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## **Plan of action in the event of a fire**

**Tartu County, Tartu, Narva mnt 3  
Spark Hub OÜ**



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## 1. Description of particulars affecting evacuation and actions in the event of a fire

### 1.1 General

1.1.1 The purpose of this plan of action in the event of a fire in the **office building located in Tartu at Narva mnt 3** (hereinafter 'building') is to establish the rules for fire prevention, prevention and elimination of damage, and action in the event of a fire, so as to ensure quick, safe, and effective action by employees and other people in the building in the event of a fire, upon detection of a hazard, in notifying rescue services and people in the building, as well as in evacuation, limiting the spread of the hazard and damage, and using basic fire-extinguishing equipment.

1.1.2 The plan serves to establish actions to be taken in the event of a fire, as well as evacuation requirements within the building and on its grounds.

1.1.3 Herein (sections 6.1 and 6.2) an evacuation coordinator and evacuation leaders are designated and their duties during evacuation and in the event of a fire are established.

1.1.4 All employees must be familiar with this plan.

➤ This plan can shall be made available to all lessees.

➤ Lessees' representatives are required to introduce the plan to all of their employees.

➤ **Employees who are not familiar with the fire safety requirements are prohibited from working!**

1.1.5 This plan shall be reviewed and, if necessary, amended:

- upon changes to the rules and working conditions for the activity or process;
- in the event of a fire or other incident on the site;
- upon changes to the legislation on the basis of which this plan was drawn up;
- upon adopting new rescue equipment;
- after a fire drill, if circumstances have been identified on the basis of which it may be concluded that the existing plan is inadequate;
- upon receiving a precept issued by an official exercising state supervision.

1.1.6 Amendments to the plan must be made known to all employees working in the building.

### 1.2 Obligations of employees

Employees are obliged to:

- comply with all fire safety requirements laid down in the current legislation;
- check the safety and conformity of immovable property, buildings, premises and devices in their possession and the use thereof;

- ensure the safety of human life, property and the environment when using equipment and installations, and performing work involving an open flame;
- take measures for the prevention of the outbreak of fires and to refrain from activities which may cause a fire;
- ensure safe evacuation;
- to inform their direct manager and the Alarm Centre (emergency number 112) of any risk to human life or health;
- take initial measures for obstructing the spread of fire and for extinguishing the fire;
- know their obligations in the event of a fire;
- assist officials exercising state supervision in every way during their exercise of supervision and investigation of the causes of a fire by maintaining the situation which developed as a consequence of the fire until identification of the causes thereof, unless it would cause further damage;
- fulfil on time the precepts issued by an official exercising state supervision.

### **1.3 Obligations of management and persons responsible for fire safety**

Management and persons responsible for fire safety are obliged to:

- provide fire safety training to employees corresponding to the employee's job or position before the employee commences work or switches jobs, as well as an evacuation and fire action drill at least once a year;
- introduce to employees the fire safety requirements based on the nature of their job and workplace, and verify compliance thereof;
- ensure the accessibility and skills of using fire safety installations and rescue equipment to employees;
- inform employees of possible fire hazards and fire prevention measures.

### **1.4 Institution**

Owner of building: Spark Hub OÜ (reg. 12906734).

The list of lessees is included in Annex 3 to the plan.

Address: Tartu County, Tartu, Narva mnt 9

Person responsible for fire safety: Spark Hub OÜ property manager Kristiina Kodanik, phone 5025370, e-mail [kristiina@contriber.com](mailto:kristiina@contriber.com)

### 1.5 Field of use of the building

- Office building<sup>1</sup> – according to the regulation of the Minister of Economic Affairs and Communications “List of Building Use Classes”, the building is classified as an office building under class code 12201. According to regulation No. 17 of 7 April 2017 of the Minister of the Interior “Fire Safety Requirements and Requirements for Fire Water Supply”, the Spark Hub building falls under use class V (office building).

### 1.6 Total area

- The building has four floors with a net internal area of 3,144.6 m<sup>2</sup> (plinth area 1,291 m<sup>2</sup>).
- Areas of floors:  
1st floor – 1,104 m<sup>2</sup>, commerce, workshop, banquet hall  
2nd floor – 760.3 m<sup>2</sup>, office  
3rd floor – 651.6 m<sup>2</sup>, office  
4th floor – 575.3 m<sup>2</sup>, office
- The building is accessible by vehicle via Narva mnt and Raatuse Street. Access to the building is ensured and maintained all year round.

