

APPROVED BY:
REIN SUURVÄLI
Member of the Board
/ electronic signature provided /

10 SUUR-SÕJAMÄE STREET,
TALLINN

PLAN OF ACTION IN THE EVENT OF A FIRE

Tallinn 2018

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1. INTRODUCTION

The plan of action in the event of a fire (hereinafter the Plan) has been compiled to describe the accommodation building at 10 Suur-Sõjamäe street, Tallinn. The Plan has been prepared pursuant to article 6(3) of the **Fire Safety Act**. The content of the Plan conforms to regulation no. 43 of 1 September 2010 by the Minister of the Interior on '**The requirements for a plan of action in the event of a fire and for organization of an evacuation training drill and fire training drill**'.

The Plan aims to provide an overview of the building-specific fire hazards at 10 Suur-Sõjamäe street, the relevant prevention measures as well as the sequence of actions in case of a fire and evacuation and evacuation diagrams.

The person responsible for the fire safety of the building must organize employees' briefing about the Plan. Each employee must confirm that they have read the plan by signing the relevant form.

The Plan must be reviewed and, if necessary, revised in the following cases:

- if there has been a fire or other accident in the building;
- if the legal acts used as the basis for the plan have been amended;
- if new fire safety installations or rescue equipment have been taken into use in the building or on the premises;
- if rooms have been rebuilt in such a way that evacuation principles have been changed.

The building at 10 Suur-Sõjamäe street, Tallinn, is on the list of buildings whose owners must submit a fire safety self-inspection report to the Rescue Board once a year (buildings where education and research facilities operate and where more than ten people are permanently present). An organization which has the obligation to present the fire safety report must hold a fire safety training session and fire drill at least once per year. The theory session comprises a lecture about fire safety awareness, evacuation and actions in the event of a fire. The fire drill comprises the entire building evacuation drill.

2. DESCRIPTION OF THE FEATURES WHICH AFFECT ACTIONS IN THE EVENT OF A FIRE AND EVACUATION

2.1 Characteristics of the building

The building is classified as having a fire-resistance rating TP 1 – fire-proof.

The purpose of the building in terms of fire safety belongs to category II – accommodation building. The whole building's net floor area is 1497.7 m².

The total number of beds in the building is 91.

The building is in use around the clock from Monday through Sunday.

There is a receptionist or attendant on duty in the building at all times.

The building at 10 Suur-Sõjamäe street, Tallinn, is a three-floor accommodation building. On the 1st floor next to the entrance there is the receptionist's office, the self-service laundry and utility rooms. There are accommodation rooms in the remaining part of the 1st floor. On the 2nd and the 3rd floor, there are mainly accommodation rooms; next to the first staircase there are utility rooms and common areas. The accommodation solution features units in which there is a common ante-room with a kitchenette and hygiene facilities per two or three bedrooms.

To prevent the spread of smoke and fire, the building is divided into various fire compartments. The boiler room, stairwells, floors and accommodation units (bedrooms with the bathroom and kitchen combined with the ante-room) are all separate fire compartments. The building is joined with the university building located next to it by the gallery on the 3rd floor equipped with fire doors on both sides.

Smoke control is provided by means of the windows which can be opened in the stairwells. The roof of the first stairwell (opening to Suur-Sõjamäe street) is fitted with a cupola skylight for smoke removal. The cupola skylight and windows in the stairwells open automatically when a smoke detector is activated. Smoke control call points are located in the back stairwell and next to the AFS control panel. Additionally, windows can be opened in all rooms.

The building must be evacuated through fire escape stairwells. The fire escape stairwells are located on both ends of the building. Exit routes, emergency escape routes and emergency exits are marked with evacuation signs. All emergency exits along emergency escape routes can be opened without a key. The building is equipped with emergency lights ensuring that emergency escape routes are lit. In case of a power outage, the lights along emergency escape routes can provide autonomous lighting for 1 hour. As the building is divided into fire compartments, people can be evacuated to the parts of the building which are the farthest removed from the scene of fire.

The building is equipped with a mechanical ventilation system, which is switched off in the entire building in case the automatic fire-alarm system is activated.

The building is equipped with 2 gas boilers which do not require vent openings. The gas boilers are situated on the 3rd floor of the building.

External fire-fighting water supply is provided through fire hydrant no. 5044 located in front of the university building on the adjoining plot, at 10a Suur-Sõjamäe street, Tallinn.

