

# SAFETY MEASURES

FOR USE BY RENTERS, ORGANISERS AND EXHIBITORS





## Summary / Table of Contents

<b>1. General .....</b>	<b>4</b>
<b>1.1. Responsibilities .....</b>	<b>4</b>
<b>1.2. Pre-interview.....</b>	<b>4</b>
<b>2. Basic safety measures at the STCC .....</b>	<b>4</b>
<b>2.1. Basic services.....</b>	<b>4</b>
<b>2.2. Safety infrastructures at the STCC .....</b>	<b>4</b>
<b>3. Conference safety .....</b>	<b>5</b>
<b>3.1. Events classification.....</b>	<b>5</b>
<b>3.2. Risk levels.....</b>	<b>5</b>
<b>3.3. Safety measures .....</b>	<b>5</b>
<b>3.4. Opening hours.....</b>	<b>5</b>
<b>3.5. Visitors' accreditation .....</b>	<b>5</b>
<b>3.6. Press and media .....</b>	<b>5</b>
<b>3.7. Handing in keys for "conference" offices .....</b>	<b>5</b>
<b>3.8. The STCC Security Center.....</b>	<b>5</b>
<b>3.9. Evacuating the building .....</b>	<b>5</b>
<b>3.10. Prevention of criminal acts .....</b>	<b>5</b>
<b>4. Infirmary and first aid .....</b>	<b>6</b>
<b>4.1. Health service.....</b>	<b>6</b>
<b>4.2. Infirmary .....</b>	<b>6</b>
<b>5. Security services .....</b>	<b>6</b>
<b>5.1. Preferred "Security" provider .....</b>	<b>6</b>
<b>5.2. Orders for security services .....</b>	<b>6</b>
<b>5.3. Security services available.....</b>	<b>6</b>
<b>5.4. Armed service.....</b>	<b>6</b>
<b>6. Safety requirements for facilities and exhibitions.....</b>	<b>7</b>
<b>6.1. Maximum capacities.....</b>	<b>7</b>
<b>6.2. Furniture layout.....</b>	<b>7</b>
<b>6.3. Layout of rooms and multi-purpose areas .....</b>	<b>7</b>
<b>6.4. Floor load .....</b>	<b>7</b>
<b>6.5. Fire prevention .....</b>	<b>7</b>
<b>6.6. Dangerous products.....</b>	<b>7</b>
<b>6.7. Technical and electrical installations .....</b>	<b>7</b>

<b>6.8. Displays.....</b>	<b>7</b>
<b>6.9. Fog/smoke machines.....</b>	<b>7</b>
<b>6.10. Building and decorative materials.....</b>	<b>7</b>
<b>6.11. Circulation routes.....</b>	<b>8</b>
<b>6.12. Evacuation routes .....</b>	<b>8</b>
<b>6.13. Emergency exits .....</b>	<b>8</b>
<b>7. Delivery access for conferences.....</b>	<b>8</b>
<b>7.1. Hours .....</b>	<b>8</b>
<b>7.2. Duty to notify.....</b>	<b>8</b>
<b>7.3. Lift use for deliveries.....</b>	<b>8</b>
<b>7.4. Access.....</b>	<b>8</b>
<b>7.5. Deliveries and shipments security.....</b>	<b>8</b>
<b>7.6. Shipping nature and identification .....</b>	<b>9</b>
<b>7.7. Merchandises storage prior to conferences .....</b>	<b>9</b>
<b>7.8. Merchandises storage after conferences .....</b>	<b>9</b>
<b>7.9. Handling and dispatch of merchandises .....</b>	<b>9</b>
<b>7.10. Pallet trucks and trolleys use .....</b>	<b>9</b>
<b>8. Parking area.....</b>	<b>9</b>
<b>8.1. Parking for light vehicles.....</b>	<b>9</b>
<b>8.2. Parking for trucks .....</b>	<b>9</b>
<b>8.3. Dropping off and picking up pedestrians .....</b>	<b>9</b>
<b>9. Emergency numbers.....</b>	<b>10</b>
<b>10. Congestion-free zone.....</b>	<b>11</b>
<b>10.1. Green zones and floor load on Campus Level.....</b>	<b>11</b>
<b>10.2. Green zones and floor load on Garden Level.....</b>	<b>12</b>
<b>11. Deliveries and floor load .....</b>	<b>13</b>

## 1. General

### 1.1. Responsibilities

All events must be notified to the town in which they are to be held. In some cases, the cantonal authorities must also issue a permit. The application (POCAMA) must be submitted at the latest three months before the fixed date of the event. The event organiser, hereinafter the renter, is bound to take all necessary measures to avoid incidents. The renter must also comply with and enforce, at his/her own expense, the safety regulations in effect and the safety measures necessary for the smooth running of his/her event. The organiser is held responsible for his/her event.