### 1.7 Number of people in the building

- Number of people in the building: during business hours (8:00–17:00), about 115 people.
- The number of visitors in the building varies widely depending on the time of day and day of the week (e.g., Markerlab workshop, banquet hall), maximum roughly 100 people.
- Occasionally at night about five people.
- Normally, there are no people who are unfamiliar with the building on floors 2, 3 and 4.
- Normally, there are no people who are unable to evacuate independently in the building.

### 1.8 Times of use

- Times during which there are employees of undertakings that operate in the building (see Annex 2) can be divided roughly into two: 1) undertakings operating during fixed hours, 2) undertakings present/operating in the building when necessary.

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<sup>1</sup> Use that covers the largest area.

- Therefore, times during which there are people in the building are largely irregular.

## **2. General description of the building**

### **2.1 Ventilation**

- 2.1.1 The building has forced ventilation. If the automatic fire alarm system (AFAS) is triggered, ventilation is deactivated.

### **2.2 Electricity**

- 2.2.1 The main electric switchboard is located in the electrical room on the first floor (see Annex 1).
- 2.2.2 When necessary, access to the main electric switchboard shall be organised by the evacuation coordinator, a person designated by them, or the leader of the rescue team.

### **2.3 Heating**

- 2.3.1 The building is heated through district heating.

### **2.4 Surveillance**

- 2.4.1 During working hours, compliance with rules is monitored by employees working in the building. Outside working hours, the building is under technical surveillance – the service is provided by G4S Eesti AS, a contractual partner of Spark Hub OÜ.
- 2.4.2 The building and its grounds are also secured with security cameras.

### **2.5 Escape routes and emergency exits**

- 2.5.1 All escape routes and emergency exits are marked.
- 2.5.2 If necessary, doors on escape routes can be opened without any tools (passage ensured).
- 2.5.3 The locations of escape routes and emergency exits are presented schematically in Annex 1 to this document.
- **The building must always be evacuated via the safest and nearest escape route!**
  - **Escape routes must not be blocked, and must be free of objects and equipment that may endanger the safety of users during evacuation!**

### **2.6 Basic fire-extinguishing equipment**

- 2.6.1 6 kg ABC dry chemical fire extinguishers and CO<sub>2</sub> fire extinguishers are available in the building.



**Photo.** ABC dry chemical and CO<sub>2</sub> fire extinguishers used in the building.

## 2.6.2 Fire hose system

To use the fire hose system, do as follows:

- 1) fully unroll the fire hose;
- 2) open the valve;
- 3) after opening the valve, open the nozzle;
- 4) aim the stream at the base of the fire;
- 5) after the fire has been extinguished, close the valve by turning it clockwise, then close the nozzle;
- 6) dry the hose and put it back in its place.

**Note!** The pressure in the hose can be relatively high and the hose is best handled by a team of two people!

Smaller fires are better extinguished with a fire extinguisher.

**If you are not sure that the power to the building is shut off, use of the fire hose is prohibited!**





**Photo.** Fire hose cabinet.

2.6.3 Basic fire-extinguishing equipment is located on escape routes or nearby (see Annex 1).

- **Basic fire-extinguishing equipment must be placed in a visible and easily accessible location, it must not be hidden behind other objects and access must be ensured at all times!**

## 2.7 Automatic fire alarm system (AFAS)

2.7.1 Fast fire detection is ensured by a conventional automatic fire alarm system (AFAS). The system enables the location of the fire to be identified by zone, and provides information about the spread of the fire. If the AFAS is triggered, a mobile unit will be dispatched by G4S Eesti AS to verify the accuracy of the alarm.

2.7.2 The alarm is displayed on the panel of the central unit. Location drawings, user manuals and maintenance logs are located by the central unit, which is located at the R-entrance of the building. (See Annex 1)

2.7.3 The AFAS monitors the entire building. The system is maintained by a contractual partner of Spark Hub OÜ.

2.7.4 Upon detection of a fire, whether by a fire detector or upon receiving a signal from a manual call point, the AFAS does the following:

- a fire alarm is displayed at the central unit of the AFAS;
- the alarm is automatically transmitted to the security company G4S Eesti AS;
- the alarm is transmitted via alarm devices.



**Photo.** AFAS central unit.

- **Manual call points (manual fire alarm activation devices) must be accessible at all times, and they must not be hidden behind other objects.**



**Photo.** Manual call point.

## 2.8 Smoke evacuation

2.8.1 On floors 1, 2 and 3, smoke and heat are evacuated by natural means, via doors and windows. The fourth floor is also equipped with smoke vents. The smoke vents can be opened via a switch located by the AFAS central unit.

