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## **PLAN OF ACTION IN THE EVENT OF A FIRE**

10a Suur-Sõjamäe street,  
Tallinn



Tallinn 2018

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## 1. TERMS AND DEFINITIONS

**A fire** means an uncontrollable burning process located outside a special chamber, characterized by heat and smoke emission and entailing material or other damage.

**The plan of action in the event of a fire** means the instruction for the employees, teaching staff and students and tenants of rooms in the building of the Estonian Entrepreneurship University of Applied Sciences Mainor (hereinafter the EUAS), describing the procedure for evacuation in the event of a fire with due regard to the specific fire safety features of the institution. The plan of action consists of the sequence of actions (hereinafter the sequence) in case of a fire and evacuation and diagrams (hereinafter the diagram).

**The sequence** means the part of the plan which aims to provide the employees with an overview of the specific fire safety features of the institution and to communicate the instructions for acting in case of a fire and evacuation.

**A diagram** means a drawing of the building floor or emergency escape route which provides a graphic representation of the location corridors, stairwells, rooms, door openings, balconies, emergency escape routes and exits, emergency exits, fire alarm activation buttons, fire hose system cabinets and fire extinguishers as well as other important indications, if necessary. The diagram must be drawn for each floor of the building or emergency escape route where people may work or be present.

## 2. INTRODUCTION

The plan of action in the event of a fire (hereinafter the Plan) has been compiled to describe the university and office building at 10a Suur-Sõjamäe street, Tallinn (hereinafter the university and office building). 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, 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 university and office building at 10a 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.

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

#### 3.1 Characteristics of the building

The building is classified as having a fire-resistance rating TP2, which means that the building is primarily constructed of non-combustible materials. The whole building's net floor area is 2739.2 m<sup>2</sup>. The amount of combustible materials in the rooms is, as a rule, very small. The spread of fire is blocked by means of fire compartments. Fire escape stairwells, floor levels, the switchboard room, the boiler room, the ventilation chamber, server rooms and the wheelchair lift shaft are separate fire compartments. The probability of a fire is low. There are approximately 250 staff and students combined, some of whom may have restricted mobility.

The switchboard room is located on the first floor of the building and on the basement floor. Both rooms are constructed as separate fire compartments.

The sprinkler room is located on the basement floor of the building, on the side situated along Keevise street. The sprinkler room has a separate street entrance.

The gas boiler room is located on the basement floor of the building in Wing A.

The building is equipped with a wheelchair lift. The shaft of the wheelchair lift is located in Wing B. **The wheelchair lift cannot be used for evacuation.**

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. First-aid equipment: 1 kit is located in the study consultants' office of the study center.

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

The rescue station closest to the building is the Kesklinna rescue station of the Northern Regional Rescue Centre of the Rescue Board.

Access to the building for the rescue team has been ensured, and the entrance route for the rescue unit is marked with signs.

In the event of an emergency during non-business hours, when the building is locked, it can be accessed with the key which is safekept in the Hostel at 10 Suur- Sõjamäe street, Tallinn.

##### 3.1.1 Arrangement of the building

FLOOR	AREA	PURPOSE
basement floor	829.3 m <sup>2</sup>	Utility spaces, classrooms, catering, cafeteria
1 <sup>st</sup> floor	907.5 m <sup>2</sup>	Entrance hall, classrooms, office rooms, utility spaces
2 <sup>nd</sup> floor	944.0 m <sup>2</sup>	Classrooms, office rooms
attic		Utility space
TOTAL	2739.2 m <sup>2</sup>	

### **3.1.2 Business hours**

Office rooms: Monday through Friday, 08:00 to 18:00  
Cafeteria: Monday through Friday, 10:00 to 17:00  
Classrooms: Monday through Friday, 08:30 to 21:30  
Classrooms: Saturday, Sunday, 09:00 to 17:00 (extension courses). There are no designated staff responsible for fire safety in the building after 17:00. The building is empty during the night.

### **3.1.3 Response to emergency**

The employee responsible for fire safety in the building and the adjoining territory is the study environment manager. From 08:30 to 17:00 the staff responsible for evacuation and identifying the location of the automatic fire-alarm signal are Tallinn EUAS study organization specialists in accordance with their work schedule.

