



Pordenone Fiere
Exhibitions since 1947



EMERGENCY PLAN

Drawn according to the D.M. 10/03/98

Emergency Plan

According to what stipulated by D.Lgs. 81/2008 and the D.M. 10 March 1998

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| SAFETY ORGANIZATIONAL CHART | |
|--|--------------------------|
| Company | PORDENONE FIERE spa |
| Address, street and number | Via Treviso, 1 Pordenone |
| Zip Code | 33170 Pordenone |
| Telephone | 0434 232111 |
| Number of employees | 30 |
| Employees | 30 |
| Office workers | 26 |
| Workers | 4 |
| EMPLOYER | |
| Ing. Renato Pujatti – President | |
| Duties | |
| Adopts the necessary measures, promotes and plans interventions so that, in case of danger, workers suspend activity and abandon their jobs safely. These measures must be appropriate to the nature of the activity, the size of the company and the number of people present on the site. Designates the workers responsible for implementing fire prevention, firefighting and emergency management measures. Informs all workers regarding the dangers, the measures in place, the behaviours to be adopted and the names of the workers in charge of the operational teams. Promotes the training of all workers in order to deal with emergencies with full knowledge of the facts that may arise. | |
| RESPONSIBLE FOR PREVENTION AND PROTECTION | |
| Ing. Flavia Fani 338 5224380 fani_flavia@yahoo.com since 01.07.2020 | |
| Duties | |
| The RSPP coordinates and manages the Prevention and Protection Service which has the task of identifying risk factors, analysing them within the DVR and developing all the appropriate measures to maintain the working environments in line with the norms of current legislation in the workplace safety sector. | |
| DOCTOR IN CHARGE | |
| Dott. Bruno Frison since 01.01.2021 | |
| Duties | |

The Doctor In Charge collaborates with the Employer and with the prevention and protection service in assessing risks, also for the purposes of planning, where necessary, health surveillance, preparing the implementation of measures for the protection of health and psychological and physical integrity of workers, to the training and information activity towards workers, for the part of his competence, and to the organization of the first aid service considering the particular types of processing and exposure and the peculiar organizational methods of work. He also collaborates in the implementation and valorization of voluntary "health promotion" programmes, according to the principles of social responsibility" (Legislative Decree 81/2008, art. 25, letter a).

WORKERS' SAFETY REPRESENTATIVE

Cescon Claudio, elected on 19.05.2009

Duties

The Workers' Representative for Safety (**RLS** in acronym) is the one who "represents and protects the workers' rights in the field of workplace safety within companies".

HIGH RISK FIRE FIGHTING STAFF

Attolico Vito (coordinator), Cescon Claudio, Moras Luca, Daniele Fabris, Marco Tallon, Antonio Verdichizzi

Duties

In the event of a fire emergency it is immediately activated, assessing the severity of the emergency. In the case of a fire of limited dimensions, it intervenes directly in extinguishing it. In the event of larger fires, make an emergency call to the competent bodies. Gives any alarm signal in order to evacuate the place where the emergency situation occurred. Gather people in a safe place awaiting the arrival of the competent bodies.

FIRST AID STAFF

Canta Lilia, Fabris Daniele, Faion Nadia, Moras Luca, Pillin Ilenia, Rui Stefano, Savian Sabrina, Speronello Irina, Tallon Marco, Torzo Elisa, Sardelli Luca

Duties

In the event of a first aid emergency, he takes action to assist the injured person, according to his capabilities and possibly using first aid equipment. In the event of an accident or serious illness, make an emergency call to the competent bodies. Assists the injured person while waiting for external help.

ELEVATING PLATFORMS STAFF

Cescon Claudio, Moras Luca, Tallon Marco

FORKLIFTS STAFF

Cescon Claudio, Moras Luca, Tallon Marco

ELECTRICAL SYSTEMS MAINTENANCE STAFF

Cescon Claudio (responsibile), Moras Luca

THIS PLAN IS PROVIDED AS A COPY TO ALL EMERGENCY STAFF MEMBERS. IN THE EVENT OF LOSS, ASK FOR A COPY FROM THE EMERGENCY SERVICE MANAGER

1. Introduction

PURPOSE OF THE EMERGENCY PLAN

The Emergency Plan aims to identify behaviours and procedures to be implemented by all employees, users, visitors, etc. present inside the Fair, so that in the event of an emergency situation the safety of the occupants can be safeguarded, distancing them from any dangers and/or implementing a rapid and safe evacuation, ensuring that the exit or a safe place is reached. It is necessary that all visitors/users, employees and managers present within the Fair are aware of the behavioural rules to be followed in the event of an emergency.

SUBJECT OF THE EMERGENCY PLAN

The content of the document defines the organizational structure, responsibilities, communication systems and procedures necessary to deal with possible accidental events. In particular it contains the operational measures necessary to:

- contain and control the accident with particular attention to a fire outbreak;
- eliminate the danger and prevent its spread;
- safeguard the safety of people inside and outside the complex;
- proceed, if necessary, with the evacuation of employees, visitors, any disabled people and any third parties; - help the personnel involved;
- collect all the information necessary for a subsequent analysis of the accident.