- **Smoke and heat evacuation may only be initiated with the permission and under the guidance of the rescue work coordinator!**



**Photo.** Smoke vent opening switch.

## 2.9 Fire water supply

2.9.1 Fire water supply is provided via fire hydrants maintained by the city of Tartu in the vicinity of the building (e.g., in front of the building, on Narva mnt).

## 2.10 Smoking rules

2.10.1 Smoking inside the building is prohibited.

2.10.2 Smoking on the building grounds is only permitted in the designated area, provided that it does not disturb the visitors of the building or other employees, or create a fire hazard.

## 2.11 First aid equipment

2.11.1 First aid equipment is available in the kitchens of common areas (see Annex 1).

## 2.12 Risk of fire and explosion from activities and processes carried out in the building

2.12.1 Work involving an open flame is performed on the first floor of the building in accordance with subsection 13 (2) of the Fire Safety Act and regulation No. 47 of the Minister of the Interior “Requirements for Work Involving an Open Flame”.

## 2.13 Combustible materials and hazardous substances

2.13.1 There are no significant quantities of combustible materials or hazardous substances stored in the building.

## 2.14 Most probable fire scenarios and fire prevention

- Non-compliance with fire safety requirements – annual training sessions shall be carried out and new employees shall receive instruction upon commencement of work. All employees shall also be made familiar with this plan.
- Electrical system malfunctions – to prevent electrical equipment failures, electrical installation operation rules shall be established in the building (in accordance with the Electrical Safety Act). After finishing work, all used electrical equipment shall be switched off (including equipment not used in main activities, such as radios, etc.).
- Non-compliance with smoking rules – smoking rules have been established.
- Arson – direct prevention is difficult, however the risk can be minimised through employees' attentiveness to suspiciously behaving persons.
- Forces of nature (lightning, etc.) – the technical systems of the building shall be kept continuously in working order.

## 3. Evacuation

➤ **Evacuation is the forced retreat of people from a room, building or area to a safe location in the event of a fire or another incident or hazard.**

### 3.1 Action in the event of evacuation

#### 3.1.1 Signals to initiate evacuation are:

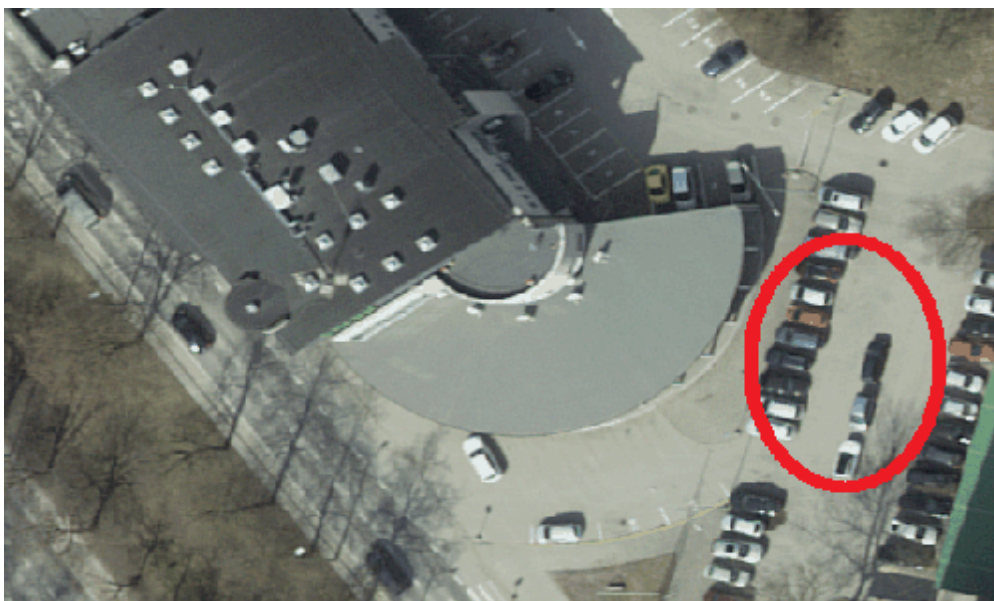
- the extended ringing of AFAS alarm bells (more than 120 seconds);
- the triggering of AFAS alarm bells for the second time;
- a verbal warning issued by a person who has discovered a fire.

