

## FIRE SAFETY GUIDE

### Apartment building with commercial premises

Kadaka tee 141, Tallinn

#### 1. Introduction

This fire safety guide has been prepared for the lessees of the apartment building (hereinafter: the **Apartment Building**) at **Kadaka tee 141, Tallinn**. The purpose of the document is to prevent the risk of a fire breaking out, to ensure fire safety, and to establish operational requirements in the event of a fire.

**All lessees of the Apartment Building must review** these rules, and their review must be confirmed with a signature.

Persons who have breached legislation establishing fire safety requirements may be held liable in disciplinary, administrative or criminal proceedings, depending on the consequences of the breach.

#### 2. Responsibilities of a lessee in ensuring fire safety

1. When leaving home, each lessee inspects their apartment for fire safety and, if necessary, takes measures to eliminate a dangerous situation.
2. An open flame can be produced in the Apartment Building only with the permission of the person responsible for fire safety of the Apartment Building (the permission of the manager), and all measures must be taken to prevent the occurrence of a fire.
3. Getting acquainted with the availability and instructions for use of fire safety installations.
4. Informing the manager of a possible fire hazard.
5. A person performing work involving an open flame on the leased premises must have competence and hold a certificate for works involving an open flame. The place where temporary work involving an open flame is performed must comply with the requirements specified in the regulation on the performance of work involving an open flame. The performance of work involving an open flame must be coordinated in advance with the Apartment Building manager.
6. Smoking is permitted only in the designated area.
7. Fire doors must be kept in a closed position throughout the Apartment Building to ensure that a fire cannot spread outside the boundaries of the fire compartment.
8. It is forbidden to store flammable liquids or other flammable substances in containers with signs of leakage inside the apartments.

#### 3. Delivery of the guide and procedure for notification

1. The guide is sent to the lessees electronically upon conclusion of a residential lease contract, and the guide is also available on the website [www.eftenliving.ee](http://www.eftenliving.ee).
2. Lessees are obliged to review the guide and confirm this with a signature on the residential lease contract.

#### 4. Definitions

**Fire safety guide** – a document that establishes the requirements for action in the event of evacuation and fire, taking into account the specifics of fire safety in the Apartment Building. The guide contains an action plan for evacuation and fire action (hereinafter: the *action plan*) and evacuation schemes (hereinafter: the *scheme*).

**Lessee** – a lessee of the Apartment Building who is aware of the operating procedure of the Apartment Building in case of fire.

**Evacuation scheme (hereinafter: the scheme)** – a drawing of the floor or evacuation area of the Apartment Building, graphically describing the locations of corridors, stairways, premises, doorways, balconies, evacuation routes and exits, emergency exits, manual call points, fire hose system cabinets, fire extinguishers, and other relevant markings. Evacuation schemes are installed on the walls of each floor.

**Evacuation route** – a freely accessible, safe pathway, designated with evacuation markings, which leads through the Apartment Building to the emergency exit.

**Emergency exit** – a freely accessible door, marked with an evacuation marking at the end of an evacuation route, which can be opened from the inside without a key.

**Assembly point** – a designated place where evacuated people gather and where they are counted.

**Head count** – additional checking of family members by lessees at the assembly point.

**Fire safety self-check** – checking the safety and conformity of the devices used on the leased premises, ensuring the availability and accessibility of the required life-saving equipment and fire safety installations, ensuring the proper use of evacuation routes and emergency exits.

## 5. Data affecting the evacuation and action in the case of fire

### 5.1 Contact

Person responsible for fire safety	Manager Reiko Urbla
Phone number	Phone: 5373-7050
E-mail	reiko@olemar.ee

### 5.2 Rules for smoking

1. Smoking is prohibited inside the Apartment Building.
2. Smoking is allowed outside the Apartment Building in designated areas.
3. Before throwing matches or cigarette butts in the trash, it must be made sure that they are completely extinguished.

