Extract copy from
SIA BT1
FIRE SAFETY GUIDELINES
and PLAN OF ACTION
IN THE EVENT OF FIRE
AT THE INTERNATIONAL EXHIBITION CENTRE
at Kīpsalas iela 8, in Riga

Preventive measures for the following risks:

1. Defects in electric wiring and equipment:

It is prohibited to:

- use damaged or improvised electric wiring and equipment;
- use wires and cables with damaged insulation, or to connect them in a way that inadequate transition resistance arises;
- place flammable substances and objects closer than 0.5 m from lights, unless permitted to by the manufacturer;
- use wire extenders or additional wiring that is fully or partially wound on a spool or in a bundle, unless intended for this purpose by the manufacturer;
- leave household electrical equipment and electrical devices connected to the mains unattended, except if it is permitted in the operating manual for the device.

2. Compliance with fire safety rules

- No smoking indoors;
- Only smoke at designated locations.

3. Hot work

Hot work includes work that involves open flames, or can produce sparks, or any other work that can result in ignition (welding, use of angle grinders and blow-torches)

- If hot work is to be conducted, the person in charge of the site (phone 67067521) prepares a work order for performing hot work at a temporary location ('order') and issues it to the person that is to perform the work.
- The supervision of the temporary location for hot work must continue for at least four hours after the hot work is over.

4. <u>Use of open flames and pyrotechnics</u>

- At the public site, any open flames or pyrotechnics may only be used with the written permission of the person in charge of the site (67067521), provided that the necessary fire prevention measures are taken.
- If pyrotechnics are used as part of a public event, the requirements set by the laws and regulations governing the handling of pyrotechnics, and by the manufacturer of these products, must be met.
- If special effects and equipment are used as part of a public event, the operating guidelines determined by the manufacturer of the equipment and devices, as well as the fire safety requirements specified in these regulations, must be complied with.
- It is prohibited to operate and store liquefied petroleum gas tanks in locations where public events take place if the weight of the gas in the tank can exceed 14 kilograms.
- It is prohibited to use alarm sensors and other fire equipment for attaching and arranging various visual information and advertising elements.
- It is prohibited to install ornaments and visual information less than 0.6 metres from alarm sensors.
- It is prohibited to keep product containers and other objects near fire hydrant cabinets and escape exits. It is prohibited to cover escape instructions and fire signs.
- It is strictly prohibited to use water from fire taps for utility purposes.
- It is prohibited to place objects closer than 1.2 m from indoor heating devices.

5. On fire escape routes, it is prohibited to:

- obstruct escape doors, corridors connecting different parts of the building, and exits to outdoor escape stairs, with furniture, equipment or other objects;
- place objects, furniture, equipment, and other materials in stairwells or directly below open stairs, flights of stairs, and staircases;
- install flooring (carpeting) and ornaments that impede escape;
- install ornaments and finishing materials that may promote the spread of fire.

Plan of action in the event of fire

Procedure for calling the fire and rescue service

If a fire breaks out:

- Private individuals must:
 - 1. report the fire to the State Fire and Rescue Service (SFRS), dialling the single emergency call number 112, naming the <u>address</u> or <u>location</u> of the fire, stating <u>their name and surname</u>, and providing any additional information about the fire;
 - 2. inform the person in charge of the fire and rescue operation of any persons who are or may be within an area that is threatened by the fire, of fire water connection points, and of any access routes, fire hazards, explosion hazards and other hazardous factors.

Rescue procedure

The public announcement system and the fire detection and alarm system communicate the necessity to escape from the site due to a fire or other alarm.

Rescue procedure:

The participant must:

- 1. Begin rescuing the guests from the indoor premises as soon as information about a fire or other alarm is received.
- 2. Escape from all rooms simultaneously according to the escape plan and escape description, using the nearest exits leading to a stairwell or directly outside the building.
 - 3. Escape in accordance with the escape plan of action.
 - 4. Gather all escaped employees and guests at the assembly point: the car park next to the site.

