



# Safety Regulations for Rented Spaces

## Internal Emergency Plan

The *safety regulations for rented spaces* are a set of procedures and conduct for prevention that should be adopted by Event Promoters/ Organizers (temporary tenants) and their collaborators.

These regulations aim to guarantee the safety conditions of all occupied areas in order to avoid emergency situations, support the intervention of protection teams and ensure the safe evacuation of all occupants.

The *safety regulations for rented spaces* include the following items:

- General duties;
- Viability of evacuation routes;
- Maintenance and preservation of security conditions;
- Hazardous material and substances;
- Evacuation of areas.

The *safety regulations for rented spaces* will be provided by the Intervention Coordinator to the Event Promoters/ Organizers prior to the set-up of the event itself.

The delivery of the document must be registered and archived by the Intervention Coordinator (in the AMTC safety records) and must include:

- Event start and end date;
- Event dismantling deadline;
- Name(s) and contact(s) of the Event Promoter/Organizer.

After receiving the safety regulations for rented spaces, the Event Promoters/ Organizers become responsible for maintaining the safety conditions of all rented areas, as well as ensuring total evacuation in case of emergency (partial or general alarm).

This document identifies the safety regulations for rented spaces that all Event promoters/ organizers (temporary tenants) and their collaborators must have in mind, as well as their roles and responsibilities.

### General duties

#### Rules to be followed:

#### Guidelines:

- The event promoters/ organizers (temporary tenants) should use the rented spaces in a way that doesn't increase any risk for occupants and for the Alfândega Infrastructures;
- In case of emergency or accident, the event promoters/ organizers (temporary tenants) and their collaborators should ensure total and controlled evacuation of the rented area and guide all occupants to the nearest meeting point (duly identified by signage throughout the building).

#### Duties:

- Making sure that the *safety regulations for rented spaces* are delivered by the intervention coordinator before the event;
- Knowing the location of all safety equipment in the rented areas, namely fire extinguishers and fire hydrants;
- Ensuring permanent clearance and visibility of intervention instruments in the rented areas for immediate use, in case of need;
- Acting in order to prevent the occurrence of personal injuries or material damage, and intervene directly in order to minimize the effects of an accident.

#### During the event and/ or at the time of receiving evacuation orders:

- Complying with the *safety regulations for rented spaces* applicable to each area (see table: Evacuation of occupied spaces)



## Viability of Evacuation Routes

### Rules to be followed:

- Always keep evacuation routes unobstructed;
- In evacuation routes, do not place, even if temporarily, any objects, material, pieces of furniture or decoration that may create the following effects:
  - Encourage the outbreak or development of fire;
  - Be overturned or displaced;
  - Reduce the width of evacuation routes;
  - Complicate the opening of exit doors;
  - Reduce the visibility of signage or mislead to the exits;
  - Damage the functioning of security installations, namely alarms.
- Keep all exit doors that are part of evacuation routes unobstructed and always capable of being easily opened/ unlocked.

## Maintenance and Preservation of Safety Conditions

### Rules to be followed:

- All areas of the building must be kept clean and organized, including all vertical evacuation routes (stairs) and corridors that lead the occupants to exits;
- All equipment and technical facilities must be maintained in good working order;
- When installing equipment, decoration or stands, confirm that they don't obstruct the access to any fire protection equipment (fire extinguishers or fire hydrants) and that all evacuation routes are unobstructed or affected;
- Do not use improvised electrical installations without authorization of the AMTC maintenance and security staff.
- Do not perform any fire related actions, or production with naked flames, without removing any nearby flammable material and without prior authorization of the intervention coordinator;

- Whenever cables must pass through evacuation routes or obstruct the circulation of occupants, they must always be covered and protected;
- AMTC employees must be consulted whenever the location of fire extinguishers must be changed. If changed, the extinguishers must be replaced to their original locations as soon as the event ends.

## Hazardous Material and Substances

### Rules to be followed:

- The use of flammable or explosive material or substances requires written authorization by the intervention coordinator;
- The use of combustible gases must comply with existing legislation;
- The production, handling and storage of hazardous material is not allowed in evacuation routes or in public access areas.

## Evacuation of occupied areas

### Rules to be followed:

- The event promoters/ organizers (temporary tenants) and their collaborators must ensure full and orderly evacuation of the occupied areas, using the following procedures:
- As soon as an evacuation process is communicated or the evacuation alarm sounds, the event promoters/ organizers should:
  - If near to an exit, clear the evacuation routes if there are any obstacles;
  - Open the exit doors to the outside;
  - Do not allow anyone to access areas where any type of function will be performed;
  - Lead occupants to the exit, indicating the shortest routes;
  - Comfort people, acting firmly to ensure a prompt and orderly evacuation;
  - Assist occupants while crossing any possible obstacles;



- Help disabled or injured people during the evacuation;
- Do not allow anyone to turn back;
- Lead occupants to the closest meeting points (see Figure 1 on the next page);
- Look through all areas, to confirm that nobody is left behind;
- Event promoters/ organizers should notify the intervention coordinator as soon as the rented spaces are evacuated.
- Once the evacuation is complete, go to the nearest meeting point. If you must leave the area, close all doors and windows.

**Figure 1. Evacuation Plan**