### **3.1.4 Emergency escape routes and exits**

The building must be evacuated through fire escape stairwells. Exit routes, emergency escape routes and emergency exits are marked with evacuation signs. The maximum length of an emergency escape route from any point in a room to two exits is 60 meters. 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.

There are 5 emergency exits. On the basement floor, the emergency escape route goes through the corridor directly outside through the doors located on either end; another route goes through the door in Wing A, and one more leads outside through the corridor in Wing B.

The emergency escape route from the 1<sup>st</sup> floor of the main building goes through the corridor to the fire escape stairwells, which form separate fire compartments, at either end or through the corridor in Wing A to the balcony and to the ground down a stone staircase.

The emergency escape route from the 2<sup>nd</sup> floor II goes to the fire escape stairwells, which form separate fire compartments, at either end of the corridor.

The doors along the emergency escape route open in the direction of the route destination.

## **3.2 Emergency fire extinguishing equipment and fire safety installations in the building and their description**

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

- 6-kilogram ABC dry powder extinguishers;
- a 6-kilogram CO<sub>2</sub> gas extinguisher in the server room;
- the automatic fire-alarm system (the AFS) with its control unit located in the stairwell next to the building entrance door;
- smoke control system in the corridors;
- sprinkler systems (automatic fire extinguishing system) in the corridors;
- 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.

### **3.3 Description of the emergency fire extinguishing equipment and fire safety installations**

The **fire extinguishers** in use are mainly 6-kilogram ABC dry powder extinguishers and one 6-kilogram CO<sub>2</sub> fire extinguisher in the server room. The extinguishers are located in specially labeled cabinets or placed visibly on the walls; 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 AFS control unit is located in the stairwell next to the building entrance door. The study organization specialist is responsible for checking AFS signals and responding to them. The ventilation system is switched off when the fire-alarm system is activated.

**Smoke** is **removed** from the fire escape stairwell through windows that can be opened, and mechanical smoke control is provided in emergency escape corridors.

The purpose of the **sprinkler system** (automatic fire extinguishing system) is to contain the spreading of fire in the area protected by the fire extinguishing system in the event of a fire and, if possible, extinguish the fire. The sprinkler system has been installed in the corridors of the building. The sprinkler system receives water from the city water supply system, and its feeding valve is located in the sprinkler control assembly.

**Emergency lights** provide autonomous lighting for one hour in case of a power outage. Emergency lights illuminate general public areas, emergency escape routes and emergency exits. 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.

## **4. 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;
- 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.

**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.

**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), 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).

## **5. 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.

Holder responsibility: the tenant 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 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 or providing the electronic signature. Fire safety must be ensured in the building and the adjoining territory in accordance with the established obligations.

## **5.1 Obligations of the building owner 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.

## **5.2 Obligations of the holder (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;
- ensuring that the personnel have studied this plan (they must sign Appendix 2 or provide the electronic signature), know the location and operation principles of the fire safety installations in the building, know emergency escape routes and follow fire safety requirements;
- checking that fire doors are kept closed;
- 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.

***Under section 44 of the Fire Safety Act***, violation of the fire safety requirements for the building is punishable by a fine of up to 300 fine units, and up to 3,200 euros if committed by a legal person.

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

## 6. INSTRUCTIONS ABOUT REPORTING THAT A FIRE HAS OCCURRED

### 6.1 Receiving an alert about a fire and reporting it

People in the building are notified about a fire by means of a **fire-alarm signal**. The **fire-alarm signal** starts **automatically** when the AFS is activated (when the smoke from the fire reaches a smoke detector or a sprinkler bulb breaks because of the high temperature).



**Photo: manual call point**

The fire alarm signal is transmitted in the whole building simultaneously. The AFS activating in the event of a fire is the primary means of giving a fire-alarm signal. If the automatic fire-alarm system has not been activated, the person who has discovered the fire must push the button on a manual call point, inform the **study organization specialist** about the fire and notify other people on the floor where the fire is located that a fire has started. Information about an emergency in the building can be provided by means of a verbal notification or by pressing the button on a manual call point. A manual call point is normally located near an emergency exit or on the wall along an emergency escape route.

You must press the glass on the manual call point until the red light is on. Make sure that you press hard! Information about discovering a fire must be given to all colleagues 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.

