

# Action plan in the event of a fire

MTÜ Tartu Üliõpilasküla  
Raatuse 22, Tartu

*The action plan in the event of a fire is a set of instructions for the employees of MTÜ Tartu Üliõpilasküla that describes the procedure for evacuation and the manner of conduct in the event of a fire, taking into consideration the special fire safety features of the building. The plan consists of a plan of action and evacuation in the event of a fire and appendices which constitute an integral part of the plan.*

*This action plan in the event of a fire (hereinafter referred to as the 'plan') has been drawn up on the basis of regulation no. 43 'Requirements for plans of action in events of fire and organisation of evacuation training drills and fire training drills' of the Minister of the Interior.*

*All employees, irrespective of their profession and qualification, have to familiarise themselves with the plan. The plan aims to provide employees with general knowledge for ensuring fire safety and the procedure of eliminating possible hazardous conditions and taking action in such conditions. All matters related to fire safety are resolved pursuant to valid legal acts.*

*The management of MTÜ Tartu Üliõpilasküla ensures that all employees have access to the plan at all times.*

*The management of MTÜ Tartu Üliõpilasküla organises fire safety training for employees corresponding to their job or position before they commence work or change jobs and evacuation and fire training drills for employees at least once a year.*

**All employees are obliged to avoid the risk of fire, adhere to the instructions provided in this plan and know how to use available firefighting equipment.**

**Persons who have violated legal acts that lay down fire safety requirements may be subject to proceedings for the imposition of criminal or administrative penalties, depending on the consequences of the violation.**

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## Description of building and staff

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### 1.1 Description of MTÜ Tartu Üliõpilasküla, working time and staff

MTÜ Tartu Üliõpilasküla's area of activity is the rental of student housing and the provision of accommodation services (hostel). The maximum number of people is 750. The student dormitory is open 24/7 and at least one employee is present in the building around the clock.

### 1.2 Building

The student dormitory has six floors above the ground with a surface of 12,567 m<sup>2</sup>. According to the fire safety classification, the building is listed as a type II building (accommodation building). The building is fire resistant and belongs to the first fire resistance class (TP 1). The estimated fire load of the building is up to 300 MJ/m<sup>2</sup>. The building has been divided into separate fire protection sections to limit the spread of fire. Rooms (three rooms in one zone), technical rooms and evacuation stairwells constitute separate fire protection sections.

### 1.3 Evacuation

The first floor is evacuated via four emergency exits that lead directly outside of the building at ground level. Evacuation of the upper floors is carried out using three evacuation stairwells which lead directly outside the building. The evacuation routes and emergency exits of the building are designated with an emergency lighting system and can be opened without a key from the inside. The closest and safest emergency exit should be chosen.

*See the evacuation schemes in APPENDICES 1-3*

## Ensuring fire safety

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In terms of fire prevention, the everyday correct conduct of employees is as important as the structural preparation for potential fires and the availability of firefighting equipment. Fires are often caused by the careless use of electrical equipment, smoking in places not intended for that purpose, the use of open fire, works involving an open flame or another activity which poses a risk of fire.

**In order to avoid the risk of fire and ensure safety in the event of a fire, employees are obliged to adhere to the requirements laid down in legal acts and set out by the management of MTÜ Tartu Üliõpilasküla.**

**The person responsible for fire safety is obliged to:**

- make sure that employees and students adhere to fire safety requirements;
- check the safety and conformity of the building, room and device in their possession and use;
- make sure that basic fire extinguishing equipment is in order and free access thereto is guaranteed;
- ensure that the fire safety installations required in the building are maintained;
- implement measures to prevent fires;
- ensure safe evacuation and make sure that all emergency exits can be quickly opened from the inside;
- prevent the obstruction of evacuation routes and exits with combustible material or other items;
- prevent the placement of combustible material under the stairs;
- assist the official exercising state supervision in carrying out supervision and determining the reasons for a fire and comply with their precepts in a timely manner; and

- make sure that fire safety requirements are adhered to when works involving an open flame are carried out.

