

Instructions for tenants for emergency and hazardous situations in the Väike 6 residence hall

Prior to moving in the residence hall, examine the **evacuation plan** of the building on the website of the Student Village at www.campus.ee or on the stand in the lobby of the residence hall.

1. Illnesses and accidents

If you unexpectedly need emergency medical care, call emergency **telephone number 112** and ask for emergency medical care. You must state the following:

- the place where you are calling from – city, street address, room no.;
- the nature of injury or illness;
- the number of those injured or diseased;
- your name.

If possible, try to provide first aid. Stay there until the arrival of the ambulance.

2. Accidents and information

Hall manager **+372 5349 5925** (Mon-Fri 9:00-17:30)

Administrator phone outside reception time, 24/7 telephone **+372 5306 6620**.

In the event of technical failures or accidents (power failures, water accidents, etc.) or a danger posed by the technical condition of the building to your health and the health of other people, inform the hall manager / administrator as soon as possible.

3. Criminal offences

If you discover a burglary, theft or any other criminal offence, call the police on **telephone number 112**. If you happened to see the person who potentially committed the criminal offence, try to remember the traits of the offender(s). Do not destroy any traces or evidence of the criminal offence. Inform the hall manager / 24/7 administrator as soon as possible.

If you hear a bomb threat or find an explosive, immediately call emergency **telephone number 112** and inform the hall manager / 24/7 administrator as soon as possible. Do not allow people to approach the source of danger and do not touch any unknown items.

4. Strange or noisy people

If you see strange people moving about in the residence hall, if silent hours are violated or if you feel threatened by the conduct of other people, immediately inform the hall manager / administrator. The hall manager / 24/7 administrator calls the perpetrators to order. If the orders of the hall manager / administrator are not adhered to, a security unit will be called.

5. Fire safety

It is prohibited to keep flammable substances or use open fire in the residence hall, except to burn candles, provided that these are used for lighting the room and placed in a stable non-flammable holder. **Do not leave a burning candle unattended!**

It is prohibited to smoke in the rooms, stairwells and hallways of the residence hall. Smoking is only permitted in the prescribed areas with the respective marking.

When leaving the room, make sure that all the electrical devices are turned off and removed from the circuit, if possible. This does not apply to electrical equipment (e.g. refrigerator) working round-the-clock in accordance with technological requirements or the procedure established.

The indicator lights of smoke detectors and temperature sensors installed in the ceiling may blink from time to time (depending on the type of the sensor), but may not be lit all the time. If you notice an indicator light that is lit all the time, immediately call the hall manager / 24/7 administrator.

IN THE EVENT OF DETECTING FIRE, immediately start the alarm bells by pressing the fire alarm button on the wall of the hallway. Thereafter notify the alarm centre on **telephone number 112** (and the hall manager / 24/7 administrator, if possible).

If you detect fire in the room and you are unable to extinguish it yourself, close the window of the room, if possible, and exit the room. Close the door, but do not lock it. Thereafter warn the neighbours if you can, and exit the building.

When calling the alarm centre, you must state the following:

- the exact address of the fire (Viljandi, the Väike 6 residence hall, floor and number of the room);
- what is burning;
- possible danger to people;
- other dangers stemming from the fire (explosions, poisonous chemicals, etc.);
- who is notifying of the fire (name and telephone number from which you are calling).

If the person who has detected the fire is able to extinguish the fire themselves, they must start extinguishing the fire and then act in accordance with the circumstances. The primary fire extinguishing equipment is in the hallways in the places with the respective marking.

IN THE EVENT OF A FIRE ALARM, evacuate the building by using the **closest safe** evacuation route. If possible, notify the neighbours of the need to evacuate the building by knocking loudly on their doors. **The assembly point is the green area across the street from the front of the building.**

Move calmly on the stairs, do not push in or cause congestion.

If the hallway is filled with smoke and it is impossible to leave the room, close the door (leaving it unlocked), stuff the door gaps and ventilation openings with a cloth that has been dampened with water and open the window. Shout, wave or flash lights to let people know that you are trapped.

In the event of evacuation or any other threat, adhere to the orders given by the hall manager / security company or rescue team.