



FIRE PREVENTION REGULATIONS FOR RUNNING  
OF RETAIL PREMISES ASSIGNED BY SEA IN THE AIRPORTS

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## LINATE AND MALPENSA AIRPORTS

# FIRE PREVENTION REGULATIONS FOR RUNNING OF RETAIL PREMISES ASSIGNED BY SEA IN THE AIRPORTS



## **1. FOREWORD**

These REGULATIONS, made available to each operator:

- ⇒ have been drawn up to govern the running, with regard to fire prevention, of the retail areas and warehouses assigned by SEA to the airport operators (hereinafter Units);
- ⇒ provide the indications required to guarantee that minimum fire prevention conditions are maintained in the airport areas by the operators;
- ⇒ require each operator to issue a declaration (Annex 1) to SEA, at six-monthly intervals, certifying compliance with the rules set forth;
- ⇒ 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 "Technical manual for commercial operators", already in their possession;

The following chapters therefore 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.

## **2. 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.



### **3. 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 that the necessary fire prevention precautions are taken, the rules to be observed by all 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 unit must be notified to and agreed with SEA, which will authorise it.
- the operator, according to the size of the assigned unit, 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.
- In the event of an emergency, the area must be made accessible to any outside rescue personnel.

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

- any fire extinguishers for exclusive use (both owned by the operator or installed by SEA) that may be present in the areas must be kept in good repair (including any related signs) and easily accessible. The position of the extinguishers must not be changed without prior authorisation by SEA;
- Fire hose reels and/or fire hoses must be kept accessible and no obstacle must be created to their use;
- fire doors, where present, must normally be kept closed, and may be opened only for the time strictly necessary for people and/or goods to pass through them;
- any staff present 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;
- 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 Retail and/or Maintenance Departments), 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;
- 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;
- stacking of goods in communal areas must not obstruct or limit operation of the smoke detectors or sprinkler heads (if installed). Based on the regulations and the project class referred to in the Technical Manual for Retail Operators (UNI 12845 and Class OH3) a 50 cm space must be kept clear between the sprinkler heads and any stored materials; in warehouses and storerooms, on the contrary, the distance between stored goods and smoke detectors and sprinkler heads must be at least 1 m;
- quantities of goods in the retail areas and storerooms must never exceed the fire charge authorised by SEA when the unit was handed over, following the criteria set forth in the Technical Manual for Retail Operators;

➤ **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 units, following the criteria set forth in the Technical Manual for Retail Operators;

➤ **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 (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 fume extraction system must be kept clear of any obstructions that may impair their operation as envisaged in the Technical Manual for Retail Operators;
  
- the main switch located on the electric switchboard and/or the power disconnect button in the assigned retail area, must be:
  - suitably marked so that it is easy to identify;
  - kept easily accessible without obstruction;
  - easily accessible even by any outside emergency operatives who may be called in when no one is present in the unit (for this purpose, all retailers to whom areas are assigned must assess the accessibility of the electricity disconnect point and, if necessary, have an intermediate disconnect control installed in a position that is accessible from the exterior, with access protected by keys, copies of which are handed over to the manager);
  
- 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 Technical Manual for Retail Operators;
- 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.
- in compliance with art. 86 of Legislative Decree 81/08 "Checks and inspections" each operator must:
- prepare a suitable maintenance plan for the electrical systems and machinery for which it is responsible, and have it performed according to best practices and the regulations in force with particular reference to the CEI 64/08 and CEI 0/10 standards;
  - have the two-yearly checks in compliance with Presidential Decree 462/01 performed on the systems for which it is responsible by a qualified party.

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

- work 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;

## **4. EVACUATION PLAN**

### **INSTRUCTION AND TRAINING**

All personnel 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 in accordance with the contents of the Emergency and Evacuation Plan prepared by SEA for the Airports.

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 THE ONE DEFINED IN THESE REGULATIONS MUST:**

<b>LINATE</b>	<b>02.74852280</b>	<b>2280</b>
<b>MALPENSA</b>	<b>02.74862999</b>	<b>62999</b>