Access to the building for the rescue unit has been ensured, and the entrance route for the rescue team is marked with signs (entrance from Suur-Sõjamäe street).

2.2 Emergency fire extinguishing equipment and fire safety installations in the building

The following fire safety installations and safety systems are used in the building:

- emergency fire extinguishing equipment (fire extinguishers);
- the automatic fire-alarm system;
- smoke control;
- emergency lighting.

To ensure that all the installations and systems are operational, their owner must organize regular

inspections, control and maintenance. Such activities are described in more detail for each installation and system in the building's fire safety organization folder (separate document).

2.3 Description of the emergency fire extinguishing equipment and fire safety installations

Fire extinguishers are the emergency fire extinguishing equipment. The fire extinguishers in use are 6-kilogram ABC dry powder extinguishers. The extinguishers are located in visible places; where necessary, signs referring to the location are used.

The **automatic fire-alarm system** (AFS) detects smoke in the building and notifies the people in the building about it by means of the alarm signal. In addition, one can activate the alarm signal manually by pressing the button of the manual call point. The whole building is fitted with AFS sensors. The AFS control unit is located next to the main entrance on the first floor, on the rescue team's entrance route. In case of the alarm, the AFS sends an alert to the security company. The ventilation system is switched off when the fire-alarm system is activated.

Smoke control is provided by means of the windows which can be opened in the stairwells. The roof of the first stairwell is fitted with a cupola skylight for smoke removal. The cupola skylight and windows in the stairwells open automatically when a smoke detector is activated. Smoke control call points are located in the back stairwell and next to the AFS control panel. Additionally, windows can be opened in all rooms.

Emergency lights provide autonomous lighting for one hour in case of a power outage. Emergency lights illuminate general public areas, and emergency escape routes. Emergency lights are located above emergency exits to mark the emergency exits which can be used for evacuating the building. Emergency lights are also used for indicating the direction towards the emergency exit.

3. FIRE HAZARDS ASSOCIATED WITH THE ACTIVITIES PERFORMED IN THE BUILDING

This section provides information about the fire hazards characteristic of the building and measures for their prevention.

Fire-hazardous situations in the building may occur due to the following:

- people's negligence or disregard of fire safety rules;
- causes related to malfunctions and incorrect use of electrical appliances;
- leaving food unattended on the stove, in the oven, etc. while cooking;
- use of open fire and/or violation of the non-smoking policy;
- violation of fire safety rules during the performance of hot works that might be required;
- use of candles;
- incorrect storage and placement of combustible and other material;
- failure to provide ventilation maintenance.

Use of electric appliances:

- electrical appliance or cables with damaged or faulty insulation or any other fault that could cause a fire or explosion must not be used;
- electrical appliance or cables unsuitable for the operation environment must not be used;
- ventilation openings of any appliances must not be blocked with paper or other inappropriate objects;
- combustible materials must not be stored in, on, under or in front of the distribution board or distribution point;
- non-standard electrical heating appliances or lighting fixtures must not be used;
- any electrical appliances not intended for permanent operation must not be left unattended;
- attention must be paid to the condition of the cables of office equipment: avoid crushing and damaging the cables. Power supply and connection cables of office equipment must be fixed so that they cannot be damaged;
- appliances must be unplugged after work is finished except for the appliances that operate around the clock in accordance with the technical manual or the procedure established for the site.

Dust gathering on the distribution board and cable ladders as well as in the distribution board must be removed regularly during electrical safety inspections (which must be organized by the building owner).

Hot works may only be performed by appropriately qualified and certified persons. All hot works must receive the approval of the building owner or their authorized representative in advance.

When cooking, food must not be left unattended on the stove, in the oven, etc. The food may burn, which may result in a fire.

Smoking is prohibited in the building.

Candles can cause a fire if the candle is not placed in a non-combustible holder and if there are easily combustible items near the candle. Before throwing a candle into the trash bin make sure that the candle is out and is not even smoldering. Leaving candles unattended is forbidden.

Goods or other loads must not be placed for storage on evacuation routes, in front of exits or in front of electric cabinets in the building. Goods or other items placed for storage must not obstruct fire safety installations (emergency escape signs, smoke detectors, manual call points, portable fire extinguishers, fire hose system cabinets), distribution boards and other technical equipment. Stored items must not obstruct evacuation or make rescue operations impossible. Combustible materials must be placed at a safe distance from devices with heating surfaces.

Storage of combustible waste means the storage of more than 100 l of waste materials in bags, containers or other form. The safe distance from the door or window of the building is **2 meters**. Combustible materials must be placed at a safe distance from devices with heating surfaces.