2. Definitions

2.1 Emergency

By emergency we mean an "anomalous" situation that causes or may cause damage to people, workplaces, systems and the surrounding environment.

The following cases are considered emergencies:

- Fire
- Earthquakes
- Tornado and/or weather storm
- Floods and/or flooding due to water leaks
- Gas leaks
- Prolonged lack of electricity, water, etc...
- Explosion, blast, collapses
- Environmental pollution
- Terrorist attack and/or kidnapping of people
- Sudden illnesses and injuries to people present within the Pordenone Fiere Spa area

2.2 Local emergency

An event that remains limited within a single hall.

2.3 General emergency

An event that constitutes or may constitute a source of danger for all the halls of Pordenone Fiere S.p.A..

3. Responsibility

3.1 Foreword

Inside the exhibition centre it is possible to identify and define four different working situations:

- Absence of trade fairs and public presence
- Set-up of the trade fair event with technical staff from Pordenone Fiere Spa, exhibitors and third-party companies,
- Conduct of the event with technical staff from Pordenone Fiere Spa, exhibitors and the public
- Dismantling of the event with technical personnel from Pordenone Fiere Spa, with exhibitors and third-party companies.

| Working situation | Personnel on site | External personnel on site | Emergency management procedure |
|---|---|---|--|
| Absence of events | Clerical staff in corporate offices and in the technical office and workers in the warehouse and exhibition halls | Third party companies involved in routine maintenance and extraordinary places work and facilities | Internal emergency team of Pordenone Fiere S.p.A. |
| Set-up of events, dismantling of events | Clerical staff in corporate offices and in the technical office and workers in the warehouse and exhibition halls | Third party companies involved in cleaning, maintenance ordinary and extraordinary, exhibition stand setups, exhibitors | Internal emergency team of Pordenone Fiere S.p.A. + any company employees contractors and/or exhibitors |
| Course of event | Clerical staff in corporate offices and in the technical office and workers in the warehouse and exhibition halls | Maintenance and cleaning companies, management event service (ticket office and hostess) + exhibitors and stand attendants + public | Internal emergency team of Pordenone Fiere S.p.A. First aid team of the Red Cross, Fire brigade team |

The presence of emergency health operators from the provincial Red Cross and firefighters from the Pordenone Fire Brigade varies depending on public participation and occupancy of the exhibition areas used; the presence of the Fire Brigade team allows us to have a reduced internal team.

Every year the Board of Directors of Pordenone Fiere Spa draws up the Calendar of Events, verifies the occupation of the areas, with the Public Entertainment Commission **verifies the events which occupy more than 4,000 square meters of surface area and which therefore require the support of emergency Red Cross operators, and of the Fire Brigade team of the Pordenone.**

Indicatively, the events that are organized annually within the exhibition centre are the following:

Pordenone Antiquaria

Aquafarm

Collectors Record Exhibition

Samuexpo

Cucinare

Ortogiardino

Ecocasa Energy

My Fantastic Pet

Radio amatore 1

Nord Est Collezione

Naonicon

Elettroexpo

Coiltech

Sicam

Riso e Confetti

Punto di Incontro

Radioamatore 2 – Gamecom

Rive

The firefighting service, for events that occupy an area exceeding 4,000 m², is carried out by the Fire Brigade Team and the firefighting team of Pordenone Fiere S.p.A. in a reduced strength. The fire prevention service for events organized by Pordenone Fiere which occupy an area of less than 4,000 m². is carried out by the fire prevention team of Pordenone Fiere S.p.A.. The events organized by external secretariats, which occupy a

surface area of less than 4,000 m². will ensure the firefighting service with their own firefighting team or on request with the Pordenone Fiere S.p.A. firefighting team.

Below are the instructions that staff must follow during an emergency; it will be necessary to take into account that during the events, with the presence of the personnel of the Pordenone Fire Brigade and the first aid personnel of the Italian Red Cross, responsible for dealing with emergencies, they must be primarily involved in the process of management of the emergency itself with an active collaboration.

3.2 Roles and responsibilities

ORGANIZATION OF THE EMERGENCY SERVICE

ESTABLISHMENT OF THE EMERGENCY SERVICE

The Emergency Service consists of:

- Emergency Service Workers (ASE);
- directed by an Emergency Service Manager (RSE).

At the Exhibition Centre there is an Emergency Team made up of company personnel who manage the operation/maintenance of the technological systems (whose employees are trained in accordance with Ministerial Decree 10.03.98 - high risk).

In the case of events and fairs, the Emergency Team may be supported, depending on the size of the event, by the Fire Brigade team, which is assigned a fixed station equipped with a telephone at the Fair. All the remaining staff, including First Aid workers, represent a support to the Emergency Service (ASE Collaborators) with the tasks indicated below.