➤ **In the event of immediate danger to human life or health, evacuation must be initiated without waiting for a signal!**

3.1.2 The decision to evacuate in the event of a fire shall be made by the evacuation coordinator indicated in section 6.1 of this plan. In the event of a rapidly developing incident, the hazardous area must be evacuated without waiting for an evacuation order.

3.1.3 People in the highest danger from any hazard must be evacuated first: evacuation must start with people in the burning room, then the rooms above and adjacent to it, and finally (if possible, all zones shall be evacuated simultaneously) all other people in the building.

3.1.4 After exiting the building, evacuees must move immediately to the assembly point. **The assembly point is located on the parking lot of the Demo Centre at Narva mnt 3.** If the assembly point is not safe, the evacuation coordinator shall designate a new assembly point.



**Orthophoto.** Building assembly point (marked in red).

3.1.5 Upon discovery of a fire, employees who are not engaged in evacuating people must organise fire extinguishing and property evacuation activities. Later rescue of property may only be carried out with the permission of the rescue work coordinator.

### **3.2 Duties of evacuation leaders**

3.2.1 The duties of evacuation leaders, where possible, are to:

- initiate evacuation of persons in their evacuation area upon receiving a signal to evacuate (and also to assist people elsewhere in the building, where possible);
- inspect all rooms within their evacuation area, where possible;
- conduct a head count of the people that have evacuated from their evacuation area and to communicate the results of the head count to the evacuation coordinator.

### **3.3 Head count**

3.3.1 The purpose of the head count is to verify whether all people in the evacuation area have left the building.

3.3.2 If it is found that someone is still in the danger zone and rescuing them is difficult due to high temperature and/or dense smoke, this must be relayed immediately to the evacuation coordinator and the Alarm Centre (emergency number 112), and, upon arrival of the rescue team, the rescue work coordinator.

3.3.3 The evacuation coordinator shall also be informed about any people who have refused to exit the building.

### **3.4 Obligations of evacuation leaders in the event of evacuation**

3.4.1 The main obligations of evacuation leaders are to:

- organise the verification of the accuracy of the alarm and to collect information about the incident;



- ensure early warning of all people of the hazard that has arisen throughout the premises;
- check whether emergency services have been called and, if necessary, call the Alarm Centre (again);
- guide people out of the building to the assembly point;
- where necessary, organise the guidance of people who are unable to evacuate independently to the assembly point by giving the relevant orders to evacuation leaders or other competent persons;
- organise denial/prevention of entry to the danger zone;
- receive head count information from evacuation leaders;
- receive rescue equipment and relay information about the location of the fire, the measures that have been taken to extinguish the fire, people who are in danger, potential hazardous materials, etc. to the rescue work coordinator;
- assist the rescue team as far as possible in carrying out rescue work.

**3.5 Prohibited actions:**

- ignoring an order to evacuate;
- entering the location of the smoke and fire;
- leaving the assembly point without permission;
- entering the building without permission.

#### 4. Action in the event of a fire

	Action	Description and order of action	Executor
1	Verification of the accuracy of the alarm	Check for the cause of the alarm; upon discovery of a fire, <b>activate the fire alarm</b> (if the alarm bells have not been triggered) and immediately notify the <b>Alarm Centre by calling the emergency number 112</b> .	Evacuation coordinator Person who discovered the fire
2	Notification of the incident	If the AFAS alarm is triggered and if possible, inform the evacuation leader of the respective area and the person responsible for fire safety.	Evacuation coordinator
3	Evacuation of people from the building	Upon receiving a signal to evacuate, lead or direct all people safely out of the building. Check that all doors and windows are closed.	Evacuation coordinator and leader; doors/windows to be checked by all employees in the building.
3.1	If evacuation from the building is impossible due to smoke and/or high temperature	Stay in your room or enter the nearest room and close the door behind you. If possible, soak available towels or clothes in water or another non-combustible liquid and use them to seal cracks around the door to prevent smoke, etc. from entering the room. If you are carrying a phone, immediately notify rescue services of your location by calling the emergency number 112. Open the windows of the room, draw attention to your location, wave your arms and call for help.	Persons who are unable to evacuate
4	Evacuee head count	Conduct a head count of the people that have evacuated from the area for which you are responsible and communicate the results of the head count to the evacuation coordinator.	Evacuation leader
5	Fighting the fire until rescue services arrive	Upon discovery of a fire and <u>if possible</u> , organise fire extinguishing and property evacuation with the help of employees who are not engaged in evacuating people. Use all fire-extinguishing equipment available in the building for extinguishing the fire.	Evacuation coordinator Evacuation leader Other employees in the building also, where possible
6	Describing the situation to the rescue team and	Meet the rescue team, describe the situation and the location of the incident. Relay head count results to the rescue work coordinator	Evacuation coordinator

	providing assistance at the incident command post	and be ready to provide assistance at the incident command post.	
7.	Switching off technical systems	Arrange for technical systems to be switched off, where necessary.	Evacuation coordinator or a person designated by them