### 5.3 Evacuation routes

1. **The safest and shortest evacuation route must be used when evacuating the Apartment Building.**
2. When evacuating, move along designated evacuation routes. Escape routes marked with evacuation signs lead either directly outside or to stairwells leading to the exit.
3. The locations of evacuation routes and emergency exits (doors) are on the walls of each floor.
4. **An evacuation route must not be obstructed or contain objects or equipment that could endanger safety in the event of evacuation.**

	The cause of the fire	Fire prevention measures
1	Failure of electrical equipment and/or use of non-standard electrical equipment	Only electrical equipment that is in good working order and without defects can be used. Before use, it is necessary to ensure that the electrical equipment is in good condition.
2	Breach of requirements in the performance of work involving an open flame.	Works involving an open flame can only be performed by trained and certified persons who strictly monitor compliance with the requirements for the performance of works involving an open flame.
3	Technological or electrical equipment in operation left unattended	The person responsible constantly monitors the operation of the equipment and if it is not permitted to leave the equipment unattended while in operation, it shall be switched off before leaving.
4	Smoking in a place not intended for that purpose	Smoking is only permitted in the designated area. Before throwing matches or cigarette butts in the trash, it must be made sure that they are completely extinguished.
5	Deliberate arson	The lessees monitor the actions of all other lessees and guests of the Apartment Building to prevent possible malicious arson.
6	Negligence with an open flame	When using an open flame, it is not left unattended. An open flame must be extinguished when leaving the room.
7	Forces of nature – in the case of being struck by lightning	The Apartment Building is equipped with a lightning protection system. The system is maintained in accordance with the maintenance instructions.

## 6. Primary fire extinguishing equipment and fire safety installations

### 6.1 Primary fire extinguishing equipment

Any lessee who discovers a fire at an early stage that can be extinguished without endangering themselves must do so using primary fire extinguishing equipment. A small fire can be extinguished using:

1. a fire extinguisher;
2. a fire blanket;
3. water.

Be careful with electrical appliances!

#### 6.1.1 Use of primary fire extinguishing equipment

Portable extinguishers are primary fire extinguishing equipment. The Apartment Building is equipped with **6 kg ABC powder extinguishers and 5 kg carbon dioxide (CO<sub>2</sub>) fire extinguishers**. The exact locations are indicated on the evacuation scheme.

1. **ABC powder extinguishers** are for extinguishing combustible solids, combustible liquids and combustible gases.

Attention! The use of ABC powder extinguishers indoors leads to high dust pollution, ruins devices and equipment. The risk of re-ignition persists, as the powder does not cool the combustible material.



2. Class AB carbon dioxide extinguishers 5 kg (CO<sub>2</sub>) designed primarily for extinguishing electronic systems.



**Usage:**

- remove the safety pin;
- take the extinguisher in one hand and the end of the hose in the other;
- aim the nozzle into the fire no closer than 1 m; a suitable distance is 2–3 meters;
- squeeze the lever and smother the fire with powder dust.

**Look at the extinguisher label to see which substances can be extinguished and how the extinguisher should be used.**

	<b>1</b> EEMALDA KAITSESPLINT
	<b>2</b> SUUNA OTSIK PÖLEMISKOLDESSE. ÄRA SEISA TULEKOLDELE LÄHEMAL KUI 1m
	<b>3</b> VAJUTA PÄÄSTIKULE



**E** Võib kasutada kuni 1000 V pingega elektriseadmete kustutamiseks

## ADVICE ON USING A FIRE EXTINGUISHER

CORRECT

WRONG



DO NOT EXTINGUISH AGAINST THE WIND



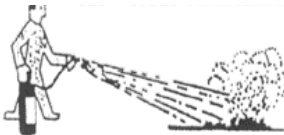
EXTINGUISH THE BASE OF THE FLAME, NOT THE TOP



DO NOT EXTINGUISH FROM THE MIDDLE OF THE FIRE; START AT THE EDGE



START LOW WHEN EXTINGUISHING AN OIL OR GASOLINE FLAME, INTO THE FLAME



IN THE CASE OF A SMALL FIRE, DO NOT JUST EMPTY THE EXTINGUISHER



IN THE CASE OF A LARGE FIRE, IT IS BETTER TO USE TWO EXTINGUISHERS AT ONCE

## 6.2 Automatic fire alarm system

**Automatic fire alarm system** (hereinafter: AFAS) – the office spaces on the ground floor are covered with an addressed AFAS which allows the central unit to show the location of the fire with the accuracy of the sensor

In the event of a fire alarm, the signal moves from the fire detector or the manual call point to the central unit (the locations are given on the evacuation schemes in Annex 1). The alarm is indicated by an audible warning from the central unit and by alarm bells that have been activated.