3.2.1 Employer

It adopts the necessary measures, promotes and plans interventions so that, in case of danger, workers suspend their activities and abandon their jobs safely. These measures must be adequate to the nature of the activity, the size of the company and the number of people present.

He designates the workers responsible for implementing fire prevention, firefighting and emergency management measures. Informs all workers regarding the dangers, the measures in place, the behaviours to be adopted and the names of the workers in charge of the operational teams.

He promotes the training of all workers in order to deal with any emergencies that may arise with full knowledge of the facts.

3.2.2 Emergency Coordinator (RSE)

Directs and coordinates all the activities that take place while an event organized by Pordenone Fiere S.p.A. is in emergency conditions.

He keeps the emergency under control during its evolution (incremental development, real and potential damage, type of countermeasures) and activates the other Managers, based on his assessments. Collaborates with public services for emergency management.

He is responsible for the safety and well-being of all operational personnel and the public present. Decides to evacuate the exhibition pavilions.

Declares the end of the state of emergency.

3.2.3 Plant manager

Coordinates all interventions (collaborating with the emergency coordinator) aimed at limiting damage and restoring the functionality of technical systems, in particular electricity.

Collaborates with external technical bodies, such as the Fire Brigade, water, electricity, gas supply agencies, etc. for appropriate interventions.

Check the structural integrity of buildings.

It is his responsibility to reactivate essential services, the routes for emergency intervention and the usability of the affected places as soon as possible.

3.2.4 Internal staff of Pordenone Fiere S.p.A.

He takes care of his own safety and that of other people present within the Pordenone Fiere S.p.A. area. Upon notification of any emergency and in all cases of suspected danger, the internal staff must behave as set out in the emergency plan.

Must follow the directives given by the Emergency Coordinator and the sector managers.

4. General intervention procedures in case of emergency

Pordenone Fiere S.p.A. is equipped with a detection and alarm system.

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PRE-ALARM

In the event of activation of the pre-alarm signal at the control units, the alerted staff (employees of the security company present in the district and employees of Pordenone Fiere) alerts the emergency team manager, informing him of the area affected by the signal. The Manager, assisted by the team's employees, has the task of going to the reported location to assess the severity of the potential emergency in progress. In the event of a false alarm, the employees ensure that it is silenced. In the event of an actual emergency in progress, the Manager gives instructions for issuing the alarm signal in the affected area.

ALARM

The alarm is activated for each building, via acoustic signal.

In the event of an alarm, the Pordenone Fiere staff present in the area is automatically alerted and has the task of activating the emergency procedures (contact the manager and the emergency workers if not already alerted following a pre-alarm, external emergency services, etc.).

In the event of a false alarm, the employees ensure that it is silenced at the control units.

4.1 Emergency communication systems

Reporting any emergency can be done via:

- internal cordless telephone, supplied to workers, technical and commercial personnel,
- manual alarm activation buttons, located in all pavilions and indicated on a specific floor plan, which will report the alert on the control unit of the respective smoke detection system,
- mobile phone supplied to various technical and commercial personnel,
- by voice.

The reporting of an emergency is carried out by the technical staff of Pordenone Fiere S.p.A., via mobile phone, at events that require it, including:

- the Fire Brigade (located on the ground floor of the office building)
- the permanent health emergency room (located on the ground floor of the office building)

The fire team employees are equipped with portable telephones that can also be used for communications outside the structure.

In case of emergency or immediate evacuation the signal will be communicated via the acoustic alarm buttons, positioned in the hall involved.

In the halls there are:

- optical-acoustic alarm, with manual activation
- emergency sound system, controlled by the control unit connected to the detection system and which can be activated in the hall of the office building, made up of loudspeakers aimed at broadcasting some recorded messages (warning, evacuation, personalized message) as well as any other sound communications under

ordinary conditions.

In the event of an emergency call, the following brief information on the incident must be provided to the rescuer:

Description of the type of accident: fire, explosion, etc.

Entity of the accident: has it involved a hall, a technical space, etc.

Location of the accident: Pordenone Fiere Spa – Viale Treviso, 1 – 33170 Pordenone

Presence of wounded people

I am: (name and position)
 I am calling from: Pordenone Fiere Spa
 Located in: Viale Treviso 1 – Pordenone
 It happened: (description of the situation)
 It involves: (any involved person)

4.1.1 Activation of the emergency alarm

The activation of the emergency alarm can occur according to the four different situations initially identified.