The general terms and conditions of the rental contract and this document represent the safety regulations applicable to the SwissTech Convention Center (STCC).

The STCC and its staff cannot be held responsible for damage of any kind caused directly or indirectly by terrorist acts, internal disturbances, war acts, crimes, infractions or disasters that may be detrimental to the renter's event. Furthermore, the STCC and its staff cannot be held responsible in the case of an incident caused by an error or failure to comply with this document by the renter, his/her staff or his/her agents.

### 1.2. Pre-interview

Renters whose planned event at the STCC requires safety measures must contact the Security and Intervention Service (SIS) of the Ecole Polytechnique Fédérale de Lausanne (EPFL) via the Event Manager in charge of the event.

## 2. Basic safety measures at the STCC

### 2.1. Basic services

The following services are provided:

- ☐ Management and monitoring of the video surveillance system (Central Control Station, CAE)
- ☐ Management and monitoring of the building's access control system (excluding conference visitors) (CAE)
- ☐ Management and monitoring of fire alarms (CAE - SIS)
- ☐ Management and monitoring of lift alarms and goods lifts (CAE - SIS)
- ☐ Management of conference rooms lighting and ventilation
- ☐ Management and control of keys for conference rooms and offices
- ☐ Opening and closing of conference rooms
- ☐ First aid (SIS)
- ☐ Fire police (SIS)
- ☐ Coordination and supervision of building evacuation (SIS)
- ☐ Communication with emergency services (SIS)
- ☐ Handling of lost property
- ☐ Order of security services

### 2.2. Safety infrastructures at the STCC

- ☐ Security Centre (CS - STCC)
- ☐ Infirmary equipped with first aid means
- ☐ Electronic access control
- ☐ Key management system
- ☐ Interphones
- ☐ Protective barriers
- ☐ Video surveillance
- ☐ Sound system for the entire building with pre-recorded evacuation message
- ☐ Fire detection for the entire building
- ☐ Manual fire triggers
- ☐ Automatic sprinkler system (basements, levels -2 and -1)
- ☐ Fire extinguishers
- ☐ Dry risers
- ☐ Smoke vents in stairwells
- ☐ Fire doors
- ☐ Fire safety control of ventilation, lifts, fire doors and vents
- ☐ Fire hydrants around the building
- ☐ Smoke extraction
- ☐ Breaking and entering/assault alarms

### 3. Conference safety

#### 3.1. Events classification

The renter of the STCC assesses the risks and assumes responsibility for the safety of goods and people related to his/her event. The renter implements safety measures in consultation with the SIS and, if necessary, with the relevant authorities.

#### 3.2. Risk levels

The risk level of a conference or event is determined by the organiser in conjunction with the SIS and in partnership with the relevant authorities.

Events are classified according to three risk categories:

Risk level	Potential threat
Normal level (green)	Low
Particular risk level (yellow)	No danger or specific threat
Increased risk level (orange)	The organiser or the participants expose themselves to potential safety issues or known risks, or VIPs are present.
High/Real risk level (red)	Concrete information on an act of violence is communicated to the Cantonal/Federal authorities. The presence of dignitaries, Heads of State or threatened visitors has been confirmed.

#### 3.3. Safety measures

Safety measures are decided by the renter in conjunction with the SIS. The safety measures selected and implemented must be in line with the risks posed by the running of the event or the presence of certain VIPs.

#### 3.4. Opening hours

The STCC is open for rent seven days a week, 24 hours a day. The staff is paid according to the rates in effect.

If the organiser wishes to use the allocated premises outside the event program, he/she must contact the STCC Management at least seven days before the start of the event set up.

In particular, the renter shall bear the costs of:

- ☐ The reception staff
- ☐ The operation staff

- ☐ The cleaning staff
- ☐ The security auxiliaries required to evacuate the building.

