

## **MICO CONGRESS CENTER**

### **EMERGENCY PLAN PROCEDURES**

#### **I Introduction**

Legislative Decree 81/2008 (D.L. 81/08) implements European Community directives concerning measures for safeguarding the health and safety of workers in public and private workplaces. In particular D.L. sets out to evaluate, reduce and control risks to the health and safety of workers in the workplace by co-ordinating the actions of several individuals, each of whom is subject to obligations and sanctions.

More specifically, D.L. 81/08 provides for the adoption of all measures required to prevent fire from breaking out and to limit the consequences if this should occur, partly by selecting and training certain workers to implement fire prevention, fire fighting, evacuation, rescue and first aid procedures and, more generally, to deal with emergencies.

Fiera Milano Spa/Fiera Milano Congressi has drawn up its Emergency Plan on the basis of the many different and complex activities that are performed in the Exhibition/Congress Centre.

. Being well aware that the efficiency of an Emergency Plan lies in the immediate and co-ordinated reaction of the various people concerned, and equally mindful of the fact that visitors cannot be trained for this eventuality due to the very nature of exhibitions/Congress, Fiera Milano Spa/Fiera Milano Congressi has established a special service for dealing with emergency situations.

In case of emergency, therefore, all those present must follow the instructions given by the Surveillance and Safety/Fire preventions Staff; if so requested, they must abandon the work or exhibition areas in an orderly manner after switching off their systems and/or equipment.

This document has been written to inform exhibitors and organisers about how to behave in case an event defined as an "Emergency Situation" should arise. They must pass this information on to anyone working on their behalf in the exhibition/Congress centre.

"Emergency situations" are considered as events that may bring about serious consequences to persons and objects, and that require an effective emergency plan, in order to deal with them under previously tried and tested conditions.

During the preparation of this Emergency Plan, the factors that may affect the plan itself at the moment the Event occurs have been taken into consideration.

#### **2 Events classified as "Emergency Situations"**

Events considered as "Emergency Situations" are:

1. Evacuation,
2. Serious fire (or advanced fire) (\*),
3. Health emergency,
4. Structural collapse or failure (\*),
5. Threats or acts of sabotage (\*),
6. Explosion (\*),
7. Gas leaks (\*),
8. Small fire (or outbreak of fire) (\*),
9. Natural disaster (\*),
10. Accident in the power station,
11. Accident in areas managed by third parties,
12. Black-out in the electricity transformer room (\*),

Emergencies marked with "\*" may involve partial or general evacuations.

#### **3 Purpose of Plan**

The emergency plan tells you how to behave and what to do in an emergency in order to achieve the following objectives in as short a time as possible:

1. Safety of persons,
2. Making service systems safe,
3. Containment and restriction of fires,
4. Protection of property and equipment,
5. Total elimination of the emergency.

To achieve these objectives:

- all who find themselves in a real or potential emergency situation must act and behave according to set procedures, first of all informing the **OPERATIONS CENTRE** by dialling **+39 02/4342.7210** or **7210** from the internal service phones, which will then call in the emergency services required for the type of event;
- the emergency must be addressed with synergic activities and orderly behaviour so that those who act know what they have to do in advance and are able to integrate and co-operate with other rescue workers;
- everyone must know who to ask for instructions, who to receive orders from, who to inform as regards developments of the situation, who to communicate with and how;
- the Operations Centre must always be aware of the situation in order to deploy the necessary internal and external emergency resources.

#### **4 Information**

In order to bring an “emergency” event under control, everyone must carry out a limited number of basic operations in the right sequence and, most importantly, co-ordinate with the operations being carried out by other people.

For this purpose, during normal exhibition activity, (pre-assembly, stand assembly, the Exhibition/Congress period, dismantling) exhibitors and organizers must scrupulously observe the safety measures contained in the Technical Regulations, get to know their way around the pavilion by consulting the relative Evacuation Plan diagrams and locate the nearest emergency exits and fire-fighting facilities. Similarly, they must also know how to reach the assembly point in case of emergency.

#### **5 Collaboration with safety and rescue workers in case of emergency**

The best way of co-operating with the safety/Fire preventions staff is not to interfere but, only if asked, to put your skill and experience, together with your knowledge of the area and the machinery and equipment on display, at their disposal.

#### **6 General behaviour in event of emergency**

1. Keep calm.
2. Don't get other people into a panic.
3. Inform the **Operations Centre**
4. Do not move in a disorderly way, do not run, follow the exit routes calmly.
5. Only assist people in difficulty if you are sure you can do so.
4. Scrupulously follow the contents of this plan and the instructions given by rescue operators.
5. Do not re-enter the building until it has been declared safe.

#### **7 Emergency call**

Anyone in the Exhibition/Congress Centre can call the rescue services by dialling the emergency number:

- **from internal phones**                    **7210**
- **from other phones** **+39 02.4342.7210**

In case of need, the emergency call procedure is:

1. Say where the event has occurred: Hall, Conference Room or floor...
2. Describe the type of emergency (fire, flooding, collapse...)
3. Indicate the extent of the incident (damage to buildings, harm to people)
4. Indicate if there are injured people and their number, if known
5. Give your name, surname and phone number (if available).

While you are communicating the event, the Operations Centre is contacting the emergency teams.

#### **8 Evacuation procedure**

##### **WHO:**

Everyone in the building except for the emergency service teams.

##### **WHEN:**

The evacuation order is given by the Responsible of the operations Centre. Visitors and staff may abandon the building, even without being specifically told to do so, when they consider they are in danger. They must follow the procedures contained in this plan.

##### **HOW?**

- a. Keep calm
- b. Follow the special evacuation routes that are marked and indicated in the exhibition centre diagrams;
- c. Never use lifts and routes other than those indicated;
- d. Go to the external assembly points marked on the diagrams on display. Staff must on no account leave the assembly points.