



Operating Instructions Emergency and evacuation plan

Fortezza da Basso

Index

1. EMERGENCY PLAN

1.1 – PURPOSE OF EMERGENCY PLAN	4
1.2 – OBJECTIVES OF EMERGENCY PLAN	4
1.3 – CHARACTERISTICS OF THE PERMISES AND THE PERSONS PRESENT	4
1.4 – DETECTION AND ALARM SYSTEMS	9
1.5 – EMERGENCY DISCONNECTION AND MANOEUVRES	12
1.6 – MAINTENANCE AND INSPECTION	12
1.7 – AUTONOMY AND ARRIVAL TIMES FOR EXTERNAL EMERGENCY HELP (estimated)	13
1.8 – EMERGENCY KEYS	13
1.9 – LEVEL OF TRAINING AND INFORMATION PROVIDED TO STAFF AND USERS	13
1.10 – LEVEL OF TRAINING AND INFORMATION PROVIDED TO CONTRACTING COMPANIES	14
1.11 – ORGANIZATION OF EMERGENCY SERVICES	14
1.12 – CLASSIFICATION OF EMERGENCIES	16

2. MANAGEMENT OF EMERGENCY BY TYPE

2.1 – ELECTRICAL BLACK-OUTS	17
2.2 - FLOODING	18
2.3 – GAS LEAKS	19
2.4 – TERRORIST ATTACKS - SABOTAGE	20
2.4.1 – BOMB OR SUSPICIOUS CONTAINER REPORT	21
2.5 – EARTHQUAKER	22
2.6 – FIRE	23
2.6.1 – FIRE IN A FURNACE ROOM	25
2.7 – ACCIDENTS	26

3. EVACUATION PROCEDURES

3.1 – EVACUATION ORGANIZATION	27
3.2 – EVACUATION OBJECTIVES	27
3.3 – EVACUATION PROCEDURES	27

4. BUILDING CHARTS

4.1 – SPADOLINI PAVILION	29
4.2 – CAVANIGLIA PAVILION	31
4.3 – ARSENALE	33
4.4 – PALAZZINA LORENESE	35
4.5 – TEATRINO LORENESE	36
4.6 – SALA DELLE NAZIONI	37
4.7 – SALA DELLA RONDA	38
4.8 – RONDINO	39
4.9 – POLVERIERA	40
4.10 – LE GHIAIE PAVILION	41
4.11 – QUARTIERI MONUMENTALI	42
4.12 –PAVILION 02	44
4.13 –PAVILION 07	45
4.14 – MAGAZZINO	46
4.15 – FIRENZE FIERA TECHNICAL OFFICE	47

A copy of the present plan is furnished to all emergency staff.
If lost, a copy may be requested from the person in charge of the emergency service.

1. EMERGENCY PLAN

1.1 PURPOSE OF EMERGENCY PLAN

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

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

1.2 OBJECTIVES OF THE EMERGENCY PLAN

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

In particular, they contain the practical measures necessary to:

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

1.3 CHARACTERISTICS OF THE PREMISES AND THE PERSONS PRESENT

Location	The premises are located in the center of the city of Florence, with the main entrance on Viale F. Strozzi.
Premises	The Fortezza da Basso was designed by Antonio da Sangallo the Younger in the first half of the 16th century for Alessandro de' Medici, and today, besides being an important monument of the city of Florence, it is used for conferences and fairs. The total surface area is nearly 100,000 m, of which 55,000 m are indoor.

Subdivision of the premises

The following buildings are located within the walls of the Fortezza (see sheets in chapter 4):

- Spadolini Pavilion
- Cavaniglia Pavilion
- Arsenale
- Palazzina Lorenese
- Teatrino Lorenese
- Sala delle Nazioni
- Sala della Ronda
- Rondino
- Polveriera
- Padiglione Le Ghiaie
- Quartieri Monumentali
- Pavilion 02
- Pavilion 07
- Storeroom
- Firenze Fiera Technical Office

During fairs, temporary structures may be erected in the outdoor areas.

Specific Risk Areas**Utility systems:**

- Main Furnace Room (near the vehicle ramp to the basement of Padiglione Spadolini, near the external wall where it meets Padiglione Cavaniglia, on the second floor of Arsenale building, and near the entrance on the west side of the Quartieri Monumentali).
- Main and Auxiliary Refrigerating Units (near the vehicle ramp to the basement of Padiglione Spadolini, and near Padiglione Cavaniglia, Padiglione Arsenale, Palazzina Lorenese, Rondino, Padiglione Le Ghiaie, and Quartieri Monumentali).
- Main Water and Fire-extinguishing System Control Units (near the vehicle ramp to the basement of Padiglione Spadolini).
- ENEL Cabinet (near the vehicle ramp to the basement of Padiglione Spadolini, near Palazzina Lorenese on the Piazzale "Arena Strozzi" side).
- Main Electrical Cabinet (near the vehicle ramp to the basement of Padiglione Spadolini)
- MV/LV Electrical Cabinets (located in Padiglioni Spadolini, Cavaniglia, Arsenale, Le Ghiaie, and Quartieri Monumentali)
- Electrical panels (located in various pavilions)
- Other utility rooms and equipment (UPS, rooms for elevator equipment, ventilation, etc., located in the various pavilions)

Underground and aboveground diesel fuel storage tanks (in the area between the entrance ramp to the basement of Padiglione Spadolini and Sala delle Nazioni, near the furnace rooms of Padiglione Cavaniglia, in the external courtyard of Quartieri Monumentali, and outside Padiglione 07)

Kitchens at Arsenale

Forklift recharging area at the storeroom

Areas where major crowding is expected during

**Access to the area and
internal roadways**

Access to the area is by the main vehicle entrance:

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

There are also two other vehicle entrances and two pedestrian entrances:

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

The internal roadways are governed by specific signs.

Emergency exit

See EMERGENCY DIAGRAM

Gathering Zones

In all the areas outside the Fortezza da Basso, there are gathering zones indicated by PUNTO DI RACCOLTA signs.

**Disconnections in case
of emergency**

The main electricity switch is located by the vehicle access ramp to the basement of the Spadolini Pavilion, next to the main electrical box.

The main water shut-off valve is located by the water plant, at the vehicle access ramp to the basement of the Spadolini Pavilion.

Methane shut-off valves are located at the Arsenale.

In addition, there are local electricity cut-off buttons in the various pavilions, mainly near the electrical switchboards and the MV and LV substations.

Electricity cut-off buttons and fuel shut-off valves are installed at the thermal power stations.

In the UPS rooms there are release buttons for the emergency generators.

**Fire-extinguishing
Equipment**

In the various buildings and in the outdoor areas, there are: Hand-held or Wheeled Fire-Extinguishers

UNI 45 hydrants

UNI 25 fire hose reels

Aboveground hydrants with UNI 100, UNI 70 or UNI 45 couplings.

UNI 70 motorized pump couplings

There are sprinkler systems in the following areas:

- Spadolini Pavilion
- Cavaniglia Pavilion
- Arsenale

Self-powered emergency lights are available inside all the buildings.

Emergency buttons have been installed to manually activate fire alarms inside the premises of Spadolini and Cavaniglia Pavilions, Arsenale, Palazzina Lorenese, Rondino, Le Ghiaie Pavilion, Monumental Area, Nazioni Pavilion and inside the offices of Firenze Fiera

Automatic fire detectors have been installed inside all the buildings, except for Sala della Ronda, della Polveriera, Pavilion 02, Pavilion 07 and Magazzino

Visual emergency panels are available inside Palazzina Lorenese, Nazioni Pavilion, Rondino, Le Ghiaie Pavilion, Monumental Area and inside the offices of Firenze Fiera

There is a water and fire-fighting station at the Spadolini Pavilion, a water and sprinkler station at the Arsenale, and an alarm station at the Monumental Quarters

In Spadolini Pavillion and Cavaniglia a smoke and heat evacuation system has been installed

In some buildings, REI 120 fire containment doors have been installed to isolate equipment, stairs, kitchens, etc

On the first floor of Palazzina Lorenese, there is a Fire Department station for use during events and fairs

Permanent surveillance

The surveillance company ensures that there is a permanent guard 24hours a day in the guard hut next the Viale F. Strozzi access.

