



LINATE AND MALPENSA AIRPORTS

FIRE PREVENTION REGULATIONS FOR RUNNING OF THE AREAS ASSIGNED BY SEA TO NON-RETAIL CONCESSIONAIRES



1. FOREWORD

These REGULATIONS:

1. form an integral part of the contract stipulated between SEA and the Concessionaires of the areas assigned within the airport grounds.
2. are made available to each concessionaire by means of printed documents and/or by publication on the WEB platform.
3. are deemed to be accepted by the concessionaire, by the signing the contract between SEA and the Concessionaire itself.
4. sanction SEA's right to send its personnel to access the areas assigned and check compliance with the rules, prohibitions and obligations set forth in this document and in the General Technical Manual made available to the concessionaires.

2. GENERAL COMMENTS

These regulations:

- ⇒ have been drawn up to govern the running, with regard to fire prevention, of the areas assigned by SEA to the various concessionaires (airport operators, Government Bodies, airlines, handlers, etc.);
- ⇒ provide to concessionaires the indications required to guarantee that minimum fire prevention conditions are maintained in the airport areas;
- ⇒ require that every concessionaire of areas (Employer and Head of the Protection and Prevention Service) comply with the regulations on fire prevention and occupational safety (Ministerial Decree 10 March 1998 – Legislative Decree 81/08 – Presidential Decree No. 151/2011) and keep its employees and users under constant surveillance, to ensure that such regulations are not ignored.

The following chapters give information on the fire risks and hazards potentially found in the workplaces and on the related prevention and safety measures that must be known and observed.

3. FIRE RISK

THE MOST FREQUENT CAUSES OF FIRE AND FIRE HAZARDS

the following are examples of some of the most frequent causes of fire and fire hazards:

- storage of flammable or easily combustible substances in unsuitable places or handling of the same without due caution;
- accumulation of waste, paper or other combustible material that may accidentally catch fire;
- negligence with regard to use of open flames or heat-generating equipment;
- insufficient cleaning of the work area and poor maintenance of equipment;
- use of defective or insufficiently protected electrical wiring systems;
- repairs or modifications to electrical wiring systems by unqualified persons;
- presence of electrical equipment left on even when not in use (unless it is designed to be permanently in use);



- incorrect use of portable heating/cooling units;
- obstruction of the vents of heating equipment, machinery, electrical equipment, etc.;
- presence of open flames in areas where they are prohibited;
- smoking in areas where it is prohibited;
- insufficient knowledge of correct use of materials or equipment that pose fire hazards.

4. FIRE PREVENTION RULES AND PRECAUTIONS

To maintain a good level of safety, outbreak of fire must be prevented, by reducing the probability that it may occur. In order to guarantee the necessary fire prevention precautions are taken, the rules to be observed by all Bodies/Operators to whom areas are assigned are indicated hereinafter:

➤ **GENERAL RULES ON THE ASSIGNED AREAS:**

- the premises must be used in compliance with the intended use authorised by SEA;
- any modification to systems, layout, fire charge or the structures of the assigned area must be notified to and agreed with SEA, which will authorise it.
- the operator, according to the size of the assigned area, must provide a sufficient number of Evacuation Posters that must be displayed in visible positions and kept up to date with the existing layout (on request SEA will provide the relevant part of the plans required to prepare the posters); in communal areas, SEA had already prepared and displayed the Evacuation Posters showing the general rules on how what to do in the event of a fire;
- all employers are required to ensure constantly and strictly that their employees and customers do not smoke, even outside the assigned areas (e.g. offices, corridors, stairwells, etc.), taking prompt action to avoid any breaches of this rule.

