persons, persons with mobility difficulties, minors, persons suffering from panic or persons with orientation difficulties.”**

Anyone providing assistance to a frail person who is unable to evacuate is therefore required to:

- identify a quiet space (even if not officially designated as such), protected from immediate risks;
- alert the emergency coordinators and await instructions.

If there is an immediate danger, the frail person must be taken outside with the support of other persons present.

In general, the following recommendations should be followed:

- avoid bringing any guests with reduced mobility into areas that are difficult to reach (and therefore difficult to evacuate), avoiding all areas that are connected to the outside only by stairs or lifts;
- meet any guests with reduced mobility only on lower floors from which outdoor assembly points are accessible by ramps, never by stairs or lifts;
- inform the Health and safety committee of the presence of new staff with reduced mobility in order to identify the most suitable health and safety measures for the specific work area occupied.

## [4.0] Operating procedures

The necessary procedures for the most common emergency situations are given here, broken down by roles (emergency coordinators / emergency responders / first aid officers / fire safety officers / ordinary workers and guests without specific training).

In order to facilitate their execution and memorization, the procedures are structured in the form of simple, concise instructions on easily readable sheets that are each dedicated to a single procedure.

Certain procedures are similar to others (in terms of their number and description).

### [4.1] Communication instructions

Communication and coordination between those with active emergency management roles are essential for their effective management.

So as not to waste time in finding the necessary contacts at the moment of an emergency, it is of vital importance, prior to any emergency:

for **visitors**

- to save in the address book of your mobile phone or to memorize the Single Emergency Number 112 or (preferably) to download the “Where are U” app, which also allows you to automatically transmit your location via GPS to the emergency services:  
for iOS: <https://apps.apple.com/it/app/112-where-are-u/id888964800>  
for Android: <https://play.google.com/store/apps/details?id=it.Beta80Group.whereareu&hl=it&gl=US>
- to save the emergency number of NOI Techpark Brunico in the address book of your mobile phone: +39 377 372 7288
- to save the mobile phone number of your contact / escort inside the building in the address book of your mobile phone

For **coordinators, responders/officers and employees**

- to save in the address book of your mobile phone or to memorize the Single Emergency Number 112 or (preferably) to download the “Where are U” app, which also allows you to automatically transmit your location via GPS to the emergency services:  
for iOS: <https://apps.apple.com/it/app/112-where-are-u/id888964800>  
for Android: <https://play.google.com/store/apps/details?id=it.Beta80Group.whereareu&hl=it&gl=US>
- to save the emergency number of NOI Techpark Brunico in the address book of your mobile phone: +39 377 372 7288



[4.2] Communication sequence

The procedures for each type of emergency always state the channels of communications to be activated in that specific situation and in what order to begin transmitting information to the different actors involved. In general, however, the following sequence of communications must always be adhered to:

SEQ.	PERSON MAKING CALL	RECIPIENT	NOTES
1	Person detecting or arriving at scene of emergency	Single emergency number 112	For all medical emergencies
2	Person detecting or arriving at scene of emergency	Emergency responders NEARBY.	During opening hours
3	Person detecting or arriving at scene of emergency	Internal emergency number +39 377 372 7288	During opening hours

[4.2] Important numbers to be saved on your mobile phone

DESCRIPTION	PHONE NUMBER
Internal emergency number for NOI Techpark Brunico	+39 377 372 7288
Single emergency number	112
NOBIS (manager of event centre at NOI Techpark Brunico)	+39 0474 646 560
Internal emergency number for NOI Techpark Bolzano	+39 0471 066 640

### **[4.3] Communication procedures**

List of procedures:

- **P.01 – CALL TO SINGLE EMERGENCY NUMBER (ALL)**  
Intended audience: coordinators, responders/officers, employees and visitors
- **P.02 – CALL TO INTERNAL EMERGENCY NUMBER / EMERGENCY COORDINATOR (ALL)**  
Intended audience: responders/officers, employees and visitors
- **P.03 – CALL TO EMERGENCY RESPONDERS (ALL)**  
Intended audience: employees and visitors
- **P.04 – RESPONSE TO INTERNAL EMERGENCY CALL (COORDINATORS)**  
Intended audience: coordinators

### [4.3.1] P.01 – CALL TO SINGLE EMERGENCY NUMBER (ALL)

INTENDED AUDIENCE: coordinators, responders/officers, employees and visitors

The single emergency number should always be called immediately upon the occurrence of a MEDICAL or a PUBLIC ORDER emergency!

<b>1</b>	(at any time) <b>Call the single emergency number 112</b>
<b>2</b>	<b>Remain calm and answer the manager's questions</b> , responding as requested (some examples appear below): <ul style="list-style-type: none"> <li>• <u>First name, last name, company's trading name</u></li> <li>• <u>Location of the emergency</u> (exact address: NOI TECHPARK, VIA EUROPA 9, 39031 BRUNICO (BZ)), building, floor, directions, means of access, .... <b>Important: ensure there is no confusion with NOI Techpark Bolzano, via Volta 13A, 39100 Bolzano!</b></li> <li>• <u>Type and description of emergency</u> (medical / fire / public order / other)</li> <li>• <u>Number of persons involved</u></li> <li>• <u>Current situation</u> (medical interventions in progress / size of fire / materials present / medical or firefighting equipment present...)</li> </ul> <u>Phone number of caller</u> (preferably a mobile phone)
<b>3</b>	<b>Wait for instructions while staying on line</b> <b>Important: the operations centre will forward the call to the relevant public service (formerly phone numbers 113-115-118), which will again ask for the same information and/or more details: provide this again while keeping calm!</b>
<b>4</b>	<b>Note the operator's name</b> (for any subsequent calls) and the time of the 112 call
<b>5</b>	<b>Wait for help to arrive</b> (in a safe place, <u>keeping the phone whose number you have provided free and within reach</u> ) and provide any information you possess
<b>6</b>	<b>If you have not already done so, call the NOI Techpark Brunico emergency number +39 377 372 7288</b> , so that <u>the emergency coordinator can open any gates or posts to permit access to rescue workers</u> <b>P.02 – CALL TO THE INTERNAL EMERGENCY NUMBER</b>
<b>END</b>	

## [4.3.2] P.02 – CALL TO INTERNAL EMERGENCY NUMBER / EMERGENCY COORDINATOR (ALL)

INTENDED AUDIENCE: responders/officers, employees and visitors

**The emergency coordinator responds to the 24/7 internal emergency number.**

The internal emergency number must always be called (24/7) when ANY emergency occurs!

<b>1</b>	<b>Call the emergency number for NOI Techpark Brunico</b> <b>+39 377 372 7288</b>
<b>2</b>	(if no response) <b>Call the single emergency number 112</b> <b>P.01 – CALL TO SINGLE EMERGENCY NUMBER</b>
<b>3</b>	<b>Keep calm and give:</b> <ul style="list-style-type: none"> <li>• <u>First name, last name, company you work for or reason for attendance</u></li> <li>• <u>Description</u> (coordinator / first aid or fire safety officer / employee / visitor / ...)</li> <li>• <u>Location</u> of the emergency: building, floor, hall or room</li> <li>• <u>Type and description of emergency</u> (medical / fire / public order / other)</li> <li>• <u>Number of persons involved</u></li> <li>• <u>Current situation</u> (medical interventions in progress / size of fire / materials present...)</li> </ul> <u>Phone number</u> of caller (preferably a mobile phone)
<b>4</b>	<b>Wait for instructions while staying on line</b>
<b>5</b>	<b>Wait for help to arrive</b> (in a safe place, <u>keeping the phone whose number you have provided free and within reach</u> ) and provide any information you possess, <b>continuing with any actions you are taking</b> (respiratory protection, life-saving manoeuvres, ...) <u>without ever putting your own safety at risk</u>
<b>END</b>	

[4.3.3] P.03 – CALL TO EMERGENCY RESPONDERS\* (ALL)

INTENDED AUDIENCE: employees and visitors

First aid officers must <u>always</u> be alerted in the event of a MEDICAL EMERGENCY!	
1	<b>Alert in person / verbally the officer who is closest</b> to where the emergency is occurring (officers are evenly distributed throughout all areas)
2	(if the nearest officers are not present or <u>you cannot move away</u> ) <b>Wait for help to arrive</b> and provide any information you possess, <b>continuing with any actions you are taking</b> (life-saving manoeuvres, ...) <u>without ever putting your own safety at risk</u>
END	

\* Users and managers of services within NOI Techpark Brunico can develop in-house solutions to improve communication and coordination between emergency responders in their areas of responsibility.

#### [4.3.4] P.04 – RESPONSE TO INTERNAL EMERGENCY CALL (COORDINATORS)

INTENDED AUDIENCE: coordinators

Emergency coordinators receiving an emergency call should obtain all the necessary information and alert the other members of the emergency team, coordinating the actions to be taken and informing everyone of the situation

<b>1</b>	<b>Answer the emergency call</b>
<b>2</b>	<b>Ask the caller for the following information</b> (if possible, note it down!) <ul style="list-style-type: none"> <li>• <u>First name, last name, company they work for or reason for attendance</u></li> <li>• <u>Location</u> of the emergency: floor, hall or room</li> <li>• <u>Type and description of emergency</u> (medical / fire / public order / other)</li> <li>• <u>Number of persons involved</u></li> <li>• <u>Current situation</u> (medical interventions in progress / size of fire / materials present...)</li> </ul> <u>Any necessary first aid or firefighting equipment</u> (first aid kit, defibrillator, ...)
<b>3</b>	<b>Apply the necessary procedure for the specific type of emergency and your role</b>
<b>END</b>	

#### **[4.4] Building evacuation procedures**

List of procedures:

- **P.05 – EVACUATION (ALL)**  
Intended audience: employees and visitors
- **P.06 – EVACUATION (RESPONDERS/OFFICERS)**  
Intended audience: responders/officers
- **P.07 – EVACUATION (COORDINATORS)**  
Intended audience: coordinators

### [4.4.1] P.05 – EVACUATION (ALL)

INTENDED AUDIENCE: employees and visitors

If the SOUND ALARM + EVACUATION MESSAGE are activated, all occupants must leave the building immediately!