The office of the person in charge of surveillance is on the ground floor of Spadolini Pavilion

Max N° of persons present (internal personnel, visitors and external contractors)	<p>The following is the maximum crowding allowed in the Fortezza da Basso buildings according to use:</p> <ul style="list-style-type: none"> - For conferences: around 14,700 persons - For fairs: around 20,000 persons <p>For details of crowding allowed per building, see the tables in chapter 4</p>
Presence of person with a disability	Activities can be attended by person with a disability
Workers exposed to special risks	External personnel: see following paragraph
Contracting company personnel	External personnel of companies employed for cleaning, for maintenance of the furnaces, equipment or fixtures, to run catering services on the premises, surveillance personnel, suppliers, personnel of other businesses, or self-employed workers charged with a specific task
Opening hours of the premises	Opening hours may vary depending on the scheduled event

1.4 DETECTION AND ALARM SYSTEMS

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

FIRE ALARM CONTROL UNIT

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

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

- automatic fire detectors distributed in the rooms in the various buildings (present in all buildings except Sala delle Nazioni, Sala della Ronda, Polveriera, Padiglione 02, Padiglione 07, the storeroom and the Firenze Fiera offices),
- manually actuated alarm buttons distributed in the rooms of Spadolini and Cavaniglia Pavilion, Arsenale, Palazzina Lorenese, Rondino, Le Ghiaie Pavilion and Quartieri Monumentali.

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

PRE-ALARM

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

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

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

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

ALARM

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

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

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

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

EMERGENCY TELEPHONES

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

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

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

EMERGENCY CALLS (EMERGENCY NUMBERS)

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

EVENT	WHO TO CALL	TELEPHONE N°
Any	UNIQUE EMERGENCY NUMBER	112
Blackout	ENEL	800 900 800
Water problem	PUBLIACQUA	800 314 314
Natural Gas problem	GAS METANO FIRENZE	800 862 048

OTHER USEFUL NUMBERS		TELEPHONE N°
Only during events	Fire Department station (at the Fortezza da Basso)	+39 055 4972 256
Firefighting Squad (at PalaCongressi and Palaffari)		+39 055 4972 082
Internal Firefighting Squad		+39 055 4972 235
Internal Firefighting Squad (at the Fortezza da Basso)		+39 055 4972 2219
Internal Firefighting Squad (at Palazzo dei Congressi and Palaffari)		+39 055 4973 005
TECHNICAL BUILDING SERVICES OFFICE		+39 055 49721

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

I am	Name and qualification
Phoning from	Fortezza da Basso
Located in	Viale Filippo Strozzi n.1, Firenze
This has happened	Description of the situation
Extent of event	A hall is involved, a utility room, etc.
Involving	Any persons involved
When did it happen?	Take note of the time
Presence of any injured persons	
Status of access routes and exact location for aid	
Forecasts of possible external consequences	

When calling emergency, the person in charge of calling for help must:

- stay calm
- answer the questions that the 112 staff ask over the phone with confidence and follow the instructions received
- keep the phone number given to the emergency service free.

The Emergency Manager must also identify someone to meet the rescuers, to correctly indicate the place where help is needed.

1.5 EMERGENCY DISCONNECTION AND MANOEUVRES

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

These disconnections are:

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

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

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

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

1.6 MAINTENANCE AND INSPECTION

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

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

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

1.7 AUTONOMY AND ARRIVAL TIMES FOR EXTERNAL EMERGENCY HELP (estimated)

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

AUTONOMY	WATER RESERVE	Around 120 cubic m
	EMERGENCY LIGHTING	60 minute autonomy
ARRIVAL TIME	FIRE DEPARTMENT	10 minutes MAX
	EMERGENCY HEALTH CARE	10 minutes MAX
	ELECTRICAL SYSTEM	In-house maintenance
	HEATING SYSTEM	In-house maintenance

1.8 EMERGENCY KEYS

In the guard hut and in the storeroom there is a notice board containing the keys needed for immediate access to all rooms in case of emergency, with the relevant instructions.

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

1.9 LEVEL OF TRAINING AND INFORMATION GIVEN TO STAFF AND USERS

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

- employees of the surveillance company are trained according to the indications in DM 10.03.98 – medium risk, and to provide First Aid and assist handicapped persons.

1.10 LEVEL OF TRAINING AND INFORMATION GIVEN TO CONTRACTING COMPANIES

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

1.11 ORGANIZATION OF EMERGENCY SERVICES

The Emergency Service comprises:

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

At the Fortezza, an Emergency Squad is present comprised of the personnel of the company which runs/maintains the utility systems (whose employees are trained according to DM 10.03.98 – high risk).

During events and fairs, this Emergency Squad is complemented by one or more squads from the same external company; moreover, if it is considered necessary according to the size of the event, one or more Fire Department squads may also be present, to whom a room with a phone is assigned in the Fortezza da Basso at Palazzina Lorenese, or Magazzino 07.

All the other personnel, including the First Aid staff, are considered to be auxiliaries to the Emergency Service (ASE Collaborators), with duties as follows.

During events, a medical doctor is present in the infirmary to aid workers and visitors.

Upon request by the organizers of events and fairs, the management of the structure will engage a Volunteer Association (Misericordia, Red Cross, Pubblica Assistenza, etc.) to be present to provide First Aid.

It must be remembered that the surveillance company employees are trained according to the indications in DM 10.03.98 – medium risk, as well as in First Aid and assistance to person with a disability.

In the temporary absence of the Person in Charge, emergency operations will be undertaken as follows.

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

In an emergency, it is essential that it always be clear who is in charge of the operations described in the following plan which are normally under the jurisdiction of the Person in Charge of the Emergency Service (RSE).

For this reason, in the absence of the RSE, the ASE worker on duty with the highest level contract, or with the longest record of service in the case that there is more than one at the same level, will act in his/her stead in the case of an emergency of any level up to evacuation.

DUTIES OF PERSONNEL IN THE MANAGEMENT OF AN EMERGENCY

Components	
PERSONNEL PRESENT AT THE GUARD HUT	<ul style="list-style-type: none"> - Alert the Person in Charge and the Emergency Staff - Upon orders from the Person in Charge, summon external emergency aid
FIRENZE FIERA PERSONNEL PRESENT IN THEIR OFFICES	<ul style="list-style-type: none"> - Alert the Person in Charge and the Emergency Staff
PERSON IN CHARGE OF EMERGENCY SERVICE	<ul style="list-style-type: none"> - Manages the emergency, giving orders to the FIREFIGHTERS AND FIRST AID STAFF and to the rest of the personnel - Goes personally to the alert zone to evaluate it - Combats (with the ASE) fires, using fire-extinguishing equipment (fire-extinguishers, hydrants, fire hose reels) and disconnection apparatus. - Decides when to summon external emergency help - Decides when to EVACUATE the premises, either partially or totally - Collaborates with external emergency help
FIREFIGHTERS	<ul style="list-style-type: none"> - Aid in the management of the emergency, even without orders if the PERSON IN CHARGE OF THE EMERGENCY SERVICE has not been quickly found - combat fire, using fire-extinguishing equipment (fire-extinguishers, hydrants, fire hose reels) and disconnection buttons
FIRST AID STAFF	<ul style="list-style-type: none"> - Act in the case of an accident within the limits of their training using material contained in one of the FIRST AID KITS available at the infirmary, the guard hut or in the Firenze Fiera offices - summon if necessary and without delay, EXTERNAL EMERGENCY HEALTH CARE STAFF
ALL OTHER STAFF (in aid)	<ul style="list-style-type: none"> - Go to the gathering areas following the shortest emergency route indicated in the diagram of the zone - make themselves available to the Emergency Service and collaborate in the event of an evacuation of the persons present