| Working situation | Personnel on site | External personnel on site | Emergency management procedure |
|---|---|---|---|
| Absence of events | Clerical staff in corporate offices and workers in the warehouse and exhibition halls | Third party companies involved in routine and extraordinary maintenance of working places and facilities | Internal emergency team of Pordenone Fiere S.p.A. Coordinator of Pordenone Fiere Spa emergency team Firefighting team First Aid team |
| Set-up of events, dismantling of events | Clerical staff in corporate offices and workers in the warehouse and exhibition halls | Third party companies involved in cleaning, routine and extraordinary maintenance, exhibition stand setups, exhibitors | Internal emergency team of Pordenone Fiere S.p.A. any firefighting operators of contractor companies and/or exhibitors |
| Course of event | Clerical staff in corporate offices and workers in the warehouse and exhibition halls | Maintenance and cleaning companies, management event service (ticket office and hostess) + exhibitors and stand attendants + public | Internal emergency team of Pordenone Fiere S.p.A First aid team of the Red Cross, Fire brigade team |

4.2 Emergency coordination

The Emergency Coordinator, Rag. Vito Attolico of Pordenone Fiere attends each and every Event in Pordenone Fiere S.p.A. Exhibition Centre.

Additionally, a garrison of the Fire Brigade and the Red Cross is always present during the most important Trade fair events.

Sectioning and Emergency Manoeuvres

In case of emergency it may be necessary to deactivate some energy sources as soon as possible, such as the electricity, combustible fluids, the water network, to limit or contain situations of greater risk arising from the malfunctions that the relevant systems may cause.

These sections are:

Main electricity switch, located in every hall

Methane shut-off valves at the methane distribution cabin
General water shut-off valve, located in every hall

The location of the sections is known by the fire prevention personnel present at the exhibition complex, by the maintenance company of the technological systems present at the Exhibition Centre during working hours and by the staff of the Exhibition Technical Office.

In case of blockage of the lifts, the maintenance company of the lifts is called to intervene.

Maintenance and Checks

All fire prevention devices and systems, electrical safety systems, alarm systems etc. are subjected to regular checks and maintenance by specialized companies as required by current legislation; the relevant registers are kept in the offices of the Technical Service of the Fair

Before the start of each event, the exit routes and the doors on the escape routes are checked by the staff emergency team.

Reports regarding any obstructions, damage, etc. relating to escape routes, emergency doors, facilities fire prevention, signs, etc. can be reported to the emergency team or staff of Pordenone Fiere S.p.A. by the employees of the security company.

Autonomy and arrival times of external help (estimated)

The security lighting, alarm, fire detection and fire extinguishing systems are equipped with a safety system for power supply in case of emergency.

| | | |
|---------------------------------|--|--|
| AUTONOMY | WATER NETWORK EMERGENCY LIGHTING | 120 CBM APPROX. 60 minutes autonomy |
| ARRIVAL TIME (from the call) | FIRE BRIGADE PUBLIC HEALTH RESCUE SERVICE ELECTRICIAN HEATING INSTALLER | Max. 10 minutes Max. 10 minutes Internal Maintenance Service Internal Maintenance Service |

KEYS (emergency)

At the offices and in the warehouse (technical office) there is a notice board containing, along with all relevant information, the keys necessary for immediate access to all rooms in the event of an emergency.

PLEASE NOTE: THESE KEYS CAN ONLY BE USED IN CASE OF EMERGENCY

Level of training and information provided to workers and users

- the essential actions that must be implemented in the event of fire or other emergency by workers, employees users and visitors (FIRE-FIGHTING AND EMERGENCY BEHAVIOUR) are contained on posted signs and distributed in the various buildings, near the toilets.

- on the occasion of conferences and fairs, an information sheet is available to visitors at the entrances (in Italian and English) also containing the main information related to the evacuation procedure and the useful telephone numbers in case of emergency.

- a list of addresses and useful numbers in case of emergency is displayed at the reception and at the toilets of the various buildings.

- a specific EMERGENCY PLAN is posted in the various buildings and external areas.

- specific training:

1. of the members of the Fire Fighting Team

2. First Aid operators

- meeting with the Emergency Service staff to explain the Emergency Plan, a copy of which is given to them.

- regular illustration of the emergency plan with theoretical and practical lessons on the problems arising from the onset of an emergency situation.

- the employees of the security company are trained in accordance with the Ministerial Decree 10.03.98 - medium risk, as well as for First Aid interventions and assistance to disabled people.

Level of Training and Information Provided to Contractors

The contracting companies, whose staff must access the Exhibition Centre's facilities by contractual provision, are informed of the plant and location characteristics aimed at managing emergencies, with specific procedures activated according to the obligations deriving from the art. 26 of Legislative Decree 81/08 and subsequent amendments.

4.2.1 Fire prevention

Upon receiving the emergency call, the staff in charge of this unit warn:
the Emergency Coordinator
the Plant Manager
the emergency team workers, and take action for the intervention.

4.2.2 Red Cross Health Unit

Upon receiving the emergency call, the operators in charge of this unit notify the Emergency Coordinator and take action.