<b>1</b>	<b>Stop all activities immediately</b>
<b>2</b>	<b>Leave everything behind</b> , without wasting valuable time retrieving unnecessary personal items
<b>3</b>	<b>Keep calm</b> , do not shout, <u>run</u> or push
<b>3*</b>	<p><b>FOR TECHNICAL OR LABORATORY PERSONNEL ONLY</b></p> <p>(if possible without risk to your own safety)</p> <p><b>Secure laboratories and technical areas:</b></p> <ul style="list-style-type: none"> <li>• <b>close containers of flammable / toxic substances and store them in dedicated storage places</b></li> <li>• <b>secure pressure containers (close and secure them)</b></li> <li>• <b>stop machinery (emergency stop button / switch off / disconnect power)</b></li> </ul> <p><b>and inform emergency responders of any hazardous situations</b></p>
<b>4</b>	<b>Follow the GREEN illuminated signs to the nearest emergency exits in an orderly manner. Do not stop and never turn back!</b>
<b>5</b>	<b>Assist handicapped persons, persons with mobility difficulties, minors, persons suffering from panic or persons with orientation difficulties</b>
	<p><b>IF ESCAPE ROUTES ARE OPEN</b></p> <p>(if not, continue from <b>6B</b>)</p>
<b>6A</b>	<p><b>Leave the place you are in in an orderly manner, always following the GREEN illuminated signs</b></p> <p>IF SMOKE HAS PENETRATED THE ROOM:</p> <ul style="list-style-type: none"> <li>• <b>proceed by crawling over the floor or on all fours</b></li> <li>• <b>cover your nose and mouth with wet clothing or rags</b></li> </ul> <p>IF IN THE IMMEDIATE VICINITY OF FIRE:</p> <p><b>protect hair</b> from flames</p>
<b>7A</b>	<b>Close all doors behind you</b> in order to prevent the spread of fire or smoke
<b>8A</b>	<b>Do not use lifts or freight elevators: only use the emergency stairs</b>
<b>9A</b>	<b>Exit the building and go to the nearest assembly point</b>
<b>10A</b>	<b>Stay at the assembly point</b>



	<b>Keep as far away from the buildings as possible</b> <b>Do not re-enter the buildings until authorized to do so by the emergency coordinator</b>
	<b>IF ESCAPE ROUTES ARE NOT OPEN</b>
<b>6B</b>	<b>Stay where you are</b>
<b>7B</b>	<b>Close all doors facing the direction of the fire</b> <b>Seal cracks, locks and vents facing the direction of the fire with wet clothing or rags</b>
<b>8B</b>	<p>IF FIRE OR SMOKE IS COMING FROM OUTSIDE:</p> <ul style="list-style-type: none"> <li>• <b>close the windows</b></li> </ul> <p>IF FIRE OR SMOKE IS COMING FROM INSIDE THE BUILDING:</p> <ul style="list-style-type: none"> <li>• <b>open windows and call to attract attention / contact the internal emergency number +39 377 372 7288 or, if no one answers, call the single emergency number 112</b></li> </ul> <p>P.02 – CALL TO INTERNAL EMERGENCY NUMBER / EMERGENCY COORDINATOR (ALL)</p> <p>P.01 – CALL TO SINGLE EMERGENCY NUMBER (ALL)</p>
<b>9B</b>	<b>Wait for help, lying on the floor and protecting the respiratory tract with wet clothing or rags</b>
<b>END</b>	

## [4.4.2] P.06 – EVACUATION (RESPONDERS/OFFICERS)

INTENDED AUDIENCE: evacuation officers (includes all first aid and fire safety officers)

If the SOUND ALARM + EVACUATION MESSAGE are activated, all occupants must leave the building immediately!

<b>1</b>	<b>Stop all activities immediately</b>
<b>2</b>	<b>Leave everything behind</b> , without wasting valuable time retrieving unnecessary personal items
<b>3</b>	<b>Keep calm</b> , do not shout, <u>run</u> or push
<b>3*</b>	<p><b>FOR TECHNICAL OR LABORATORY PERSONNEL ONLY</b></p> <p>(if possible without risk to your own safety)</p> <p><b>Secure laboratories and technical areas:</b></p> <ul style="list-style-type: none"> <li>• <b>close containers of flammable / toxic substances and store them in dedicated storage places</b></li> <li>• <b>secure pressure containers (close and secure them)</b></li> <li>• <b>stop machinery (emergency stop button / switch off / disconnect power) and inform emergency responders of any hazardous situations</b></li> </ul>
<b>4</b>	<p>(If you are in the vicinity of the storage site)</p> <p><b>Wear a yellow high-visibility vest</b></p>
<b>5</b>	<b>Check that escape routes are open</b>
	<p><b>IF ESCAPE ROUTES ARE OPEN</b></p> <p>(if not, continue from <b>6B</b>)</p>
<b>6A</b>	<p><b>Verify that all those present are leaving the building along the escape routes in an orderly manner</b></p> <p><b>Check all rooms (including toilets, storerooms, ...), in cooperation with other floor evacuation officers (dividing up tasks / areas)</b></p> <p><b>Compel any persons still present to leave the area</b></p>
<b>7A</b>	<b>Assist handicapped persons, persons with mobility difficulties, minors, persons suffering from panic or persons with orientation difficulties</b>
<b>8A</b>	<p><b>Leave the place you are in in an orderly manner, always following the GREEN illuminated signs</b></p> <p>IF SMOKE HAS PENETRATED THE ROOM:</p> <ul style="list-style-type: none"> <li>• <b>proceed by crawling over the floor or on all fours</b></li> <li>• <b>cover nose and mouth with wet clothing or rags</b></li> </ul>

	IF IN THE IMMEDIATE VICINITY OF THE FIRE: <b>protect hair</b> from flames
<b>9A</b>	<b>Close all doors behind you</b> in order to prevent the spread of fire or smoke
<b>10A</b>	<b>Do not use lifts or freight elevators: only use the emergency stairs</b>
<b>11A</b>	<b>Exit the building and go to the emergency coordination centre</b> (BICYCLE RACKS IN THE INNER COURTYARD)
<b>12A</b>	<b>Inform the emergency coordinator</b> of the situation in your area
<b>13A</b>	<b>Wait for further instructions</b> from the emergency coordinator
	<b>IF ESCAPE ROUTES ARE NOT OPEN</b>
<b>6B</b>	<b>Stay where you are</b>
<b>7B</b>	<b>Close all doors facing the direction of the fire</b> <b>Seal cracks, locks and vents facing the direction of the fire with wet clothing or rags</b>
<b>8B</b>	IF FIRE OR SMOKE IS COMING FROM OUTSIDE: <ul style="list-style-type: none"> <li>• <b>close the windows</b></li> </ul> IF FIRE OR SMOKE IS COMING FROM INSIDE THE BUILDING: <ul style="list-style-type: none"> <li>• <b>open windows and call to attract attention / contact the internal emergency number +39 377 372 7288 or, if no one answers, call the single emergency number 112</b></li> </ul> P.02 – CALL TO INTERNAL EMERGENCY NUMBER / EMERGENCY COORDINATOR (ALL) P.01 – CALL TO SINGLE EMERGENCY NUMBER (ALL)
<b>9B</b>	<b>Wait for help, lying on the floor and protecting the respiratory tract with wet clothing or rags</b>
<b>10B</b>	<b>Assist handicapped persons, persons with mobility difficulties, minors, persons suffering from panic or persons with orientation difficulties</b>
<b>END</b>	

### [4.4.3] P.07 – EVACUATION (COORDINATORS)

INTENDED AUDIENCE: coordinators

If the SOUND ALARM + EVACUATION MESSAGE are activated, emergency coordinators will receive an automatic call!