1.12 CLASSIFICATION OF EMERGENCIES

The possible emergencies at the Fortezza da Basso, and which are considered further on, are the following:

- ELECTRICAL BLACK-OUT (internal/external causes))
- FLOODING
- GAS LEAK
- TERRORIST ATTACK/SABOTAGE
- EARTHQUAKE
- FURNACE FIRE
- FIRE
- ACCIDENT

FIRE CLASSIFICATION DETAILS

MINOR FIRE (or small size)	When the size of the fire is such that it can be spent using available firefighting equipment in a reasonably short time (10 minutes).
MAJOR FIRE (or medium/large size)	All the other cases

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

ACCIDENT CLASSIFICATION DETAILS

MINOR ACCIDENT	Minor superficial cuts and wounds to the body excluding the head with no internal injuries Slight burns that do not involve large areas of the body Minor foreign debris in the eyes with healing certain
MAJOR ACCIDENT	All the other cases

2. EMERGENCY MANAGEMENT BY TYPE

2.1 ELECTRICAL BLACK-OUTS

Probability of happening

Very improbable: a general BLACK-OUT due to internal causes of the FORTEZZA DA BASSO, having considered the characteristics of the electrical systems.

Probable: a brief BLACK-OUT due to external malfunctioning of ENEL.

ENEL usually announces beforehand if the electricity will be cut off for any length of time.

Possible emergency characteristics

All the buildings are equipped with emergency lighting that comes on automatically in case of a black-out and which guarantees sufficient light to safely remain in the building.

Various electrical utilities may, however, cease to work depending on the size of the blackout, especially elevators and utility services.

WHAT TO DO

COLLABORATORS (of the Emergency Service staff) **AND VISITORS**

Wait quietly while firefighters investigate the situation and then tell them what to do

FIREFIGHTERS (Coordinated by their own Person in Charge)

Must always check to see that no one is trapped in the elevators; if someone is, they must contact the maintenance company.

Must find the cause of an ELECTRICAL BLACK-OUT:

If it is due to an external ENEL malfunction:

- they must obtain information regarding the expected duration of the malfunction using the phone number displayed at the guard hut using a land line or a mobile phone.
- they must consider whether the BLACK-OUT involves or will involve nighttime and if necessary, they must alert the Emergency Service squad so that visitors can be reassured when the autonomy of the emergency lighting comes to an end
- when it is uncertain whether the BLACK-OUT will last beyond the autonomy of the emergency lighting at nighttime, they must summon external emergency help

If it is due to an internal malfunction:

- they must try to find the cause including trying to reset the circuit breakers and if this doesn't work, they must summon the personnel charged with electrical maintenance as soon as possible
- they must follow the same instructions as in the preceding case of a BLACK-OUT.

When the electricity returns, or the failure is repaired:

- they must reactivate the disconnection buttons and check to see that everything works properly again, particularly the elevators

In case of a pre-announced ELECTRICAL BLACK-OUT due to ENEL, they must phone the elevator maintenance company so that it can shut down the elevators before the event and put notices on the elevator doors specifying the period for which they will be OUT OF ORDER.

2.2 FLOODING

Probability of happening

Flooding is unlikely but not impossible.

Flooding may result from piping breakages, including sewage pipes, or under unusual weather conditions.

Possible emergency characteristics

It will not in any case be massive and sudden.

WHAT TO DO

COLLABORATORS (of the Emergency Service staff) AND VISITORS

Whoever discovers a relatively large water leak and especially if there is flooding, must immediately advise the available FIREFIGHTERS without delay and without entering the pertinent zone.

FIREFIGHTERS (Coordinated by their own Person in Charge)

Must immediately disconnect the electric current by using the relative zonal emergency buttons to disconnect the energy.

Must disconnect the water system upstream from the leak using the water valve at the vehicle ramp to the basement of Spadolini Pavilion.

Should there be elevators involved in the flooding, they must contact the elevator maintenance company to disconnect the electricity after having checked to see if anyone is still inside the elevator.

They must request an urgent repair from the plumbing maintenance company.

If there is any doubt that the flooding has involved the electrical system, before turning the main switch for the zone back on again, they must make an urgent request to the electrical maintenance company to come and ensure that the electrical system has not been damaged.

In the meantime, a sign must be immediately posted near the main disconnection switch of the zone saying DO NOT SWITCH ON WORK IN PROGRESS and the switch must be locked shut.

2.3 – GAS LEAKS

In case of an emergency at a furnace room, see the specific EMERGENCY PLAN.

Probability of happening

Improbable: gas leaks in a furnace room due to breakage or failure.

Modest, but more probable, gas leaks in the kitchens (Arsenale).

Possible emergency characteristics

Gas leaks due to breakage or failure in a furnace room.

Gas leaks may occur in the kitchens (Arsenale).

Gas leaks may result in fire and/or explosions.

WHAT TO DO

FIREFIGHTERS (Coordinated by their own Person in Charge)

Should there be a gas leak in a furnace rooms or in the kitchens, they must immediately:

- close the nearby fuel valve leading to a furnace room or the kitchens;
- disconnect the electricity for the furnace room using the switch nearby;
- switch off the electricity in the zone using the zonal disconnection switch if there is one.

In the meantime, a sign must be immediately posted near the disconnection valve for the combustible fuels and the electricity switch saying DO NOT SWITCH ON WORK IN PROGRESS and the panels must be locked shut.

If necessary, call in the Firefighters and evacuate the premises.

COLLABORATORS (of the Emergency Service staff)

Whoever discovers a gas leak in a FURNACE ROOM or in the KITCHENS must immediately:

- send all persons present away from the area,
- advise the FIREFIGHTERS.

VISITORS

Whoever discovers a gas leak in a furnace room or the kitchens must immediately advise the available FIREFIGHTERS without delay and without entering the pertinent zone.

Everyone should:

- avoid switching electrical devices (electrical appliances, PCs, etc.) on or off in the place filled with gas, but it is preferable to switch off the electricity at the main and/or general switchboard;
- avoid the formation of sparks and the lighting of open flames;
- ventilate the room by opening the windows;
- breathe calmly and, if necessary, place a preferably damp handkerchief between your mouth, nose and the environment;
- keep as far away from the gas emission source as possible.

2.4 TERRORIST ATTACK - SABOTAGE

Probability of happening

Very improbable, almost negligible, relative to an historical analysis of the past, the absence of premonitory indications, and the reassuring sociopolitical context.

Possible emergency characteristics

Difficult to predict but defined by: incendiary acts, introduction of bombs or explosive material, equipment sabotage.

WHAT TO DO

FIREFIGHTERS (Coordinated by their own Person in Charge)

In the above cases, discovered directly or indirectly, the surveillance personnel and the Firenze Fiera Technical Building Services Office must be discretely advised and in the case that it is considered necessary, the Police and the Carabinieri may be summoned directly.

In case of an explosion, having evaluated the situation (injured persons, damage to equipment, stability of the structure), with the same indications given for the other emergencies and for the procedure of EVACUATION.

Police and Carabinieri must also be summoned in this case.

COLLABORATORS (of the Emergency Service staff)

Must immediately advise the FIREFIGHTERS if they see:

- unusual and suspicious material inside or near the Fortezza da Basso and the internal buildings
- suspicious behaviour of workers/visitors, in the offices, or buildings, inside the walls and near the Fortezza
- suspicious damage to or tampering with equipment (gas, electrical).

Should there be an explosion, they must collaborate with the FIREFIGHTERS to discover the circumstances of the event.

VISITORS

Must immediately advise the FIREFIGHTERS if they see:

- unusual and suspicious material inside or near the Fortezza da Basso and the internal buildings,
- suspicious behaviour of workers/visitors, in the offices, or buildings, inside the walls and near the Fortezza,
- suspicious damage to or tampering with equipment (gas, electrical).