4.3 Intervention

Upon notice of the ongoing emergency, emergency workers and sector managers go to the site.
The intervention is decided by the Emergency Coordinator, in coordination with the emergency management staff of the Fire Brigade and the Red Cross, when present, and can generally take the form of:
medication in case of injury or mild illness;
hospitalization for the injured person in the event of an injury or serious illness;
extinguishing actions in the event of a fire breaking out;
partial or total evacuation depending on the type of event in progress;
action to call the police in relation to a possible terrorist act;
other interventions depending on the emergencies present.

In the temporary absence of the Emergency Manager\Coordinator, emergency operations are directed as indicated below.

ATTENTION: DELEGATION OF THE FUNCTIONS OF THE EMERGENCY SERVICE MANAGER (RSE)

In the event of an emergency it is essential, in any case, that it is clear who directs the relevant operations described in the following plan which are normally the responsibility of the Emergency Service Manager (RSE). For this reason, in the absence of the RSE, the ASE operator in service who has the highest contractual level and seniority at the same level assumes his functions in the event of an emergency and at the various levels thereof up to evacuation.

| Components | Duties |
|---|---|
| PERSONNEL PRESENT AT THE SENTRY BOX PERSONNEL PRESENT AT THE OFFICES | Alerts the Responsible and the related Emergency Staff Upon instructions from the Responsible, takes care to call external rescuers |
| RESPONSIBLE FOR THE EMERGENCY SERVICE | Manages the emergency with instructions to the STAFF INVOLVED WITH FIREFIGHTING AND THE FIRST HELP and the remaining staff Takes part with a specific inspection of the alerted area Takes measures (with the ASE) at the fire outbreaks, at the firefighting equipment (extinguishers, hydrants, hose reels) and at the sectioning. Determines the calls to the external rescue services Determines the activation of the EVACUATION partial or total of the exhibition area Collaborates with the interventions of the external rescue services. |
| FIREFIGHTING TEAM | Take part in the management of the emergency, even autonomously if the EMERGENCY SERVICE RESPONSIBLE has yet to be found Take action at the fire outbreaks, at the firefighting equipment (extinguishers, hydrants, hose reels) and at the sectioning. |
| FIRST AID TEAM | Take action in case of injuries within the limits of the training received also making use of the medical supplies contained in the FIRST AID BOXES available at the infirmary, the sentry box, the Technical Service offices. If necessary, they proceed without delay to call the EXTERNAL HEALTH RESCUE SERVICE |
| ALL THE OTHER EMPLOYEES (in support) | They reach the collecting points following the shortest escape routes indicate in the planimetries of each area They place themselves at disposal of the Emergency Service and collaborate in the eventual evacuation of those present |

5. Fire emergency

Monitoring hypothesis

The most exposed environments are to be considered:

- technical rooms (in particular heating plants and electrical cabins/panels)
- underground and on the warehouse surface diesel storage units (forklift charging area)
- environments where considerable crowding is expected during events

Modest outbreaks may occur in normally monitored areas (halls, rooms in various buildings, etc.) due to overheating, cigarette butts unduly thrown away, etc.

Possible characteristics of the emergency

Any outbreaks in the monitored areas should always be expected to be modest and therefore easily tackled.

The outbreaks that can arise in unmanned areas are to be considered more worrying, although less probable, as they are not promptly warned and combated.

Actions to take

VISITORS

In the event of a modest outbreak, if there is no FIRE OFFICER nearby:

- press the nearest fire emergency button.

COLLABORATORS (to emergency service workers)

In the event of a modest outbreak, if there is no FIRE-FIGHTING STAFF MEMBER nearby, he/she takes action, within the limits of his/her knowledge and training, removing flammable materials, extinguishing the outbreak also using fire-fighting devices, distancing and reassuring any visitors present. .

In case of impossibility of direct intervention:

- activate the nearest fire emergency button;
- immediately notify the FIRE OFFICERS and make themselves available if requested;
- remove flammable and combustible material close to the fire as far as possible.

5.1 Behaviours

5.1.1 Emergency coordinator

In the event of a fire being reported by emergency personnel, the following must be notified:

the Emergency Coordinator;
the Firefighting Team;
the First Aid Team.

5.1.2 Emergency Coordinator

As soon as he receives the fire emergency report, the emergency coordinator goes to the location of the event where the emergency was reported and:

- evaluates the extent and severity of the emergency;
- plans, based on the evaluation, the most suitable intervention by giving instructions to the fire prevention team regarding the technical choices available to intervene;
- provides all the measures to be adopted in order to deal with it;
- is aware of the activity of the Plant Manager;
- verifies that there are no people who have suffered damage and, if so, organizes their removal from dangerous places, in collaboration with the staff belonging to the first aid team;
- checks that those present have moved to the safety area;
- verifies that the systems or equipment (if any) have been placed in safe conditions and do not harm or contribute to the emergency;
- maintain order and calm among the staff present, in order to avoid panic and confusion;
- provides for activating the evacuation of the affected hall or several halls.