<b>1</b>	<b>Stop all activities immediately</b>
<b>2</b>	<b>Take with you the general key to the building</b>
<b>3</b>	<b>Inform other coordinators of your availability / presence</b>
<b>4</b>	<b>Keep your mobile phone line as free as possible for any emergency calls or messages</b> (trapped or injured persons, ...)
<b>5</b>	(if possible without risk to your own safety) <b>Go to the fire control panel and verify the location of the sensor / button that generated the alarm</b> <b>Get the evacuation kit for coordinators</b> (orange high-visibility vest, list of areas to evacuate, pen, clipboard) <b>and put on the high-visibility vest</b>
<b>6</b>	<b>Update other coordinators on the situation</b>
<b>7</b>	(if possible without risk to your own safety: <u>stop immediately and evacuate</u> In the event of smoke or flames, <u>do not open overheated doors</u> !) <b>Go to where the alarm was generated and thoroughly check the situation</b> (identify the cause of the alarm (which may not be immediately apparent): flooding, short circuit, defect, ...)
	<b>IN THE EVENT OF A FALSE ALARM</b> (if not, continue from <b>8B</b> )
<b>8A</b>	<b>Update other coordinators on the situation</b> <b>Agree on the assembly point so as to inform people who have left the building</b>
<b>9A</b>	<b>Go to the fire control panel and switch off the alarm</b>
<b>10A</b>	<b>Go to the agreed assembly point and inform people who have left the building that the emergency has ended and they can re-enter the building</b>
<b>11A</b>	<b>Secure the cause of the false alarm</b> (to prevent its recurrence) <b>and have the necessary checks carried out by a specialist</b> (check fire detection, electrical, plumbing systems, ...)
<b>12A</b>	<b>Reset any building functions automatically activated by the fire alarm (self-closing REI doors, air handling unit dampers, ...)</b>
	<b>IN THE EVENT OF A REAL ALARM (FIRE)</b>

<b>8B</b>	<b>Assess the severity of the situation</b> <u>Is it an initial / controllable fire? (=&gt;9C)</u> <u>Is it a widespread / uncontrollable fire? (=&gt;9D)</u>
	<b>INITIAL / CONTROLLABLE FIRE</b> (if not, continue from <b>9D</b> )
<b>9C</b>	(if necessary with the support of other coordinators / staff) <b>Extinguish the initial fire using nearby firefighting equipment</b> <b>IMPORTANT:</b> <ul style="list-style-type: none"> <li>• Remove flammable or combustible materials that could fuel the fire</li> <li>• Use <u>appropriate extinguishing media for the type of materials on fire</u></li> <li>• Limit yourself to actions for which you have been trained</li> <li>• <u>Do not expose yourself to further danger through careless actions</u></li> </ul> <u>Even if the fire is apparently extinguished, await confirmation from rescue workers before resuming activities</u>
<b>10C</b>	<b>Should the fire become <u>widespread / uncontrollable</u>, go to 9D</b>
<b>11C</b>	<b>Nevertheless always request the intervention of the fire service to confirm that the fire has been completely extinguished</b>
<b>12C</b>	<b>Wait for further instructions from the fire service</b>
<b>13C</b>	<b>Declare the emergency over and only allow people back in once the premises have been secured</b> (avoid areas affected by fumes, ...)
<b>14C</b>	<b>Reset any building functions automatically activated by the fire alarm (self-closing REI doors, air handling unit dampers, ...)</b>
	<b>WIDESPREAD / UNCONTROLLABLE FIRE</b>
<b>9D</b>	<b>Call the single emergency number <b>112</b></b> <b>P.01 – CALL TO SINGLE EMERGENCY NUMBER (ALL)</b>
<b>10D</b>	<b>Get the emergency management file intended for the fire service</b>
<b>11D</b>	<b>Immediately disconnect the building's natural gas supply</b>
<b>12D</b>	<b>In consultation with other coordinators, open all external gates and remove any posts to facilitate access by rescue workers</b>
<b>13D</b>	<b>At the assembly points, collect reports of critical situations from officers and employees / guests, compiling a list of areas to be evacuated</b>
<b>14D</b>	<b>Arrange first aid for any injured or distressed persons</b>

<b>15D</b>	<b>Wait for the fire service to arrive in a safe place near the main entrance, but not directly below façades</b>
<b>16D</b>	<b>When the fire service arrives, hand over the emergency management file and general key to the building and give:</b> <ul style="list-style-type: none"> <li>• <u>You first name, last name, role</u></li> <li>• <u>Area of the building</u> where the emergency is occurring</li> <li>• <u>Type and description of the emergency</u> (fire, size of fire, machinery or materials involved, ...)</li> </ul> <u>Number of persons involved / critical situations reported</u>
<b>17D</b>	<b>Wait for further instructions from the fire service</b> <b>In the meantime, check that no one leaves the assembly points and ensure that people remain calm</b>
<b>END</b>	

#### **[4.5] Procedures in the event of fire**

List of procedures:

- **P.08 – FIRE (ALL)**  
Intended audience: employees and visitors
- **P.09 – FIRE (FIRE SAFETY OFFICERS AND COORDINATORS)**  
Intended audience: fire safety officers and coordinators

## [4.5.1] P.08 – FIRE (ALL)

INTENDED AUDIENCE: employees and visitors

In the event of FIRE	
<b>1</b>	<b>Stop all activities immediately</b>
<b>2</b>	<b>Keep calm</b> , do not shout, <u>run</u> or push
<b>3</b>	(if audible alarm has not sounded) <b>Press the alarm button closest</b> to where the emergency is occurring
<b>3*</b>	<b>FOR TECHNICAL OR LABORATORY PERSONNEL ONLY</b> (if possible without risk to your own safety) <b>Secure laboratories and technical areas:</b> <ul style="list-style-type: none"> <li>• <b>close containers of flammable / toxic substances and store them in the dedicated storage places</b></li> <li>• <b>secure pressure containers (close and secure them)</b></li> <li>• <b>stop machinery (emergency stop button / switch off / disconnect power)</b></li> </ul> <b>and inform emergency responders of any hazardous situations</b>
	<b>IF AUDIBLE ALARM + EVACUATION MESSAGE ARE SOUNDED</b>
<b>4</b>	<b>Evacuate the building as per the procedure for your role</b> P.05 – EVACUATION (ALL) P.06 – EVACUATION (RESPONDERS/OFFICERS) P.07 – EVACUATION (COORDINATORS)
<b>END</b>	



## [4.5.2] P.09 – FIRE (FIRE SAFETY OFFICERS AND COORDINATORS)

INTENDED AUDIENCE: fire safety officers and coordinators

Any fire safety officer or coordinator near to or aware of a FIRE should, if possible, avoid taking action alone and – depending on the severity of the situation – alert other members of the emergency team!

<b>1</b>	<b>Immediately go to the scene of the fire</b>
<b>2</b>	<b>Alert other fire safety officers near to</b> the location of the fire
<b>3</b>	<b>If you have not already done so, alert the emergency coordinator</b> , so they can <u>open gates or remove posts to facilitate access by rescue workers</u> <b>P.02 – CALL TO INTERNAL EMERGENCY NUMBER / EMERGENCY COORDINATOR (ALL)</b>
<b>4</b>	<b>Move away any persons present (non-fire safety officers) and assist any injured or distressed persons</b>
<b>5</b>	<b>Assess the severity of the situation</b> Is it an <u>initial / controllable fire</u> ? (=> <b>6A</b> ) Is it a <u>widespread / uncontrollable fire</u> ? (=> <b>6B</b> )
	<b>INITIAL / CONTROLLABLE FIRE</b> (if not, continue from <b>6B</b> )
<b>6A</b>	(if necessary with the support of other coordinators / staff) <b>Extinguish the initial fire using nearby firefighting equipment</b> IMPORTANT: <ul style="list-style-type: none"> <li>• Remove flammable or combustible materials that could fuel the fire</li> <li>• Use <u>appropriate extinguishing media for the type of materials on fire</u></li> <li>• Limit yourself to actions for which you have been trained</li> <li>• <u>Do not expose yourself to further danger through careless actions</u></li> </ul> <u>Even if the fire is apparently extinguished, await confirmation from rescue workers before resuming activities</u>
<b>7A</b>	<b>Should the fire become <u>widespread / uncontrollable</u>, go to 6B</b>
<b>8A</b>	<b>Nevertheless always request the intervention of the fire service to confirm that the fire has been completely extinguished</b>
	<b>WIDESPREAD / UNCONTROLLABLE FIRE</b>
<b>7B</b>	(if audible alarm has not sounded) <b>Press the alarm button closest</b> to where the emergency is occurring
	<b>IF AUDIBLE ALARM + EVACUATION MESSAGE ARE SOUNDED</b>

8B	<b>Evacuate the building as per the procedure for your role</b> P.06 – EVACUATION (RESPONDERS/OFFICERS) P.07 – EVACUATION (COORDINATORS)
END	

## **[4.6] Procedures for medical emergencies**

List of procedures:

- **P.10 – MEDICAL EMERGENCY (ALL)**  
Intended audience: employees and visitors
- **P.11 – MEDICAL EMERGENCY (FIRST AID OFFICERS AND COORDINATORS)**  
Intended audience: first aid officers and coordinators

## [4.6.1] P.10 – MEDICAL EMERGENCY (ALL)

INTENDED AUDIENCE: coordinators, responders/officers, employees and visitors

In the event of MEDICAL EMERGENCY (illness, injury, ...)	
<b>1</b>	<b>Keep calm</b>
<b>2</b>	In order to minimize the response time need by rescue workers, <b>ALWAYS immediately call the single emergency number 112</b> P.01 – CALL TO SINGLE EMERGENCY NUMBER (ALL)
<b>3</b>	<b>Alert in person / verbally the first aid officer closest to</b> where the emergency is occurring. (officers are evenly distributed throughout all areas) P.03 – CALL TO EMERGENCY RESPONDERS* (ALL)
	<b>DURING OPENING HOURS</b> (if not, continue from <b>4B</b> )
<b>4A</b>	(if no first aid officer is present) <b>Call the internal emergency number +39 377 372 7288</b> P.02 – CALL TO INTERNAL EMERGENCY NUMBER / EMERGENCY COORDINATOR (ALL)
<b>5A</b>	<b>Await the arrival of first aid officers or rescue workers</b> IMPORTANT: <ul style="list-style-type: none"> <li>• <u>Do not move the injured person</u> unless to move him/her away from further danger</li> <li>• <u>Do not perform any type of intervention or manoeuvre</u> unless you are properly trained</li> <li>• Do not administer medication or alcohol</li> <li>• <u>Only provide assistance by calming the injured person</u></li> </ul> In the event of major blood loss, staunch the wound by pressing it with a cloth or item of clothing
<b>6A</b>	<b>When first aid officers and/or rescue workers arrive, give an accurate description of what has happened.</b> If necessary, <u>go with the injured person to the emergency room</u> to provide detailed information to doctors as well
	<b>OUTSIDE OPENING HOURS</b>
<b>4B</b>	<b>Await the arrival of rescue workers</b> IMPORTANT:

	<ul style="list-style-type: none"> <li>• <u>Do not move the injured person</u> unless to move him/her away from further danger</li> <li>• <u>Do not perform any type of intervention or manoeuvre</u> unless you are properly trained</li> <li>• Do not administer medication or alcohol</li> <li>• <u>Only provide assistance by calming the injured person</u></li> </ul> <p>In the event of major blood loss, staunch the wound by pressing it with a cloth or item of clothing</p>
	<p><b>PROVIDING ACCESS TO RESCUE WORKERS</b></p> <p>(The building is usually closed outside opening hours and reception is not staffed)</p> <ul style="list-style-type: none"> <li>• <b>Keep any keys and/or badges on you</b></li> <li>• <b>Do not abandon the injured person</b></li> <li>• <b>If possible send someone with keys and/or badges to greet the rescue workers ( on the street outside the main entrance)</b></li> </ul> <p><b>If alone, keep the line clear and wait for a call from the rescue workers or the operations centre: only then open up to rescue workers</b> (<u>when rescue workers find a closed door, they usually call the operations centre which will in turn call the person who reported the emergency</u>)</p>
<b>5B</b>	<p><b>When the rescue workers arrive, give an accurate description of what has happened.</b> If necessary, <u>go with the injured person to the emergency room</u> to provide detailed information to doctors as well</p>
<b>END</b>	

## [4.6.2] P.11 – MEDICAL EMERGENCY (FIRST AID OFFICERS AND COORDINATORS)

INTENDED AUDIENCE: first aid officers and coordinators

Any first aid officer or coordinator aware of a MEDICAL EMERGENCY in progress should if possible avoid acting alone and – depending on the severity of the situation – alert other members of the emergency team!

1	<b>Get (or send for) the first aid kit closest to the location of the emergency</b> and, if you think necessary based on the description of the emergency received, also get (or send for) the semiautomatic defibrillator
2	<b>Go immediately to the scene of the emergency</b>
3	<b>If you have not already done so, ALWAYS call the single emergency number 112 immediately</b> P.01 – CALL TO SINGLE EMERGENCY NUMBER (ALL)
4	<b>Alert other first aid officers near to the location of the emergency and the emergency coordinators</b> , so they can <u>open gates or remove posts to facilitate access by rescue workers</u> P.03 – CALL TO EMERGENCY RESPONDERS* (ALL) P.02 – CALL TO INTERNAL EMERGENCY NUMBER / EMERGENCY COORDINATOR (ALL)
5	<b>Rescue the injured person according to his/her condition and training received</b> , possibly supported by other first aid officers and/or persons present IMPORTANT: <ul style="list-style-type: none"> <li>• <u>Do not move the injured person</u> unless to move him/her away from further danger</li> <li>• <u>Do not perform any type of operation or manoeuvre</u> unless you are properly trained</li> <li>• Do not administer medication or alcohol</li> <li>• In the event of major blood loss, staunch the wound by pressing it with a cloth or item of clothing</li> </ul> <u>Follow the operating instructions for the semiautomatic defibrillator If used</u>
6	<b>Awaiting rescue workers</b> <b>PROVIDING ACCESS TO RESCUE WORKERS</b> <b>Keep any keys and/or badges on you</b> <ul style="list-style-type: none"> <li>• <b>Do not abandon the injured person</b></li> </ul>

	<ul style="list-style-type: none"> <li>• <b>If possible send someone with keys and/or badges to greet the rescue workers</b> (on the street outside the main entrance)</li> </ul> <p><b>If alone, keep the line clear and wait for a call from rescue workers or the operations centre: only then open up to rescue workers</b> (<u>when rescue workers find a closed door, they usually call the operations centre which will in turn call the person who reported the emergency</u>)</p>
<b>7</b>	<p><b>When rescue workers arrive, give an accurate description of what has happened.</b> <u>If necessary, go with the injured person to the emergency room to provide detailed information to doctors as well</u></p>
<b>END</b>	

#### [4.7] Procedures for other specific emergencies.

List of procedures:

- **P.12 – EARTHQUAKE (ALL)**  
Intended audience: responders/officers, employees and visitors
- **P.13 – EARTHQUAKE (COORDINATORS)**  
Intended audience: coordinators
- **P.14 – COLLAPSE (ALL)**  
Intended audience: responders/officers, employees and visitors
- **P.15 – COLLAPSE (COORDINATORS)**  
Intended audience: coordinators
- **P.16 – GAS LEAK (ALL)**  
Intended audience: responders/officers, employees and visitors
- **P.17 – GAS LEAK (COORDINATORS)**  
Intended audience: coordinators
- **P.18 – FLOOD (ALL)**  
Intended audience: coordinators, responders/officers, employees and visitors
- **P.19 – WHIRLWIND (ALL)**  
Intended audience: coordinators, responders/officers, employees and visitors
- **P.20 – OUTDOOR GAS EXPLOSION OR LEAK (ALL)**  
Intended audience: responders/officers, employees and visitors
- **P.21 – OUTDOOR GAS EXPLOSION OR LEAK (COORDINATORS)**  
Intended audience: coordinators
- **P.22 – CRIMINAL ACTS THAT MAY DANGER PERSONAL SAFETY (ALL)**  
Intended audience: coordinators, responders/officers, employees and visitors



## [4.7.1] P.12 – EARTHQUAKE (ALL)

INTENDED AUDIENCE: responders/officers, employees and visitors

In the event of EARTHQUAKE	
<b>1</b>	<b>Keep calm</b> , do not shout, run or push
<b>2</b>	<b>Do not evacuate the building!</b>
<b>3</b>	<b>If you are in a room, stay inside!</b> <u>If you are in a corridor or a stairwell, go into the nearest room</u>
<b>4</b>	<b>Do not stand in the middle of the room</b> Seek shelter: <ul style="list-style-type: none"> <li>• near load-bearing walls</li> <li>• under a door frame</li> <li>• under a sturdy table</li> </ul> Move away from <ul style="list-style-type: none"> <li>• objects or furnishings that could fall</li> <li>• windows or glass doors that could shatter</li> </ul>
	<b>ONCE THE EARTHQUAKE IS OVER</b>
<b>5</b>	<b>Evacuate the building as per the procedure for your role</b> P.05 – EVACUATION (ALL) P.06 – EVACUATION (RESPONDERS/OFFICERS) P.07 – EVACUATION (COORDINATORS)
	<b>ONCE YOU ARRIVE AT THE ASSEMBLY POINT</b>
<b>6</b>	<b>Ensure you maintain a sufficient distance from buildings, trees, street-lights, power lines or other possible objects falling from height</b> <b>If necessary, move to a safe distance</b>
<b>END</b>	

## [4.7.2] P.13 – EARTHQUAKE (COORDINATORS)

INTENDED AUDIENCE: coordinators

In the event of EARTHQUAKE	
<b>1</b>	<b>Keep calm</b> , do not shout, run or push
<b>2</b>	<b>Do not evacuate the building!</b>
<b>3</b>	<b>If you are in a room, stay inside!</b> <u>If you are in a corridor or a stairwell, go into the nearest room</u>
<b>4</b>	<b>Do not stand in the middle of the room</b> Seek shelter: <ul style="list-style-type: none"> <li>• near load-bearing walls</li> <li>• under a door frame</li> <li>• under a sturdy table</li> </ul> Move away from <ul style="list-style-type: none"> <li>• objects or furnishings that could fall</li> <li>• windows or glass doors that could shatter</li> </ul>
	<b>ONCE THE EARTHQUAKE IS OVER</b>
<b>5</b>	<b>Evacuate the building as per the procedure for your role</b> P.07 – EVACUATION (COORDINATORS)
<b>6</b>	<b>Immediately disconnect the building's natural gas and electricity supplies</b>
	<b>ONCE YOU ARRIVE AT THE ASSEMBLY POINT</b>
<b>7</b>	<b>Ensure you maintain a sufficient distance from buildings, trees, street-lights, power lines or other possible objects falling from height</b> <b>If necessary, move to a safe distance</b>
<b>END</b>	

**[4.7.3] P.14 – COLLAPSE (ALL)**

INTENDED AUDIENCE: responders/officers, employees and visitors

In the event of COLLAPSE	
<b>1</b>	<b>Keep calm</b> , do not shout
	<b>IF AFFECTED BY THE COLLAPSE</b> (if not, continue from <b>2B</b> )
<b>2A</b>	<b>Carefully attempt to free yourself</b> , avoiding sudden movements and/or vibrations that may cause further collapse
<b>3A</b>	<b>If it is not possible to free yourself</b> <ul style="list-style-type: none"> <li>• <b>attempt to carve out a space in which to breathe</b></li> <li>• <b>save your energy and breath for calling to rescue workers</b></li> <li>• <b>(if you have a working mobile phone) contact the single emergency number <b>112</b></b></li> </ul> <b>P.01 – CALL TO SINGLE EMERGENCY NUMBER (ALL)</b>
	<b>IF NOT AFFECTED BY THE COLLAPSE</b>
<b>2B</b>	<b>Evacuate the building as per the procedure for your role</b> , avoiding sudden movements and/or vibrations that could cause further collapse <b>P.05 – EVACUATION (ALL)</b> <b>P.06 – EVACUATION (RESPONDERS/OFFICERS)</b> <b>P.07 – EVACUATION (COORDINATORS)</b>
<b>3B</b>	<b>Once you arrive at the assembly point. ensure you are at a sufficient distance from buildings, trees, streetlights, power lines or other possible causes of objects falling from height</b> <b>If necessary, move to a safe distance</b>
<b>END</b>	