2.4.1 BOMB OR SUSPICIOUS CONTAINER REPORT

Probability of happening

Probable, therefore not negligible, in relation to the historical analysis of the recent past.

Possible emergency characteristics

Difficult to predict but defined by anonymous telephone reports, and the presence of bombs and explosive material.

WHAT TO DO

PERSON IN CHARGE OF THE EMERGENCY SERVICE (AND FIREFIGHTERS)

In the above cases of forewarning, discovered directly or indirectly, s/he must discretely advise the Firenze Fiera Technical Building Services Offices, and if s/he considers it advisable, declare a state of alarm by:

- advising the authorities, phoning the Police and Carabinieri;
- absolutely not searching for the bomb;
- starting the FORTEZZA DA BASSO evacuation procedure as described in the Emergency Plan;
- checking all buildings, in particular in the toilets and adjacent areas, and in the elevators, to make sure that no one has been trapped there;
- manning the entrances and blocking access to anyone who is not an emergency worker;
- coordinating the above emergency operations until the alarm has ceased.

COLLABORATORS (of the Emergency Service staff) AND VISITORS

Whoever notices the presence of a suspicious object or container, or receives a telephone report:

- must not go near the object, nor attempt to find, identify or remove it
- must alert the Person in Charge of the Emergency Service (Firefighters) and the Firenze Fiera Technical Building Services Office.

2.5 EARTHQUAKE

Probability of happening

Possible, but extremely difficult to predict.

Possible emergency characteristics

A critical emergency which should give rise to an EVACUATION.

It is not possible to adopt preventive measures during activities (but only for the structure itself in the planning phase).

WHAT TO DO

FIREFIGHTERS (Coordinated by their own Person in Charge)

Depending on the magnitude of the tremors, they evaluate whether to give the alarm or not.

They collaborate with and supervise evacuation according to the indications given further on under Procedure for EVACUATION.

If possible, turn off the fuel supply and cut off the electricity supply.

COLLABORATORS (of the Emergency Service staff)

At the first signs of tremors, if small, they should remain calm and reassure visitors and guests while waiting for instructions and any message to INITIATE EVACUATION.

Take shelter under a table, doorway or near load-bearing walls.

Move away from any windows, cupboards, glass doors.

As soon as the tremor has stopped, make sure the escape routes are safe (especially that there are no dangerous objects along the way, that the stairs have not been damaged, at least to look at, etc.) and proceed with the evacuation if the START EVACUATION message has been issued.

Reach the external assembly point, taking care not to remain pressed against the wall.

If the tremors are strong, they should proceed in any case with evacuation according to the indications given further on under Procedure for EVACUATION.

VISITORS

Should wait calmly and follow the indications given by the Emergency Service personnel.

2.6 – FIRE

Probability of happening

The areas at highest risk are:

- utility rooms (in particular, furnace rooms and electrical cabinets/panels)
- diesel fuel deposits, underground and aboveground in the storeroom (recharging area for forklifts)
- areas where major crowding is expected during events

Small fires may develop in zones that are normally populated (halls, rooms in the various buildings, etc.) due to overheating, tossed cigarette butts etc.

Possible emergency characteristics

Fires in populated areas are always expected to be small and therefore easily combatted.

They are to be considered more worrisome, even though less probable, fires which start in unpopulated zones as they will not be immediately noted and combatted.

WHAT TO DO

COLLABORATORS (of the Emergency Service staff)

In case of a small fire with no FIREFIGHTER nearby, act within the limits of one's own knowledge and training, moving inflammable materials away and extinguishing the fire, using fire-extinguishing equipment if necessary, and moving away and reassuring any visitors present.

In case it is impossible to act directly:

- sound the nearest fire alarm;
- immediately advise FIREFIGHTERS and be ready to help if requested;
- move as much inflammable and combustible material away from the fire as possible.

VISITORS

In case of a small fire, if there is no FIREFIGHTER nearby:

- must immediately notify the FIRE PREVENTION STAFF
- sound the nearest fire alarm.

Fire alarm signal

FIREFIGHTERS (Coordinated by their own Person in Charge)

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

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

- silence the alarm from the control unit (on floor -1 or at the guard post)
- note the event on the provided register

2) If there is a real fire:

- In case of a MINOR FIRE
 - act immediately on small fires, using nearby fire-extinguishing equipment (extinguishers, fire hose reels, hydrants) and moving inflammable material away
 - disconnect, also as a precaution, the electricity and any natural gas provided to the area involved
 - move and have moved away from the fire zone as much inflammable and combustible material as possible
- In case of a MAJOR FIRE:
In the absence of the RSE and if in doubt about controlling the fire or, in any case, if the estimated extinction time exceeds 10 minutes, assume command and initiate action in the stead of the RSE as indicated in the following paragraph.
 - alert the surveillance personnel who will notify the Fire Department squad
 - act immediately using nearby fire extinguishing equipment (extinguishers, hydrants, fire hose reels)
 - move and have moved as much inflammable and combustible material as possible away from the fire zone
 - having evaluated the circumstances and the nature of the fire, disconnect, also as a precaution, the utilities involved (interrupt the flow of fuels and electrical current) either in person or by delegating someone nearby
 - check that no one is trapped in the elevator
 - check to see that containment is functioning (that the fire containment doors have closed off the fire zone); in the case that the doors have not closed automatically, try to close them manually, if possible, with the help of nearby personnel if necessary
 - if necessary, nearby personnel can be used to help
 - collaborate with and inform the Fire Department squads who arrive (location of fire-extinguishing equipment, emergency disconnection procedures, combustible material deposits, fuel disconnection, etc.)
 - request the presence of the appropriate repair company in the case that the fire has damaged the working of essential utilities (electrical system, heating system, etc.), that shall have been disconnected as a precaution

OTHER FIRE ALERTS

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

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

2.6.1 – FIRE IN A FURNACE ROOM

In case of an emergency in a Furnace Room, reference must be made to the specific **EMERGENCY PLAN FOR THE FURNACE ROOM**

Probability of happening

Not very probable if it is considered that the furnaces are regularly maintained.

Possible emergency characteristics

Fire with possible explosion due to a gas leak.

WHAT TO DO

FIREFIGHTERS (Coordinated by their own Person in Charge)

COLLABORATORS (of the Emergency Service staff)

In case of fire at a Furnace Room or in the case the fire alarm sounds, the following initiatives must be undertaken:

- the personnel nearest the furnace room must disconnect the electrical current and the fuel line, and leave the area
- ensure that the fire doors do not remain open
- the Emergency Service Person in Charge, aided by the firefighters, must visit the site and check to see that the fire is extinguished. If not, s/he must begin the procedures of the specific Emergency Plan for the Furnace Room.

VISITORS - Whoever is near the FURNACE ROOM

- Sound the closest fire alarm
- Immediately alert FIREFIGHTERS

2.7 – ACCIDENTS

Probability of happening

There is a possibility that accidents of various types may happen

Possible emergency characteristics

It is not a true emergency which involves a group, or all the persons present. Instead, it is an event involving injury, usually to only one person.

WHAT TO DO

COLLABORATORS (of the Emergency Service staff) and **VISITORS**

When an accident happens, notify the nearest internal **FIRST AID WORKER** or, if present, the medical doctor at the infirmary

While waiting for help to arrive, do not do anything except calm the injured person.

Disperse any crowds which may form around the victim and wait for help to arrive to show them where the victim is.

Gather information: the first-aid worker will need to communicate as much information as possible if s/he summons **EMERGENCY PUBLIC HEALTH CARE ASSISTENCE**: location, type of injury, the poison swallowed, etc.

FIRST-AID STAFF (Medical doctor present in Fortezza da Basso during events)

In case a medical doctor is present at the infirmary of the Fortezza da Basso, the First-Aid worker will make him/herself available to the doctor to aid in the care of the injured person.