➤ **FIRE PREVENTION SYSTEMS, EQUIPMENT AND EVACUATION ROUTES :**

- any fire extinguishers for exclusive use that may be present in the areas must be kept in good repair (including any signs and labels) and easily accessible. The position of the extinguishers must not be changed without prior authorisation by SEA;
- Fire hose reels and/or fire hoses, present in the assigned areas or in the adjacent corridors must be kept accessible and no obstacle must be created to their use;
- fire doors, where present, must be kept closed, and may be opened only for the time strictly necessary for people and/or goods to pass through them;
- Employees must be instructed by their superiors on the need to close fire doors immediately after use, including those not directly connected with the assigned areas (e.g. those in corridors, access areas, communal areas) which must be kept closed (unless they are fitted with a special electromagnet connected to the fire alarm system);
- blocking fire doors open with improper means such as wedges, extinguishers or any other system not envisaged by the manufacturer is strictly prohibited; doing so, besides damaging the doors themselves, prevents them from doing the job they are designed to do;



- if fire doors are fitted with electromagnets to keep them open, NO objects whatsoever must be placed against them to prevent them from automatically closing in an emergency;
- fire doors and emergency exits must be kept in good repair and must be easy to close/open. If a fire door is damaged, it must be promptly repaired; if SEA is responsible for its maintenance, SEA must be immediately notified of the damage (through the Control Room/Maintenance), so that it may take action to repair the door (SEA will decide whether or not any cost will be charged for the repair);
- evacuation routes must be kept free of obstacles to ensure that they are usable by personal with reduced mobility too;
- no combustible materials and/or waste must be stored, even temporarily, along the evacuation routes (corridors, stairs, access areas, etc.) or where they may enter in contact with sources of ignition;

➤ **USE AND STORAGE OF COMBUSTIBLE AND FLAMMABLE MATERIALS:**

- where possible, limit quantities of flammable or easily combustible materials and, in any case, store them in special metal containers;
- do not use electrical equipment or sources of heat near to flammable and easily combustible materials;
- check and observe any specific instructions for storage and use, contained on the safety sheets of the products;
- printed document filing systems containing over 50 quintals may not be created within the assigned areas; this quantity of paper may be exceeded only after obtaining consent from SEA and a Fire Prevention Certificate (CPI) from the Provincial Fire Brigade headquarters;

➤ **FURNISHING AND STRUCTURAL MATERIALS:**

- all furnishing and structural materials used in the assigned areas must comply with and retain over time the characteristics of the "Reaction to fire of materials" declaration made by the Operator to SEA and authorised by the latter when handing over the areas, following the criteria set forth in the General Technical Manual and following the provisions of any Fire Prevention Certificate (CPI) related to the building where the assigned area is located;

➤ **WASTE AND CLEANING:**

- all waste must always and immediately be placed in the containers provided and taken to the airport waste collection area;
- all cleaning materials, if flammable, must be placed in special metal containers (only limited quantities must be stored);
- keep the assigned areas tidy and clean.
- in no case may trolleys, shelving, furniture or any kind of waste be placed in the communal areas; should such a situation arise, SEA will take action to clear the area, and will charge the operator/operators who are responsible for the whole cost of removing such items.

➤ **HEAT PROCESSING:**

- any processes involving use of open flames, production of sparks or high temperatures (e.g. all types of welding, grinding, cutting with high speed electrical tools, brazing, soldering, etc.),



must be performed according to SEA corporate safety provisions: "HEAT PROCESSING - CLOSED ENVIRONMENTS" and in any case agreeing in advance with SEA (Airport Coordination/Maintenance/control room) the methods and timing for performing such operations;

➤ **DETECTION AND VENTILATION SYSTEMS, ELECTRIC EQUIPMENT AND MEANS:**

- any vents (grilles or slits) related to the air treatment system (UTA) or to the fume extraction system must be kept clear of any obstructions that may impair their operation as envisaged in the General Technical Manual
- electrical systems and equipment must have and maintain over time the characteristics required by the CEI64-8 standards and comply with the provisions of the General Technical Manual;
- No modification may be made to plant engineering systems without prior agreement and authorisation by SEA.
- All operations and/or processing that may produce potentially flammable vapours or potentially explosive atmospheres without sufficient ventilation are prohibited and are subject to specific authorisation by SEA.