## [4.7.4] P.15 – COLLAPSE (COORDINATORS)

INTENDED AUDIENCE: coordinators

In the event of COLLAPSE	
<b>1</b>	<b>Keep calm</b> , do not shout
	<b>IF AFFECTED BY THE COLLAPSE</b> (if not, continue from <b>2B</b> )
<b>2A</b>	<b>Carefully attempt to free yourself</b> , avoiding sudden movements and/or vibrations that may cause further collapse
<b>3A</b>	<b>If it is not possible to free yourself</b> <ul style="list-style-type: none"> <li>• <b>attempt to carve out a space in which to breathe</b></li> <li>• <b>save your energy and breath for calling to rescue workers</b></li> <li>• <b>(if you have a working mobile phone) contact the single emergency number <b>112</b></b></li> </ul> <b>P.01 – CALL TO SINGLE EMERGENCY NUMBER (ALL)</b>
	<b>IF NOT AFFECTED BY THE COLLAPSE</b>
<b>2B</b>	<b>Evacuate the building as per the procedure for your role</b> , avoiding sudden movements and/or vibrations that could cause further collapse <b>P.07 – EVACUATION (COORDINATORS)</b>
<b>3B</b>	<b>Immediately disconnect the building's natural gas and electricity supplies</b>
<b>4B</b>	<b>Once you arrive at the assembly point, ensure you are at a sufficient distance from buildings, trees, street lights, power lines or other possible causes of objects falling from height</b> <b>If necessary, move to a safe distance</b>
<b>END</b>	

**[4.7.5] P.16 – GAS LEAK (ALL)**

INTENDED AUDIENCE: responders/officers, employees and visitors

In the event of GAS LEAK	
<b>1</b>	<b>Keep calm</b>
<b>2</b>	<b>Avoid</b> <ul style="list-style-type: none"> <li>• causing sparks</li> <li>• naked flames</li> <li>• operating any electrical switches</li> </ul> <b>all operation of electrical equipment</b>
<b>3</b>	<b>Check for obvious causes of gas leakage</b> (open taps, damaged supply lines, ...) <b>and correct if possible</b> (close any cylinder taps, ...)
<b>4</b>	<b>Breathe calmly</b> <b>If necessary, cover nose and mouth with a wet handkerchief</b>
<b>5</b>	<b>Open all windows</b>
<b>6</b>	<b>Move as far away as possible from the source of the gas leak and move away all those present</b>
<b>7</b>	<b>Once at a safe distance, contact the internal emergency number +39 377 372 7288. In no one answers, call the single emergency number 112</b> P.02 – CALL TO INTERNAL EMERGENCY NUMBER / EMERGENCY COORDINATOR (ALL) P.01 – CALL TO SINGLE EMERGENCY NUMBER (ALL)
<b>8</b>	<b>Evacuate the building as per the procedure for your role</b> P.05 – EVACUATION (ALL) P.06 – EVACUATION (RESPONDERS/OFFICERS) P.07 – EVACUATION (COORDINATORS)
	<b>IN THE EVENT OF COLLAPSE caused by gas leak</b> (In the event of <u>fire</u> continue from <b>9B</b> )
<b>9A</b>	<b>Activate procedure “P.14 – COLLAPSE (ALL)”</b>
	<b>IN THE EVENT OF FIRE caused by gas leak</b>
<b>9B</b>	<b>Activate procedure “P.08 – FIRE (ALL)”</b>
<b>END</b>	

## [4.7.6] P.17 – GAS LEAK (COORDINATORS)

INTENDED AUDIENCE: responders/officers, employees and visitors

In the event of GAS LEAK	
1	<b>Keep calm</b>
2	<b>Avoid</b> <ul style="list-style-type: none"> <li>• causing sparks</li> <li>• naked flames</li> <li>• operating any electrical switches</li> </ul> <b>all operation of electrical equipment</b>
3	<b>Check for obvious causes of gas leakage</b> (open taps, damaged supply lines, ...) <b>and correct if possible</b> (close any cylinder taps, ...)
4	<b>Breathe calmly</b> <b>If necessary, cover nose and mouth with a wet handkerchief</b>
5	<b>Open all windows</b>
6	<b>Move as far away as possible from the source of the gas leak and move away all those present</b>
7	<b>Once at a safe distance, contact the single emergency number 112</b> <b>P.01 – CALL TO SINGLE EMERGENCY NUMBER (ALL)</b>
8	<b>Evacuate the building as per the procedure for your role</b> <b>P.07 – EVACUATION (COORDINATORS)</b>
9	<b>Immediately disconnect the building's natural gas and electricity supplies</b>
	<b>IN THE EVENT OF CLOTHING caused by gas leak</b> (In the event of <u>fire</u> continue from <b>10B</b> )
10A	<b>Activate procedure “P.15 – COLLAPSE (COORDINATORS)”</b>
	<b>IN THE EVENT OF FIRE caused by gas leak</b>
10B	<b>Activate procedure “P.09 – FIRE (FIRE SAFETY OFFICERS AND COORDINATORS)”</b>
<b>END</b>	

### [4.7.7] P.18 – FLOOD (ALL)

INTENDED AUDIENCE: coordinators, responders/officers, employees and visitors

In the event of FLOOD	
<b>1</b>	<b>Keep calm</b>
<b>2</b>	<b>Take to the upper floors of the building</b> IMPORTANT: <ul style="list-style-type: none"> <li>• <u>Do not use</u> lifts or freight elevators: only use the stairs</li> <li>• <u>Do not enter areas where water has penetrated</u> unless you know them well (so as to avoid obstacles, manholes, ...)</li> <li>• <u>Do not stay in flooded rooms if electrical equipment is present</u></li> <li>• <u>Do not leave the building if surrounded by water</u> as it may sweep you away!</li> </ul>
<b>3</b>	<b>(if possible) contact the single emergency number 112</b> <b>P.01 – CALL TO SINGLE EMERGENCY NUMBER (ALL)</b>
<b>4</b>	<b>Await rescue workers</b> Gather floating objects (wooden boards, closed plastic containers, pieces of Styrofoam, ...)
<b>5</b>	<b>When rescue workers arrive, signal your location and await instructions</b>
<b>END</b>	

## [4.7.8] P.19 – WHIRLWIND (ALL)

INTENDED AUDIENCE: coordinators, responders/officers, employees and visitors

In the event of WHIRLWIND.	
<b>1</b>	<b>Keep calm</b>
	<b>IF YOU ARE INDOORS</b> (if you are <u>outdoors</u> continue from <b>2B</b> )
<b>2A</b>	<b>Do not leave the building!</b>
<b>3A</b>	<b>Move away from</b> <ul style="list-style-type: none"> <li>• <b>windows or glass doors that could shatter</b></li> <li>• <b>objects or furnishings that could fall</b></li> </ul> If possible seek shelter in a <u>windowless room</u>
<b>4A</b>	<b>Leave the building only after the weather has subsided</b> IMPORTANT: before going outside, check that there <u>are no items overhanging or about to fall</u>
	<b>IF YOU ARE OUTDOORS</b>
<b>2B</b>	<b>Seek shelter:</b> <ul style="list-style-type: none"> <li>• <b>inside a robust building</b> (preferably in a windowless room)</li> <li>• <b>in a hole or a ditch</b></li> </ul> IMPORTANT: do not approach <u>buildings, trees, street lights, power lines, scaffolding, billboards or any other objects that might be uprooted and/or other objects that could fall from heights</u>
<b>3B</b>	<b>Leave shelter only after the weather has subsided</b> IMPORTANT: before going outside, check that there <u>are no items overhanging or about to fall</u>
<b>END</b>	



**[4.7.9] P.20 – OUTDOOR GAS EXPLOSION OR LEAK (ALL)**

INTENDED AUDIENCE: responders/officers, employees and visitors

In the event of OUTDOOR GAS EXPLOSION OR LEAK	
<b>1</b>	<b>Keep calm</b> , do not shout
<b>2</b>	<b>Do not leave the building!</b>
<b>3</b>	<b>Close any windows</b> (to prevent gas or smoke from entering)
<b>4</b>	<b>Move away from</b> <ul style="list-style-type: none"> <li><b>windows or glass doors that could shatter in the event of an explosion</b></li> <li><b>objects or furnishings that could fall</b> (chandeliers, paintings, speakers)</li> </ul> If possible, seek shelter in a <u>windowless room</u> or near walls that are furthest from windows
<b>5</b>	<b>Contact the internal emergency number +39 377 372 7288 or, if no one answers, the single emergency number 112</b> P.02 – CALL TO INTERNAL EMERGENCY NUMBER / EMERGENCY COORDINATOR (ALL) P.01 – CALL TO SINGLE EMERGENCY NUMBER (ALL)
<b>6</b>	<b>Provide assistance to minors, guests and persons suffering from panic</b>
<b>7</b>	<b>Await further instructions</b> from the emergency coordinator or from rescue workers
<b>END</b>	