In case there is no doctor present at the Fortezza da Basso, the worker will proceed as follows:

On the basis of his/her training, evaluate the situation to decide whether it is a **MAJOR** or **MINOR ACCIDENT** (see par. 1.12).

If it is a **MINOR INJURY**, perform first-aid using the articles in the **FIRST-AID KIT**.

If it is a **MAJOR ACCIDENT** evaluate whether to:

- summon external **EMERGENCY PUBLIC HEALTHCARE SERVICE** and in the meantime give first-aid, or
- transport immediately to the Hospital.

In case of poisoning or contact with harmful substances, prepare the **SECURITY FORM** or at least, the original container of the product for examination by health workers.

3. EVACUATION PROCEDURES

3.1 ORGANIZATION OF EVACUATION

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

When an alarm is actuated, the building involved will be evacuated. If the emergency (especially for fire) is expected to involve adjacent areas as well, those areas or the entire complex of the Fortezza da Basso will be evacuated.

This process will be coordinated according to the development of the fire or other event and will entail having visitors and the other persons present exit using the pathways that are farthest from the critical zone.

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

3.2 EVACUATION OBJECTIVE

Gradually evacuate, with the greatest possible safety, all workers and guests from the risk area to the ground floor to reach the external COLLECTION POINTS.

3.3 EVACUATION PROCEDURES

WHAT TO DO

VISITORS

Promptly exit by the nearest emergency exit and go to the external gathering areas.

STAFF - COLLABORATORS

Staff who are not part of the emergency service:

- promptly exit by the nearest emergency exit and go to the external gathering areas
- make themselves available to the Emergency Service to help with evacuating visitors
- collaborate with the operations of counting and verification to make sure no one remains in the risk zone.

FIREFIGHTERS (Coordinated by their own Person in Charge)

All Emergency Service staff, with the help of all other staff when necessary:

- carefully evaluate if the fire/event underway remains confined to the evacuated area
- verify that the electrical current and fuel lines have been disconnected in the evacuated zone
- repeatedly verify that no one is trapped in the elevators
- verify the closure of the fire containment doors
- inspect the areas at highest risk to program evacuation priorities
- proceed with the evacuation of visitors according to the following priorities:
 1. **Visitors with disabilities** closest to the fire/event zone about to be filled with smoke
 2. **Indipendet visitors and Firenze Fiera employees** closest to the fire/event zone about to be filled with smoke
 3. **Visitors** in less dangerous positions
- at the end of operations, proceed to count all personnel on shift and visitors to verify that no one is still in the evacuated area.

At the same time, upon orders of the Person in Charge, the surveillance personnel at the guard hut or Firenze Fiera personnel in their offices will summon:

- Fire Department if not already summoned (112)
- external emergency health care services (112)
- company personnel on call (**telephone n° displayed at the guard hut**)

In case of fire, if it is completely extinguished within a brief space of time, the alarm can be turned off and evacuation suspended, reassuring all those present. If on the contrary, the fire is expected to spread into adjacent areas, these areas or the entire Fortezza da Basso complex must be evacuated.

VISITORS WITH DISABILITIES

In most cases, the external surveillance company personnel know that handicapped persons are present during events, fairs, etc. and are trained to assist them. In the case of an emergency, the emergency staff is advised of the presence of handicapped persons.

BUILDING CHARTS

4.1 – Spadolini Pavilion

Location	Padiglione Spadolini is situated in the eastern area of the Fortezza complex.
Building	The building, designed by Arch. Pierluigi Spadolini and constructed in 1970, was built with a steel frame and prefabricated pre-compressed reinforced cement floors. The total surface area is equal to approx. 26,000 sq.m.
Number of Floors	The building has 3 floors, one of which is the basement. The structure has 2 symmetrical external stairways which connect the open area on the ground to the covered terrace that surrounds the top floor. In the center of the building there is an open square stairway that connects the floors and surrounds an ample internal court. There are also internal stairs - both normal and escalators - and lifts.
Specific Risk Areas	<ul style="list-style-type: none"> - The main Furnace Room near the vehicle ramp to the basement - An underground diesel fuel deposit in the area between the basement access ramp of Padiglione Spadolini and Sala delle Nazioni - Main electricity cabinet near the vehicle access ramp to the basement - ENEL cabinet near the vehicle access ramp to the basement - Electrical cabinet and MV and LV Electrical Panels Rooms - Zonal electrical panels - Other utility equipment and rooms (air conditioning, ventilation, UPS, water and fire-extinguishing system control units, smoke-detector commands, elevator machinery) - Rooms in which major crowding is expected during events
Access to the Area	Padiglione Spadolini is easily reached using the roadways inside the Fortezza and from the vehicle entrance at Porta Faenza. The pedestrian entrance at Porta alle Carra enters directly into the basement of the pavilion.
Emergency Exits	There are numerous emergency exits that lead to external areas. These exits and the other exits are adequately marked.
Emergency Disconnection	<ul style="list-style-type: none"> - Fuel disconnection valve (at the furnace room) - Electricity disconnection button for the furnace room (at furnace room) - Electricity disconnection button (at the main electricity cabinet) - Electricity disconnection button (at the MV and LV Electrical Panel Rooms) - Emergency back-up button (at the UPS utility rooms) - At the guard position on the ground floor of the pavilion, there is a panel with electricity disconnection buttons and emergency back-up switches for the entire pavilion. In particular, the UPS system switches can only be actuated by the Fire Dept.
Gathering Zones	Outside the building near the main entrance and the exits Padiglione Cavaniglia and Polveriera.
Fire-Extinguishing Equipment	<p>Handheld and wheeled fire extinguishers located in various areas of the building. UNI</p> <ul style="list-style-type: none"> - 45 hydrants are located inside the pavilion - UNI 25 fire hose reels positioned inside the building. - A UNI 70 Fire Dept. motorized pump coupling near the water and fire-extinguishing control units <p>There is a sprinkler system in the rooms of Padiglione Spadolini. Automatic fire detectors, manually actuated emergency alarm buttons and emergency back-up lighting have been installed. The main control unit for the fire-extinguishing system is located near the vehicle access ramp to the basement.</p>

	<p>In Padiglione Spadolini, a smoke and heat extraction system has been installed which can be actuated from the guard position on the ground floor of the pavilion.</p> <p>The smoke detection control unit is found in one of the rooms accessible from the toilet facilities in the central area of the ground floor.</p> <p>The utility rooms, and the rooms from which escalators and elevators are accessed, are compartmentalized by the installment of REI 20 doors.</p>
Max N° of Persons Present (internal personnel, visitors and external contractors)	<p>The maximum crowding allowed on the various floors during fairs and conferences is:</p> <ul style="list-style-type: none"> - Basement Floor – 2250 persons - Ground Floor – 3500 persons - Top Floor – 2240 persons