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

- **ADDRESS** (Suur-Sõjamäe 10a, 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.

If necessary, the study organization specialist will inform the following in the assembly area about the event:

- the rector
- the manager of Mainor Ülemiste AS

In case the AFS is activated, the security company team will also arrive on site.

## **7. EVACUATION GUIDELINES**

### **7.1 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.

The signal for evacuation is the AFS alarm signal or verbal instructions. EUAS employees must verbally pass on this information to students and visitors.

### **7.2 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.

### **7.3 Persons responsible for evacuation**

- The general manager of evacuation is the **study organization specialist**. It must be decided on the spot who will start identifying the cause of the alarm signal and who will start the evacuation.
- The person responsible for the rental area of the cafeteria or the evacuation manager is responsible for the evacuation from the area they are renting.

### **7.4 Assembly point**

The primary assembly point is in the park behind the university building. Upon arriving at the assembly point, the evacuation manager or the person appointed by them must register who of the employees are 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 and students). 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 Hostel at 10 Suur-Sõjamäe street, Tallinn.

## **8. INSTRUCTIONS FOR RESPONDING TO THE AFS ALARM SIGNAL**

### **8.1 Instructions for responding to the activation of the AFS alarm signal**

- 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).

### **8.2 The following must identify the location and cause of the AFS alarm signal:**

- **Study organization specialist(s).** It will be decided on the spot who will start identifying the cause of the alarm signal and who will start the evacuation.

### **8.3 Instructions for the evacuation manager's response to the AFS activation**

- Identify the location of the alarm activation on the AFS panel, using the AFS diagrams;
- check the alarm location;
- in case of the actual fire call the Alarm Centre line 112;
- 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 floor plans of the areas filled with smoke;
- 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).

If the alarm is activated by the button of the manual call point pressed without a cause, by steam, dust, smoke or any other cause than an actual fire, the **study specialist** must be immediately informed by phone (6101900), and the cause of the false alarm must be eliminated as soon as possible.

In case of a false alarm, the **study specialist must**:

- identify the location of the alarm activation on the AFS panel, using the AFS diagrams;
- check the alarm location;
- inform people in the building;
- if checking the alarm location reveals that the alarm was false, switch off the sound signal and abort the alarm;
- inform the security company control center that the alarm was false if it could not be aborted within the first 3 minutes (the phone number is in the cabinet where the AFS control unit is located).

## 9. 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. In case of a fire during non-business hours, when the building is locked, it can be accessed with the key which is safekept in the Hostel at 10 Suur-Sõjamäe street, Tallinn.

It is important to provide the head of the rescue operation with initial information.