The owner of the building must ensure that **ventilation equipment filters** are replaced at the intervals specified in the equipment user and maintenance manuals. Ventilation ducts must be cleaned as necessary. The necessity must be identified by a competent organization (inspection).

4. PERSONS RESPONSIBLE FOR FIRE SAFETY AND THEIR ACTIONS

Under section 3 of the Fire Safety Act, the manager of an institution (including the head of the institution which is using rented premises) must organize the following for employees before they start employment:

- fire safety training;
- briefing about the building-specific and room-specific fire safety requirements and monitoring that they are fulfilled;
- ensuring that fire safety installations are accessible to the employees and that the latter have the skills of using them.

General responsibility: the owner of the building, Mainor Ülemiste AS, is responsible for the maintenance of fire safety installations and utility systems.

The holder is responsible for complying with fire safety requirements on specific rented premises and must prevent fire-hazardous situations from occurring on rented premises as well as inform the owner of the building about any problems related to fire safety installations or fire-hazardous situations.

Fire safety requirements are stated in this plan of action in the event of a fire.

The management of the organization which is using the rented premises is responsible for complying with fire safety requirements on rented premises and ensuring fire safety; it must also appoint the person(s) responsible for fire safety, including evacuation. The person responsible for fire safety must check that all the persons using the rented premises comply with fire safety requirements.

The employee who has studied this plan of action in the event of a fire and had the initial fire safety briefing must confirm the above by signing in the table in Appendix 2 to this plan.

Fire safety must be ensured in the building and the adjoining territory in accordance with the established obligations.

4.1 Obligations of the building owner (manager) for the purpose of ensuring fire safety:

- organization of the inspection, control and maintenance (ensuring that user and maintenance manuals as well as maintenance contracts are kept in the fire safety folder, checking that the logs are filled and filling the logs) of the building's fire safety installations (the automatic fire-alarm system, smoke control, automatic fire extinguishing systems, emergency lighting, fire extinguishers, emergency exits and emergency escape locks, fire doors) and utility equipment (ventilation system, electrical system, heating system);
- ensuring that the tenant complies with fire safety requirements;
- organizing at least one (1) fire response and evacuation exercise for the persons responsible for the fire safety of the rented premises. The exercise must consist of the theoretical part and evacuation drill.

4.2 Obligations of the tenant (the person responsible for fire safety on rented premises) for the purpose of ensuring fire safety:

- ensuring fire safety in the rooms they are using by means of continuous and systemic monitoring;
- ensuring that emergency escape routes and emergency exits are kept clear. Emergency escape routes, passages and corridors are shown in detail on evacuation diagrams;
- checking that fire doors are kept closed;
- ensuring that the personnel have studied this plan (they must sign Appendix 2), know the location and operation principles of the fire safety installations in the building, know emergency escape routes and follow fire safety requirements;
- making an entry in the maintenance log about each AFS signal;
- assuming responsibility for false alarms and preventing them as well as ensuring that false alarms do not occur anymore. Collaborating with the manager and the maintenance company to identify the cause of the false alarm and preventing false alarms from happening.

Any problems or questions concerning the fire safety of the building or the adjoining territory must be communicated to the manager of Mainor Ülemiste AS.

telephone: +372 5340 7642, +372 5117 177 e-mail: haldus@mainorulemiste.ee
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5. INSTRUCTIONS ABOUT REPORTING THAT A FIRE HAS OCCURRED



The fire alarm signal is transmitted in the whole building simultaneously. One can inform other people about the situation in the building verbally or by pressing the button of the manual call point of the fire-alarm system. A manual call point is normally located near an emergency exit or on the wall along an emergency escape route. Press on the glass of the manual call point. Make sure that you press hard! Information about discovering a fire must be given to all colleagues and clients in a **loud and clear voice**. Information about a fire or other emergency must be provided to the Alarm Centre by calling the **112** emergency line.

Photo: manual call point

When calling the Alarm Centre, provide the most important information first:

ADDRESS - Suur-Sõjamäe 10, Tallinn

WHAT HAS HAPPENED - what is burning, how large the fire is

ARE THERE PEOPLE IN DANGER - injured or trapped in the smoke

WHO IS CALLING - your name, position and telephone number

Do not end the call until you are told to do so; the operator might need additional information. If the hazard situation changes significantly while you are waiting for the rescue team, inform the Alarm Centre about it.