4.2 – Cavaniglia Pavilion

Location	The pavilion is located near the Porta Faenza entrance, in the south-east area of the Fortezza.
Building	Three sides of the structure are made of prefabricated elements; the south side is the wall of the Fortezza. The indoor surface area is around 2900 sqm
Number of Floors	The pavilion comprises mainly one floor (ground floor). There is an internal stairway leading to the first floor where there are only utility rooms. In the basement reached by an elevator from the ground floor, is a corridor that connects Spadolini Pavilion to Porta Alle Carra pedestrian access, toilet facilities and the elevator machinery room.
Specific Risk Areas	<ul style="list-style-type: none"> - Outside the furnace room near the outside wall at Bastione Cavaniglia - Storage tanks of the diesel fuel used for the furnace room and found near it - Electricity cabinet on the ground floor - Zonal electrical panels - Other utility rooms and equipment (refrigerating units, ventilation equipment, UPS, elevator machinery room, pump room) - Rooms in which major crowding is expected during events
Access to the Area	Padiglione Cavaniglia is easily reached using the roadways inside the Fortezza and from the Porta Faenza vehicle entrance.
Emergency Exits	There are numerous emergency exits that lead to external areas. These exits and the other exits are adequately marked.
Emergency Disconnection	<ul style="list-style-type: none"> - Fuel line disconnection valve (at the furnace room) - Furnace room electricity disconnection button (at the furnace room) - Electricity disconnection button (in the electricity cabinet on the ground floor) - UPS release button (in the UPS utility rooms)
Gathering Zones	Outside the building near Porta Faenza and the exits to Spadolini Pavilion.
Fire-Extinguishing Equipment	<p>Handheld and wheeled fire extinguishers located in various areas of the building and in the furnace room. Sand pail near the furnace room.</p> <p>UNI 45 hydrants located near the exits on the Padiglione Spadolini side and in the basement.</p> <p>UNI 25 fire hose reels positioned inside the building.</p> <p>UNI 45 double-coupling aboveground hydrants located at the entrance near Porta Faenza and the entrance towards the furnace room.</p> <p>Aboveground hydrants with 1 UNI 100 coupling and 2 UNI 70 couplings positioned on the side of building facing Padiglione Spadolini.</p> <p>There is a sprinkler system in the rooms of Cavaniglia.</p> <p>Automatic fire detectors, manually actuated emergency alarm buttons and emergency back-up lighting have also been installed.</p> <p>The smoke-detector command controls are located near the main exit of the ground floor in the direction of Padiglione Spadolini.</p>

	<p>There is a smoke and heat extraction system installed in the pavilion.</p> <p>The utility rooms, the workrooms, the access rooms to the stairs which lead to the first floor and the ventilation room in the basement are compartmentalized by the installation of REI</p>
Max N° of Persons Present (internal personnel, visitors and external contractors)	<p>The maximum crowding allowed at Cavaniglia Pavilion during fairs and conferences is 2220 persons.</p>

4.3 – Arsenale Pavilion

Location	Arsenale is located in the central area of the Fortezza da Basso, not far from Porta Soccorso alla Campagna pedestrian entrance.
Building	<p>The structure, in masonry, is divided into various rooms used for exhibitions and fairs.</p> <p>On the ground floor:</p> <ul style="list-style-type: none"> - Arsenale Ground Floor – 1095 sqm - Fureria – 590 sqm - Armeria/Basilica – 1035 sqm <p>On the first floor:</p> <ul style="list-style-type: none"> - Arsenale First Floor – 1070 sqm - Armeria First Floor – 315 sqm <p>On the Second Floor:</p> <ul style="list-style-type: none"> - utility and work rooms
Number of Floors	The building comprises three levels connected by internal and external stairways, escalators and elevators.
Specific Risk Areas	<ul style="list-style-type: none"> - Furnace room (total power: 1428.8 kW) on the second floor - MV/LV transformer cabinet on the ground floor and second floor - Electrical panel on the second floor - Zonal electrical panels - Kitchen on the second floor - Other utility equipment and rooms (refrigerating units, ventilation machinery room, UPS, alarm control units, water pumps and sprinkler system, elevator machinery room) - Areas where major crowding is expected during events
Access to the Area	The building is easily accessed from the roadways inside the Fortezza and from the Porta Soccorso alla Campagna pedestrian entrance.
Emergency Exits	<p>There are numerous emergencies exit that lead to external areas.</p> <p>These exits and the other exits are adequately marked.</p>
Emergency Disconnection	<ul style="list-style-type: none"> - 2 fuel line disconnection valves (at the furnace room on the second floor) - Furnace room electricity disconnect button (on the second floor in furnace room) - MV electricity disconnection button (outside the MV/LV transformer cabinet on the second floor and near the elevator on the south side on the ground floor) - Natural gas disconnect valve (on the ground floor near the external stairway on the side facing Teatrino Lorenese and near the water system control unit and sprinkler system in the central corridor, in the first-floor restaurant area, and near the second-floor kitchen) - electricity disconnection switch (in the restaurant area on the first floor, and near the kitchen on the second floor) - UPS release button (in the utility rooms) - Ground floor disconnection button for south side elevator, located near the elevator - Ground floors disconnect button for the southside elevator, located near the elevator
Gathering Zones	In the open central corridor and in the outside areas near Porta Soccorso alla Campagna and the south exit from the building.

Fire-Extinguishing Equipment	<p>Handheld and wheeled fire extinguishers located in the various rooms of the building. UNI 45 hydrants located inside and outside Arsenale. UNI 25 fire hose reels positioned inside the building. UNI 70 Fire Dept. Motorized pump couplings, on the south side and at the entrance to Fureria from the inside corridor.</p> <p>There is a sprinkler system in the rooms in Arsenale.</p> <p>Automatic fire detectors, manually actuated emergency alarm buttons and emergency back-up lighting have also been installed.</p> <p>The water pump and sprinkler are on the ground floor while the smoke detection control unit is on the second floor.</p> <p>The utility rooms, some stairways and the kitchen are compartmentalized by the installation of doors REI 120.</p>
Max N° of Persons Present (internal personnel, visitors and external contractors)	<p>The maximum crowding allowed in the various rooms is as follows:</p> <ul style="list-style-type: none"> - Arsenale Ground Floor – 480 persons - Fureria – 300 persons - Armeria/Basilica – 400 persons - Arsenale First Floor – 375 persons - Armeria First Floor – 112 persons - work and utility rooms – no provision for activities

4.4 – Palazzina Lorenese

Location	The building is located in the central area of the Fortezza da Basso.
Building	The structure, in masonry, is divided into several rooms used for exhibitions and fairs and comprises around 1530 sqm on the ground floor and 1550 on the first floor.
Number of Floors	The building is on two levels connected by internal and external stairways and elevators.
Specific Risk Areas	<ul style="list-style-type: none"> - ENEL cabinet accessed from the door on Piazzale "Arena Strozzi" - Zonal electrical panels - Other utility equipment and rooms (refrigerating units, elevator machinery rooms, utility rooms, UPS) - Areas where major crowding is expected during events
Access to the Area	The building is easily reached from the roadways inside the Fortezza da Basso.
Emergency Exits	There are numerous emergency exits that lead to external areas. These exits and the other exits are adequately marked.
Emergency Disconnection	<ul style="list-style-type: none"> - Electricity disconnection (at the ENEL cabinet) - UPS release button (in the utility rooms)
Gathering Areas	Outside the building in the piazzale "Arena Strozzi", at the main entrance to Spadolini Pavilion and in the area between Padiglione Le Ghiaie and Teatrino Lorenese.
Fire-Extinguishing Equipment	<p>Handheld fire-extinguishers in various rooms in the building.</p> <p>UNI 45 hydrants, located in areas outside the building.</p> <p>UNI 25 fire hose reels, located in areas inside and outside the building.</p> <p>UNI 70 Fire Dept. motorized pump couplings are located in the open air court on the facades facing Teatrino Lorenese and Piazzale "Arena Strozzi".</p> <p>Automatic fire detectors, manually actuated emergency alarm buttons, visual alarms and emergency back-up lighting have also been installed in the rooms.</p> <p>The utility rooms and some stairways are compartmentalized by the installation of REI 120 doors.</p> <p>On first floor is the room used by the Fire Dept. during events and fairs.</p>
Max N° of Persons Present (internal personnel, visitors and external contractors)	<p>The maximum crowding allowed on the various floors is the following:</p> <ul style="list-style-type: none"> - Ground Floor – 1421 persons - First Floor – 488 persons