5.1.3 Fire Fighting Team

When called back for an emergency, the members of the firefighting team:

- they equip themselves in relation to what is communicated by the Emergency Coordinator;
- they immediately move to the site and await instructions from the Emergency Coordinator;
- they intervene according to the training received on the fire outbreak and solve the emergency or contain its consequences until further reinforcements arrive.

5.1.4 The Plant Manager

The Plant Manager when notified of the fire starting arranges for damage containment actions (e.g. interruption of electricity in the pavilion; removal of combustible materials, etc.) with the collaboration of the company fire prevention team; collaborates with the Emergency Coordinator by making available the technical diagrams of the technological systems and his personal knowledge of the installations in terms of the electrical system, compressed air system, water systems for fire extinguishing, etc.; verifies and informs the Emergency Coordinator of the usability, recovery of usability and integrity of the various parts of the facilities; takes care of restoring the supply of technological services as soon as possible.

5.1.5 Internal staff of Pordenone Fiere S.p.A.

The internal staff of Pordenone Fiere S.p.A. when the start of a fire is detected, warns: the Emergency Coordinator and/or the emergency team members e transmits precise, brief and highly reliable information to the garrison, indicating: the size of the small, medium, large fire and its location. provides information to the Emergency Coordinator and all emergency team members; use the telephones provided to transmit useful information in order to solve the emergency or prevent another one from happening; begins the evacuation to another safer place, also indicated by the Emergency Coordinator, if there is an immediate risk of being involved or of being unable to access the escape route in the forthcoming future; facilitates the evacuation of the public or third parties present, from the internal rooms towards the emergency exits, up to the meeting point.

6. Emergency evacuation

6.1 Evacuation Alert

The announcement of the evacuation must be made inside the hall concerned by the emergency personnel, both from the Pordenone Fiere S.p.A. team. and by the firefighting team of the Fire Brigade if present.

6.2 Location of the meeting point

At each exhibition hall, near the exits, both on the south and north sides, spaces have been identified and marked for safe collection of evacuated people.

6.3 Behaviours

6.3.1 Emergency Coordinator

The Emergency Coordinator goes to the Fire Prevention Unit to: give the evacuation pre-alarm signal to the fire prevention team; gives the evacuation alert order to the fire prevention team in a short time; coordinates evacuation operations; guarantees assistance at the meeting point by members of the firefighting team

6.3.2 Fire Fighting Team

The members of the firefighting team, at the evacuation pre-alarm signal: they move close to the emergency exits in a short time; they free the flow paths from any obstacles present on the floor and removable; ensure that emergency exits are open. At the evacuation alarm signal, the members of the firefighting team: direct and facilitate the evacuation flow; maintain order and calm among the staff present, so as to avoid panic and confusion; they verify that there are no people who have suffered damage and if so, they organize their removal from the dangerous places; they follow with particular attention any subjects belonging to protected categories (disabled people, pregnant women, etc.); verify that no one is left inside the hall; inform the Emergency Coordinator of the evacuation.

6.3.3 Internal staff of Pordenone Fiere S.p.A.

The internal staff of Pordenone Fiere S.p.A. at the evacuation pre-alarm signal:
moves outside the emergency exits and is distributed evenly on the emergency exits;
eliminates any obstacle that may present itself to the passage of people;
ensures that emergency exits are open;
blocks the flow of incoming people;
keeps the space in front of the emergency exits clear of people who may be stationed there;
invites people who cross the threshold of the emergency exit not to stop in order to allow other people to escape from it.

6.3.4 Plant Manager

In the event of evacuation, the Plant Manager:
arranges the systems safely;
verifies and informs the Emergency Coordinator of the usability, recovery of usability and integrity of the various parts of the settlement.

6.3.5 External staff of Pordenone Fiere S.p.A.

Ticket office staff have been identified as external personnel of Pordenone Fiere S.p.A.
At the evacuation pre-alarm signal, these employees must:
eliminate any obstacle that may arise for the passage of people;
make sure the emergency exits are open;
block the flow of incoming people;
keep the space in front of the emergency exits clear of people who may be stationed there;
invite people who cross the threshold of the emergency exit not to stop in order to allow other people to escape from the same emergency exit.

6.3.6 First aid team and team leader

At the evacuation pre-alarm signal:
they move out of the emergency exits in a short time;
they assist any injured people due to the evacuation method or due to the presence of an event that resulted in the emergency evacuation.

6.3.7 Public

At the evacuation signal, the public present must:
pay maximum attention to communications;
locate emergency exits;
leave the premises without panic using the nearest emergency exit or the one indicated by a member of the fire team;
do not push people walking in front;
once you reach the emergency exit, do not stop outside and stand in front of it;
do not move against the current of the evacuation flow to return to collect previously forgotten or lost personal objects;
do not carry heavy, bulky and cumbersome objects with you; if left behind, store them in places out of the way;
reach the meeting point;
provide any information about people still present inside the hall;
do not try to re-enter the pavilion without authorization from the fire prevention team and Pordenone Fiere S.p.A. staff.