#### 3.5. Visitors' accreditation

The renter undertakes to put up an accreditation and access control system for his/her event, proportional to the risks involved, for all persons working on the event, including external service providers (for example; Eldora, Securitas, Protect'Service, etc.).

#### 3.6. Press and media

The renter must accredit journalists and media technicians likely to work at the STCC. Only journalists and holders of a press card may be accredited.

#### 3.7. Handing in keys for "conference" offices

Conference office keys are issued to the renter against signature, and they must be collected at the STCC reception desk.

Each authorised user is free to collect or return the keys in a time slot agreed in advance with the renter. The keys must be returned before the building closes at the latest.

#### 3.8. The STCC Security Center

The STCC is equipped with a security center that manages all the building's technical security resources (video surveillance, breaking and entering alarms, and fire alarms). It is interconnected with the CAE. It should be noted that this center is only operating for large-scale events or if it is deemed necessary following a prior risk analysis.

**Centre Sécurité STCC**

**+41 21 693 51 65**

#### 3.9. Evacuating the building

Evacuation can only be ordered by the SIS and the STCC staff.

#### 3.10. Prevention of criminal acts

The renter, exhibitors and their agents must secure valuables and exert all necessary means to protect themselves against theft. Valuables must always be monitored. All criminal acts, threats, suspicious behaviour or objects must be immediately reported to the police using the emergency number 117.

## 4. Infirmary and first aid

### 4.1. Health service

The health service includes all the organisational measures, the staff and technical resources required for patients' care in case of medical emergency.

For each event, an assessment of medical needs will be done by the SIS based on information provided by the renter. The determination will consider the number of participants, the type of event, and the presence of individuals at risk (health, status). The minimum package required for an event includes a duty manager accompanied by a first aider. It is not possible to have a package with only one single first aider.

The health service is implemented in line with the Federal and Cantonal directives for the organisation of said service. The BUSAMA may also impose a package depending on the event's nature, the risks as well as the number of participants.

### 4.2. Infirmary

There is a fully equipped infirmary with suitable material.

It is accessible to individuals with reduced mobility, and it can accommodate two patients simultaneously.

The health service (first aider, nurse or doctor) can take up these premises, which have a functional layout and first instance medical care equipment.

## 5. Security services

### 5.1. Preferred "Security" provider

The EPFL works with preferred "security" providers. These surveillance companies can be hired by the STCC renter. It should be noted that if three or more security guards are mobilised, a duty manager is automatically required to provide supervision.

The provider meets the various needs of STCC renters based on specifications set up by the SIS.

### 5.2. Orders for security services

Orders for these services are placed through the Event Manager in charge of the event.

A quote is established before any service is provided.

A minimum period of 10 working days for staff services and 30 days for material rental is required to order security services.

### 5.3. Security services available

- ☐ Provision of security guards for accreditation.
- ☐ Provision of security guards for access control.
- ☐ Provision of security guards for security control
- ☐ Provision of security guards for circulation.
- ☐ Provision of security guards for personal protection.
- ☐ Provision of security guards for security searches.
- ☐ Provision of security guards for fire prevention.
- ☐ Provision of a duty manager.
- ☐ Provision of security guards to search for and detect listening devices.
- ☐ Rental of "gate control" systems
- ☐ Rental of pedestrian security gates
- ☐ Rental of metal detection gates
- ☐ Rental of hand-held metal detectors
- ☐ Rental of X-ray scanners
- ☐ Rental of explosives detectors
- ☐ Rental of UHF/VHF radios

### 5.4. Armed service

Except for the Cantonal and Federal Authorities, any armed person wishing to access the STCC must be subject to a justified request to the SIS.

Additionally, companies or individuals providing security services must hold an authorisation issued by the:

**Police cantonale Bureau des armes  
Centre Blécherette  
1014 Lausanne**

## 6. Safety requirements for facilities and exhibitions

### 6.1. Maximum capacities

The SIS informs the renter of the maximum capacity of the rented spaces.

The maximum capacity of the rented spaces cannot be exceeded under any circumstances. The renter is bound to respect the capacity in line with the chosen configuration.

If the rooms are over-occupied, the SIS will step in and ask the renter to reduce the number of people present.

### 6.2. Furniture layout

The seats will be arranged in rows, with intermediate corridors inserted, so that occupants of the rooms can reach the emergency exits by the most direct route possible. The free space between the rows must not be under 80 cm. The corridors must have a minimum free width of 1,5m.