All natural persons are obliged to:

- comply with fire safety requirements; \*
- take part in fire drills;
- be familiar with the action plan in the event of a fire;
- be acquainted with the flammable properties of the materials and inventory etc. stored in the rooms under their responsibility;
- refrain from activities that may cause a fire or an explosion;
- be able to use the means of communication and the firefighting equipment available in the building;
- take primary measures to prevent fire from spreading and to extinguish the fire;
- know their obligations in the event of a fire; and
- immediately notify the emergency services at the number 112 and MTÜ Tartu Üliõpilasküla or its management if a fire or another accident is discovered.

**Please note! Smoking is prohibited inside the building.**

**\*Requirements arising from legal acts:**

- *Fire Safety Act adopted by the parliament (<https://www.riigiteataja.ee/akt/13314859>)*
- *Minister of the Interior's regulation 'Fire safety requirements for storage of combustible materials and hazardous substances' (<https://www.riigiteataja.ee/akt/13356396>)*
- *Minister of the Interior's regulation 'Requirements for works involving an open flame' (<https://www.riigiteataja.ee/akt/13357221>)*

## Fire prevention installations

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The building is equipped with the following fire safety installations for detecting and extinguishing fires, conducting safe evacuation and reducing proprietary damage<sup>1</sup>:

- fire extinguishers (6 kg powder, 2 kg carbon dioxide extinguishers)
- fire hose system cabinets
- an autonomous fire alarm system
- an emergency lighting system
- smoke vents

### 3.1 Fire extinguishers

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<sup>1</sup> A device or technical system meant for detecting a fire, restricting the spread of fire and smoke and conducting safe evacuation and rescue works.

A fire extinguisher is meant for extinguishing a fire by a single person at the initial stage of the fire<sup>2</sup>. 6 kg dry-powder extinguishers (image 1) are available on every floor, and 2 kg carbon dioxide extinguishers are located in the room of the organisation's employee on the first floor, in the laundry room and next to the main switchboard room (image 1.1).

*The locations of fire extinguishers are presented in **appendices 1-3** to this action plan.*

**6 kg dry-powder extinguisher** – mass of extinguishing agent 6 kg, operating time 18 seconds. A universal fire extinguisher – suitable for extinguishing solid substances, liquid fuels, gas and electrified equipment. The operating temperature of the extinguisher is from -30 to +60 °C. Reusable, must be refilled after every use.

**Dry-powder extinguishers effectively put out fires of classes A, B and C.**



**Solid substances** – extinguishes fires involving solid substances which are of primarily organic origin and smoulder when burning (wood, paper, textile and combustible fibres, etc.).



**Combustible liquids** – extinguishes fires involving combustible liquids and solid melting substances (oil, petrol, solvents, resins, glues, grease, most plastics, etc.).



**Combustible gases** – extinguishes fires involving gases (natural gas, acetylene, propane, hydrogen, etc.).

**Please note!** Dry-powder extinguishers may be used to put out fires involving electrical wires and equipment with a voltage of up to 1000 V.

**2 kg carbon dioxide extinguisher** – its extinguishing agent is carbon dioxide, a gas that reduces the amount of oxygen at the source of fire to such an extent that the fire is put out; it also cools down surfaces and prevents them from reigniting. CO<sub>2</sub> extinguishers are used in rooms with valuable fine electronics (laboratories, server rooms and telephone switchboards).

Carbon dioxide extinguishers put out fires of classes A, B and C and may be used to extinguish fires involving electrical wires and equipment with a voltage of up to 1000 V. Carbon dioxide extinguishers are not as effective as dry-powder extinguishers, but their advantage is the low level of contamination in the



**Image 1**  
*6 kg dry-powder extinguisher*



**Image 1.1**  
*2 kg süsihappegaas-keustuti*



**Image 1.2**  
*Inscription on a powder extinguisher*

<sup>2</sup> This is the earliest stage of a fire that has broken out. The room temperature at this stage is approximately 38 °C. The oxygen content in the air is approximately 20%. The average duration of the initial stage is 1-4 minutes. A fire which is in the initial stage can be extinguished with basic fire extinguishing equipment. The next stage of a fire, or rollover, starts once the mixture of combustible gases emitted by the burning substances reaches 300 °C and it cannot be extinguished using basic fire extinguishing equipment.

surroundings. They are also used to extinguish fine electronics because carbon dioxide does not damage the other electronic equipment in the room.