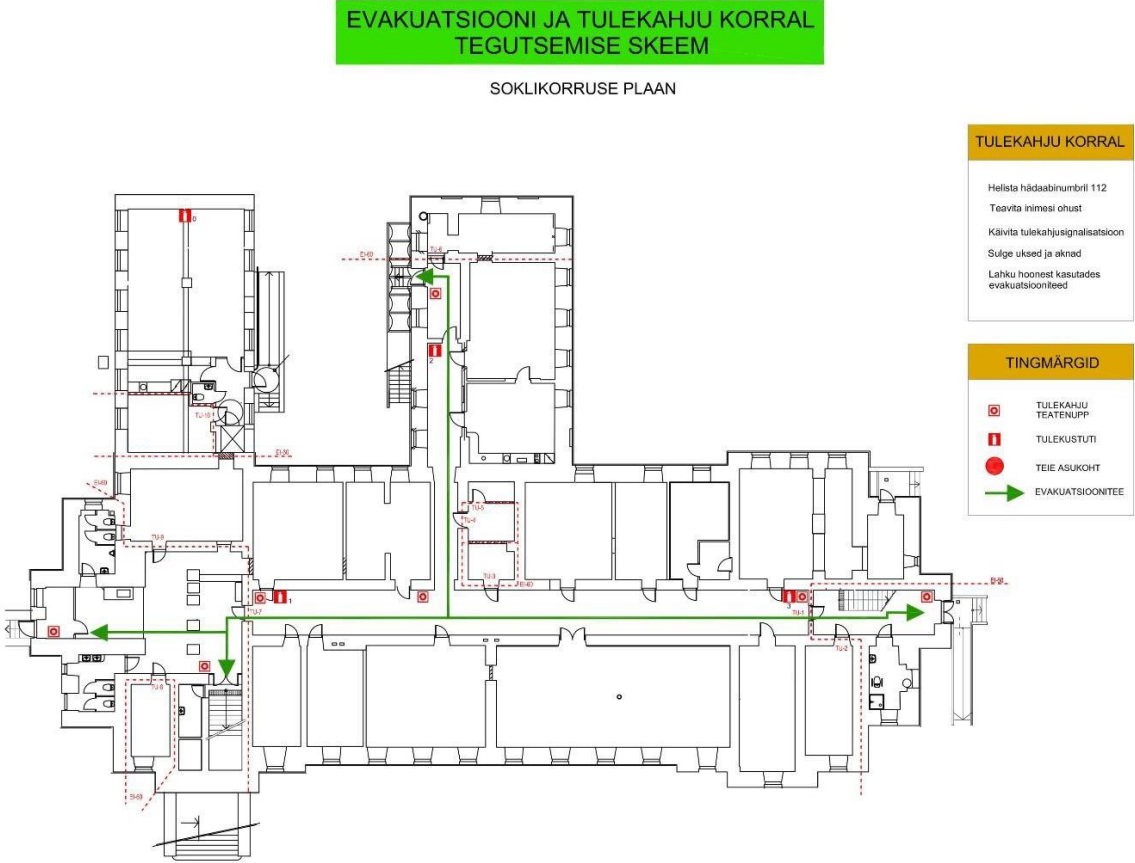
**Upon the arrival of the rescue team, inform its head about the following:**

- 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;
- information about fire safety installations and utility systems:
  - the main distribution board (on the basement floor);
  - the location of the AFS control unit (next to the main entrance door; the diagrams can be found there as well, or the study organization specialist has taken and given them to the head of the rescue operation);
  - the location of the control buttons of the smoke control system (in the corridors – next to the AFS control unit; or the study organization specialist has taken and



- given them to the head of the rescue operation);
- the control assembly of the automatic fire extinguishing system (in the water metering unit);
- locations of distribution boards (on the first floor and basement floor of the building)

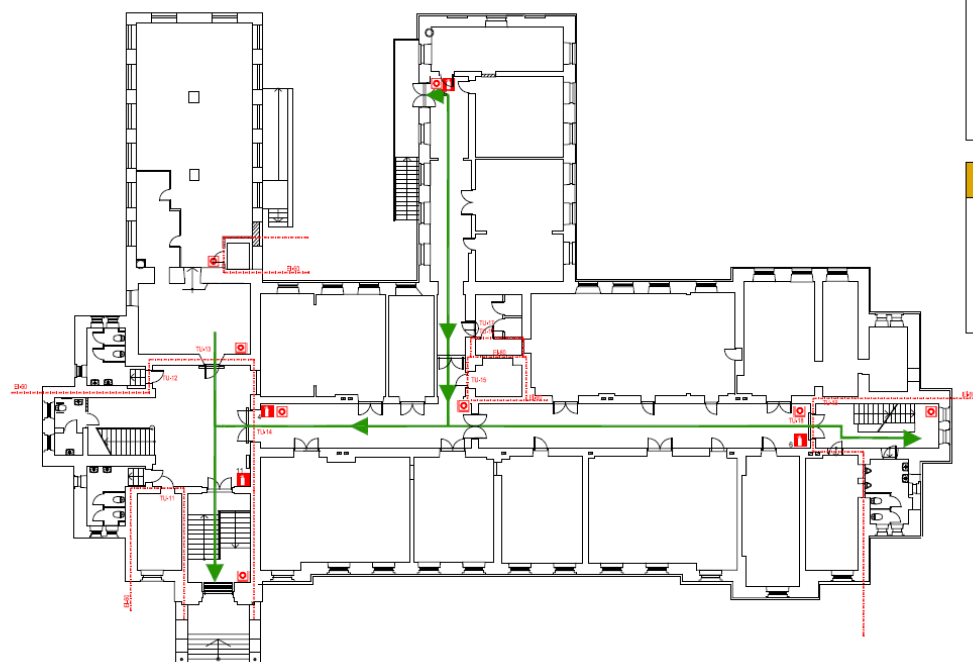
APPENDIX 1. EVACUATION DIAGRAMS



<div>DIAGRAM OF ACTION IN THE EVENT OF A FIRE AND EVACUATION</div> <div>FLOOR PLAN OF THE BASEMENT 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 You are here Emergency escape route</div>
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# EVAKUATSIOONI JA TULEKAHJU KORRAL TEGUTSEMISE SKEEM