## [4.7.10] P.21 – OUTDOOR GAS EXPLOSION OR LEAK (COORDINATORS)

INTENDED AUDIENCE: coordinators

In the event of OUTDOOR GAS EXPLOSION OR LEAK	
<b>1</b>	<b>Keep calm</b> , do not shout
<b>2</b>	<b>Do not leave the building!</b>
<b>3</b>	<b>Close any windows and turn off air handling units</b> <u>that could otherwise facilitate the spread of gas and smoke indoors</u>
<b>4</b>	<b>Move away from</b> <ul style="list-style-type: none"> <li><b>windows or glass doors that could shatter in the event of an explosion</b></li> <li><b>objects or furnishings that could fall</b> (chandeliers, paintings, speakers)</li> </ul> If possible, seek shelter in a <u>windowless room</u> or near the walls that are furthest from windows
<b>5</b>	<b>Contact the single emergency number 112</b> <b>P.01 – CALL TO SINGLE EMERGENCY NUMBER (ALL)</b>
<b>6</b>	<b>Provide assistance to minors, guests and persons suffering from panic</b>
<b>7</b>	<b>Await further instructions</b> from rescue workers
<b>END</b>	

## [4.7.11] P.22 – CRIMINAL ACTS THAT MAY ENDANGER PERSONAL SAFETY (ALL)

INTENDED AUDIENCE: coordinators, responders/officers, employees and visitors

In the event of a CRIMINAL ACT THAT MAY ENDANGER PERSONAL SAFETY (verbal or physical violence, vandalism, robbery, assault, terrorist act, ...)	
<b>1</b>	<b>Keep calm</b> , do not shout
	<b>IF NOT DIRECTLY INVOLVED</b> (if <u>directly involved</u> continue from <b>2B</b> )
<b>2A</b>	<b>Stop all activities immediately</b>
<b>3A</b>	<b>Leave everything behind</b> , without wasting valuable time retrieving unnecessary personal items
<b>4A</b>	<b>Move as far away as possible from the affected area!</b>
<b>5A</b>	<u>ONLY IF THERE IS NO RISK TO YOUR PERSONAL SAFETY</u> <b>call the single emergency number 112</b> P.01 – CALL TO SINGLE EMERGENCY NUMBER (ALL)
<b>6A</b>	<b>Return to your post only</b> once the <b>criminal act has been resolved</b> and when authorized by the authorities responsible for public safety
	<b>IF DIRECTLY INVOLVED</b>
<b>2B</b>	<b>Do not act on your own initiative!</b> IMPORTANT: <ul style="list-style-type: none"> <li>• <u>personal safety</u> comes first!</li> <li>• personal and/or business assets can be repurchased or restored!</li> <li>• <u>do not resist</u></li> </ul> <u>do not attempt to fight back or flee</u>
<b>3B</b>	<u>ONLY IF THERE IS NO RISK TO YOUR PERSONAL SAFETY</u> <b>call the single emergency number 112</b> P.01 – CALL TO SINGLE EMERGENCY NUMBER (ALL)
<b>4B</b>	<b>Assist and comfort minors, guests and persons suffering from panic</b>
<b>5B</b>	<b>Await the intervention of the authorities responsible for public safety</b>
<b>END</b>	

## **[5.0] General preventive measures**

You can prevent or otherwise best manage any emergency by adhering to the following general rules / good practices on a daily basis.

### **[5.1] Fire prevention**

It is recommended that you:

- keep your desk and your office in general as tidy as possible;
- do not accumulate excessive amounts of paper or other flammable materials near possible ignition sources;
- properly handle chemical, flammable and explosive products, storing them in the proper places and in the proper manner and always in the minimum amounts necessary;
- do not overload power outlets or connect too many appliances in series or to multiple outlets;
- do not use even minimally damaged electrical cables;
- turn off / disconnect all equipment when not in use and at the end of working hours;
- have all equipment serviced only by trained technicians;
- do not open and/or make changes to switchboards and electrical systems;
- do not use personal appliances unless they are in good condition;
- immediately notify your supervisor or the health and safety committee if you notice any malfunctions, sparks, blackening, or the beginnings of fire near machinery, equipment or electrical outlets, and in any case in the event of any accident or injury, however minor;
- supervise any external suppliers and verify that they only perform work that has been authorized in advance (especially if welding or using naked flames) in authorized areas;
- smoke only in designated areas and always check that the butt is completely extinguished, disposing of it in the appropriate container and not on the ground or into openings protected by grates;
- comply with safety procedures and rules and read hazard signs where present.

### **[5.2] Emergency management / evacuation**

It is recommended that you:

- read and memorize the procedures in the emergency plan for your role;
- memorize the escape routes and emergency exits closest to your location and to the places where you are most often present;
- keep escape routes and emergency exits clear at all times;
- never keep fire doors wedged open;
- familiarize yourself with the location of firefighting equipment (fire extinguishers, fire hose reels, alarm buttons) and medical equipment (first aid kits, defibrillators);
- do not move or tamper with any firefighting equipment (fire extinguishers, fire hose reels, alarm buttons) or medical equipment (first-aid kits, defibrillators) and report any anomalies immediately;
- save in your mobile phone the phone numbers needed during an emergency (single emergency number 112, internal emergency number, emergency coordinator(s), emergency responders, H&SC, ...).

### [5.3] Special requirements

The fire prevention project includes additional requirements for specific areas.

#### **Underground garage:**

- smoking or using naked flames is prohibited;
- storage or decanting of flammable liquids is prohibited;
- all maintenance, repair or engine testing of motor vehicles is prohibited;
- vehicles with fuel leaks are prohibited;
- vehicles without up-to-date fuel line maintenance are prohibited;
- LPG-fuelled vehicles must have safety devices fitted (ECE/ONU 67/01) and may only park on floor 0.

#### **Event centre:**

- see dedicated section.

#### **Classrooms:**

- see dedicated section.

#### **Bar-restaurant:**

- see dedicated section.

## [6.0] Preventive measures for event centre

Given the high number of people present and the ever-changing fittings – as well as the possible presence of external suppliers and/or exhibitors – the halls of the event centre at NOI Techpark in Brunico (managed by NOBIS, a facility run by Brunico Aktiv) present some critical issues that require dedicated preventive measures with the aim, if possible, of avoiding emergencies or otherwise managing these in the best possible way, thus guaranteeing workers and guests the highest level of safety.

The term “event” means any type of event (conference, workshop, meeting, course, gala dinner, ...) organized by internal customers (i.e. other users of the technology park) or external customers within the halls of the event centre at NOI Techpark Brunico, as well as in all other spaces connected to the event centre.

The main spaces affected by the health and safety measures reported here are thus:

- **EXHIBITION**, floor 0, on plans Z1.0.16
- **HALL BRUNO**, basement, Z1.-1.24
- **HALL RIENZA 1**, basement, Z1.-1.25
- **HALL RIENZA 2**, basement, Z1.-1.26
- **HALL RIENZA 1+2** (joined by removing partitions), basement, Z1.-1.25 + Z1.-1.26
- **FOYER** (shared with classrooms), basement, Z1.-1.28
- **COURTYARD / GARDEN**, basement

as well as the passageways and stairways connecting them, nearby toilets, and functional spaces (checkroom, reception, ...) of the event centre.

### [6.1] Organization of the event

At the organization stage, it is recommended that you

DEFINE ALL THE DETAILS RELATED TO THE EVENT TOGETHER WITH THE CLIENT:

- date(s), time(s);
- number of expected guests and type (minors, ...);
- timetable for the various event phases;
- type of activities to be performed by guests (passive or active: attending a presentation, working in groups, manual activities, recreational activities, ...);
- expected movements of guests (between different rooms or to/from outside);
- external companies present before, during and after the event (caterers, exhibitors, outfitters, ...), their activities and their contact information;
- fittings and any changes to them during the event;
- required furniture and equipment (multimedia, ...);
- materials to be brought into the premises (even if only for display: vehicles, machinery, ... working or otherwise);
- vehicles requiring access to the area of the complex (buses, loading and unloading of goods, ...) and their characteristics (total weight, axle weight, ...);
- any visits to be made within the complex.

## VERIFY THAT THE EVENT IS COMPATIBLE WITH THE PREMISES AND WITH PERSONAL HEALTH AND SAFETY:

- are the capacities of the available spaces compatible with the event?
- is interference possible with other simultaneous events?
- are specific firefighting or emergency management measures required (specially trained personnel, presence of firefighters or medical personnel) owing to the number of people present, the activities being performed or any firefighting requirements?
- who will supervise guests who are minors?
- will alcohol be served?
- will an ordering service be required?
- the necessary fittings must comply with certain requirements (see dedicated section), not obstruct any escape routes and permit sufficient space to pass, where possible avoiding laying cables along escape routes or in front of emergency exits;
- no pressure containers, asphyxiant gases or flammable/explosive materials are permitted on the premises;
- no smoking or use of naked flames;
- smoke detectors must not be turned off in order to use smoke machines for on-stage events;
- large vehicles are only permitted access if they are compatible with the floor loading capacity: this must be authorized in writing by NOI SpA;
- display and use of vehicles and/or machinery must be evaluated on a case-by-case basis (fume extraction, use of fuels or other chemical or flammable/explosive products, resultant changes in fire risk, electrical power supply required, ...);
- the use of lights and/or electrical equipment must be compatible with the available power supply;
- food storage and preparation must comply with current regulations in the food service industry;
- any visits to other areas of NOI Techpark Brunico must be agreed with the respective managers: very large groups may be subject to quotas.