6.3.8 Exhibitors

At the evacuation alarm signal, exhibitors must:
make all machines or systems in operation safe;
pay maximum attention to communications;
locate emergency exits;
do not push people walking in front;
do not stop or stand outside the emergency exit but reach the meeting point;
do not move against the current of the evacuation flow to return to collect previously forgotten or lost personal objects;
do not carry heavy, bulky and cumbersome objects with you; if left behind, store them in places out of the way;
leave the premises without panic using the nearest emergency exit or the one indicated by a member of the firefighting team and go to the designated collection point;

ensure that all colleagues have evacuated the halls;
Once outside the pavilion it is forbidden to use cars parked inside the exhibition centre.

7. Explosion emergency

General actions to be undertaken in case of explosions:

stay calm;

prepare to face any new explosions;

take refuge under a shelter, try to lean against the perimeter walls of the pavilion.

move away from windowed walls, hanging lamps, instruments, electrical equipment. Be careful of falling objects.

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8. Robbery emergency, threats or acts of sabotage

Verifiability Hypothesis

Highly unlikely, not to say almost negligible, in relation to the historical analysis of the experience, the absence of warning signs, and the reassuring socio-political context of the social fabric of reference.

Possible characteristics of the emergency

Difficult to hypothesize and in any case identifiable as: incendiary acts, introduction of bombs or explosive material, plant sabotage.

8.1 TERRORIST ATTACK AND/OR KIDNAPPING

The exhibition centre, due to the high number of users at the events, lends itself to potentially being a sensitive target in the event of a terrorist attack and/or kidnapping. The methods can be multiple and very varied in form. The probability of this risk is very low and therefore the topic will be treated only in general terms.

VISITORS

They must immediately notify the FIRE OFFICERS if they identify:

- unusual and suspicious materials in or near the Exhibition Centre and internal buildings,
- suspicious attitudes of internal/external people, in buildings, inside and near the Exhibition Centre,
- suspected tampering or damage to plant parts (gas, electrical).

8.1.2 Kidnapping:

As per the directives given to banks, it is advisable to promptly follow the kidnappers' requests, emergency workers and users must:

- Keep a calm tone of voice and do not give in to panic;
- Avoid running away recklessly;
- Do not attack the kidnappers for any reason.

Once the threat has ended, call external help (if not already present) and proceed with the evacuation of the entire structure.

8.1.3 Terrorist attack:

There are many ways in which a terrorist attack can occur and can vary depending on the number of people who are part of the terrorist group, the weapons or bombs used, and any vehicles used. Depending on the procedures, the intervention of the emergency team will be very different.

Role of emergency workers

- isolate and evacuate the area affected by the anomalous situation;
- try to put out any fires resulting from the anomaly;
- reassure users;
- prevent users not affected by the event from flooding out of the pavilions, along the escape routes or from concentrating near the doors and/or gates;
- proceed with the evacuation of the exhibition centre one hall at a time, in small groups and with caution
- inform the emergency services of the threat and specify that the anomaly could potentially reoccur upon their arrival;
- collaborate with external law enforcement and emergency forces.

8.1.4 Behaviours

8.1.4 Internal staff of Pordenone Fiere S.p.A.

The internal staff of Pordenone Fiere S.p.A. aware of the event in progress:
warn:

- if present, the Police garrison, communicating the type of event in progress: Threats, Robbery, Terrorist acts
- or the emergency workers of Pordenone Fiere S.p.A. or Law Enforcement

The notification to the emergency workers must be transmitted calmly and without being noticed by criminals. If you are in doubt about the possibility of being able to alert the emergency team without being seen by the criminal, do not make any movement that may make the person suspicious.

8.1.4.1 In case of non-involvement

In case of no direct involvement:

arrange for the removal of people present;

keep any other people present away from the event area.

8.1.4.2 In case of involvement

In case of direct involvement:

follow the criminals' instructions to the letter, without haste but not too slowly. Do everything the criminal asks, but nothing more. A docile attitude, but not excessively collaborative, is the most appropriate and is exactly what the criminal expects from you;

if to carry out the criminal's instructions you have to make any other movement or displacement, ask permission or warn the criminal in advance;

if the criminal threatens you, but the weapon is not visible, always start from the assumption that the weapon is there;

if during the terrorist act, robbery or event, the phone rings, do not answer without first asking the criminal for permission;

while you are carrying out the instructions of the criminals, try to memorize the characteristic features of their physiognomy, clothing and height;

It is very unusual for criminals to leave, taking a hostage with them, because a hostage always represents an obstacle. If this happens to you, do not resist, but try to behave with inertia, until you faint, further hindering your escape;

do not hinder the criminals as they move away, to avoid retaliation.

The staff IS NOT AUTHORIZED to deal with or talk to any saboteurs.

The internal staff of Pordenone Fiere S.p.A. upon the arrival of the emergency team, entrust the latter with the task of removing people from the place where the event takes place.