### **Before using a fire extinguisher**

Before using a fire extinguisher, examine the instructions provided (image 1.2). It is necessary to find out which class of fire this specific extinguisher is meant for and how to use it.

**Instructions for the use of fire extinguishers are in chapter 5.1**

***Fire extinguishers must be regularly examined, checked and maintained, if necessary. The examination, inspection and maintenance of fire extinguishers must be entered in a log.***

### **Before using a fire extinguisher**

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## **3.2 Fire hose system cabinets**

Fire hose system cabinets meant for extinguishing a fire in its initial stage are located in various places throughout the building (image 2). A fire hose system cabinet contains a hose, a nozzle and a water valve, which are connected to one another. Fire hose cabinets are designed to be located so that every point in a room can be covered with at least two streams ( $2 \times 2.5$  l/s). Fire hose cabinets are marked with a fire safety sign (image 2.1). User instructions are affixed to the inside of the door of the hose cabinet. The area in front of hose cabinets may not be used for storage – free access to the interior of the cabinet must be guaranteed at all times. The hose system must be used according to instructions in the event of an accident.

**Instructions for the use of hose cabinets are in chapter 5.1**

*The locations of hose cabinets, water valves and power supply are presented in **appendices 1-3** to this action plan*

***The fire hose system must be regularly examined, checked and maintained. Examination, inspection and maintenance activities must be entered into a log.***



**Image 2**  
Fire hose system cabinet



**Image 2.1**  
The fire safety sign at the location of the fire hose

## **3.3 Autonomous fire alarm system**

There is an autonomous fire alarm system in the building (hereinafter referred to as the 'ATS') which gives automatic notification of fires as well as errors that endanger its functionality.

The ATS consists of:

**A central unit** (image 3) – supplies fire detectors with the power necessary for them to function and is used to receive fire notifications, make the notifications audible and visible and determine the location of the fire source. The ATS central unit is located in the room of the organisation's employee.

**Fire detectors** (image 4) – smoke and temperature detectors which observe physical and chemical phenomena connected to a fire in the controlled area constantly or at short intervals. They will transmit a signal to the central device in the event of a fire.

**Fire alarm buttons** (image 5) – a fire notification can be manually sent to the central unit using these. *The locations of fire alarm buttons are presented in **appendices 1-3** to this action plan.*

**Alarm devices** (image 6) – give an audible warning to notify of the fire.

The ATS is activated:

- when fire detectors react to the heat or smoke emitted by a fire;
- when a fire alarm button is pushed; or
- in exceptional circumstances as the result of a system failure (dusty detectors etc.).

When the ATS is activated, the location of the alarm is displayed and an audible alarm is sounded in the building.

When the system is activated:

- elevators stop functioning and move to the first floor;
- the ventilation system is closed;
- a fire notification is sent to the control centre of the contractual security company; and
- the fire notification is forwarded to the rescue services and a rescue team of the Rescue Board is sent to the site.

*Please note!* Pay particular attention to avoid causing **false alarms** with your activity in the building. It is prohibited to remove, touch, cover or physically damage fire detectors in any other way or to push fire alarm buttons without reason.

***The ATS system must be regularly inspected and maintained. Inspection and maintenance activities are recorded in the log. The log is filled in by the user and the maintenance company. All alarms and errors must be entered in the log. The entries must include the cause of the alarm or the error and the actions taken.***



**Image 3**  
ATS central unit



**Image 4**  
Fire detector



**Image 5**  
Fire alarm button



**Image 6**  
Alarm device

### 3.4 Emergency lighting system



The evacuation routes and emergency exits of the building are equipped with an emergency lighting system aimed at ensuring safe evacuation and the easy detection of emergency exits. Emergency lighting is divided into anti-panic lighting and evacuation lighting.

**Evacuation lighting (image 7)** – the lights above emergency exits remain switched on when the power supply is cut off; these designate specific doors that lead outside of the building.

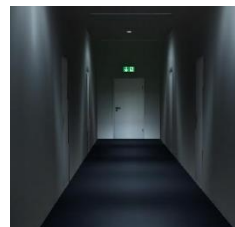
**Anti-panic lighting (image 7.1)** – when the power supply is cut off, a certain number of battery-powered general lights remain switched on to ensure the required visibility on evacuation routes.