## ALWAYS INDICATE THE FOLLOWING TO THE CLIENT IN WRITING:

- the maximum capacities of the reserved spaces, specifying that these are total maximum capacities (and include the organizing staff, NOBIS staff, service staff, speakers and journalists);
- a copy of the emergency plan for spaces occupied by clients;
- any constraints / prohibitions / impositions related to the use of the spaces, including outdoors (e.g. access prohibition for oversized vehicles / maximum number of positions for exhibitors according to the area available / requirement to the presence of a trained and certified fire safety officer for high-risk situations, ...);
- requirements (see dedicated section), data and technical documentation needed for fittings (electrical power supplies, access dimensions, floor loading capacity, ...).

**Failure to comply with the planned and agreed capacities and safety measures will result in cancellation of the event.**

## [6.2] Before starting the event

On the day of the event, prior to its start (and thus the arrival of guests), or otherwise during the preparations, it is recommended to:

- supervise organizers and external vendors, checking that all agreements are met regarding the placement of stands, materials, equipment, cables, catering and, generally, all agreed safety measures;

- check that all electrical appliances are properly connected, take account of the available power supply and are not connected in series (multiple cascaded sockets);
- ensure that escape routes are kept clear and are not too narrow (minimum width 120 cm);
- check that emergency exits are not obstructed, either inside or outside the building (e.g. by vehicles: these must be moved immediately);
- check that fire prevention and medical equipment is in place and accessible (do not use fire extinguishers as doorstops: first aid kits must be unopened);
- check that alarm buttons are accessible;
- provide the organizer and any external companies at the event with a copy of the emergency plan;
- provide the organizer and any external companies at the event with the names and phone numbers of NOBIS staff on duty;
- check that the hygienic conditions of the food being served are adequate and comply with current regulations in the food service industry.

### **[6.3] During the event**

Irrespective of whether NOBIS staff are present on the premises during the event, the following are periodically recommended:

- check that no substantial changes have been made to the placement of stands, materials, equipment, cables, catering or, generally, to all agreed safety measures;
- check that space capacities are observed and that no one is standing or sitting in any aisles;
- ensure that escape routes are kept clear and are not too narrow (minimum width 120 cm);
- check that emergency exits are not obstructed, either inside or outside the building (e.g. by vehicles: these must be moved immediately);
- check that fire prevention and medical equipment is in place and accessible (do not use fire extinguishers as doorstops: first aid kits must be unopened);
- check that alarm buttons are accessible;
- check that the hygienic conditions of the food being served are adequate and comply with current regulations in the food service industry;
- check that there is no excessive alcohol consumption.

### **[6.4] At the end of the event**

It is recommended to:

- check that all guests have left the premises;
- turn off / disconnect all unnecessary electrical equipment;
- check that any external vendors have already disassembled or turned off / disconnected all unnecessary electrical equipment;
- move all vehicles out of the technology park area;
- close all exterior doors.

### **[6.5] Maximum capacities of spaces**

It is prohibited to exceed, even temporarily, the maximum capacity for each space as defined in the fire prevention test report.



Maximum capacity means the maximum number of people – irrespective of function or role – who may simultaneously be present in a space.

SPACE	MAXIMUM CAPACITY (NUMBER OF PERSONS)*
<b>EXHIBITION</b> , floor 0, Z1.0.16	10 IN ADDITION TO THOSE ALREADY IN THE BUILDING
<b>HALL BRUNO</b> , basement, on floor plans Z1.-1.24	526
<b>HALL RIENZA 1</b> , basement, Z1.-1.25	46
<b>HALL RIENZA 2</b> , basement, Z1.-1.26	46
<b>HALL RIENZA 1+2</b> (joined by removing partitions), basement, Z1.-1.25 + Z1.-1.26	98
<b>FOYER</b> , basement, Z1.-1.28	55 IN ADDITION TO THOSE ALREADY PRESENT IN ADJACENT HALLS / ROOMS.

Closely spaced fittings will result in a reduction in maximum capacity in proportion to the area occupied.

**Maximum number of people allowed simultaneously on floors 0 and -1, total: 1,070\*.**

(also included are the classrooms in the basement and the bar-restaurant + exhibition on floor 0)

## [6.6] Instructions for fittings

In addition to observing the maximum capacities for each space, it is necessary that:

- escape routes are kept clear at all times;
- emergency exits are never obstructed and can always be immediately opened;
- no cables are placed in front of emergency exits (even if in high-visibility, standardized conduits) that might cause people to trip;
- any temporary cables are laid using high-visibility, standardized conduits;
- fire prevention equipment is always accessible;
- alarm buttons are always accessible;
- medical equipment is always accessible;
- fire doors are not wedged or otherwise held open and the spaces required for closing them are always kept clear.

### Seating arrangements:

- seats must be arranged in sectors with a maximum number of 160 seats (maximum 20 seats per row in 8 rows or 8 seats per row in 20 rows, including intermediate combinations such as 16 seats in 10 rows or 10 seats in 16 rows);
- sectors must be completely delimited (separated from each other and from the walls of the room) by aisles of not less than 1.2 metres in width at their narrowest point (also taking into account any protruding elements, not including fire extinguishers);
- rows of chairs must not be placed next to the walls of the room (there must be an aisle of not less than 1.2 metres in width at the narrowest point between the seating sector and the wall (also taking into account any protruding elements, not including fire extinguishers);
- there should be crosswalks (perpendicular to the direction in which the stage / speaker / projection screen is facing) positioned at the emergency exits located in the side walls of the room;
- non-fixed seats must be joined together so as to form fixed rows of at least 8 seats;
- the distance between the backs of two successive rows must not be less than 110 cm.

### Standing room:

- standing room may never be provided in aisles or along escape routes: all standing room must be in reserved, demarcated areas behind the seating areas, with signage indicating the maximum number of places available and with easy access to escape routes.

### Spectators in wheelchairs:

- spectators in wheelchairs may never occupy aisles.

### Special arrangements (other than chairs in rows):

- tables may be used surrounded by chairs, provided there is an aisle between groups of at least 1.2 metres in width to the main escape routes, which must not be more than 5 metres from the table;
- all rows of tables with chairs must be regularly interrupted by aisles of at least 1.2 metres in width to the main escape routes, which must not be more than 5 metres from each table.

### Barriers or cordons:

- must not impede access to escape routes or emergency exits;
- must be able to be easily removed in an emergency;
- it is recommended to use tape barriers that automatically release under pressure from the attendees;

- must be immediately removed by staff to facilitate escape in the event of emergency.

## **[6.7] Special requirements**

### **Public performances:**

All events open to the public and advertised externally, with or without payment of an admission ticket, should be regarded as public entertainment activities.

The following must be guaranteed for all such activities:

- (regardless of the number of people present) verification of the proper functioning of the emergency communication system (internal emergency number, phone connection for calling the single emergency number) before the beginning of the event;
- (regardless of the number of people present) the presence of at least 1 first aid officer;
- (regardless of the number of people present) the presence of at least 2 fire safety officers who have attended the medium-risk level firefighting course;
- (with more than 500 people present) a health risk assessment to determine the type of first aid service to be provided;
- (with more than 1,000 people present) the fire safety service of the Fire Service for the entire duration of the event;

as well as the necessary authorizations.

## [7.0] Preventive measures for classrooms

A number of classrooms have also been set aside inside NOI Techpark Brunico for lectures offered by UniBZ as part of certain degree courses.

Given the large numbers attending, classrooms present certain critical issues that require dedicated preventive measures with the aim, if possible, of avoiding emergencies or otherwise managing these in the best possible way while ensuring the highest level of safety for workers, students and guests.

The main spaces affected by the health and safety measures indicated here are:

- **MAIN HALL**, floor 0, on floor plans Z1.-1.10
- **SEMINAR ROOM BACHELOR 1**, basement, Z1.-1.09
- **SEMINAR ROOM BACHELOR 2**, basement, Z1.-1.08
- **SEMINAR ROOM BACHELOR 1+2** (joined by removing partitions), basement, Z1.-1.08 + Z1.-1.09
- **SEMINAR ROOM MASTER**, basement, Z1.-1.05
- **FOYER** (shared with the event centre), basement, Z1.-1.28

as well as the passageways and stairways connecting them, nearby toilets, and functional spaces.

### [7.1] Maximum capacities of spaces

It is prohibited to exceed, even temporarily, the maximum capacity for each space as defined in the fire pre-vention test report.

Maximum capacity means the maximum number of people – irrespective of function or role – who may simultaneously be present in a space.

SPACE	MAXIMUM CAPACITY (NUMBER OF PERSONS)*
<b>MAIN HALL</b> , floor 0, on plans Z1.-1.10	200
<b>SEMINAR ROOM BACHELOR 1</b> , basement, Z1.-1.09	25
<b>SEMINAR ROOM BACHELOR 2</b> , basement, Z1.-1.08	25
<b>SEMINAR ROOM BACHELOR 1+2</b> (joined by removing partitions), basement, Z1.-1.08 + Z1.-1.09	50
<b>SEMINAR ROOM MASTER</b> , basement, Z1.-1.05	27
<b>FOYER</b> , basement, Z1.-1.28	55 IN ADDITION TO THOSE ALREADY PRESENT IN ADJACENT HALLS / ROOMS.

Closely spaced fittings will result in a reduction in maximum capacity in proportion to the area occupied.

