INTERNATIONAL AIRPORT

“Leonardo da Vinci” Fiumicino
“G.B. Pastine” Ciampino

INFORMATION FOR OTHER COMPANIES AND PERSONNEL

EDITED BY THE PREVENTION AND WORKING ENVIRONMENT DEPARTMENT
STANDARDS OF BEHAVIOUR ON AIRPORT LAND

The aim of this booklet is to give interested third parties information and standards of behaviour at Fiumicino’s “Leonardo da Vinci” International Airport and at Ciampino’s “G. Pastine” Airport.

You will find herein a number of prevention methods to be adopted with regard to:

1. **Circulation of vehicles on airport land** (traffic ways and aprons)
2. **Noise in airport activities**
3. **Ionising radiation**
4. **Electromagnetic fields**
5. **Emergency management** (criminal acts, collapse of infrastructure, fire, injury, illness, etc.).
CIRCULATION OF VEHICLES ON AIRPORT LAND
(traffic ways and aprons)

At Fiumicino’s “Leonardo da Vinci” International Airport and at Ciampino’s “G. Pastine” Airport, vehicle traffic in the internal airport areas, beyond the air boundary line is governed by Airport Management regulations as well as other instructions given by the airport Manager that do not contradict them, adopted in compliance with the general safety standards of the applicable Highway Code.

The required pass (driving licence) and an authorisation issued by the Rome Airport Management - Fiumicino / Ciampino must be requested in order to move around the airport land in cars and service vehicles.

Motorcycles, cars and special vehicles authorised to move in the movement areas must display the authorisation to circulate and have special daytime/night time markings and signals:

- **daytime markings:**
  - mark
  - blue and red checked sticker
  - name of the company the vehicle belongs to

- **night time markings and signals:**
  - end-outline marker lights
  - flashing lights if necessary
  - service lights
  - In addition, all cars and special vehicles with internal combustion engines must have the appropriate flame arrestor exhaust system.

The airport’s internal operating area refers to the area situated within the customs belt separated from the public, to be used for arrivals and departure, the parking and terrestrial movement of aircraft and operating service vehicles. The area has a road system with horizontal and vertical signage necessary for regulating the traffic of service vehicles and their safety.
Horizontal signage is for the movement of aircraft, operating vehicles and road traffic including:

- **Speed limit (30 KM/h)**
- Aircraft taxiing (obligation to give aircraft the right of way)
- Boundary line (beyond which no vehicle may move or park during the movement of aircraft on the apron)
- Crossing the taxiway

The vertical signage is for the movement of vehicles and the indication of obstacles and areas where works are being carried out:

- **Speed limit (30 km/h)**
- Height limit (3,50 m)
- Obstacle and delimiting barrier
- Complementary signage (the prohibition of specific vehicles moving or parking).

**General safety standards for traffic**

**Vehicles** circulating in the movement areas must keep their lights on when it is dark and during the day when visibility is reduced due to snow, fog, rain or at twilight.

Only **follow** the roads provided and with the horizontal and vertical signage: you are not allowed to make unexpected deviations to take shortcuts, ignoring the indications provided by the signage.

**Do not exceed** 30 km/h. (the appropriate sign will indicate any lower speed limit).

**When meeting** large vehicles on bends assess their size in order to avoid the risk of collision.

**Do not use** the traffic ways to park in, even temporarily, and do not obstruct said ways with equipment or material in general.

**Do not cross** the taxiways if there is an aircraft moving within a radius of 200 metres.

**Do not enter** the taxiways if not authorised to do so and without a UHF radio.

**Keep** the safety distance from the aircraft and do not follow them if the engines are running.

**On** the aircraft aprons, in parking areas, battery recharging areas and mixed vehicle and foot traffic, vehicles must move at walking pace at all times.

**Foot traffic** of airport workers is prohibited on the aprons and paths for vehicular traffic and is authorised only in precise areas to carry out specific tasks.
Always wear high visibility safety vests in the airside areas, if exposed to vehicle traffic, in or around areas where works are in progress and when stopped in an emergency.

Do not obstruct the traffic, respect rights of way and the rules of the road (aircraft, even if being towed, always have the right of way)

After the aircraft, the following have the right of way in this order:
- pedestrians on pedestrian crossings
- vehicles with rotating blue light on or with a siren sounding
- vehicles with rotating yellow light on
- vehicles coming from the right on the roadways
- vehicles already in operation on the roadways

In the case of emergency, emergency vehicles engaged on vehicle ways take precedence over the others

Do not smoke on airport land, even if you are in a vehicle

Safety standards when entering aircraft apron areas

Cross the path demarcation line with care from the nearest point and from the right of the parked aircraft so as to have maximum visibility of its overall dimensions.