the following operations are prohibited:

- use of private electric equipment;
- use of multiple-outlet sockets;
- connection or disconnection of power plugs for electric equipment when it is switched on;
- use of electrically powered equipment by unauthorised persons;
- use of electrically powered equipment in ways different from those for which training has been received and from the instructions of the manufacturer;
- modification or repair of electrical systems and equipment by personnel not specifically and professionally qualified to perform such operations;

the following operations are mandatory:

- electrical equipment not in use must be taken out of service;
- checking that the air intakes of electrical equipment are clear and that the cooling fans, if present, work when the equipment is switched on;
- checking, when it is necessary to supply temporary power to electrical equipment, that the power cable:
 - has a section sufficient to prevent overheating and overvoltages,
 - is positioned in such a way as to avoid damage to it;
 - is no longer than the length strictly required for the foreseen use.

➤ **AREAS NOT OPEN TO THE PUBLIC AND RARELY USED:**

- areas that are not normally used by personnel (e.g. stockrooms, storage rooms, etc.), and any area where a fire may break out without being rapidly detected (e.g. where smoke and heat detectors are not installed), must be kept clear of combustible materials that are not essential and from potential sources of uncontrolled ignition and precautions must be taken to protect such areas against access by unauthorised persons.



5. EVACUATION PLAN

Every employer is required to carry out a Fire Risk Assessment for the work places pursuant to Legislative Decree no. 81/08. Following this assessment, the necessary organisational and management steps to be taken in the event of a fire must be decided and included in an Emergency Plan prepared in compliance with the criteria set forth in Annex VIII of Ministerial Decree 10 March 1998.

For workplaces where less than 10 workers are employed, employers are not required to prepare an Emergency Plan, but they are required to decide the organisational and management steps to be taken in the event of a fire.

When several workplaces are located in the same building, each under the supervision of different employers, a coordination plan must be prepared in collaboration with the various Employers.

With regard to the areas of the Airports or the buildings where SEA personnel are permanently present and an Emergency and Evacuation Plan has already been drawn up, the Plans and the organisational and management steps of each individual Employer must comply with the contents of the Plans prepared by SEA.

INSTRUCTION AND TRAINING

All personnel employed by each concessionaire must be:

- instructed and trained specifically on the contents of these regulations;
- instructed and trained specifically on the contents of the Emergency and Evacuation Plan or on the rules of conduct in the event of an emergency and evacuation, as prepared by their Employer;

All employers are required to guarantee the presence at each shift of personnel identified as responsible for handling fire emergencies, who have received specific training as provided in Ministerial Decree 10/03/1998, annex IX based on the fire risk assessment and classification for their specific business.

THE PERSONNEL OF EACH OPERATOR IN CHARGE OF HANDLING FIRE EMERGENCIES MUST PERFORM DAILY INSPECTIONS TO CHECK THE EFFICIENCY OF THE FIRE PREVENTION AND SAFETY PRECAUTIONS TAKEN IN THE ASSIGNED AREAS.

ANYONE WHO NOTES A SITUATION THAT IS POTENTIALLY HAZARDOUS OR DIFFERENT FROM WHAT IS DEFINED IN THESE REGULATIONS MUST:

- **WHEN RELATED TO THE AREAS ASSIGNED FOR THEIR BUSINESS, IMMEDIATELY NOTIFY THEIR SITE MANAGER, WHO MUST TAKE ACTION TO CORRECT THE ANOMALY AND, IF NECESSARY, INFORM HIS/HER EMPLOYER/PROTECTION AND PREVENTION SERVICE MANAGER.**
- **WHEN RELATED TO COMMUNAL AREAS, NOTIFY THEIR SITE SUPERVISOR WHO WILL ALERT THE SECURITY OPERATIONS CENTRE (TELEPHONE NUMBERS: MXP 0274862999 – LIN 0274852280).**