For dual-access rows, the maximum number of seats is limited to 32. If the row is only accessible from one side, a maximum of 16 seats is allowed.

The seats must be fixed. When this is not possible, the chairs of a row must be joined together without the public being able to separate them. It is forbidden to move chairs or any other furniture in the passage.

Under no circumstances may the number of chairs or armchairs exceed the capacity set by the room configuration.

### 6.3. Layout of rooms and multi-purpose areas

All layout plans, other than the standard configuration, are systematically subject to a validation by the SIS.

### 6.4. Floor load

Floor loads exceeding 300 to 500 kg/m<sup>2</sup> are subject to a preceding authorisation. Particular care must be taken to the location and routing of such loads. For further details, please refer to sections 10.1 and 10.2 of this document.

### 6.5. Fire prevention

Smoking is prohibited in the entire STCC building.

Open fires inside the building, such as incense, candles, gas or oil stoves, are strictly prohibited. Any work with an open fire is subject to a preceding authorisation by the SIS, and a fire permit must be established. The use of gas bottles is subject to a preceding authorisation and the implementation of compensatory measures.

Before closing time, the renter must inspect the rented areas and exhibition stands to prevent any fire risk. As soon as stands, vehicles, motorbikes or any other element forming a significant heat load are present in the building outside opening hours, the presence of a fire prevention security guard becomes mandatory. This obligation will be assessed beforehand by the SIS.

### 6.6. Dangerous products

The use and storage of dangerous, flammable, toxic or explosive products by the renter, his/her agents or visitors is strictly prohibited.

The use of pyrotechnics in any form is also prohibited.

### 6.7. Technical and electrical installations

The renter's use of electrical equipment of any kind is subject to a preceding authorisation by the STCC operation department. The renter must comply with the prescriptions from the Federal Law on the Safety of Technical Installations and Devices of 19.03.1976.

All electrical equipment must be completely switched off at closing time. Standby mode is not sufficient.

### 6.8. Displays

It is strictly prohibited to nail, drill, staple, glue, paint or fix with adhesives on the walls, the doors, the wooden walls, the windows, the carpets, the false ceilings or the furniture of the entire building, including the external facades.

Billposting is possible on notice boards and spots provided exclusively for this purpose. Notice board rental can be ordered through the STCC Event Manager.

If needed, the renter can have essential information displayed on the STCC's electronic display system.

Unless otherwise specified, the name of the organisation, title, location and times of the conference will be displayed.

### 6.9. Fog/smoke machines

Fog machines are strictly prohibited at the STCC.

They are subject to a preceding authorisation by the SIS.

### 6.10. Building and decorative materials

In line with the Civil Security regulations, only fire-resistant or low-combustibility materials must be used for layout and decoration. RF3 and RF4 fire classes are prohibited in the STCC.

Swiss standards for fire classes	
RF4 class	High combustibility
RF3 class	Moderate combustibility
RF2 class	Low combustibility
RF1 class	Non-combustible

If in doubt, the SIS will require certificates testifying the combustibility class of the materials.

The Cantonal inspection body may, at any time, check that the legislation in effect is being properly applied. If in doubt, the renter may inquire:

**Etablissement cantonal d'assurance (ECA)**  
**Division Prévention**  
**Av. Général Guisan 58**  
**1009 Pully**

#### 6.11. Circulation routes

The circulation routes between exhibition layouts must not be under 2 meters wide.

#### 6.12. Evacuation routes

The evacuation routes size for exhibition layouts in the halls or multi-purpose areas must not be under 1.50 meters wide.

#### 6.13. Emergency exits

The emergency exits, the circulation routes, the evacuation routes and the room entrances must always remain free, in line with the basic plans drawn up by the SIS. Refer to points 10.1 and 10.2 of this document.

## 7. Delivery access for conferences

### 7.1. Hours

Conference shipments must take place during the STCC's usual opening hours, from Monday to Friday, from 7am to 7pm.

### 7.2. Duty to notify

The renter must inform service providers, agents and carriers of the obligation to notify the shipment of goods 24 hours in advance.

All deliveries for conferences must be announced to the Event Manager in charge of the event.

### 7.3. Lift use for deliveries

The goods lift is for the exclusive use of the STCC staff with a badge.

If necessary, the renter must contact the STCC Event Manager.