## 5. Instructions for cooperation with the rescue team

Upon arrival of the rescue team, the evacuation coordinator must inform the rescue work coordinator:

- of what is on fire and to what extent;
  - whether there are any people in the building, how much danger they are in, and whether anyone is injured;
  - of the shortest route to the injured persons (location of the fire) and the approximate distance (in metres);
  - of any other hazards related to the fire (risk of explosion, toxic chemicals, etc.);
  - of the locations of the main electric switchboard, the central unit of the automatic fire alarm system (AFAS), and the fire water supply.
- **The evacuation coordinator must not leave the scene, as the coordinator of the fire-extinguishing and rescue work may need additional information about the particularities of the site.**



## 6. Contact details of evacuation coordinators and evacuation leaders

### 6.1 Evacuation coordinator<sup>2</sup>

No.	Evacuation coordinator	Contact details
1	G4S Eesti AS security team	1911
2	Joosep Henrik Sild	phone: 5900 1147, e-mail: joosep@contriiber.com
3	Kristiina Kodanik	phone: 5025370, e-mail: kristiina@contriiber.com
4		

### 6.2 Evacuation leaders

Evacuation area	Evacuation leader
Specific rental space (area)	Lessee's representative

### 6.3 Other important points of contact

Alarm Centre: phone 112.

OÜ Tartu Tuli (fire-extinguishing equipment, fire safety consulting, fire safety training: phone 7305 387 Mon–Fri 8–16:30

Other:.....  
 .....  
 ..

<sup>2</sup> The evacuation coordinator is the person who is listed first in the table and shall be stood in for by the person who is listed second, etc., if necessary.

## 7. Using a fire extinguisher

### TIPS ON USING A FIRE EXTINGUISHER

**CORRECT**



**WRONG**



**AVOID POINTING THE NOZZLE UPWIND**



**POINT THE NOZZLE AT THE BASE OF THE FIRE, NOT THE TOP**



**START EXTINGUISHING AT THE EDGE OF THE FIRE, NOT THE CENTRE**



**IN THE CASE OF AN OIL OR GASOLINE FIRE, START EXTINGUISHING LOW INSIDE THE FLAME**



**IF THE FIRE IS SMALL, AVOID EMPTYING THE EXTINGUISHER UNNECESSARILY**



**IF THE FIRE IS LARGE, USING TWO EXTINGUISHERS SIMULTANEOUSLY IS MORE EFFECTIVE**

## 8. Annual evacuation and fire action drill

### 8.1 Rules for carrying out the annual evacuation and fire action drill

8.1.1 The purpose of the evacuation and fire action drill is to ensure the required knowledge and skills for taking action in the event of evacuation and a fire, as well as to verify:

8.1.1.1 the adequacy of the plan of action in the event of a fire;

8.1.1.2 the ability of employees to act correctly in the event of a fire.

8.1.2 The evacuation and fire action drill shall consist of a theoretical part and a practical part. In the theoretical part, employees shall receive additional instruction on fire safety and be informed of how the fire drill will be carried out. The practical part shall comprise a simulation of a fire situation and practice activities in the fullest extent possible.

8.1.3 Participating in the evacuation and fire action drill is mandatory for all persons working in the building. For employees who are unable to participate in the fire drill at the scheduled time, a repeat fire drill shall be organised in the fullest extent possible, or they shall be given instruction corresponding to their job and position, which shall cover their duties in the event of a fire as well as an account of the fire drill that was carried out.

➤ **The evacuation and fire action drill must be carried out at least once a year.**

### 8.2 Record of annual evacuation and fire action drill

Year	Theoretical part	Practical part	Conducted by
2018	23.03.18	23.03.18	Tartu Tuli OÜ
2019	26.03.19	26.03.19	Tartu Tuli OÜ
2020	28.09.20	28.09.20	Tartu Tuli OÜ
2021	01.09.21	01.09.21	Tartu Tuli OÜ
2022	07.09.22	07.09.22	Tartu Tuli OÜ

# ANNEX 1. Evacuation diagram – 1st floor