The safety lights will stay on for at least **one hour** after the power supply is cut off.

*The safety lights must be regularly checked and maintained. Inspection and maintenance activities are recorded in the log. The log is filled in by the user and the maintenance company. All errors must be entered in the log. The entries must include the cause of the error and the actions taken.*



**Image 7**  
Evacuation lighting



**Image 7.1**  
Anti-panic lighting

### 3.5 Smoke vents

Smoke is removed from the building via smoke vents (image 8). The smoke vents are located in the ceilings of evacuation stairwells on the sixth floor.

The aim of smoke removal is to ensure safe evacuation and facilitate the activities of the rescue team by creating a fresh air zone with better visibility, a more tolerable temperature and cleaner air in the room on fire. Smoke vents are opened and closed using control buttons located next to the room of the organisation's employee on the first floor.

Smoke vents may be opened only upon the instruction of the rescue work coordinator and in cooperation with the rescue services! Employees are not allowed to open the smoke vents. It is prohibited to use the smoke vents for airing in summer or for other purposes! *The locations of the buttons for opening smoke vents are presented in **appendices 1-3** to this action plan.*

*Smoke removal systems must be regularly checked and maintained. Inspection and maintenance activities are recorded in the log. The log is filled in by the user and the maintenance company. All errors must be entered in the log. The entries must include the cause of the error and the actions taken.*



**Image 8**  
Control button and smoke vents

## Activities of the staff in the event of a fire

Irrespective of the specific situation, evacuation usually gives rise to a state of great chaos and disarray. The aim of the following chapters is to describe the organisation of evacuations and activities to ensure the safety of people in the building in the event of a fire.

#### Role designations used in instructions with short descriptions of their activities

Role	Explanation
<b>Organisation's employee</b>	The employee is present at the student dormitory 24/7.
<b>Customer</b>	A person who rents housing and uses accommodation services.
<b>Person who discovers the fire</b>	An employee or a customer who discovers the fire.

#### Terms used in instructions, with explanations

Term	Explanation
<b>Assembly point</b>	An area located outside of the building at a safe distance where evacuated people gather.
<b>Fire</b>	An uncontrollable burning process taking place outside of a specific fireplace, characterised by the emission of heat and smoke, property damage and health hazards.
<b>Signs of fire</b>	Seeing smoke or flames.
<b>Evacuation order</b>	An agreed audible warning given by ATS alarm bells indicating that the building must be evacuated.
<b>Emergency call</b>	A call concerning a hazardous situation at the emergency services centre's number <b>112</b> .
<b>Emergency exit</b>	A freely passable doorway at the end of an evacuation route.
<b>Rescue work coordinator</b>	A rescue services official managing the rescue works (the primary RWC has a blue helmet; later, a rescue worker with an orange jacket and helmet).

## 4.1 Activities in the event of discovering a fire

The main task of employees who have discovered a fire is to determine the extent of the fire, extinguish it if possible and report the fire.

If you detect a fire or notice signs of a fire:	
1.	Suspend your activities.
2.	Take a fire extinguisher and try to put out the fire at its initial stage; ask colleagues to help you if necessary (using several fire extinguishers simultaneously is more effective).
3.	If the alarm bells have not been activated yet, press the closest fire alarm button to activate them.
4.	Call the emergency number <b>112</b> .
5.	Notify the people in the vicinity of the fire in a loud voice and provide instructions, as to which evacuation route to use and where to gather.
6.	Evacuate from the building, using the shortest and safest evacuation route.
7.	Go to the assembly point.

## 4.2 Activities in the event of an ATS alarm

In order to ensure safety, it is important to begin the evacuation as soon as possible. Employees must not rely on the rescue services to organise the evacuation because the fire will have spread by the time of their arrival. In favourable conditions, the rescue services arrive within around ten minutes of the emergency call; fire extinguishing and rescue work will start even later. The arrival of the rescue services at the site may take longer (*e.g. the rescue team is attending to a previous call*). As a result, it would be wise to try to extinguish the fire in its early stage before the arrival of the rescue services at the scene. Fire spreads quickly, leaving little time for you to extinguish it and begin evacuation.