### 7.4. Access

1) In general, shipments for conferences are brought to the delivery yard on the west side of the building (Garden level) and delivered through the goods lift if necessary. The physical shipping address is:

**SwissTech Convention Center**  
**Route Louis-Favre2**  
**CH-1024 Ecublens**

**Contact: Front desk STCC / 021 693 42 52**

For shipments of large volume of material to the Campus level, access via the building's main entrance may be authorised with at least a 48 hours' notice.

2) Access via the backstage area north of the building is exclusive for shipments of technical equipment. A "Technical" badge is mandatory to park for more than 30 minutes. Badges must be requested to the STCC Event Manager.

### 7.5. Deliveries and shipments security

The STCC Conference Operations Department will only take charge of shipments prior to the conference or exhibition if no specific safety measures are set up for said event.

In case of safety measures, shipments may be searched and checked. This task is the responsibility of the renter or organiser from the shipping time.

The SIS is entitled to postpone or refuse the shipment and storage of goods for safety reasons. Access for HGVs and coaches must be approved by the SIS to check the permitted floor load capacity. For further details, please refer to point 11 of this document.



#### **7.6. Shipping nature and identification**

Parcels must be strapped or taped shut. No open parcel will be accepted for storage.

Any shipment must be clearly identified in neutral packaging that does not allow the goods nature to be determined. A shipment including several parcels must be numbered. The label and parcel form must be requested to the Event Manager.

An inventory list or a detailed shipping note must be included inside the parcels to allow control.

#### **7.7. Merchandises storage prior to conferences**

Depending on the volume, a storage space will be rented for this purpose. The renter must inform beforehand the Event Manager about the volume required to store the goods. If the STCC is unable to accommodate the goods, the renter must find an additional storage location. When the event is set up, the renter must ensure that all waste and any thermal load are removed from the building. The STCC can offer waste treatment solutions for an extra fee.

#### **7.8. Merchandises storage after conferences**

All exhibition material, documentation and special layouts must be immediately removed after the end of the event.

Storage for shipping will not exceed two working days, depending on the availability and the free space.

#### **7.9. Handling and dispatch of merchandises**

All exhibition material, documentation and special layouts must be immediately removed after the end of the event.

Storage for shipping will not exceed two working days, depending on the availability and the free space.

#### **Handling and dispatch of merchandises**

The handling and storage of goods is the responsibility of the renter, carriers, exhibitors or their agents.

Under no circumstances is the STCC staff authorised to handle, make shipments or complete documents on behalf of the renter, his/her service providers or his/her agents.

The renter or his/her agent shall complete the goods shipping notes, proforma invoices and customs declarations.

Parcels must be neatly packed and sealed with strapping or adhesive tape.

The renter or his/her representative shall order the collection of the goods directly from the carriers.

The renter or his/her agent must be present for the shipment.

#### **7.10. Pallet trucks and trolleys use**

Only trolleys and pallet trucks equipped with nylon wheels not marking the carpet must be used inside the STCC.

### **8. Parking area**

#### **8.1. Parking for light vehicles**

Visitors' vehicles are parked in the Arcades/SwissTech Village car park. A maximum of 100 spaces is available in that car park. A traffic control system is required to ensure the smooth flow of traffic and safety around the STCC.

The maximum height for vehicles is 2.05 meters. Vehicles using LPG as fuel are prohibited in that car park.

Depending on the event nature, parking may be prohibited in the immediate vicinity of the building. Furthermore, a circulation system will be required depending on the event scale.

#### **8.2. Parking for trucks**

Delivery vehicles are only allowed in the immediate vicinity of the STCC during the loading and unloading of goods, in the dedicated spaces. Additionally, a minimum distance of 7.50 meters must be maintained between the building and any delivery or exhibition vehicle parked on the esplanade.

No vehicle is authorised to park for long periods on the unloading dock or in the delivery yard.

#### **8.3. Dropping off and picking up pedestrians**

Individuals can be dropped off and picked up in front of the STCC main entrance with a preceding authorisation.

## 9. Emergency numbers

WHO TO CALL?