The following commands are triggered with the activation of the AFAS:

1. Alarm bells are triggered.
2. The ventilation system stops.
3. The alarm is communicated to the security company.
4. Elevators go down to the ground floor.
5. The locking system releases the latch of a door equipped with an access system, so that the door can be used in the case of an evacuation.
6. Doors usually fixed in the open position close in the event of an alarm from the sensors or manual call points of the AFAS zone located on either side of the door.

### 6.2.1 AFAS components

1. Central unit (in the stairwell at the entrance)
2. Smoke and temperature sensors



3. Manual call point. Press on the glass to give notice of a fire. The manual call points are located at the emergency exits and their locations can be seen on the floor evacuation schemes and AFAS layout diagrams.



4. Fire alarm bells. The bells are installed in the Apartment Building in a dispersed manner to ensure audibility in all parts of the Apartment Building.



## 6.3 Emergency lighting

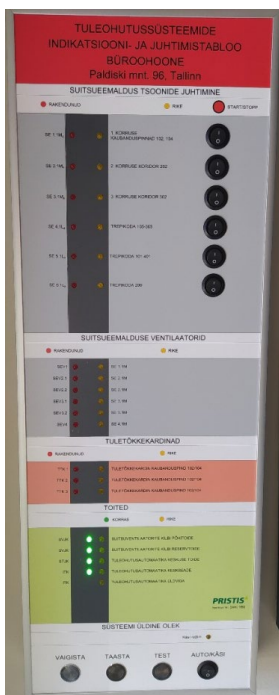
The Apartment Building has evacuation lighting that allows for the exiting of the danger zone and the carrying out of rescue efforts in the case of damage to the general lighting or a power outage. The minimum

operating time of emergency lighting on the ground through 4th floors is 1 hour, and on floors 5 through 11, it is 2 hours.



#### 6.4 Smoke extraction

The Apartment Building is equipped with a smoke extraction system, the controls of which are located both on specified floors next to the stairwell door, and next to the AFAS central unit, which is located on the ground floor at the firefighting support point of the Apartment Building.



**Extraction of smoke and heat from the Apartment Building is carried out only with the permission and guidance of the rescue work coordinator!**

#### 6.5 Firefighting water supply inside the building for the rescue brigade (wet riser)

To facilitate the work of the rescue team, the Apartment Building is equipped with a firefighting water supply for the rescue brigade (wet riser) inside the building; the connection points are installed in all stairwells at the level of each floor (except for the ground floor).

#### 6.6 Fire curtains

The openings of the atrium on the 2nd floor are designed to be closed with four fire curtains. The curtain control centre is installed both on the 2nd floor of the Apartment Building next to the stairwell door, as well

as next to the AFAS central unit of the given building volume, which is located on the ground floor in the firefighting support point of the Apartment Building. **Please note! By holding down the control centre button, the curtains open; after letting go of the button, the curtains close.**

## 6.7 Firefighting support point and firefighting and rescue equipment control centre

The firefighting support point and the firefighting and rescue equipment control centre provided for the Apartment Building are located in a separate common room built as a fire compartment, which is located on the ground floor of the Apartment Building, in room No. 102 next to the low stairwell near the entrance.