4.5 – Teatrino Lorenese

Location	The building is located in the central area of the Fortezza da Basso.
Building	The structure, in masonry, covers an area of around 520 sqm.
Number of Floors	<p>The building is mainly on two floors (theater on the ground floor and backstage on first floor).</p> <p>On the ground floor is also present a small space to access the stairs going to the upper floor</p> <p>On the second floor, not accessible to the public, is a utility room.</p>
Specific Risk Areas	<p>Electrical panels on the ground floor and first floor</p> <p>Other utility equipment and rooms (ventilation, utility room on second floor)</p> <p>Areas where major crowding is expected during events</p>
Access to the Area	The building is easily reached from the roadways inside the Fortezza da Basso.
Emergency Exits	<p>There are numerous emergency exits that lead to external areas.</p> <p>These exits and the other exits are adequately marked.</p>
Emergency Disconnection	Electricity disconnection switch (at electrical panels)
Gathering Zones	Outside the building near the south exit and at "Arena Strozzi" Piazzale.
Fire-Extinguishing Equipment	<p>Handheld extinguishers in various areas of the building.</p> <p>UNI 45 hydrants located in the external and internal areas of the building.</p> <p>UNI 25 fire hose reels positioned inside the building.</p> <p>Automatic fire detectors and emergency back-up lighting installed in the rooms.</p> <p>The utility room on the second floor is compartmentalized by the installation of REI 120 doors.</p>
Max N° of Persons Present (internal personnel, visitors and external contractors)	The following is the maximum crowding allowed in Teatrino Lorenese: 350 persons

4.6 – Sala delle Nazioni

Location	The building is situated near the north wall of the Fortezza da Basso, near the vehicle access of Porta Mugnone.
Building	The structure, in masonry, covers an area of around 2000 sqm.
Number of Floors	The building is on a single floor.
Specific Risk Areas	<ul style="list-style-type: none"> - Electrical panel - Other utility equipment (ventilation) - Areas where major crowding is expected during events
Access to the Area	The building is easily reached from the roadways inside the Fortezza da Basso and from the vehicle access of Porta Mugnone.
Emergency Exits	There are numerous emergency exits that lead to external areas. These exits are adequately marked.
Emergency Disconnection	<ul style="list-style-type: none"> - Electricity disconnection switch (at the electrical panel)
Gathering Zones	Outside the building in the yard in front.
Fire-Extinguishing Equipment	<p>Handheld and wheeled fire extinguishers in various areas of the building.</p> <p>UNI 45 hydrants located in the external and internal areas of the building.</p> <p>UNI 25 fire hose reels positioned inside the building.</p> <p>UNI 70 Fire Dept. motorized pump couplings are located at the front.</p> <p>Emergency back-up lighting has been installed in the rooms.</p> <p>Sanitary facilities feature a pusher to mute the disabled alarm, to be used exclusively by the emergency management personnel, along with a visual-audible alarm, specially supervised during the events of public entertainment by the emergency team personnel, with frequent verification steps. This alarm was also reported on the smoke detector system connected with the Reception, the Property/Technical Office, and with the fire brigade premises.</p>
Max N° of Persons Present (internal personnel, visitors and external contractors)	<p>For fairs, the maximum crowding allowed is 925 persons.</p> <p>No provision has been made for the use of the building for conferences.</p>

4.7 – Sala della Ronda

Location	The building is situated in the north-east area of the Fortezza da Basso, near Bastione Strozzi.
Building	The structure, in masonry, occupies an area of around 950 sqm.
Number of Floors	The building is on a single floor.
Specific Risk Areas	Electrical panel Other utility equipment (ventilation) Areas where major crowding is expected during events
Access to the Area	The building is easily reached from the roadways inside the Fortezza da Basso.
Emergency Exits	There are three emergency exits that lead to external areas. These exits are adequately marked.
Emergency Disconnection	Electricity disconnection switch (in the electrical panel)
Gathering Zones	Outside the building, in the space in front.
Fire-Extinguishing Equipment	Handheld fire extinguishers in various areas of the building. UNI 45 hydrants located in the external and internal areas of the building. UNI 70 Fire Dept. motorized pump couplings are located at the entrance near the Sala delle Nazioni. Emergency back-up lighting installed in the rooms.
Max N° of Persons Present (internal personnel, visitors and external contractors)	For fairs, the maximum crowding allowed is 500 persons. No provision has been made for the use of the building for conferences.

4.8 – Rondino

Location	The building is situated in the north-east area of the Fortezza da Basso, near Bastione Strozzi.
Building	The structure, made of prefabricated elements, occupies an area of around 450 sqm.
Number of Floors	The building is on a single floor.
Specific Risk Areas	<ul style="list-style-type: none"> - Utility equipment (ventilation) - Areas where major crowding is expected during events - The refrigerating units for the top floor of Spadolini Pavilion installed behind the building.
Access to the Area	The building is easily reached from the roadways inside the Fortezza da Basso.
Emergency Exits	<p>The emergency exits vary according to how the pavilion is being used, but they are always sufficiently wide and numerous for the crowding expected at the event.</p> <p>At the moment there are 5 emergency exits that lead to external areas.</p> <p>These exits are always adequately marked.</p>
Emergency Disconnection	Not present
Gathering Zones	Outside the building, in the area in front.
Fire-Extinguishing Equipment	<p>Handheld fire extinguishers in various areas of the building.</p> <p>UNI 45 hydrants located in the external and internal areas of the building.</p> <p>UNI 70 Fire Dept. motorized pump couplings are located outside the building.</p> <p>Automatic fire detectors, manually actuated emergency alarm buttons, visual alarms and emergency back-up lighting have been installed in the rooms.</p>
Max N° of Persons Present (internal personnel, visitors and external contractors)	<p>For fairs, the maximum crowding allowed is 230 persons.</p> <p>No provision has been made for the use of the building for conferences.</p>

4.9 – Polveriera

Location	The building is situated in the north-east area of Fortezza da Basso, near Bastione Strozzi.
Building	The structure, in stone and masonry, occupies an area of around 190 sqm.
Number of Floors	The building is on a single floor.
Specific Risk Areas	Electrical panel Other utility equipment (ventilation) Areas where major crowding is expected during events
Access to the Area	The building is easily reached from the roadways inside the Fortezza da Basso.
Emergency Exits	There are three adequately marked emergency exits that lead to external areas.
Emergency Disconnection	Electricity disconnection switch (outside near the exit towards Sala delle Nazioni)
Gathering Zones	Outside the building, near the exit and in the yard in front of Sala delle Nazioni.
Fire-Extinguishing Equipment	Handheld extinguishers in various areas of the building. Emergency back-up lighting installed in the rooms.
Max N° of Persons Present (internal personnel, visitors and external contractors)	For fairs and conferences, the maximum crowding allowed is 99 persons.

4.10 - Padiglione Le Ghiaie

Location	The building is situated in the central area of the Fortezza da Basso.
Building	The structure, in prefabricated elements, occupies an area of around 1290 sqm.
Number of Floors	The building is on a single floor.
Specific Risk Areas	<ul style="list-style-type: none"> - Electric cabin located in the façade, Liceo side - Other utility equipment (refrigerating units) - Areas where major crowding is expected during events
Access to the Area	The building is easily reached from the roadways inside the Fortezza da Basso and from the Porta Santa Maria Novella and Porta Faenza entrances.
Emergency Exits	There are numerous emergency exits that lead to external areas. These exits are adequately marked.
Emergency Disconnection	Not present.
Gathering Zones	Outside the building, near the areas towards Teatrino Lorenese and Quartieri Monumentali.
Fire-Extinguishing Equipment	<p>Handheld and wheeled fire extinguishers in the various areas of the building.</p> <p>UNI 45 hydrants located outside on the north and south sides of the building.</p> <p>UNI 25 fire hose reels positioned inside the building.</p> <p>UNI 70 Fire Dept. motorized pump couplings are located outside on the north and south sides of the building.</p> <p>Automatic fire detectors, manually actuated emergency alarm buttons, visual alarms and emergency back-up lighting have been installed in the rooms.</p> <p>Automatic fire detectors, manually actuated emergency alarm buttons, visual alarms and emergency back-up lighting installed in the rooms.</p>
Max N° of Persons Present (internal personnel, visitors and external contractors)	<p>For fairs, the maximum crowding allowed is 732 persons.</p> <p>No provision has been made for the use of the building for conferences.</p>