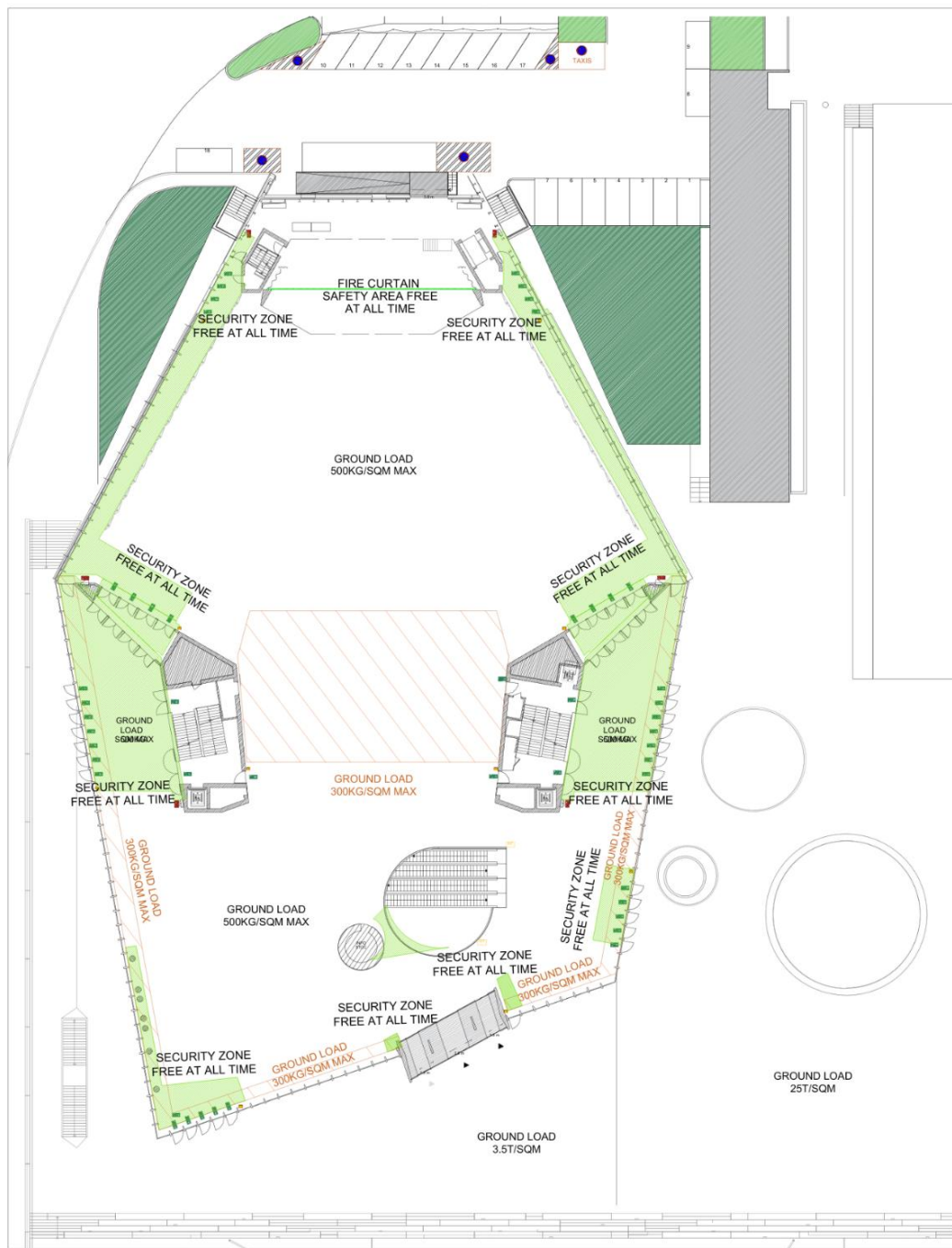
Problems	Phones
Fire	118
Accident or illness	144
Suspicious objects	115 (internal)
Police	117
STCC Front desk	021 693 42 52
Infirmery (with sanitary facilities)	079 596 73 51

## 10. Congestion-free zone

The renter is required to strictly comply with the prescriptions set in point 6.13 of this document, with regards to maintaining free, permanent access to the emergency exits, alongside with the attached plans below.

It is also imperative that the green spaces indicated on the plans below always remain free and are not obstructed in any way, in order to guarantee the safety of individuals and the compliance with the rules in effect. The renter is responsible for communicating these restrictions to his/her employees, exhibitors, participants or partners

### 10.1. Green zones and floor load on Campus Level





## 10.2. Green zones and floor load on Garden Level



## 11. Deliveries and floor load