## 7. Guidance on reporting a fire

### 7.1 Checking a fire report

1. When the AFAS alarm bells are triggered, all lessees are obligated to make sure that the cause of the fire alarm is not in their immediate vicinity.
2. The employee responsible for the AFAS heads to the AFAS central unit, silences the alarm bells, identifies the alarm zone on the central unit, and proceeds to check the corresponding zone.
3. If it is not possible to enter the lease premises that transmitted the alarm and there are no direct signs of fire, the person responsible for fire safety must be notified by phone.
4. If the alarm was triggered by a call point activated without a reason, steam, dust, smoke, or other human error that is not a fire, then the Apartment Building manager must be notified.
5. Every lessee in the Apartment Building who discovers signs of a fire (flames, smell of burning, smoke, crackling, verbal reference) is obligated to investigate the matter to determine the cause of these signs.
6. In the event of an AFAS fire alarm, each lessee in the Apartment Building must, before leaving the room, identify whether the cause of the alarm is not in their area of responsibility (on the leased premises).

### 7.2 Actions in the case of a false alarm

1. A lessee who has discovered a false alarm must notify the Apartment Building manager thereof.
2. If no signs of fire are detected during the inspection of the AFAS alarm, then the other lessees and the person responsible for fire safety will be notified.

### 7.3 Communicating fire information to persons in the Apartment Building

#### 7.3.1 Discovery of a fire

1. Sound the fire alarm with the alarm bells by triggering the nearest manual call point.
2. Verbally inform persons in the vicinity of the fire and in the danger zone.
3. Verbally inform other people in the Apartment Building, too.
4. If possible, save people in the danger zone (**NB! NEVER RISK YOUR OWN LIFE TO SAVE ANOTHER**).
5. Notify the Emergency Response Centre by calling 112.
6. Use primary fire extinguishing equipment, try to eliminate the fire.

#### 7.3.2 Calling the emergency phone number 112

**When calling the Emergency Response Centre, remain calm, answer their questions accurately and concisely.**

1. Describe what has happened (what is burning, to what extent, on which floor).



2. Report the address of the accident site (**Kadaka tee 141, Tallinn**).
3. Inform the rescue coordinator whether there are people and/or animals in any rooms and whether there is a danger to them, whether there are any casualties.
4. Report the exact location of the fire in the Apartment Building.
5. Follow the instructions of the Emergency Response Centre.
6. Do not end the call without permission.
7. Do not turn off the phone – the rescue coordinator may still need further information.
8. If the situation changes significantly before the arrival of the rescue team, make sure to inform the Emergency Response Centre thereof.

## 8. Actions in the case of fire

	Process	Description and order of actions	Performed by
1	Alarm validation	From the AFAS central unit, silence the alarm bells, determine the location of the fire, and head to validate the alarm.	Person responsible for the AFAS
2	Reporting an event	If you discover a fire, <b>trigger a manual call point</b> (if the alarm bells have not already been activated) and immediately notify the <b>Emergency Response Centre by calling 112</b> . Inform the lessees next door of the fire.	Person responsible for the AFAS, lessees
3	Evacuation of people from the Apartment Building	If you receive an evacuation alert, start from evacuating your family members. Lead visitors staying in the Apartment Building safely out of the Apartment Building. Make sure that the doors and windows are closed.	Lessees
4	Head count of evacuees	At the assembly point, double-check that all family members have exited the Apartment Building.	Lessees
5	Extinguishing the fire until the arrival of rescue services	From the moment a fire is detected, arrange for the fire to be extinguished, if possible. Use all fire extinguishing equipment in the Apartment Building to put out the fire.	Lessees
6	Briefing the rescue team about the event and participating in the rescue efforts	Meet the rescue team, describe the event and location. Pass on the results of the head count to the rescue coordinator.	A lessee who has information about the fire. A lessee on whose lease space the fire occurred.
7	Turning off utility systems	Organising the shutdown of utility systems, if necessary.	Person responsible for lessees and fire safety.

## 9. Action in the event of evacuation

### 9.1 Evacuation

Evacuation is the mandatory exiting of a room, the Apartment Building or a certain area to a safe place in the event of a risk of fire or other accident.