8.1.4.3 Emergency Coordinator Behaviour

He intervenes on site and:

assumes coordination of operations until external public assistance arrives;

arranges for the removal or partial evacuation of the hall;

manages the other resources present at Pordenone Fiere S.p.A. for emergencies, Plant Manager, First Aid Team Manager, etc.) in order to carry out interventions to interrupt or restore electricity, etc.;

has the firefighting team prepare the firefighting equipment: fire extinguishers, fire hydrants, hoses so that they are available in case of need;

decides the area to be cordoned off by the fire prevention team, in order to prevent the intrusion of people who may hinder the management of the emergency or may be harmed by the ongoing event;

provides medical assistance to people who have been injured by the event.

upon the arrival of the law enforcement force, however, he remains the main interlocutor between the emergency management system of Pordenone Fiere S.p.A. and external public rescue.

9. First Aid Health Emergency

Verifiability Hypothesis

There are chances of various types of injuries occurring.

Possible characteristics of the emergency

It is not a true emergency if it affects a group or all the people present.

Instead, these are traumatic events that usually affect only one person.

9.1 Behaviours

9.1.1 Internal staff of Pordenone Fiere S.p.A.

When an injury occurs, inform the nearest internal FIRST AID OPERATOR or, if present, the doctor at the infirmary.

In the event of an accident or illness, whoever is in the vicinity of the person/s:

refrain from any intervention, try to give peace of mind to the injured person until the rescuers arrive;

must not try to move the victim, except in cases where imminent danger justifies it;

notify the first aid operators of Pordenone Fiere S.p.A.

provides first aid workers with information regarding the state of consciousness, breathing and heartbeat; while waiting:

keeps people not involved away from the injured person;

prepares the access route for help;

obtains information from those present on the accident that has occurred or on the illness that has occurred without asking inquisitorial questions to the injured person.

In the event of an injury or fatal illness, do not move or remove the injured person and wait for the law enforcement officials.

9.1.2 First Aid operators

Having received the emergency communication, the first aid worker warns:

the Emergency Coordinator;

colleagues from the First Aid team

takes action, according to the instructions received, to provide first aid to the injured person

In cases of trauma from ingestion or contact with a harmful product, prepare the relevant SAFETY DATA SHEET or, at least, the original packaging of the product for the necessary consultation by healthcare professionals.

9.1.3 First aid team

The first aid team intervenes with the means available at the site of the event and carries out the directives of its manager.

Regardless of the severity of the injury or illness, all members of the emergency team who intervene are required to:

avoid statements and questions regarding the condition and injuries of the injured person in his presence;

avoid asking the victim inquisitorial questions regarding the dynamics of the event.

9.1.4 First aid team manager

Intervenes with the team at the event site and:

checks the extent of the injury or illness;

provide immediate aid;

collaborates with the Emergency Coordinator in the event of a large-scale emergency;

arranges for calling additional medical operators.

9.1.5 Emergency Coordinator

He reaches the site and:

in the event of a large-scale emergency, involving several people, activates the additional resources present for the emergency that it deems necessary;

makes available to emergency workers the resources and means necessary to deal with the health emergency;

provides for the collection of information to reconstruct the event that led to the accident or illness and reports to the RSPP of Pordenone Fiere S.p.A.

9.1.6 Public

In case of detection of injury or illness to a member of the public:

do not try to move the injured person;

notify an internal employee of Pordenone Fiere S.p.A. if recognisable;

use your mobile phone to call for help.

10. Information to the public

The public is informed by means of notices displayed in the most frequented points of the halls.

The technical diagrams of the technological systems (electrical system, fire-fighting water system, etc.) are available in the office of the Plant Manager.

The layouts relating to the fire prevention equipment and all the information necessary for an intervention by the Fire Brigade (position of fire hydrants, hoses and fire lances, fire extinguishers, smoke alarms, etc.) are

available at the Technical Office, edited by the RSPP.

All the keys for opening the technological rooms and the entrance gates to the exhibition centre are available at the Technical Office.

At the Technical Office there are the names of the Pordenone Fiere S.p.A. internal emergency team, the names of the other responsible figures participating in the emergency and their respective internal telephone numbers.

10.1 Privacy of Pordenone Fiere S.p.A. staff

All the staff of Pordenone Fiere S.p.A. is required not to disclose to outsiders, even partially, information regarding events that have occurred in the company (both during and after the event).

Contacts with external bodies and the mass media are the responsibility of the Company Management: staff are required to provide information relating to the emergency of which they are aware to the Emergency Coordinator.

11. Floor plans of the pavilions with fire and first aid facilities, escape routes and safe meeting points.

Captions Key (*pag.21*)

TECHNOLOGICAL SYSTEMS AREAS

FIRE BRIGADE TEAM

EMERGENCY EXIT

COLLECTION POINT

GROUND HYDRANT

INFIRMARY

UNI 45 HYDRANT

FIRE BRIGADE MOTORPUMP ATTACHMENT POINT