The ATS notifies you of a potential fire in the building. If it is activated, the building must be evacuated immediately and everyone must head to the assembly point. You can return to the building when the reason for the ATS alarm has been checked by the person responsible.

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*The agreed evacuation order in the building includes the continuous ringing of ATS alarm bells, the sighting of signs of fire and verbal evacuation orders.*

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#### 4.2.1 Activities of the organisation's employee in the event of an ATS alarm

The main task of the organisation's employee is to determine the location of the fire, give an evacuation order in the event of a fire and meet the rescue services as they arrive.

When the ATS alarm bells are activated:	
1.	Suspend your activities.
2.	Take your mobile phone and the master key.
3.	Go to the ATS central unit and turn the alarm bells off (if the cause of the alarm is unknown).
4.	Using the central unit, determine the alarm zone (the location of the fire).
5.	Take the layout plans from the central unit and inspect the alarm zone.
If you detect an ATS false alarm:	
6.	Specify the detector or fire alarm button that gives the alarm.*
7.	Restore the normal state of the ATS.**
8.	Make an entry in the ATS log.***
9.	Notify the customers at the assembly point of the false alarm so that they can resume their routine activities.
If you detect a fire or notice signs of a fire:****	
10.	Activate the ATS alarm bells using the closest alarm button.
11.	Try to put out the fire at its initial stage, using basic fire extinguishing equipment.
12.	Call the emergency number <b>112</b> .
13.	Organise the evacuation of the people in the hazard area.*****
14.	Evacuate from the building, using the shortest evacuation route and go straight to the assembly point.
When you have reached the assembly point:	
15.	Meet the rescue services as they arrive and forward information regarding the event to the rescue work coordinator.*****
<b>Please note!</b>	<p>*A red LED light is on (does not flicker) on the detector under alarm (or on the fire alarm button).</p> <p>**If the ATS cannot be restored, immediately notify the system administrator.</p> <p>***All fire alarms (real as well as false), errors, interruptions, disconnections and maintenance works must be registered with dates in the ATS log.</p> <p>****In the event of a fire, it is important that evacuation can be carried out on the floor where the fire is located as well as the floor above. For this purpose, the evacuation manager must determine the areas that are assigned to members of staff. The priority is to evacuate the burning wing of the building first, followed by people in the adjacent wing and on upper floors. Customers are evacuated from other blocks and other floors of the burning block by order of the rescue work coordinator.</p> <p>*****After discovering a fire and giving an evacuation order, customers within the hazard area must be evacuated. Using the master key, you must enter all the rooms on the floor of the fire</p>

	<p>and instruct the customers to evacuate by saying the following phrase in a loud voice: “There is a fire. Please leave the building.”</p> <p>*****In favourable conditions, the rescue services arrive at the scene around five minutes after the emergency call. It is important to ensure that evacuation has been carried out by that time and that people have been counted. You have to meet the arriving rescue services in front of the building and forward the following information to the rescue work co-ordinator:</p> <ul style="list-style-type: none"> <li>• the source of the fire and how to access it (show on layout plans)</li> <li>• whether an evacuation has been carried out, whether there are/may be people in the building and whether anyone is injured</li> <li>• the potential locations of people who are trapped in the building (show on layout plans)</li> <li>• where the ATS central unit is located</li> </ul> <p>After providing basic information about the situation, the evacuation manager must remain available (stay in the same location) because the rescue services may need more information as the situation changes.</p>
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#### 4.2.2 Activities of customers

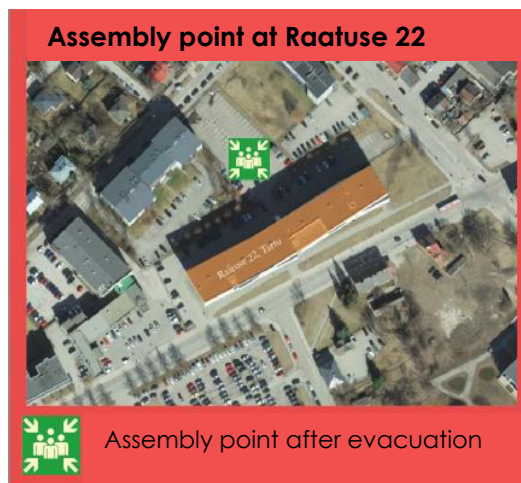
The main task of customers who are in a burning building is to evacuate and reach the assembly point.