1. The evacuation is organised as a mass evacuation, meaning the immediate exit of all people in the Apartment Building from the Apartment Building.
2. The people at greatest risk need to be evacuated first. As a matter of priority, people must be evacuated from the burning room, from adjacent rooms and the rooms above, followed by all other people; however, if possible, evacuation from all zones takes place simultaneously. When evacuating, movement must be along designated evacuation routes.
3. On the ground floor, it is also possible to use windows as an emergency exit for evacuation.

## 9.2 In an evacuation situation, it is forbidden to:

1. Ignore the evacuation command.
2. Enter a pocket of smoke or fire.
3. Leave the assembly point without coordinating this with the rescue coordinator.
4. Enter the Apartment Building or fire compartment where the accident has occurred.

## 9.3 Evacuation alert

5. Alarm bells have been ringing consecutively for more than 120 seconds;
6. Verbal notification from a lessee;
7. **In the event of imminent danger to life or health, evacuation must be started without waiting for the alert.**

**Please note! In an emergency situation, alarm bells must not be silenced before the danger has ceased to exist or the rescue coordinator has ordered this.**

## 9.4 Action upon receiving an evacuation alert

1. Discontinue current activities.
2. Turn off equipment that is not intended for unattended operation.
3. If necessary, provide assistance in evacuation.
4. When evacuating, make sure that evacuation has begun from the rooms located along your escape route.
5. Lead family members out of the Apartment Building along the nearest evacuation route.
6. Help those in need (persons with reduced mobility or those injured during evacuation).

## 9.5 Assembly point

When exiting the Apartment Building, you must head to the agreed assembly point.

If the assembly point has become dangerous or the assembly gets in the way of rescue efforts, then a new assembly point will be designated in cooperation with the rescue coordinator. **PLEASE NOTE! It is forbidden to leave the assembly point without permission of the rescue coordinator.**



### 9.6 Head count

1. The head count of evacuated residents is carried out at the assembly point.
2. Each lessee conducts a head count and check of their family members.
3. If the results of the head count show that people have remained in the Apartment Building or near the danger zone, the rescue coordinator must be notified immediately.
4. The rescue coordinator must be told the details of people who refused to evacuate.
5. If someone is left in the danger zone and it is difficult to rescue them due to high temperature and/or smoke density, the rescue coordinator must be informed immediately.

### 9.7 Duties of a lessee

1. When alarm bells are triggered, check the immediate vicinity of your apartment to see if there is smoke, fire, or a smell of burning.
2. If you have discovered a fire, trigger a manual call point and start the evacuation around the danger zone.
3. Call emergency services at 112.
4. If possible, try to extinguish the fire.
5. If you receive an evacuation alert, start by evacuating your family members (**if possible, also assist people elsewhere in the Apartment Building**).
6. When evacuating, help people with reduced mobility.
7. Make sure that the evacuation alert has reached all the people near you.
8. Make sure that all members of your family have arrived at the assembly point.
9. Inform the rescue coordinator of the people who refused to evacuate the Apartment Building at the first opportunity.
10. If during the head count it turns out that people may have remained in the Apartment Building, immediately inform the rescue coordinator.

**Leaving the scene is not permitted, as the rescue coordinator may need additional information about the peculiarities of the Apartment Building.**

#### **10. Guide for cooperating with rescue teams**

The rescue team generally arrives at the scene about 7–10 minutes after receiving the emergency call. By this time, an evacuation and the post-evacuation head count should have been carried out.

Provide the rescue coordinator with the following information:

1. The location, extent and accessibility of the fire.
2. The presence of people in the danger zone and its vicinity.

The person providing the information must remain available at the location agreed with the rescue coordinator after the initial information has been provided.

**It is necessary to obey the orders of the rescue coordinator.**



## SYMBOLS



Fire extinguisher



Manual call point



Evacuation route



Backup evacuation route



Electrical cabinet



Fire-retardant water curtain



AFAS central unit

## IN CASE OF FIRE

Call the emergency number 112

Inform people about the danger

Trigger the fire alarm system

Close all doors and windows

Leave the building using the evacuation route

Do not use the elevator