Pay attention to the personnel working alongside and do not drive vehicles across passenger pathways.

Park vehicles in the appropriate parking areas and for the times strictly necessary for performing the tasks.

Do not move across or stop on pipes, tubes, cables on the ground or over or on the fuelling pits.

Secure equipment and materials when the wind is high.

Indicate spillage of oil fuel or other materials that can make the road surface slippery, immediately.

Avoid driving vehicles under wings or near the engines of aircraft parked on the apron.

Flashing red lights (to avoid collisions), on the top and bottom of the fuselage indicate that the aircraft might have the engines on and that is about to move. In this case proceed with caution and keep enough of a distance to avoid the engine’s intake or exhaust (jet blast effect); if the engines are idling, a distance over 60 m must be kept.

During aircraft assistance/servicing, vehicles that are not involved in the operation may not enter the apron without the carrier’s authorisation.
Safety standards when moving passengers, baggage and goods

Passengers may only be moved on vehicles fitted out for that purpose and, when crossing on foot, they must be directed and accompanied by the assigned company personnel.

Baggage and goods loaded on trolleys must be positioned stably and in an orderly fashion to avoid them falling off on bends or when the vehicle brakes.

Post bags, suitcases, parcels, etc., that have fallen of trolleys and found on the aprons, parking spaces or taxiways must be recovered immediately.

Safety standards when cars and service vehicles are parked

You may not leave cars and service vehicles unattended with the ignition key in or the engine running.

Vehicles in general must only be parked in the spaces set aside for them.

You may not stop or park on the roadways, on yellow lines, on the centre line of the taxiways, in the areas indicated with broken lines under the embarkation bridges, near emergency vehicles (within seven metres), under the wings or the fuselage of aircraft, in front of exits from buildings, near fire extinguishers, fire hydrants, emergency systems and aircraft fuelling pits (within five metres).

FOD – Foreign Object Damage:

You must not make the operating areas (aprons, roadways for vehicles and aircraft movement) dirty or leave the leftovers from work carried out there. Anything that falls must be removed and collected up because it is the cause of FOD (waste materials or foreign objects that may damage the aircraft). Flight safety may be jeopardised if the foreign object is aspirated by the aircraft’s engines when running.
NOISE IN AIRPORT ACTIVITIES

In accordance with the standards it is necessary to apply precise rules for the prevention of noise aimed at:

- the reduction of exposure to noise levels in work on machines, systems and equipment
- the protection of the workers, equipping the personnel with soundproofed vehicles and personal protection equipment (PPE) suitable for the specific activities carried out in the aeronautical work division and departments connected thereto (ear muffs)

The operations and the activities that are carried out in the aprons and alongside the aircraft are often characterised by noise emissions. The use of ear muffs is indispensable especially:

- in all the activities carried out in areas around aircraft movement
- during the work carried out alongside in the presence of an APU in operation
- when loaders, transporters, conveyer belts and GPU, ACU, ASU are in operation, during the arrival and departure operations on aprons in front of the aircraft
- during special aircraft engine tests on the apron
- in workshops where mechanical machining for the maintenance of vehicles etc. is performed.

**Essential safety regulations**

Do not stop near sources of noise.

Wear ear muffs at all times on the railways, alongside the aircraft and in areas where there is exposure to noise-induced risk.

While carrying out work, it is necessary to limit the noise emissions to the bare minimum necessary.

Inform your direct superior of system-, machine-, equipment and abatement system malfunctioning that could lead to an increase of noise in the environment.

Respect signs at all times that indicate the requirement to wear ear muffs.
IONISING RADIATION

The inspections and checking of baggage and packages are carried out through the use of Machines that emit ionising radiation.

On the basis of assessments carried out annually by the Qualified Expert, it is seen that this equipment, situated in the terminals and the baggage rooms, have not exceeded the limits laid down in the standards currently in force. This assessment is intended for both the personnel directly involved in the activity and the people not involved in the activities that require use of the equipment.

ELECTROMAGNETIC FIELDS

For people who, during working hours, need to pass through metal detectors at the security checks or need to work around them, an environmental check has been made to assess the exposure to the electromagnetic fields.

