

ACTIONS IN THREAT AND EMERGENCY SITUATIONS

Information for RMK Students

Based on Section 30, Paragraph 3.¹² of the Education Law and the Education System Resilience and Business Continuity Framework developed by the Ministry of Education and Science, Riga Management College has developed a Business Continuity Plan, effective from 1 October 2026.

This material summarises the information from the Plan that directly concerns students' actions, safety and communication in emergency situations.

IMPORTANT

If there is an immediate threat to life, health or safety, call 112 first.

RMK Contact Information for Emergency Situations

Contact Person	Phone	E-mail
Jevgenija Dehtjare Director of RMK	23237173	jevgenija.dehtjare@college.lv
Natalja Prosvirova Acting Head of the Study Department	28007735	natalja.prosvirova@college.lv

BSA Building Duty Staff Contacts

Building	Contact Person	Phone
Valērijas Seiles iela 4	BSA Duty Officer	67100214
Valērijas Seiles iela 1 k-4	BSA Duty Officer	67100632

Student Actions in the Event of a Threat During On-site Studies

Extract from the RMK Business Continuity Plan, effective from 01.10.2026.

If a threat occurs while a student is at the College study premises at 4 Valērijas Seiles Street or 1 k-4 Valērijas Seiles Street, the student:

1. remains calm and immediately stops the current activity if required by the situation;
2. follows the instructions of the lecturer, College staff, building personnel and emergency services;
3. if possible, assists persons who need help;
4. if instructed to evacuate, immediately follows the designated evacuation route to the specified assembly point;
5. if instructed to shelter, goes to the designated safe area and remains there until further instructions;
6. does not use the lift during evacuation or in the event of another immediate threat;
7. does not put themselves at risk by attempting to return for personal belongings;

8. does not spread unverified information, rumours or assumptions about the situation;
9. if possible, follows information provided through the College's official communication channels;
10. calls 112 if emergency assistance is required;
11. does not return to the building or threatened area until a College representative or the competent emergency services have confirmed that it is safe.

Student Actions in the Event of a Threat During Remote Studies

If a threat occurs while a student is participating in a remote class, the student's primary responsibility is to ensure their own safety according to their actual location.

1. stops participating in the class if this is necessary to take safety measures;
2. checks official announcements issued by the competent state or municipal authorities;
3. acts in accordance with the instructions of emergency services at their actual location;
4. if sheltering or evacuation is required, immediately takes the appropriate safety measures;
5. does not remain online if doing so interferes with their safety or with necessary protective measures;
6. does not spread unverified information or rumours;
7. if possible, follows the College's official announcements regarding the further organisation of studies;
8. if requested by the College and if it is safe to do so, informs the College about their situation or inability to continue participating in the study process;
9. calls 112 if emergency assistance is required;
10. resumes studies only when it is safe and the College has announced that classes will continue or resume.

Quick Action Algorithm for Students

IF YOU RECEIVE A THREAT WARNING

1. STOP – stop your study activities if the situation requires it.
2. CHECK THE INFORMATION – use official information sources.
3. PROTECT YOURSELF – evacuate, shelter or take other instructed safety measures.
4. FOLLOW INSTRUCTIONS – follow the instructions of the competent services and the College.
5. DO NOT SPREAD RUMOURS.
6. CALL 112 if emergency assistance is required.
7. FOLLOW RMK INFORMATION regarding the further organisation of studies.

Safe Areas and Evacuation

Information	Location / Note
Safe room / shelter area – 4 Valērijas Seiles Street	Basement level
Safe room / shelter area – 1 k-4 Valērijas Seiles Street	Basement
Evacuation and shelter routes	Evacuation plans are displayed in the buildings
First-aid equipment	Room 320
Emergency drinking water supply	Room 320

External Contacts for Emergency Situations

Situation / Service	Contact	Website / Note
Single emergency number	112	www.112.lv
State Police	110	www.vp.gov.lv
Emergency Medical Service	113	www.nmpd.gov.lv
Riga Municipality Civil Protection Administration	+371 28025922	www.riga.lv
Riga Municipality unified contact number / incident reporting	1201	www.riga.lv
SIA "Rīgas ūdens"	80002122	www.rigasudens.lv
CERT.LV	+371 67085888	www.cert.lv
Official information and threat warnings	—	www.112.lv; "112 Latvija" mobile app

RMK communication channels in crisis situations: e-mail, WhatsApp, Moodle and telephone. If the internet or e-study environment is unavailable, voice calls and SMS are used.

Student Responsibilities for Safety and Business Continuity

1. keeps their contact information with the College up to date and immediately reports any changes;
2. follows the instructions of the College, lecturers, building personnel and competent services;
3. participates in safety drills and briefings organised by the College;
4. immediately informs a lecturer or College staff member about any identified threat;
5. during remote studies, acts primarily according to the safety situation at their actual location and the instructions of the competent services;
6. does not spread unverified information or rumours about a threat situation.

REMEMBER

In the event of an immediate threat, the protection of life, health and safety always takes priority. If emergency assistance is required, call 112.