**Maximum number of people allowed simultaneously on floors 0 and -1, total: 1,070\*.**

(also included are the event centre rooms in the basement and the bar-restaurant + exhibition on floor 0)

## [7.2] Instructions for fittings

In addition to observing the maximum capacities for each space, it is necessary that:

- escape routes are kept clear at all times;
- emergency exits are never obstructed and can always be immediately opened;
- no cables are placed in front of emergency exits (even if in high-visibility, standardized conduits) that might cause people to trip;
- any temporary cables are laid using high-visibility, standardized conduits;
- fire prevention equipment is always accessible;
- alarm buttons are always accessible;
- medical equipment is always accessible;
- fire doors are not wedged or otherwise held open and the spaces required for closing them always kept clear.

### Seating arrangements:

- seats must be arranged in sectors with a maximum number of 160 seats (maximum 20 seats per row in 8 rows or 8 seats per row in 20 rows, including intermediate combinations such as 16 seats in 10 rows or 10 seats in 16 rows);
- sectors must be completely delimited (separated from each other and from the walls of the room) by aisles of not less than 1.2 metres in width at their narrowest point (also taking into account any protruding elements, not including fire extinguishers);
- rows of chairs must not be placed next to the walls of the room (there must be an aisle of not less than 1.2 metres in width at the narrowest point between the seating sector and the wall (also taking into account any protruding elements, not including fire extinguishers);
- there should be crosswalks (perpendicular to the direction in which the stage / speaker / projection screen is facing) positioned at the emergency exits located in the side walls of the room;
- non-fixed seats must be joined together so as to form fixed rows of at least 8 seats;
- the distance between the backs of two successive rows must not be less than 110 cm.

### Standing room:

- standing room may never be provided in aisles or along escape routes: all standing room must be in reserved, demarcated areas behind the seating areas, with signage indicating the maximum number of places available and with easy access to escape routes.

### Spectators in wheelchairs:

- students in wheelchairs may never occupy aisles.

### Special arrangements (other than for chairs in rows):

- tables may be used surrounded by chairs, provided there is an aisle between groups of at least 1.2 metres in width to the main escape routes, which must not be more than 5 metres from the table;
- all rows of tables with chairs must be regularly interrupted by aisles of at least 1.2 metres in width to the main escape routes, which must not be more than 5 metres from each table.

## [8.0] Preventive measures for bar-restaurant

A bar-restaurant, run by external management and open to the public, has been opened in NOI Techpark Brunico.

Given the large numbers attending, the bar-restaurant also requires dedicated preventive measures with the aim, if possible, of avoiding emergencies or otherwise managing these in the best possible way while ensuring the highest level of safety for customers.

The main spaces affected by the health and safety measures indicated here are:

- **FOYER BISTRO**, floor 0, on plans Z1.0.04

as well as the passageways and stairways, nearby toilets, and functional spaces.

### [8.1] Maximum capacities of spaces

It is prohibited to exceed, even temporarily, the maximum capacity for each space as defined in the fire prevention test report.

Maximum capacity means the maximum number of people – irrespective of function or role – who may simultaneously be present in a space.

SPACE	MAXIMUM CAPACITY (NUMBER OF PERSONS)*
<b>FOYER BISTRO</b> , floor 0, on plans Z1.0.04	70

Closely spaced fittings will result in a reduction in maximum capacity in proportion to the area occupied.

**Maximum number of people allowed simultaneously on floors 0 and -1, total: 1,070\*.**

(also included are the classrooms and the event centre in the basement and exhibition on floor 0)

### [8.2] Instructions for table arrangements

In addition to observing the maximum capacities for each space, it is necessary that:

- escape routes are kept clear at all times;
- emergency exits are never obstructed and can always be immediately opened;
- no cables are placed in front of emergency exits (even if in high-visibility, standardized conduits) that might cause people to trip;
- any temporary cables are laid using high-visibility, standardized conduits;
- fire prevention equipment is always accessible;
- alarm buttons are always accessible;
- medical equipment is always accessible;
- fire doors are not wedged or otherwise held open and the spaces required for closing them are always kept clear.

### **Customers in wheelchairs:**

- wheelchair users may never occupy aisles.

### **Special arrangements (other than for chairs in rows):**

- tables may be used surrounded by chairs, provided there is an aisle between groups of at least 1.2 metres in width to the main escape routes, which must not be more than 5 metres from the table;
- all rows of tables with chairs must be regularly interrupted by aisles of at least 1.2 metres in width to the main escape routes, which must not be more than 5 metres from each table.

## **[8.3] Special requirements**

The management of the in-house bar-restaurant is responsible for the health and safety of its workers and customers.

Therefore, it must ensure proper emergency management that meets the regulations governing establishments open to the public, including (the list is non-exhaustive):

- an internal emergency plan that matches the building's general emergency plan;
- a sufficient number of first aid officers, fire safety officers and evacuation officers to cover absences due to holidays, illness, shift work or business travel;
- the provision of at least one first-aid kit (the contents must comply with Presidential Decree 25/2005), checked periodically by the person responsible.

The management must also comply with the general preventive measures (see dedicated section).

## **[9.0] Evacuation drill and periodic training**

NOI SpA organizes a general evacuation drill for the building at least once a year.

All workers and evacuation officers present are obliged to take part.

The H&SC coordinator for users / managers will participate with the main purpose of monitoring progress and verifying that all workers and responders/officers have understood and learned the procedures described in the emergency plan and are correctly putting them into practice. The purpose of monitoring the evacuation drill is also to detect any critical issues in the procedures in order to improve them over time and make them more and more effective.

The H&SC for users / managers are invited and may participate so as to provide feedback and take part in the continuous improvement process, usually during a dedicated meeting at the end of the evacuation drill.

In addition to compulsory training for all those in the role of emergency responders, specific on-site training is organized- -always at least once a year – in order to obtain feedback and review the main emergency management procedures.

All first aid and fire safety officers (all simultaneously with evacuation officers) of NOI SpA, users and managers are entitled to take part.

The main objectives of such training are:

- familiarization with the latest version of the emergency plan;
- illustration of the procedures defined according to the different roles held;
- answers to all questions or doubts regarding the procedures to be implemented;
- gathering of feedback and suggestions from those working daily at the location covered by the emergency plan;
- familiarization with escape routes and emergency exits and related signage;
- familiarization with the locations of fire and medical equipment and related signage;
- familiarization with communication methods between officers, coordinators and rescue workers;
- illustrations of good practices and general preventive measures, to which each officer can contribute by identifying and reporting misconduct and risky behaviour.



## [10.0] Floor plans

Evacuation plans are attached.

They are also displayed on the premises.

They clearly indicate (the list is non-exhaustive)

- location of communication systems (general and for quiet areas);
- directions of escape;
- emergency exits;
- location of assembly points;
- location of alarm buttons;
- location of release buttons;
- location of fire extinguishers;
- location of fire hose reels and fire hoses;
- location of fire blankets;
- areas with electrical hazards;
- location of plan reader;
- an overall plan of the complex for easy identification of external assembly points

and some basic instructions in both German and Italian.

It is planned to add the following in the near future:

- location of first aid kits
- location of defibrillators

and to increase the number of floor plans displayed, especially inside the event centre halls and the classrooms.

[11.0] List for coordinators of areas to be evacuated

FOR EMERGENCY COORDINATORS ONLY

EVACUATION LIST – SITUATION IN VARIOUS AREAS

Give here the information received from evacuation officers on the situation in their areas of responsibility.  
When rescue workers arrive, provide them with this list and assist in identifying areas.

FLOOR	AREA	OFFICER’S FIRST / LAST NAME + STATUS. (EVACUATED / INJURED / MISSING + NOTES)
-3	GARAGE	
-2	GARAGE	
-1	GARAGE	
TP	HALL BRUNO	
TP	HALL RIENZA 1	
TP	HALL RIENZA 2	
TP	FOYER	
TP	MAIN HALL	
TP	SEMINAR ROOMS BACHELOR 1	
TP	SEMINAR ROOMS BACHELOR 2	
TP	SEMINAR ROOM MASTER	
TP	LOUNGE	
TP	FUNCTIONAL SPACES, TECHNICAL AREAS	
0	EXHIBITION	
0	LABORATORY	

0	OFFICES	
0	FUNCTIONAL SPACES, TECHNICAL AREAS	
0	BAR-RESTAURANT	
1	OFFICES AND MEETING ROOMS	
1	TOILETS, FUNCTIONAL SPACES, TECHNICAL AREAS	
1	TERRACE (LOGGIA)	
2	OFFICES AND LABORATORIES	
2	TOILETS, FUNCTIONAL SPACES, TECHNICAL AREAS	
2	TERRACE (LOGGIA)	
3	OFFICES AND MEETING ROOMS	
3	TOILETS, FUNCTIONAL SPACES, TECHNICAL AREAS	
3	TERRACE (LOGGIA)	

DATE	FIRST AND LAST NAME OF COORDINATOR	SIGNATURE

[12.0] Signatures

ROLE	FIRST NAME/LAST NAME	SIGNATURE
CEO & Employer, NOI SpA	Ulrich Stofner	<i>Digitally signed</i>
Coordinator of H&SC for users / managers	Maurizio Gretter	<i>Digitally signed</i>
Area Manager, Building & Development, NOI SpA	Luca Paterno	<i>Digitally signed</i>
Head of Unit, Facility Management, NOI SpA	Gianluca Bellisario	<i>Digitally signed</i>
Date	<i>Date of first digital signature</i>	