<b>When the ATS alarm bell starts to ring:</b>	
1.	Suspend your activities.
2.	Go to the corridor and assess the situation in the closest evacuation routes and stairwells.*
3.	Continue your usual activities if no fire is detected and the ATS alarm bells stop ringing within three minutes.
<b>If the ATS alarm bells ring continuously for more than three minutes or if you notice signs of a fire:</b>	
4.	Evacuate from the building using the shortest and safest evacuation route.
5.	Head to the agreed assembly point.
<b>When you have reached the assembly point:</b>	
6.	Find out whether your roommates and the people who were in the neighbouring room of the same box have been evacuated from the building.
7.	If it becomes clear that a person is missing, an employee of MTÜ Tartu Üliõpilasküla, a security guard or the rescue work coordinator must be notified immediately.
8.	Stay at the assembly point until further instructions are provided.
<b>Please note!</b>	*Open the door and make sure that there is no smoke in the corridor or in the nearest evacuation stairwell. The inspection must be carried out until the reason for the alarm has been clarified or the ATS alarm bells stop working.

### 4.3 Actions to be taken at assembly point

Everyone who was in the building must move to the agreed assembly point after evacuation. The agreed assembly point is the car park in the inner yard of the building (see the scheme).

The evacuated people have to gather at the assembly point in a manner that does not obstruct rescue services' access to the site. To the extent possible, check whether the people who were in the same room with you have left the building. If missing people are detected, *an employee of MTÜ Tartu Üliõpilasküla* must be notified. Due to the shortage of staff, it is not possible to count people after evacuation.



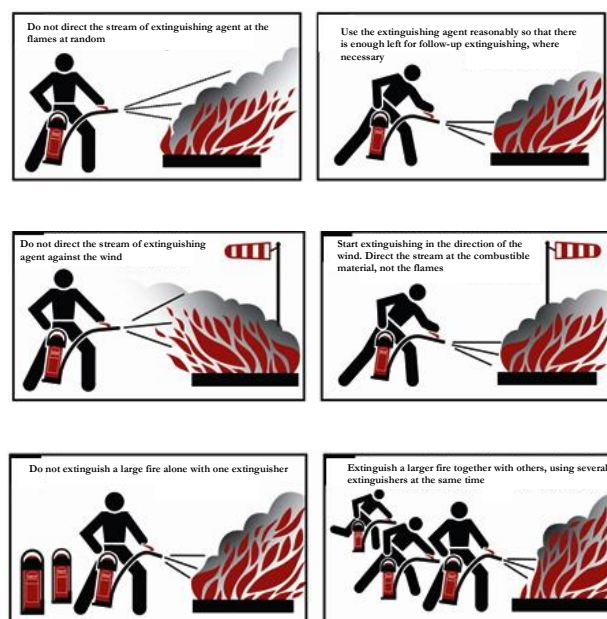
## Extinguishing and limiting the spread of fire

### 5.1 Use of basic fire extinguishing equipment

The person who discovers a fire may start extinguishing it with the firefighting equipment available on the site. The choice of extinguishing equipment must be based on the type of combustible material (A, B or C) and the extent of the fire. It is reasonable to use a portable fire extinguisher for eliminating small fires. If there are larger local fires, make sure to use several extinguishers or the fire hose system.