1 KORRUSE PLAAN



**TULEKAHJU KORRAL**

Hellista hädaabnumbrit 112  
Teavita inimesi ohust  
Kõlvita tulekahjusignalsatsioon  
Sulge uksed ja aknad  
Lahku hoonest kasutades  
evakuatsiooniteed

**TINGMÄRGID**

☐ TULEKAHJU  
TEATENUPP  
🔥 TULEKUSTUTI  
● TEIE ASUKOHT  
➡ EVAKUATSIOONITEE

## DIAGRAM OF ACTION IN THE EVENT OF A FIRE AND EVACUATION

FLOOR PLAN OF THE 1ST FLOOR

## IN THE EVENT OF A FIRE

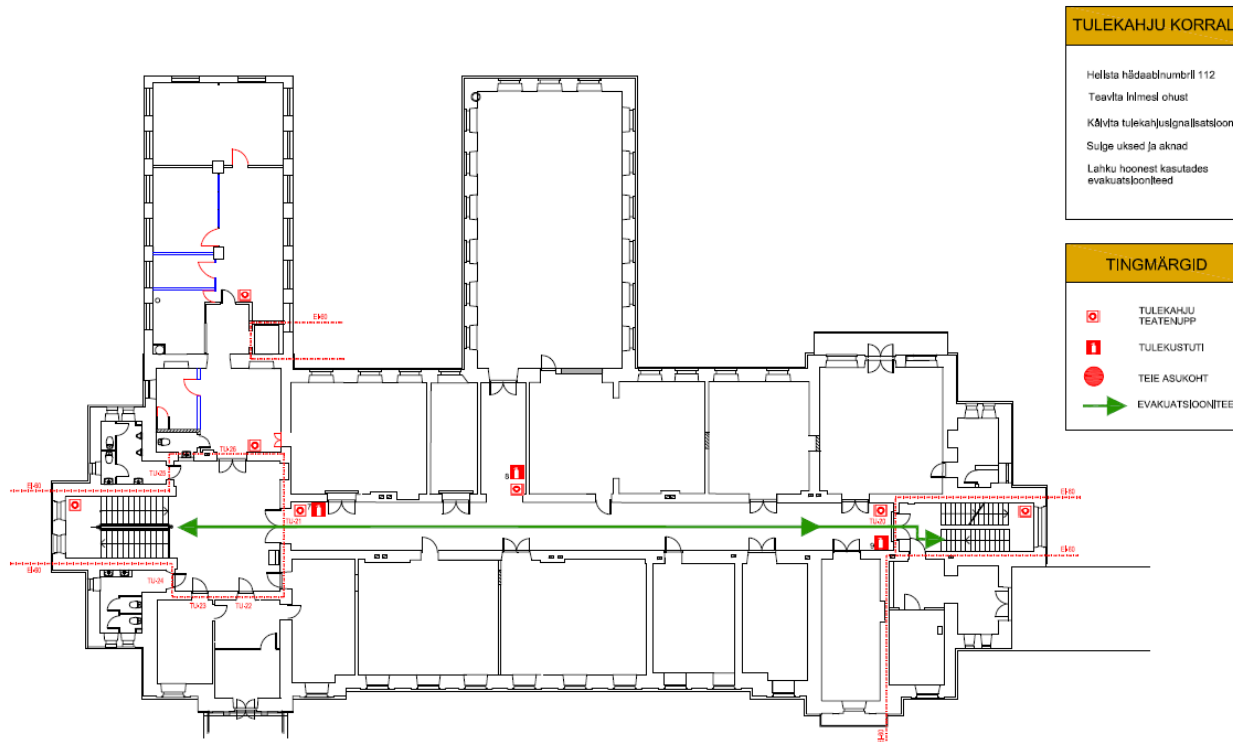
Call the 112 emergency line  
Inform people about the danger  
Activate the fire alarm signal  
Close doors and windows  
Leave the building, using emergency  
escape routes