Calls to the 112 emergency line can be made from a landline or mobile phone without dialing any area code.

6. EVACUATION GUIDELINES

6.1 General principles of evacuation

When evacuating the building:

- follow emergency escape routes which are marked with emergency lights;
- if you find yourself in a room filled with smoke, stay as low as possible while you go;
- priority must be given to evacuating people who are in the hazardous area;
- staying calm is the most important thing during evacuation;
- if you are leading the evacuation, speak in a calm and loud voice and seize the initiative;
- people must stay calm while moving on emergency escape routes;
- dangerous situations might occur in tight spaces (doors etc.) where many people will try to pass through at the same time.

6.2 If you are in a situation with no way out and need to be rescued

- Try to stay calm and retain self-control;
- if you cannot leave the room, close (do not lock!) the door and, if possible, dampen a piece of cloth/clothing with water and place it over the gap between the door and the floor / door frame;
- call the Alarm Centre (112) or a colleague, tell them about your situation and exact location;
- if your way out is blocked by fire, do not try to burst through the fire (the same is true for areas filled with very thick smoke);
- when moving through a room filled with smoke, do not walk straight up; move along the wall on all fours or crawl because smoke is thinner near the floor;
- if you do not know where the fire scene is, remember to touch the door surface and handle to check their temperature and learn about the conditions in the next room before opening the door;
- when opening the door, hide behind it or behind the wall next to the door;
- let the rescue team know where you are by any means available.

6.3 Persons responsible for evacuation

The person responsible for evacuation is the receptionist or attendant on duty.

6.4 Assembly point

The primary assembly point is in the parking lot in front of 2 Keevise street, Tallinn. Upon arriving at the assembly point, the evacuation manager or the person appointed by them must register who is present to check that everyone has left the building. If anyone is missing, their location must be identified (by calling them or asking other employees or clients). The head of the rescue operation must be informed about the situation.

If there are people with limited mobility in the building, the head of the rescue operation must be certainly informed about it.

In case of a lengthy incident, actual non-drill fire or adverse weather conditions, the evacuated people will be temporarily sheltered in the university building at 10a Suur-Sõjamäe street, Tallinn.

7. INSTRUCTIONS FOR RESPONDING TO THE AFS ALARM SIGNAL

7.1 Instructions for responding to the activation of the AFS

- When the alarm signal sounds, stop your work immediately and check your working area to make sure everything is all right in this area;
- if you discover a fire, first try to extinguish it with emergency extinguishing equipment. Do not put yourself at risk in the process!
- switch off the equipment which is not meant for working unattended;

- take your outdoor clothes with you if you can;
- before leaving the room, close all windows and doors (Do not lock the doors! Rescue workers might need to enter the room). Closing the windows and doors is necessary for preventing the spread of smoke and fire;
- leave the building, using the shortest emergency escape route, but avoid going through thick smoke and choose an alternative escape route in such case;
- help those who need it and lead them to the nearest emergency exit;
- go to the specified assembly point.

If it becomes apparent that an employee or anyone else who was in the building is in a hazardous area because of thick smoke or high temperature, inform the head of the rescue operation at once. The head of the rescue operation is the person wearing a blue helmet in the rescue team which arrives on site first (and later the operations manager of the rescue operation, who will be wearing a red helmet).

7.2 The following must identify the location and cause of the AFS alarm signal:

- Receptionist/attendant on duty.

7.3 Instructions for the response of the receptionist / attendant on duty as the evacuation manager to the AFS activation

- Identify the location of the alarm activation on the AFS panel, using the AFS diagrams;
- check the alarm location if possible; in the meantime, you can silence the alarm signal (if the alarm signal is switched off, the AFS manual call points in the respective area will not function either)
- in case of the actual fire call the Alarm Centre line 112;
- inform others;
- if possible, use emergency fire extinguishing equipment to try to contain or extinguish the fire but only if you do not put yourself at risk in the process;
- start the evacuation from the evacuation area you are in charge of, directing employees and clients out of the building through the nearest emergency exit;
- before leaving the room, close all windows and doors (**Do not lock the doors!** Rescue workers might need to enter the room). Closing the windows and doors is necessary for preventing the spread of smoke and fire;
- at the assembly point, check that all the employees and clients have left the building;
- meet the rescue team, report to the head of the rescue operation and provide them with the FAS location diagrams and the master key.
- inform the people about the causes of the AFS activation;
- the person responsible for the general fire safety of the building (the manager of Mainor Ülemiste) must also be informed about the alarm signal.