#### Using a fire extinguisher

- take the fire extinguisher and move towards the source of fire
- keep at a distance of 3-5 m from the fire
- hold the extinguisher by the bottom handle and remove the safety catch (splint)
- take the end of the hose and direct the extinguishing agent at the fire
- press the trigger (top of the handle)
- if the extinguisher is outdoors, extinguish the fire in the direction of the wind
- when extinguishing solid items or materials, the extinguishing agent must be aimed at the surface of the most intense point of the fire using sweeping motions
- multiple extinguishers must be used simultaneously in order to extinguish larger fires
- when extinguishing a liquid in an open, low container, the extinguishing agent must be aimed at the liquid at an angle, against the inner wall of the container, if possible



- when extinguishing spilled burning liquid, start from the sides and gradually cover the whole burning surface with the extinguishing agent
- the use of fire extinguishers for any purposes for which they are not intended is prohibited
- after use, the extinguisher needs to be taken for maintenance to be cleaned and filled

### Fire hose system cabinet

When using the fire hose system, remember that it is hard and cumbersome to move around with a pressurised hose and thus it is recommended for use by two people. In addition, potential water damage caused by the extinguishing water to the building and its interior must be taken into consideration. When the source of the fire has been extinguished, the water must be cleaned up immediately to prevent it from getting under the floor or in the wall constructions. Fire sites in the initial phase should first be extinguished using an extinguisher. Only once this is unsuccessful should the fire hose system be used. When using the fire hose system, remember that it is not possible to use it to extinguish liquid fuels or electrified equipment (before extinguishing, the current must be cut off to the electrical equipment).

#### Using a hose cabinet

- turn off the electrical power at the place of use
- make sure that the hose, nozzle and water pipe are connected to one another
- make sure that the nozzle is in the closed position
- uncoil the hose fully
- open the water valve situated on the pipeline
- extend the pressurised hose line to the source of fire
- open the nozzle valve, direct the stream to the source of fire and extinguish the fire

#### After use

- close the nozzle and the valve situated on the pipeline immediately after extinguishing the fire (less damage to the interior of the rooms)
- dry the fire hose
- restore the initial state of the system



Maximum stream length approx. 12 m

## 5.2 Limiting the spread of fire

If the fire has spread to a larger area (the entire room) or there is thick smoke or excessive heat, the main goal is to limit and localise it within the room(s). In order to do so, doors must be closed in the area of the fire to restrict its rapid spread and reduce the supply of oxygen. It is especially important to close the fire

doors between the fire protection sections because these doors limit the spread of the fire for 30-60 minutes. Closing the doors makes evacuation safer (the smoke does not spread to the evacuation stairwells) and significantly restricts the development of the fire.

## General guidelines for evacuation

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### *Evacuation*

After receiving the evacuation order, you must immediately escape from the building using the nearest and safest emergency exit (marked with an emergency light). Move calmly towards emergency exits. Change the direction of movement if there is a hazard on the evacuation route (a smoke zone caused by the fire, blocked evacuation routes, etc.) and use the back-up emergency exit. When escaping from a room full of smoke, stay low and crawl on your hands and knees, if necessary.

If it becomes evident during the evacuation that exiting the building is not possible due to the smoke zone, enter the closest room and close the door behind you. **Please note: Do not attempt to break through the fire front (including dense smoke).** If possible, immerse towels or clothes in water or any other non-combustible liquid and use them to seal the door in order to reduce the amount of smoke and toxic gases that get into the room. Immediately inform the emergency services of your location by calling 112. If possible, open the window and signal your location (waving your arms and shouting for help).

### *Managing the evacuation*

Upon evacuating people, it is of utmost importance to keep them calm. People in a panic easily submit to strong will and follow orders without thinking of their content. Speak in a voice that is as calm and loud as possible when leading the evacuation and try to take initiative.

The person organising the evacuation directs the staff and guests under their responsibility to the assembly point outside the building using the closest emergency exits. Movement towards emergency exits must take place in a calm manner. People must walk in single file in corridors. When moving through a dark corridor, keep one hand on the wall and walk slowly.

The person organising the evacuation checks or appoints persons to check public spaces (toilets, lounges, etc.). Employees carrying out the evacuation are the last to leave the building; they inspect the rooms, restrict the spread of the fire or take primary measures to extinguish it before doing so. The doors of checked rooms must be closed but **not locked**.



## Appendices

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Appendix 1 Evacuation scheme: 1st floor with assembly point

Appendix 2 Evacuation scheme: 2nd-5th floors

Appendix 3 Evacuation scheme: 6th floor

***Please note! The APPENDICES are integral parts of this action plan in the event of a fire; they must be updated and introduced to all employees along with the plan.***