The very low values detected have led to the conclusion with reasonable certainty that the structure of the detector is such as not to expose workers to electromagnetic fields that exceed the limits fixed by the standards currently in force.
EMERGENCY MANAGEMENT

(criminal acts, collapse of infrastructure, fire, injury, illness etc.)

Given the particular nature of airports as sensitive objects and areas where there is a high risk of fire, as established by Ministerial Decree 10.03.98, App. IX, point 9.2, the personnel called on to carry on various tasks on airport land is required to attend special courses for the management of emergencies and fire fighting for the high risk pursuant to Ministerial Decree 10/03/98 App. IX (course C).

The main measures in place for the management of emergencies at the airport and the relative behaviour to adopt in the case of a wilful act, collapse of infrastructure, fire, injury, illness etc. are outlined below with particular reference to the way to report the emergency and how evacuation is to be carried out.
Criminal action (bomb alarm or other terrorist-related emergencies)
If you perceive or receive information of an imminent danger that can be attributed to a criminal act or the finding of a suspicious object must immediately advise the

Fiumicino Airport Border Police Centre - extension 6666
Ciampino Airport Border Police Centre - extension 9444
(ADR telephone no. 06 6595)

Indicating clearly and calmly:
1. your name and general details and the number of the telephone from which the call is being made
2. the exact location of the possible danger (area, building, terminal, floor and room number and/or the company involved)
3. the nature of the emergency (danger of a bomb exploding or other)
4. how you learnt of the threat
5. all the information in your possession
You must also make yourself available to the police

Collapse of infrastructure, fires and other calamities
Any notification of a probable collapse of infrastructure, fire and/or other calamities (presence of smoke, flames, smell of burning, smell of gas etc.) must immediately be made to the airport

Fire Brigade at Fiumicino - extension 4444
Fire Brigade at Ciampino - extension 9999
(ADR telephone no. 06 6595)

Indicating clearly and calmly:
6. your name and general details and the number of the telephone from which the call is being made
7. the exact position of the possible danger (area, building, terminal, floor and room number and/or the company involved)
8. the nature of the emergency (collapse of infrastructure, fire, flooding, other)
9. the presence of injured people
**Injury or illness**

If you aware of an emergency situation caused by illness or injury to personnel, passengers, visitors etc. you must immediately notify the

**ADR Fiumicino First Aid Station - extension 3133-3134**

**ADR Ciampino First Aid Station- extension 9350**

(ADR telephone no. 06 6595)

indicating clearly and calmly:

1. the place the emergency has occurred (building, area, terminal, floor and room number)
2. the nature of the emergency (illness, injury, number of people involved etc.);
3. your name and general details and the telephone number of the telephone the call is being made from

**How to behave during an evacuation**

**Leave** your work station being careful, as far as possible, to make all the equipment being used safe by turning off machinery, unplugging it from the power supply and by cutting off the supply of any combustible fuels.

**Leave** the area immediately without delay (do not take umbrellas, bags, walking sticks, bulky or heavy packages with you).

**Help,** as far as you can, people in difficulty.

**Inform the** emergency personnel of their presence.

**Follow** the escape route indicated and head outside towards the muster station, shepherding out any visitors especially if they are in difficulty.

**Give preference**, to the escape routes that lead downwards in the case of smoke and/or flames.

**Follow** the routes indicated, in an orderly fashion and calmly without creating panic and confusion.

**Do not go** back for any reason at all.

**Head** towards an alternative escape route if the route to the emergency exits is barred by flames and/or smoke.

**Do not obstruct** the exits from the building by clustering around them.

**Cover** your nose and mouth with very moist handkerchiefs when there is smoke or flames and walk in a stooped position to breath clean air.

**Stop** for a few moments, if necessary, to catch your breath; if there is smoke and/or flames breath as close to the floor as you can get.

**Do not use** passenger or service lifts.

**Stay** at the muster station until the alarm ceases.
### USEFUL NUMBERS

#### FIUMICINO

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<th>Number</th>
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<tr>
<td>Pronto Soccorso</td>
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<tr>
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#### CIAMPINO

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<td>9444</td>
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<tr>
<td>Vigili del Fuoco</td>
<td>9999</td>
</tr>
</tbody>
</table>

Emergency numbers

First Aid

Police

Fire Brigade
EMERGENCY NUMBERS

When calling from an outside line
put 06.6595 before the emergency extension number required.