NB! The cause of the AFS alarm activation must be identified every time it is activated.

An entry in the AFS maintenance log must be made about each alarm activation (the entry must be made by the evacuation manager or the person responsible for the fire safety of the rented premises).

8. INSTRUCTIONS FOR COOPERATION WITH THE RESCUE TEAM

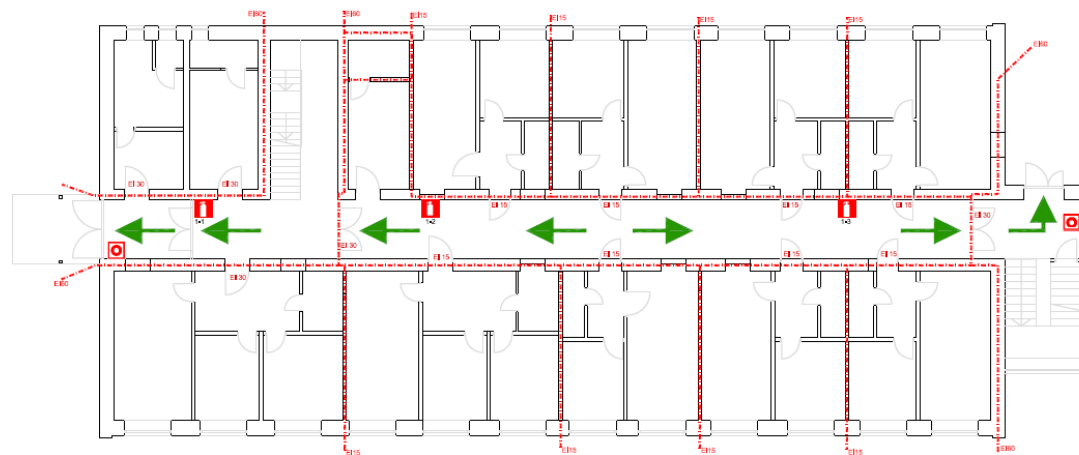
A rescue team will generally arrive to the site approximately within 5—10 minutes after receiving the alert. It is important to provide the head of the rescue operation with initial information.

Upon the arrival of the rescue team, inform its head about the following:

- what is burning, where it is and how large the fire is;
- if any people have remained in the building, how serious is the danger they are in, and if there are any injured;
- which route is the best to reach the injured (or the scene of fire);
- do not leave the incident site; the rescue team might need more information about the characteristics of the building;
- the location of the AFS control unit, the location of the control buttons of the smoke control system and the drawings located there (diagrams of the layout of the fire-alarm system, floor plans of the areas filled with smoke)
- locations of distribution boards (room 106 on the first floor).

EVAKUATSIOONI JA TULEKAHJU KORRAL TEGUTSEMISE SKEEM

1 KORRUSE PLAAN



TULEKAHJU KORRAL

Helista hädaabinumbri 112
Teavita inimesi ohust
Käivita tulekahjusignalsatsioon
Sulge uksed ja aknad
Lahku hoonest kasutades
evakuatsiooniteed

TINGMÄRGID

TULEKAHJU
TEATENUPP
 TULEKUSTUTI
 EVAKUATSIOONITEE

DIAGRAM OF ACTION IN THE EVENT OF A FIRE AND EVACUATION

FLOOR PLAN OF THE 1ST FLOOR

IN THE EVENT OF A FIRE

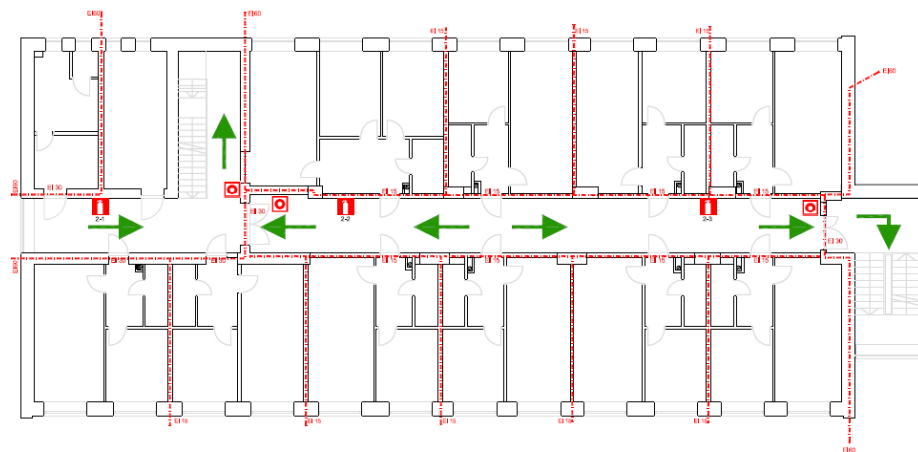
Call the 112 emergency line
Inform people about the danger
Activate the fire alarm signal
Close doors and windows
Leave the building, using emergency escape routes