## LEGEND

Manual call point  
Fire extinguisher  
You are here  
Emergency escape route

# EVAKUATSIOONI JA TULEKAHJU KORRAL TEGUTSEMISE SKEEM

2 KORRUSE PLAAN



## DIAGRAM OF ACTION IN THE EVENT OF A FIRE AND EVACUATION

FLOOR PLAN OF THE 2ND FLOOR

## IN THE EVENT OF A FIRE

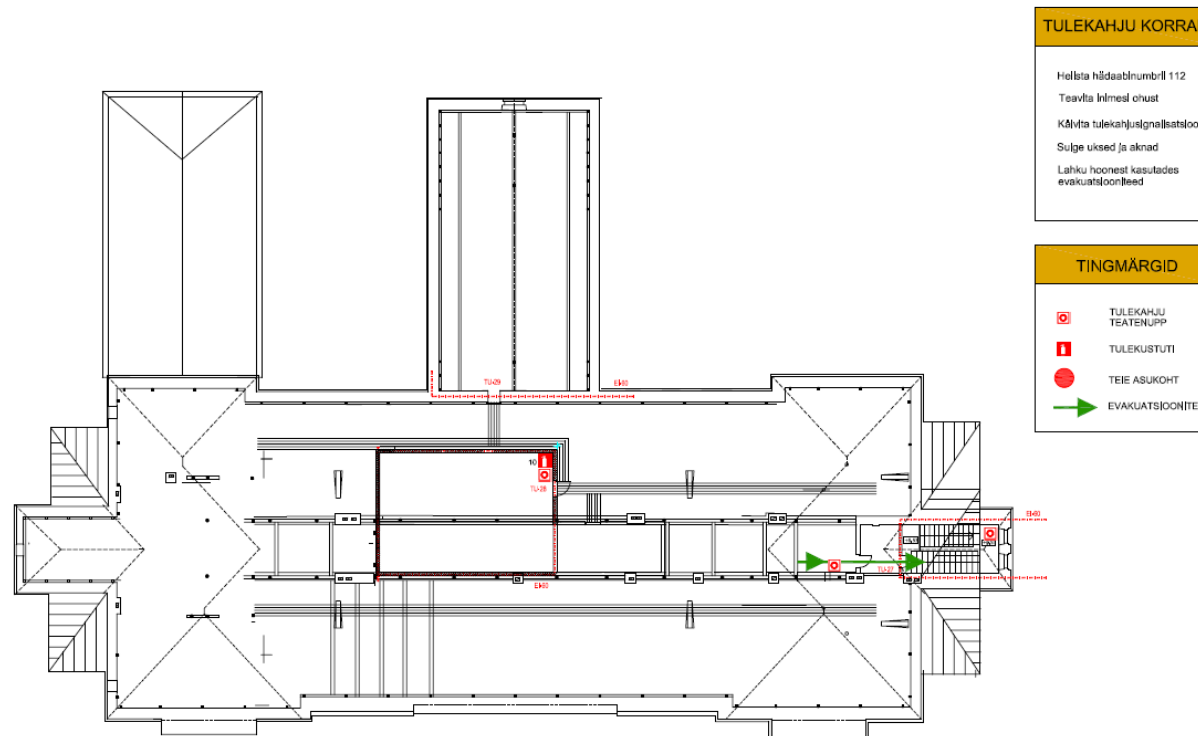
Call the 112 emergency line  
Inform people about the danger  
Activate the fire alarm signal  
Close doors and windows  
Leave the building, using emergency  
escape routes

## LEGEND

Manual call point  
Fire extinguisher  
You are here  
Emergency escape route

# EVAKUATSIOONI JA TULEKAHJU KORRAL TEGUTSEMISE SKEEM

PÖÖNINGU PLAAN



## DIAGRAM OF ACTION IN THE EVENT OF A FIRE AND EVACUATION

FLOOR PLAN OF THE ATTIC

## 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  
You are here  
Emergency escape route

## APPENDIX 2. CONFIRMATION OF HAVING STUDIED THE PLAN OF ACTION IN THE EVENT OF A FIRE

[illegible]