4.11 – Quartieri Monumentali

Location	Quartieri Monumentali is located the southern area of the Fortezza da Basso, between Porta Santa Maria Novella and Porta Faenza.
Building	<p>The structure, in stone and masonry, is subdivided into various rooms that are used for fairs and exhibitions.</p> <p>In the basement:</p> <ul style="list-style-type: none"> - Sala delle Grotte – 580 sqm <p>On the ground floor:</p> <ul style="list-style-type: none"> - Sala dell'Arco – 210 sqm - Sala della Volta – 240 sqm - Sala delle Colonne – 320 sqm <p>On the first/raised floor:</p> <ul style="list-style-type: none"> - Sala Ottagonale – 305 sqm - Sala della Scherma – 370 sqm - Sala Monumentale 1° piano – 545 sqm <p>Cannoniera – 150 sqm</p>
Number of Floors	The building has three main floors (not considering the Cannoniera), connected to each other by ramps and internal and external stairways.
Specific Risk Areas	<ul style="list-style-type: none"> - Furnace room (power: 300,000 Kcal) near the entrance on the west side of the building - 10,000 l capacity underground diesel fuel storage tank, near the outside court on the west side - Electricity cabinet, under the outside stairs on the east side <p>Zonal electrical panels Other utility equipment and rooms (refrigerating units, ventilation, UPS, central alarm unit) Areas where major crowding is expected during events</p>
Access to the Area	The building is easily reached from the roadways inside the Fortezza da Basso and from the Porta Santa Maria Novella and Porta Faenza entrances.
Emergency Exits	<p>There are numerous emergency exits that lead to external areas.</p> <p>These exits and the other exits are adequately marked.</p>
Emergency Disconnection	<ul style="list-style-type: none"> - Fuel line disconnection valve (at the furnace room) - Electricity disconnection button furnace room (in the furnace room) - Electricity disconnection button (in the electricity cabinet) - Rescuer group release button (in the UPS technical rooms)
Gathering Zones	Outside the building, near Porta Santa Maria Novella and Porta Faenza.
Fire-Extinguishing Equipment	<p>Handheld fire extinguishers in the various areas of the building</p> <p>UNI 45 hydrants located on the outside wall of the building.</p>

Max N° of Persons Present (internal personnel, visitors and external contractors)	The following is the maximum crowding allowed in the various rooms: <ul style="list-style-type: none">- Sala delle Grotte – 262 persons- Sala dell'Arco – 63 persons- Sala della Volta – 150 persons- Sala delle Colonne – 200 persons- Sala Ottagonale – 140 persons- Sala della Scherma – 150 persons- Sala Monumentale 1° floor – 150 persons- Cannoniera – 33 persons
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4.12 – 02 Pavilion

Location	The building is located next to the outside wall of the Fortezza da Basso, near Porta Soccorso alla Campagna (pedestrian entrance).
Building	The structure, in masonry, covers an area of around 350 sqm.
Number of Floors	The building is on a single floor.
Specific Risk Areas	Utility equipment (ventilation)
Access to the Area	The building is easily reached from the roadways inside the Fortezza da Basso and from the Porta Soccorso alla Campagna pedestrian entrance.
Emergency Exits	There are 4 emergency exits, each 1.4m wide, located at the front of the building and adequately marked.
Emergency Disconnection	Not present
Gathering Zones	Outside the building, in front of Porta Soccorso alla Campagna.
Fire-Extinguishing Equipment	Handheld and wheeled fire extinguishers near the emergency exits. UNI 45 hydrants located on the outside wall of the building Emergency back-up lighting has been installed in the rooms.
Max N° of Persons Present (internal personnel, visitors and external contractors)	The maximum number of crowding allowed for fairs is 245 persons. No provision has been made for the use of the building for conferences.

4.13 – 07 Pavilion

Location	The building, and particularly the part used by Firenze Fiera, is located near "Arena Strozzi", in the northern area of the Fortezza.
Building	A structure in masonry which covers an area of around 450 sqm.
Number of Floors	The building is on a single floor.
Specific Risk Areas	<ul style="list-style-type: none"> - 3 gasoil tanks (200 lt each) located outside, in correspondence with the façade "Nord Ovest" side - three 200 l storage tanks for diesel fuel, located outside on the "Arena Strozzi" side - Zonal electrical panel installed inside the building near the exit on the "Arena Strozzi" side - Utility equipment (ventilation)
Access to the Area	The building is easily reached from the roadways inside the Fortezza da Basso and from the vehicle entrance at Porta Mugnone.
Emergency Exits	<p>There are 2 emergency exits:</p> <ul style="list-style-type: none"> - on the "Teatrino Lorenese" side, 1.85 m wide - on the "Arena Strozzi" side, 1.30 m wide <p>These exits are adequately marked.</p>
Emergency Disconnection	Electricity disconnects switch (in the electrical panel)
Gathering Zones	Outside the building near Palazzina Lorenese and Teatrino Lorenese.
Fire-Extinguishing Equipment	<p>Handheld and wheeled fire extinguishers near the emergency exits.</p> <p>UNI 45 hydrant located on the side of the building near the exit on the "Teatrino Lorenese" side.</p> <p>Emergency back-up lighting has been installed in the rooms.</p> <p>Fire containment doors are installed near the heating/ventilation machinery for the rooms.</p>
Max N° of Persons Present (internal personnel, visitors and external contractors)	<p>The maximum number of crowding allowed for fairs is 150 persons.</p> <p>No provision has been made for the use of the building for conferences.</p>

4.14 – Storeroom








Location	The building is situated in the northern area of the Fortezza da Basso, near Bastione Imperiale.
Building	The structure is masonry.
Number of Floors	The building is on a single floor.
Specific Risk Areas	<ul style="list-style-type: none"> - Forklift recharging area (external) - Electrical panel
Access to the Area	The building is easily reached from the roadways inside the Fortezza da Basso and by the vehicle entrance at Porta Mugnone.
Emergency Exits	There are 6 emergency exits that lead to external areas. These exits are adequately marked.
Emergency Disconnection	Electricity disconnects switch (in the electrical panel)
Gathering Zones	Outside the building near Sala delle Nazioni.
Fire-Extinguishing Equipment	Handheld extinguishers in the various areas of the building. UNI 45 hydrants are located outside the building.
Max N° of Persons Present (internal personnel, visitors and external contractors)	Personnel who work continuously inside the storeroom comprise 1 person. Considering the presence of any external workers (suppliers, maintenance, etc.) it is possible to consider a maximum of 5-6 persons.

4.15 – Firenze Fiera Offices

Location	The building which contains the Firenze Fiera offices is situated in the south-west area of the Fortezza da Basso near the vehicle entrance at Porta Santa Maria Novella.
Building	The Firenze Fiera Technical Building Services and Production Area offices are on the first floor. The ground floor can be used as exhibition space.
Number of Floors	The building is on two levels connected by internal stairways.
Specific Risk Areas	<ul style="list-style-type: none"> - Zonal electrical panels - Other utility rooms and equipment (ventilation)
Access to the Area	The building is easily reached from the roadways inside the Fortezza da Basso and from the vehicle entrance of Porta Santa Maria Novella.
Emergency Exits	There are two emergency exits, adequately marked, that lead to external areas.
Emergency Disconnection	Electricity disconnection switch (in electrical panels)
Gathering Zones	Outside the building near the exit.
Fire-Extinguishing Equipment	<p>Handheld extinguishers in various areas of the building.</p> <p>Emergency back-up lighting installed in the rooms.</p>
Max N° of Persons Present (internal	On the first floor (offices), the estimated maximum crowding is around 20 persons.

PLANIMETRIA GENERALE PUNTI DI RACCOLTA FORTEZZA DA BASSO

LEGENDA

	AREE IMPIANTI TECNOLOGICI
	SQUADRA VVF
	PUNTO DI RACCOLTA
	IDRANTE SOPRASUOLO
	INFERMERIA
	IDRANTE UNI 45
	ATTACCO MOTOPOMPA VVF