LEGEND

MANUAL CALL POINT
FIRE EXTINGUISHER
EMERGENCY ESCAPE ROUTE

EVAKUATSIOONI JA TULEKAHJU KORRAL TEGUTSEMISE SKEEM

2 KORRUSE PLAAN



TULEKAHJU KORRAL

Helista hädaabnumbril 112
Teavita inimesi ohust
Käivita tulekahjusignalisatsioon
Sulge uksed ja aknad
Lahku hoonest kasutades
evakuatsiooniteed

TINGMÄRGID

 TULEKAHJU
TEATENUPP
 TULEKUSTUTI
 EVAKUATSIOONITEE

DIAGRAM OF ACTION IN THE EVENT OF A FIRE AND EVACUATION

FLOOR PLAN OF THE 2ND FLOOR

IN THE EVENT OF A FIRE

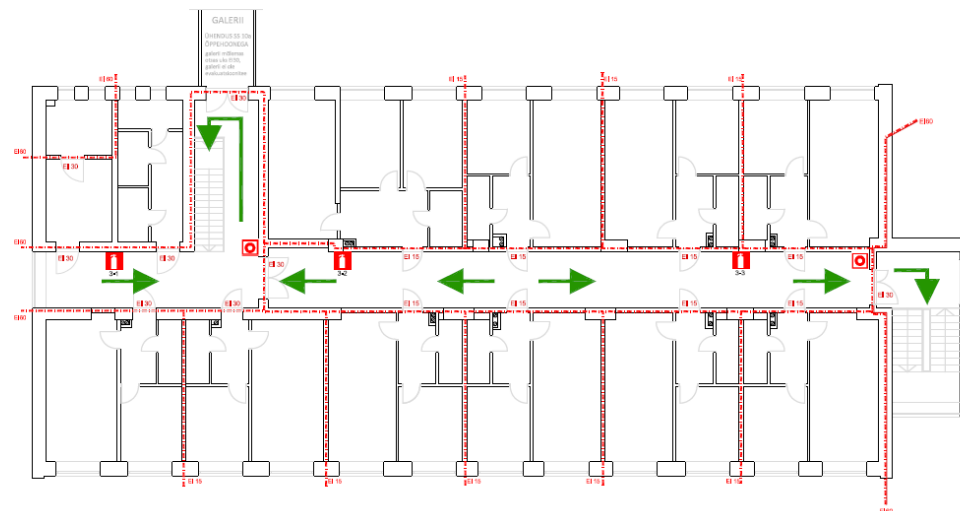
Call the 112 emergency line
Inform people about the danger
Activate the fire alarm signal
Close doors and windows
Leave the building, using emergency escape routes

LEGEND

MANUAL CALL POINT
FIRE EXTINGUISHER
EMERGENCY ESCAPE ROUTE

EVAKUATSIOONI JA TULEKAHJU KORRAL TEGUTSEMISE SKEEM

3 KORRUSE PLAAN



TULEKAHJU KORRAL

Helista hädaabinumbri 112
 Teavita inimesi ohust
 Käivita tulekahjusignalisatsioon
 Sulge ukseid ja aknad
 Lahku hoonest kasutades
 evakuatsiooniteed

TINGMÄRGID

TULEKAHJU
TEATENUPP

TULEKUSTUTI

EVAKUATSIOONITEE

<div>DIAGRAM OF ACTION IN THE EVENT OF A FIRE AND EVACUATION</div> <div>FLOOR PLAN OF THE 3RD FLOOR</div>	<div>IN THE EVENT OF A FIRE</div> <div> Call the 112 emergency line Inform people about the danger Activate the fire alarm signal Close doors and windows Leave the building, using emergency escape routes </div>	<div>LEGEND</div> <div> MANUAL CALL POINT FIRE EXTINGUISHER EMERGENCY ESCAPE ROUTE </div>
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APPENDIX 2. CONFIRMATION OF HAVING STUDIED THE PLAN OF ACTION IN THE EVENT OF A FIRE

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